



**2019 - 2020**

# **Student Handbook**

## *Director's Message*

Dear Student,

Welcome to Big Bend Technical College where our faculty and staff are dedicated to helping you prepare for a rewarding career! We are proud to train and educate students for the skilled careers of today's and tomorrow's workforce. I look forward to working with each of you as we work together to embrace BBTC's mission to "provide quality education and technical training that will empower each student to reach their potential."

The 2019-2020 Student Handbook provides you with information regarding rules, policies and procedures that govern our school. Please familiarize yourself with its contents. Following these policies and practices will ensure that BBTC will be a safe and enjoyable place to work and learn.

Thank you for choosing Big Bend Technical College for your education where we embrace the motto of "Educate, Empower, Employ!" We look forward to assisting you in achieving your dreams for a better quality of life for you and your family!

Warm Regards,



Jodi N. Tillman, Director



*Educate, Empower, Employ!*

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**Assurance Statement**—Certified to be true and correct in content and policy.

### Handbook Review

All students are required to acknowledge review/receipt of the student handbook as part of orientation and are responsible for following all policies and procedures contained therein.

## Directory

### Office Hours

Monday – Friday

8:00 AM – 3:30 PM

Main Switchboard BBTC	850.838.2545
FAX	850.838.2546
Dr. Danny Glover Jr., Superintendent of Schools	850.838.2500
Transportation Department	850.838.2505



### Taylor County School Board Members

Bonnie Sue Agner, Area 1

Brenda Carlton, Chairwoman, 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**



## Mission Statement and Motto

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



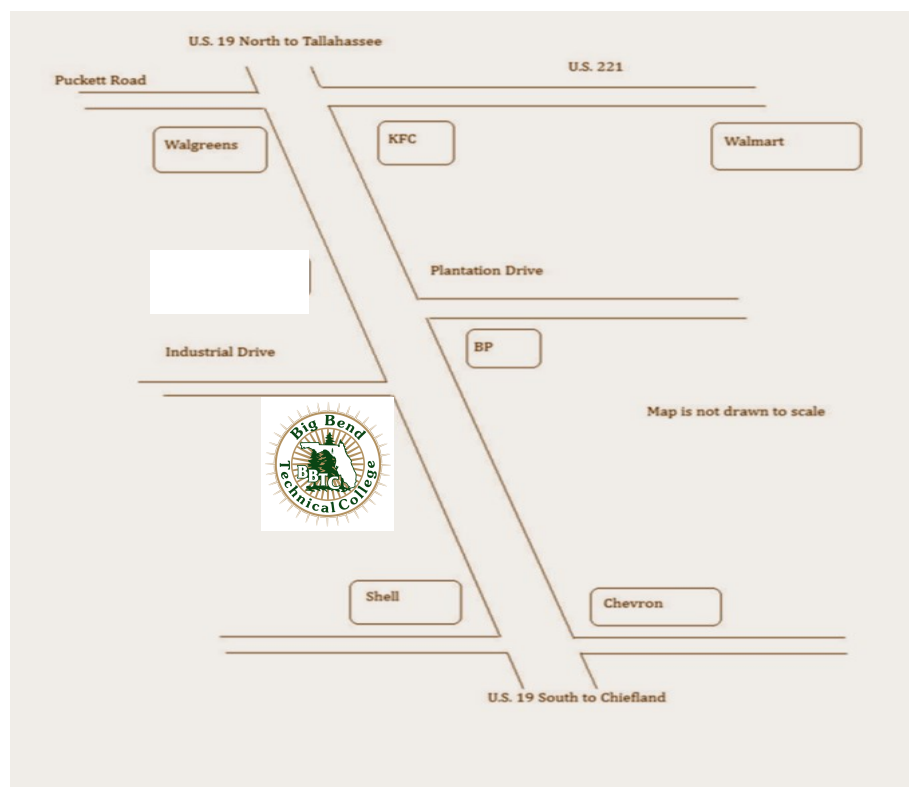
Our motto at BBTC is **“Educate, Empower, Employ!”** and we fully espouse that philosophy. We want every student who comes through our doors to be successful and accomplish their career goals.

## Big Bend Technical College

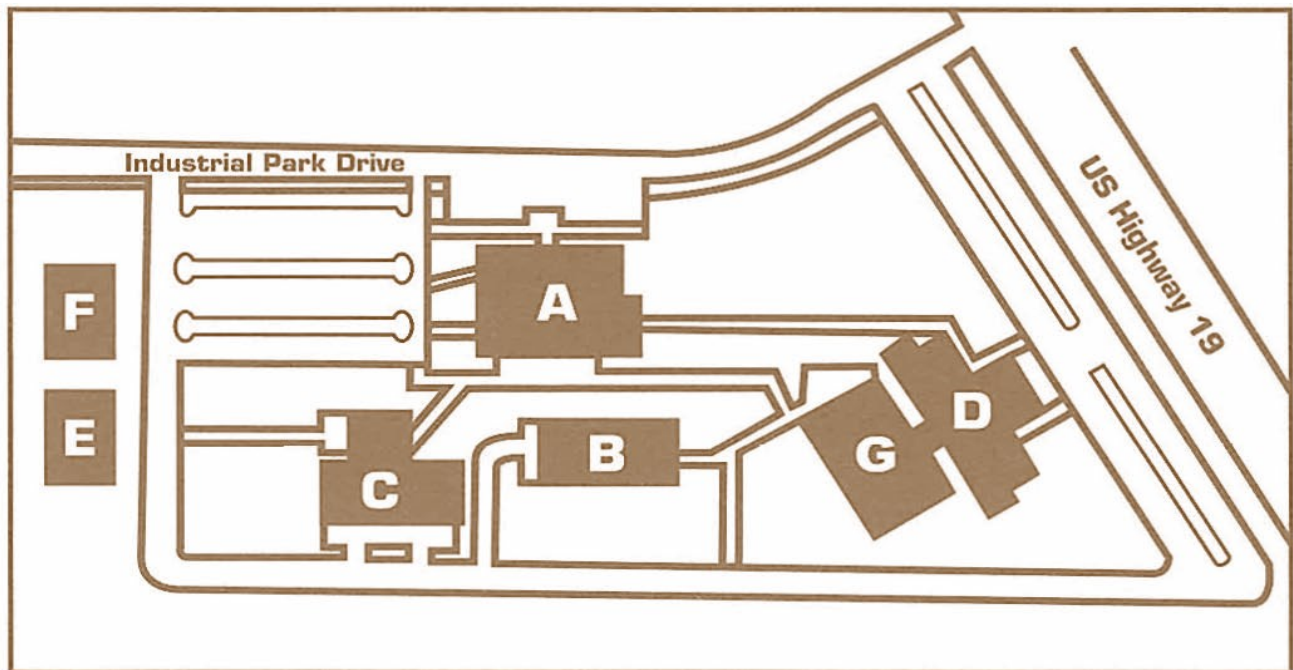
3233 South Byron Butler Parkway

Perry, Florida 32348

Phone: 850.838.2545



## Campus Map



A— Administration, Student Services Office, Adult Education, GED®, Central Receiving

B— Electronic Technology I

C—Electrical and Instrumentation I & II, Millwright: Industrial Mechanic and Installer, I & II, Welding Technology and Welding Technology Advanced

D—Massage Therapy, Medical Coder/Biller, Patient Care Technician and Practical Nursing

G— Diesel Maintenance Technician and Diesel Systems Technician 1

E&F Portables —District SNAP Program

## Social Media

Facebook — [www.facebook.com/BigBendTechnicalCollege/](http://www.facebook.com/BigBendTechnicalCollege/)

Twitter — BBTC@BBTechCollege

Website — [www.bbtc.edu](http://www.bbtc.edu)





# 2019-2020 Student Calendar

## Registration Windows

1st Semester	April 20, 2019 - August 5, 2019
2nd Semester	October 14, 2019- December 20, 2019

In order to be added to the class roster for the 2019-2020 school year, students must register and have paid tuition and fees during the applicable semester registration window.

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				



**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				

### Daily Schedule

8:00-11:00 Class  
11:00-12:00 Lunch  
12:00-3:00 Class

### Practical Nursing

8:00-11:00 Class  
11:00-11:30 Lunch  
11:30-3:30 Class

### PCT

AM Class 7:45-11:45  
PM Class 12:15 – 3:15

### Massage Therapy

AM Class 8:00 -12:00

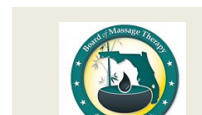
## Accreditation



The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Suite 325, Atlanta, Georgia ([www.council.org](http://www.council.org)) accredits Big Bend Technical College. COE may be contacted at 770.396.3898.

All programs offered at BBTC are approved by the Florida Department of Education's Division of Career and Adult Education.

BBTC is approved for training by the following state approved agencies: National Center for Construction Education (NCCER), the State Approving Agency of the Florida Department of Veteran's Affairs (FDVA), the American Welding Society (AWS), the Automotive Service Excellence (ASE), the Florida Board of Massage Therapy, the American Heart Association, and the Florida Board of Nursing.



### Notice of Non-Discrimination

The **Florida Educational Equity Act**, chapter 228.2001 Florida Statutes, requires that public education agencies regularly notify staff, students, and applicants for employment, parents, collective bargaining units, and the general public of its policies of non-discrimination. The information below is posted to comply with the requirements of the act.

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. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

Retaliation against an employee for engaging in a protected activity is prohibited. The District also provides equal access to its facilities to the Boys Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act.

Big Bend Technical College provides services for persons with disabilities. If you need assistance in your course of study or are requesting accommodations under Americans with Disabilities Act (ADA) please notify the Student Services Director or you may contact the Taylor County School District Office at 850-838-2500 for assistance. Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Michael Thompson, Director of Personnel, Taylor County Schools' Superintendent's Office, 318 North Clark Street, Perry, Florida 32347.

Phone: 850-838-2500

email: [Michael.Thompson@taylor.k12.fl.us](mailto:Michael.Thompson@taylor.k12.fl.us)



## General Information

### BBTC General Information

Information contained in this handbook/catalog is for information purposes only and should not be construed as the basis of a contract between the student and this institution.

### Right-to-Change Catalog Policy

While the provisions of this handbook/catalog will ordinarily be applied as stated, the Taylor County School Board reserves the right to change any provisions listed in this catalog, including, but not limited to entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation or completion of OCPs or Certificate of Completion, fees and charges, financial aid, rules and regulations, and the BBTC school calendar without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students.

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation or a Certificate of Completion.

### 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, manipulative skills, 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 programs are an integral part of the American way of life and have 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.

### Visitors

All visitors to BBTC must register at the main desk in the Student Services Office for a Visitor ID badge. Students are not permitted to bring visitors into their program area without prior permission from a school administrator. This includes dependent children and other family members.

### Campus Access Policy

Big Bend Technical College is committed to free access to campus facilities by students and staff consistent with personal safety and preservation of personal property.

## General Information Continued

### Facility Use by Outside Agencies

The facilities at BBTC are made available to eligible outside organizations that wish to conduct activities on campus. Any individual or agency who wishes to use the facilities should contact the administration office for guidelines, fees and procedures regarding the use of the facilities.

### Institutional Advisory Committee

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 Institutional Advisory Council members at each school district meet the legal requirements. Big Bend Technical College is served by an Institutional Advisory Council 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 majority of Institutional Advisory Council members must be persons who are not employed by the Taylor County School District.

### Occupational Advisory Committees

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

### Program Offerings

All classes are contingent upon adequate enrollment.

### Disability Services

As an Equal Access/Equal Opportunity institution, BBTC assures students with disabilities equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with the Student Services Director at the beginning of the term, preferably not later than the end of the first week.

### Identification Badge Requirements and Procedures

Students are required to wear an identification badge for each school year of attendance. Students must go to the Student Services Office to obtain an ID badge during the first three days of class. The cost for a replacement ID is \$5.00.

### Parking

Students may not park in unauthorized areas without administrative permission. The west parking lot is designated parking for Welding, E&I, Millwright, Elect. Tech 1 & Adult Ed students. The east parking lot is designated for Diesel Maintenance and System Technology, Massage Therapy, Medical Coder/Biller, Patient Care Technician and Practical Nursing.

Parking is not allowed on the grass. Loitering or “**hanging out**” in the parking lots is strictly prohibited. Vehicles parked on the BBTC campus are subject to searches.

### Faculty Statement

As an integral part of the Taylor County School District, BBTC is subject to teacher certification standards established by the State of Florida. Instructors are experienced in their respective occupational programs and strive to maintain high standards in both CTE and Adult Education. Certification is required of all BBTC faculty.

## General Information Continued

### Electronic Recordings

Electronic recording of classrooms/buses/parking lots for safety and security purposes is an accepted practice in the Taylor County School District.

### Grading Policy

At the end of each grading period or at the completion of a course or OCP, the achievement of each student is reported from the instructors to data entry by the following method:

- A - 90—100 percent; 4 grade points
- B - 80— 89 percent; 3 grade points
- C - 70 —79 percent; 2 grade points
- D - 60— 69 percent; 1 grade point
- F - below 60 percent; 0 grade point

### Certificates of Completion for CTE Programs

Certificates of Completion will be awarded to students who master program performance standards and meet state reading, language, and math minimum requirements for that program. Official transcripts are issued upon completion of a CTE program.

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for a GED® and/or CTE certificate program.

### Insurance

Any BBTC student can purchase affordable accident insurance that covers students while at school or during school functions, or 24x7 depending on the chosen plan. More information can be found online at [www.schoolinsuranceagency.com](http://www.schoolinsuranceagency.com).

Practical Nursing and Patient Care Technician students must purchase a personal liability insurance policy. All BBTC students are eligible to purchase a Healthy School policy.

### Nondiscriminatory Admissions Policy

It is the intent of the BBTC to ensure equal access to all qualified students who can safely benefit from instructional services regardless of race, national origin, religion, gender, genetics, age or handicapping condition. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

### Telephones

Telephones located in the offices or the classrooms are for BBTC faculty and staff use only. In cases of emergency, students should ask permission from their instructor regarding phone use.

## General Information Continued

### Cell Phones/Electronic Devices

Postsecondary students may use phones during scheduled lunch and breaks only. Cell phones **may not** be used during class time. Students who violate the cell phone policy will be subject to disciplinary actions up to and including dismissal.

The Director or his/her designee shall have full authority to regulate the use of wireless communication devices (cell phones) on school campus. At no time shall BBTC and/or Taylor County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

### Dress Code

BBTC has a program-specific uniform policy. Each program has a specific color and style. Manufacturing and Diesel students will receive two shirts with paid tuition. Additional shirts will be available for sale in the Student Services Office Bookstore. Health Science students are required to wear program-specific scrubs.

Scrub colors: PCT- Eggplant, PN - Olive and White, Medical Coder/Biller - Hunter Green, Massage Therapy - Black

Others: Diesel Maintenance & Specialist Technology –Black Carhartt shirt , Millwright - Blue Carhartt shirt, Welding - Hunter green Carhartt shirt, Elect Tech/E&I - Blue Stone Carhartt shirt—all with school logo and program.

Bare midriff, see-through clothing, halters, tube tops, tank tops, backless dresses/tops, yoga/spandex pants/leggings unless worn with long tops/tunics, biker shorts, and loose pants/shorts that fall below the natural waistline and pajamas are examples of unacceptable appearance and dress. Health Science, Diesel and Manufacturing programs require specialized footwear. Clothing with words/phrases, symbols, pictures, patches and/or insignia which are offensive, obscene, profane or alcohol/drug related are prohibited. Most programs have additional dress code requirements.

Faculty and staff members are authorized to deny admission to classroom and other areas on campus to a student whose mode of dress fails to conform to the reasonable expectations established in each program. **Under no circumstances will students be allowed to remain on campus if their form of dress in any way disrupts the educational process.**

## Use of Social Security Number

### 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.

## Accommodations for Students with Disabilities

### Course Accommodations for Students with Disabilities

Students with physical disabilities and/or learning disabilities are eligible for program accommodations to satisfy admission requirements, course completion or graduation requirements. Postsecondary students must self-identify and request program accommodations through the Student Services Office. Documentation must be provided that failure to meet certain program requirements are related to the disability and does not constitute a fundamental alteration of the program.

## Student Services Office

### The Student Services Office

The Student Services Office is responsible for processing admissions, providing counseling, financial aid, career guidance, records maintenance and program advising. You may contact the Student Services Office at 850.838.2545.

### Counseling

A counselor is available to assist students in making informed choices. Guidance and counseling activities include, but are not limited to: orientation, career assessment, disability services, employment trends, exceptional student counseling, international student counseling, occupational counseling, personal counseling, registration, student records and transcripts.

### GED® Testing

BBTC is an approved GED® Testing Center. Tests are administered monthly. Details of testing, costs and dates may be obtained at <https://ged.com/> or by calling 1-877-EXAM-GED (877-392-6433). Students who are under the age of 18 must meet state and district requirements for underage GED® enrollment and testing. GED records must be obtained at <https://ged.com/>.

### Records/Transcripts

Student records are maintained in the Student Services Office and purged and archived after five years. For information on student records and transcripts contact the Student Services Office.

Requests for transcripts must be made in writing to Big Bend Technical College. A request form is available on-line at [www.bbtc.edu](http://www.bbtc.edu). The request must identify the student's full name or name at time of enrollment, date of birth, social security number, and last date of attendance. A fee of \$5.00 will be charged.

### Change of Address

It is the responsibility of the student to notify the Student Services Office of a change of address or other demographic information such as marital status or phone number.

### Schedule Changes

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with their instructor first. The instructor will then arrange for the student to speak with the Student Services Director. If the changes are approved, a schedule change with all the appropriate documents, will be completed by the Student Services Director.

### Transfer of Credit

An incoming student who has previously attended another accredited postsecondary institution may provide an official transcript for credit evaluation. Acceptance of credit completed at another institution will be appropriately awarded upon verification of competencies.



## Placement /Clinicals/Industry Certifications

### Placement

The Student Services Office, as well as instructors, will make every effort to help students obtain a job related to their training. Local employers contact BBTC when job openings arise and the school attempts to match student skills to available job openings needs.

### Field Trips/Clinicals

Field trips/clinicals are arranged by the instructor to enhance knowledge in the program of study. These off campus trips are pre-approved and scheduled. Students are expected to participate, and attendance is monitored. In most instances students must arrange for their own transportation. **Instructors will not transport students in their private vehicles.**

### Industry Certifications/Licensure

Industry credentialing encourages students to work toward earning an industry certification, achieving state licensure, and/or passing an occupational competency assessment while pursuing a high school diploma or postsecondary career certificate. The expectation is that all BBTC CTE students will achieve at least one industry certification/licensure appropriate to the technical training they receive prior to graduation.

## Orientation

### Student Orientation Program

An important part of success at a BBTC is the student's prior knowledge of expectations for involvement in BBTC programs. Knowing how the campus operates, the students' rights and responsibilities, and the staff expectations and desired outcomes for all students is necessary.

All career certificate and adult education students entering BBTC for the first time are required to attend a new student orientation. The orientation is designed to acquaint the student with campus facilities, services, rules and regulations and to assist the student in adjusting to the new learning environment. New student orientation will take place the first week of instruction. All students will be provided with Drug and Alcohol Prevention Program information during orientation. All students will sign a standard acknowledgement document at the completion of their orientation.

### Orientation for Returning Students

Each instructor will make returning students aware of new policies, procedures or any changes. Student orientation will take place the first week of instruction. If missed, the student must attend an orientation within 5 days of their return to class. As such, instructors must address changes in the Student Handbook and TCSD Discipline Matrix with returning students.

### Student Orientation for Specific Programs

Many programs have specialized policies and procedures which are necessary for safety, efficient operations and student success. Indeed, each program and course is unique in a number of ways and the instructor is in the best position to communicate this information. Listed below are examples of items that may be relayed by the instructor in this orientation:

1. Checking out and returning tools, equipment, materials, and supplies.
2. Handling of flammable and other hazardous materials.
3. Proper use of eye safety devices.
4. Proper use of other safety gear and devices.
5. Tool room procedures.
6. Use of the Internet.
7. Cleanup procedures and schedules for labs and classrooms.
8. Procedures and schedules for clinical experiences.
9. Completing online curriculum that is required.
10. Procedures for student personal needs.

## Code of Conduct

### 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, adult and community education. The Student Code of Conduct (Discipline Matrix) is available on-line at the following link: [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us)

## Withdrawal Policy

### Withdrawals

Students wishing to withdraw from a program or course before the end of the enrollment period must notify their instructor and the Student Services Office as soon as possible. The instructor will initiate a withdrawal form and send it to the Student Services Office. The Student Services Office will withdraw the student (see Refund Policy). If receiving financial aid, you must notify the Financial Aid office immediately of your reason for withdrawing, noting your last day of attendance. **Failure to do this may disqualify you for future financial aid or leave you with an outstanding balance that must be reconciled before any future enrollments.**

When a student is withdrawn from a program, the Financial Aid Administrator (FAA) has 30 days from the withdrawal date to complete appropriate paperwork. With the completion of appropriate paperwork; BBTC's Fiscal Manager and the District Finance Office have 15 days to return the monies to the United States Department of Education (USDOE).

The following outlines the withdrawal procedures the FAA follows:

- The FAA receives notice of withdrawal
- The student's attendance is printed for the entire payment period the student is currently in.
- The student's attendance is counted. All **scheduled** hours are counted that the student could have attended up to the last day the student attended class.
- Withdrawal paperwork is completed and it is determined whether the student owes funds to BBTC or if the student is owed funds.
- If a student owes BBTC a balance, the student is notified in writing at the student's last known address. A copy of the letter is placed in the student's Financial Aid and Academic records.
- In some instances, the student may owe funds to BBTC and the USDOE. These students will be advised of both debts in writing.
- The FAA turns in the results of The Return to Title IV funds calculation to BBTC's Fiscal Manager and the District Finance Office. This office will facilitate the return of funds (if necessary).
- If student has an overpayment owed to the USDOE and has not paid the balance within 45 days from the date of the letter sent to the student informing them of the overpayment, the FAA reports this information to the National Student Loan Data System (NSLDS).
- If the overpayment is with the USDOE and the student has not made payment arrangements with BBTC, the USDOE is notified of the overpayment via the NSLDS.
- If the student has money due to them, the FAA places their file in the following month's disbursement batch.

## Withdrawal Policy Continued

During the application/interview process, each student is made aware of potential financial obligations and consequences for completing and/or withdrawing before a payment period is completed. Upon withdrawal the letter is sent to the student informing him/her of the balance owed to BBTC and the consequences of the failure to pay the balance owed. If the debt is with BBTC, the student is informed that they will not be allowed to register again until the debt is cleared. If the overpayment is with the Federal Government, the student is informed they will not be eligible for Title IV aid until the overpayment is cleared. They are also given a due date of 45 days from the date on the letter to pay the overpayment to BBTC, or set up acceptable payment arrangements. Failure to comply with these requirements will result in a referral of the debt to the USDOE.

### Post-Withdrawal Disbursements

If the student receives less Pell Grant monies than the amount earned, BBTC will make a disbursement of the earned aid that was not disbursed if student has met all eligibility requirements. Big Bend Technical College will credit a student's account with a post withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. BBTC will notify the student within 30 days of the withdrawal as to the amount of Title IV disbursement funds available. Big Bend Technical College will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the funds will then be returned to the Federal Pell Grant Program.

## Withdrawal Refund Policy

### Refund Policy for Withdrawals

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% 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 who 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 applies 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.

## 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 prepare students for employment. Attendance policies may be more stringent in some programs. Below are the minimum requirements for all programs.

**Mandatory First Day Attendance:** Students not present on the first day of class as shown as the entry date on their registration form, may be dropped from their program. Students dropped will be placed on the program waiting list. NOTE: Attendance policies for secondary students are established by the Taylor County School Board.

### CTE Attendance Policy

The CTE Attendance Policy is monitored by nine weeks. The following policies apply to full-time and part-time postsecondary students:

- Students are required to maintain 85% attendance in accordance with the school's Satisfactory Academic Progress (SAP) policy (see pages 20-21).
- Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- Suspensions will be counted as absences.
- There will be no "excused" or "unexcused" absences except for Administratively Excused Absences (see page 18).
- 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.
- 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.

Adult Career Certificate Program students who are absent more than 15% of the total program hours per nine weeks will be withdrawn. Students will be marked absent on a full day basis: 6 hours per day for all programs other than Practical Nursing which is 7 hours per day, PCT 4 hours and 20 minutes per day, Massage Therapy 4 hours and 10 minutes per day and Night Welding 3 hours and 15 minutes per day or on an hour-to-hour basis (example: student clocks out to attend a doctor's appointment and leaves two hours early - 2 hours will be docked from the student's attendance record.)

Tardies will be calculated on a 15 minute cycle: Students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes and 46-60 minutes will be docked 1 hour.

Programs that have federal and state licensure requirements, and lockstep programs, require satisfactory academic progress and attendance more stringent than those outlined above. These programs will provide each student a written copy of the program's satisfactory progress requirements at the beginning of their training.

## Attendance Policy Continued

### Documentation for attendance appeals:

- Hospital stay: a statement from the doctor and/or hospital indicating the date of the admission and the date of discharge.
- Court appearance: a subpoena or a letter from the attorney representing the student.
- Death in the immediate family: an obituary, a funeral program or newspaper article about deceased.

### Administratively Excused Absences

Typically a student will be given an Administratively Excused Absence when a student is withdrawn from a program and is awaiting their appeal to the attendance committee. Only BBTC's Directors have the authority to authorize an Administratively Excused Absence. This absence will not count towards the student's attendance; however, because Pell disbursement is calculated using student's actual attendance, it will postpone the student's next Pell award by those same hours the student was excused.

Administratively Excused Absences and Leave of Absences will affect your financial aid status. Pell disbursement is calculated on days present. An attendance appeal meeting in no way guarantees your re-admittance into a program. Other determining factors include quality / quantity of class work, teacher observations, classroom participation, disciplinary referrals, and other school/class related data.

### Administrative Withdrawal

Adult students may be withdrawn immediately by the administration for the following reasons:

- Discipline referral
- Behavior or act that endangers students, staff and/or faculty or other inappropriate actions as determined by the administration
- Unsatisfactory progress
- Drug and/or alcohol abuse
- Attendance issues
- Cheating

Students withdrawn for attendance reasons may not reenroll the next semester and must wait until the following enrollment period, on a space available basis to reenroll.

Students who have been withdrawn from a program for behavior or acts that endanger students, staff or faculty or other inappropriate actions that disrupt the learning environment of the class or campus, or cheating will be denied future admission to BBTC.

### Program Re-Entry Policy

If a student is withdrawn from a program for violating the attendance policy, the student may not reenroll the next semester and must wait until the following enrollment period, on a space available basis to reenroll.

Students receiving Federal Title IV (Pell) must meet with the Financial Aid Administrator to establish Pell eligibility. Students must re-enter the same program that the student was withdrawn from and satisfy the deficit in hours of instruction in which the student received Federal funds to attend. A satisfactory Student Progress Report must be received by the BBTC Financial Aid Administrator from the instructor after the deficit hours have been attended. At that time, a new FASFA (Pell Grant) application must be submitted.



## Time Clocks

### 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 and any other time when leaving campus. 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

In order for an adult student to qualify for a leave of absence, the student must apply for the leave of absence prior to the requested time. Students must provide a written, signed and dated request, that includes the reason for the request. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date. The leave of absence will be considered for a period of days, the minimum being five days and no more than thirty school days. The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, may not exceed 180 days in any 12-month period. A leave of absence cannot be used for sporadic absences over a period of time. If a student does not resume attendance at or before the end of a leave of absence, the institution must treat the student as a withdrawal.

NOTE: No more than one leave of absence will be granted in an academic semester. Veteran's benefits will be terminated and financial aid payments will be reduced for absences that exceed the allocated amounts. The Attendance Committee may consider extraordinary circumstances. If the student was a Title IV or HEA program loan recipient at a prior school, the student's failure to return from a leave of absence may affect the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

**All leave of absences must be approved by an administrator and the instructor. Speak to your instructor and the Student Services Office to apply for a leave of absence.**

### Examples of Approved Leave of Absence

- Hospital confinement for the adult student, spouse or children;
- Court appearances;
- Death in the immediate family (spouse, children, parents, siblings); or
- Extended illnesses (example: chemotherapy, severe diabetes, an illness that may require numerous trips to the doctor and can be documented).

## Internships

All students involved in internships must complete all appropriate paperwork with the Student Services Office and be approved (or denied) by the **Instructor and the Director** prior to beginning their internship.

## Transfer of Credit

BBTC shall accept and classify transfer credits earned 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 placement of the student.

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

- A review of the student's 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.

BBTC will provide prompt and accurate transcript services for students entering or leaving the school. Requests for transcripts must be made in writing to Big Bend Technical College. A request form is available on-line at [www.bbtc.edu](http://www.bbtc.edu). The request must identify the student's full name and name at time of enrollment, date of birth, social security number and last date of attendance. A fee of \$5.00 will be charged.

## Satisfactory Academic Progress (SAP)

### Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is essential to maintaining eligibility for Title IV financial aid disbursements. Student's Academic Progress will be checked when hours and weeks within the payment period have been met and prior to subsequent disbursements for students enrolled in programs one academic year or greater every nine weeks and at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

Satisfactory Academic Progress for CTE Students is defined in three parts:

- 1) Students must maintain a **MINIMUM GRADE EVALUATION OF 70%** as determined by the student's individual program on all theory, clinical or shop performance during each evaluation period. Some programs may require a higher numerical value for minimum satisfactory progress rating (Qualitative)
- 2) Students **must maintain 85% attendance**. Completing the REQUIRED NUMBER OF COMPETENCIES within the time frame as defined by individual program guidelines for the evaluation period. The 85% rule refers to the quantity of work completed for on-time program completion. Therefore, if a student's work is satisfactory, but he or she is behind schedule in completing the program's competencies, he/she cannot be reported as satisfactory for SAP reporting (Quantitative).
- 3) **COMPLETE AND PASS THE MID-TERM EXAM WITH A MINIMUM OVERALL GRADE OF 80%**. This pertains to licensure programs such as Patient Care Technician, Practical Nursing, and Massage Therapy. Students who do not pass the mid-term exam will be dropped from the program. Retakes will not be given.

Once financial aid is awarded, in order to continue to receive financial aid, a student must be making satisfactory progress. A student is normally considered to be making satisfactory academic progress if he/she is making a cumulative grade of "C" (a numeric grade of 70%) or above (qualitative measure) and is making timely progress toward the attainment of a Program Completion Certificate (quantitative measure). Satisfactory Academic Progress is evaluated at the end of each payment period.

### Student Awareness of School Policy regarding Satisfactory Academic Progress

The SAP policy is located in the Student Handbook, the Financial Aid Office and on the website: [www.bbtc.edu](http://www.bbtc.edu)

## SAP Continued

### When a Student fails to meet Satisfactory Academic Progress

At BBTC there is no academic probation or warning upon the determination of unsatisfactory academic progress. Students acknowledge notice of unsatisfactory academic progress and the forfeiture of scheduled financial aid payment by signing the Satisfactory Academic Progress Report form. Failure to achieve satisfactory academic progress at the end of a payment period will result in the forfeiture of federal Title IV funding for the following payment period.

When an instructor's report shows unsatisfactory progress either quantitatively, qualitatively or both, the FAA will first meet with the instructor to review the student's situation. The student will then be counseled by the instructor and the FAA as to the consequences of the lack of satisfactory academic progress.

Reinstatement of financial aid will be granted when a student achieves a satisfactory academic progress report for the subsequent term of enrollment for which no grant aid was awarded. Determination of SAP achievement is given by either the BBTC Student Services Director or Director.

### Returning Students who failed to meet SAP

- If returning to same program, the student will be unsatisfactory until SAP status is achieved and no aid will be awarded.
- The SAP status of a student at a different Postsecondary school will not affect the awarding of aid.

**Proof of the above guidelines will be collected from instructors confirming the student's name, program and progress toward academic achievement.**

## Veteran's Attendance Policy/Benefits

Most programs at BBTC are approved for veteran's education benefits. Questions regarding eligibility should be directed to the Veteran's Approval Agency of Florida. Persons who are eligible may also contact the Financial Aid Office.

### Veteran's Attendance Policy

All students receiving Veterans' Educational Benefits must maintain satisfactory progress in accordance with regularly prescribed standards and policies of Big Bend Technical College. Specific details of Satisfactory Academic Progress are listed below. The Attendance Policy is provided on page 17 of this document as well as on the website. A complete copy of the student handbook is also available on the school website: [www.bbtc.edu](http://www.bbtc.edu)

### Reinstatement

A veteran student must maintain a 2.0 minimum GPA or "C" on each monthly evaluation. One evaluation period with less than a 2.0 grade point average or "C" will place the student on academic probation for one month. If the GPA is below 2.0 or "C" at the end of the probation month, VA benefits will be terminated. Upon completion of the program a certificate of completion is given to the student.

### Satisfactory Progress

A veteran will be considered progressing satisfactorily as long as he/she continues to achieve and complete the student performance standards for the program he/she is enrolled; veterans must adhere to the attendance policy described below. A progress report showing completion of specific skills of the course and an alphabetical evaluation (A-Excellent, B-Above average, C-Average, D-Below Average, F-Failing) of the level of completion is recorded on the veteran's course outline and the instructor files a copy of the outline. Information reflecting prior training and showing grades and credits earned for the training is secured upon initial enrollment of the veteran and maintained in the veteran's permanent record. This information will be available to the veteran, VA and other schools and agencies upon request.

### Unsatisfactory Progress

A veteran will be considered making unsatisfactory progress when he/she receives an evaluation of "D" or "F". If this occurs, the veteran will be given an opportunity for counseling with the instructor and with the Student Services Office to correct the deficiencies. Unsatisfactory progress status must be corrected within a six-week period. If unsatisfactory progress continues after counseling and the specified time, the VA will be notified and the veteran's benefits will be terminated.

# Technology Guidelines

## Technology

District-provided computers shall not be used for personal or financial gain or for the benefit of private, “for profit” or “not-for-profit” organizations or for any commercial or illegal activity.

The student will not place any software on the district-provided computer without permission from the designated technology contact at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g. no illegally duplicated software). The student will be financially responsible for lost or damaged computers and/or software.

District-provided anti-virus software must be on all computers at all times for maximum protection against viruses. Students will adhere to the computer use agreement they signed during the admission process.

Access to information technology is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, access to the network may be revoked. Some violations may also constitute a criminal offense and may result in school disciplinary action up to and including withdrawal from the program and/or legal action.

### 1) Acceptable Use

- Must be in support of education and research consistent with district policy
- Must be consistent with the rules appropriate to any network being used/accessed; school and district administrators will make the final determination as to what constitutes acceptable use and their decision is final.

### 2) Netiquette

- Be polite
- Do not use vulgar or obscene language
- Use caution when revealing personal information
- Electronic mail is not guaranteed to be private, and is subject to Florida's Public Records Law
- Do not intentionally disrupt the network or other users
- Abide by generally accepted rules of network etiquette

### 3) Security

- Do not reveal your account password or allow another person to use your account
- If you identify a security problem, notify a system administrator immediately
- Do not show or identify a security problem to others
- Do not use another individual's account. Attempts to log on as another user will result in the cancellation of privileges

Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Users may not connect computer equipment that is not School Board property to the network without prior authorization from the MIS Department.

### 4) Penalties

Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution and/or dismissal from the program.



## Technology Guidelines Continued

### 5) Unacceptable use

Unacceptable uses of electronic facilities include but are not limited to:

- Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy
- Using profanity, obscenity or other language which may be offensive to another user
- Violating copyright law
- Activities that do not adhere to the District's mission, such as chain letters
- Partisan political activity, political or religious advocacy, or activities on behalf of organizations having no affiliation with Taylor County Schools
- Unauthorized fundraising or similar activities, whether for commercial, personal or charitable purposes, unless specifically authorized by the Superintendent or his/her designee
- Accessing, storing, processing, displaying, possessing, printing, or distributing offensive or obscene material such as pornography, hate literature, sexually offensive or other inappropriate information
- Annoying or harassing another person, such as by sending undesirable e-mail or displaying uninvited web sites or by using lewd or offensive language in an e-mail message.
- Making racist or sexist comments or any other statements which demean a person because of his/her race, sex, sexual orientation, national origin, age, disability, color, or religion
- Any other usage that may create a potential legal liability for the district or compromise the school district in any way

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.

## Plagiarism, Copyright and Cheating Policies

The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as his/her own. Whether a student copies an assignment, downloads a paper from an internet site or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. All students shall abide by the provisions of United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.).

Students who are involved in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.

Students who cheat on industry certification or licensing exams will forfeit the testing fee(s) and be removed from the testing area. An incident report will be filed with the testing agency to determine if the student will be allowed to test again.

All students are expected to fulfill the principles and standards of academic honesty. Cheating on tests, projects, or papers is cause for formal disciplinary action. Instructors who suspect cheating will meet with the student immediately to state their observation and concern and notify the Director of the discovery and conversation. Based on an investigation of the incident, a determination will be made by the Director as to the seriousness of the charge.

The Taylor County School District shall abide by all provisions of the copyright laws. The Taylor County School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials. Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or District office.

Students who cheat, plagiarize, or infringe copyright law will face any or all of the following consequences:

- First Offense—The student will receive a zero for the assignment. If the assignment receives multiple grades, the assignment will be given multiple zeros. If the zero(s) bring the student's GPA below SAP or the required grade percentage, the student may be withdrawn from their respective program. If the student is a minor, the student's parent will be contacted.
- Second Offense—The student will be dismissed from the program.



## Campus Security Policies

### Zero Tolerance for School Related Violent Crime

It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The Taylor County School Board and Administration are determined to provide an environment that is drug-free and protect students' health, safety, and civil rights.

The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, in achieving this goal. Although education and prevention are the preferred means of achieving safe schools, there must be a clear statement of policy that violence in schools will not be permitted.

The school district will invoke the most severe consequences provided in the Florida Statute and in the Student Code of Conduct (Discipline Matrix) in dealing with students who engage in violent criminal acts on school property, on school sponsored transportation, at school bus stops, on school buses or during school sponsored activities. Violent criminal acts include, but are not limited to, the following offenses:

- Homicide (murder, manslaughter)
- Sexual Battery
- Armed Robbery
- Aggravated Battery
- Battery or aggravated battery on a teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession or use of a firearm or other weapon
- Possession or use of any explosive device

### Gun Free School Act

1006.13. (2) The zero tolerance policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of no less than one (1) full year and to be referred to the criminal justice or juvenile justice system.

- Bringing a firearm or weapon, as defined in Chapter 790, to school, to any school function, or onto any school sponsored transportation, or possessing a firearm at school.
- Making a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel's property, school transportation or a school sponsored activity.

### Policy for Reporting Crimes and Other Emergencies

It is the policy of BBTC that incidents of criminal action or other emergencies occurring on campus be reported to the closest school district personnel who will then report directly to the Director or designee. The institute will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees and guests. In the case of allegations of serious criminal acts, the institute will seek the assistance of law enforcement authorities. Serious criminal acts include but are not limited to murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary and motor vehicle theft.

### Campus Warning Policy

In the event that a situation arises, either on or off campus, that is judged by the Director and/or designee to constitute an ongoing or continuing threat, a campus wide warning will be issued. This warning will be over the intercom and campus wide public announcement system. Anyone with information warranting a warning should report the circumstances to the Director and/or designee by telephone at (850) 838.2545 ext. 223/236 or in person in the school administration building.

## Drug Free School Act

### Federal Drug-Free School Act

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who **abuse** alcohol or drugs. In addition, penalties for those who violate school standards must be in place and consistently enforced. State law prohibits the consumption and/or possession of alcoholic beverages by persons younger than 21 years of age. The sale of alcoholic beverages to persons younger than 21 years of age is also prohibited.

### BBTC Drug-Free School Summary Statement

Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by BBTC students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Taylor County Public School owned and controlled property or as part of any of its activities.

Any BBTC student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Department of Education.

## Drug and Alcohol Prevention Policy

### Drugs and Alcohol

***Student Notification***—Notification of the information contained in the DAAPP will be distributed to all currently enrolled students on or before October 1<sup>st</sup> of each year.

The use of illicit drugs and the unlawful possession and/or use of alcohol are wrong and harmful. The illegal use, possession, or sale of alcoholic beverages or controlled substances, as defined in Chapter 893 by any student while such student is upon school property or in attendance at a school function is grounds for suspension, expulsion, or imposition of other disciplinary action by the school, and may result in criminal penalties being imposed.

Policies concerning the use, possession, or sale of alcoholic beverages or controlled substances as defined in Chapter 893 will be included in the code of student conduct to be distributed annually to all teachers, school personnel and students at the beginning of each school year.

### ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL

It is the intent of the Taylor County School Board and Administration to make it very clear that there is zero tolerance relating to drugs and alcohol. Disciplinary action will be taken in matters involving possession, usage, delivery and/or sale of drugs or alcohol on school property, on school sponsored transportation, at school bus stops, on school buses or during school sponsored activities.

Controlled drugs and narcotic substances include those substances listed in Chapter 893 of the Florida Statutes, and any prescription drug in the possession of anyone other than the individual for whom the drug or narcotic was prescribed will also violate school policy and subject the student to disciplinary and criminal action.

The School Board always retains the right to review each case on its merits and circumstances and determine the appropriate penalty notwithstanding the minimum set forth herein.

## Drug and Alcohol Prevention Policy Continued:

The following words and phrases shall have the following meanings, unless the text requires otherwise:

- “Alcoholic beverages” means distilled spirits and all beverages containing one-half of one percent of alcohol by volume.
- “Drugs” means cannabis, the seed thereof, and the resin extracted from any part of the plant, narcotics, barbiturates and related sedatives, cocaine, hallucinogens, amphetamines, minor and major tranquilizers, and any other drug that is listed as a substance in Chapter 893, Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamin, stimulants such as “No Doze”, and the various mail order caffeine stimulants that are shaped to look like various prescription amphetamines.
- “Sale” means the actual constructive, or attempted transfer from one person to another for any consideration whatsoever.
- “Giving” means the actual constructive, or attempted transfer from one person to another without remuneration whatsoever.
- “Second Offense” means any second offense during a given school year while in membership in Taylor County Schools.
- “Controlled Substance” means any substance named or described in Schedule I through V of Florida Statutes 893.03. This statute covers laws regarding the manufacture, distribution, preparation, or administration of substances.

Any student who sells, gives, possesses, uses, or is under the influence of any alcoholic beverage, counterfeit, controlled substance and/or drugs, on the school grounds, or at any school sponsored activity shall be removed from their respective program and may not return for a period of one year. At that time, a student may re-enroll but will be subject to every random drug test conducted during the student’s enrollment at the student’s expense.

The appropriate law enforcement agency shall be notified immediately in each instance where a student is found in violation of this policy.

School personnel are required to report to the Director or his/her designee any suspected unlawful use, possession, or sale by a student of any controlled substance, as defined in FS 893.02; any counterfeit controlled substance, as defined in FS 831.01; any alcoholic beverage as defined in 561.01(4); or model glue.

School personnel are exempt from liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student.

### **ZERO TOLERANCE FOR SMOKING AND TOBACCO PRODUCTS**

All students, employees and visitors are prohibited from smoking, using or having any form of tobacco and/or nicotine products in their possession on school property or at any school activity and notices to that effect shall be posted. This policy includes e-cigarettes, smokeless tobacco products or any item resembling tobacco or tobacco products.

Tobacco items will be confiscated on the first offense. The second offense shall require a one day suspension. The third offense shall require a three day suspension. The fourth offense will require the student be dropped from their program.



## Drug and Alcohol Prevention Policy Continued

### DRUG AND ALCOHOL PREVENTION

#### Effects of Drug/Alcohol Abuse

**Psychological dependence** -This is a mental or emotional adaptation to the effects of the drug. The abuser not only likes the feeling of the drug and wants to re-experience it—he/she feels he/she cannot function normally without the drug.

**Physical dependence** - This is an adaptation whereby the body learns to live with the drug, tolerates ever-increasing doses, and reacts with certain withdrawal symptoms when deprived of it.

**Medical complications** (vary depending upon the drug used) - Medical complications may include: nervousness, anxiety, sleep disorders, muscle aches/spasms, vomiting and other gastrointestinal disorders, mental abnormalities, and changes in blood pressure/temperature/breathing rate, changes in heart rate/rhythm, cardiac arrest, convulsions, hallucinations, stroke, death, or many other dangerous conditions.

**Learning Disorders** - Adolescents are particularly vulnerable to the effects of drugs. Drugs threaten normal development in a number of ways:

1. Drugs can interfere with memory, sensation, and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others.
2. Drugs interfere with the brain's ability to take in, sort, and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received.
3. Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug.

## Help is Available!

#### 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

**Narcotics Anonymous**  
(800) 407-7195

#### Florida's Abuse Regional Hotline

1-800-962-2873

**Greenleaf Center**  
2209 Pineview Drive  
Valdosta, GA 31602  
912-247-4357  
24 Hour Crisis Line at:  
800-247-2747

**Turn About Inc.**  
2711 Miccosukee Rd.  
Tallahassee, FL 32317  
850-385-5178

**AlTeen**  
P.O. Box 3420  
Tallahassee, FL 32315  
850-222-2294

**Alcohol Abuse 24 Hour Action Crisis  
Line & Treatment**  
1-800-283-2600

**Capital City Youth Services**  
119 Green Street  
Perry, FL 32347  
584-7688

**Domestic Violence Hotline**  
1-800-500-1119

#### 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

**Twelve Oaks Alcohol & Drug Recovery**  
1-800-622-1255

**Tallahassee Counseling & Referral**  
850-224-6333

**Drug Education Resource Coordinator**  
Taylor County School District  
318 N. Clark Street  
Perry, FL 32347 838-2500

## Student's Right to Know

### **Student Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious, Gender or National Origin Harassment**

Harassment of any kind (sexual, racial, religious, gender or national origin) – whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students – is illegal and will not be tolerated. If you feel you are being harassed, contact a school official.

### **Harassment and Complaint Policy**

Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious, gender or national origin harassment should proceed with the following steps:

1. The complaint must be presented, in writing, to the Director and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the Director, the complaint shall be presented to the district's Human Resource Director.
2. All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.
3. Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation. For those complaints presented to the Director, the complainant may request that an additional review be conducted by the district's Human Resource Director.

### **Bullying**

Bullying of others is not tolerated at BBTC. A student found to be bullying others will be withdrawn. Bullying is specifically addressed in the Taylor County Public Schools Student Code of Conduct. Individuals found to be bullying other students, will be dealt with according to the consequences found in the TCSB Student Discipline Matrix. All BBTC students and staff have the right to enjoy a safe and healthy environment where cooperation and positive interactions are expected, and people and property are valued.

### **Family Educational Rights and Privacy Act**

The intent of this law is to protect the accuracy and privacy of students' education records. Student records shall be treated as confidential. They shall be directly accessible only to the professional staff of TCPS, to parents or guardians of students under the age of 18, to eligible students 18 years of age or older (adult students) and to such other individuals and agencies as set forth by law, TCPS School Board policy, rules and guidelines, or in the event of a juvenile, as authorized in writing by the parent, guardian, or to any person in parental relationship to a student or by the student in certain situations.

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. Taylor County Public School policies regarding student records are in accordance with these regulations.

### **AIDS Policy Statement**

The Taylor County School District has adopted AIDS policies for students and employees.

**Student AIDS Policy:** Students with HIV, ARC, and/or AIDS, who are not debilitated or exhibiting symptoms or behavior that would facilitate transmission of the AIDS virus will be served in the regular classroom. A complete description of the Student AIDS Policy is located in the School Board Policy Handbook and at each school site.



## Jeanne Clery Disclosure—Crime Statistic Act

### Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics

The JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & CAMPUS CRIME STATISTICS ACT requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. that are reported to campus security authorities or local law enforcement agencies, including incidents of sexual assault, domestic violence, dating violence and stalking. The annual report is available at <https://ope.ed.gov/campusafety/#/institution/details>

Criminal Offense	2016	2017	2018	2019
A. Murder/Non-negligent manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex Offenses– Forcible	0	0	0	0
D. Sex Offenses– Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggressive Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0

In addition, as a school that participates in Federal Student Aid Programs BBTC is required to create and disseminate policies describing the protections, resources and services available to victims to help them safely continue their education. This information will be available on the school's website and through the school's orientation program. When an incident of this nature is reported to school administration, law enforcement will be notified.

Timely Warning Reports will be made to all stakeholders through the Intranet Information System (FOCUS) on the log in portal page for staff and students.

Any criminal action(s) and/or sex offense(s) committed on BBTC's campus will be reported to Taylor County Sherriff's Department by the Director. The Director will immediately notify the Taylor County Sherriff's Department, the Superintendent of Schools and the District Human Resource Director. If there is an immediate threat to the health or safety of the students and/or employees occurring on campus, emergency notification will be made utilizing the campus wide intercom system.

Emergency response and evacuation procedures are provided to all staff and students at the beginning of each term and are posted in each room on campus. Monthly drills to test emergency response and evacuation procedures are conducted in accordance with FLDOE and district school board policy. Drill results are documented and maintained on file at the institution and the District Office that describes the exercise, the date, time and whether the drill was announced or unannounced.

Institutional disciplinary action will be administered according to the Taylor County School Board Discipline Matrix. The TCSB Discipline Matrix is available at the TCSB website <http://www.taylor.k12.fl.us>

## Campus Security Annual Report

### Campus Security—Annual Report

The following annual report is in compliance with the Federal Financial Aid Regulations as published and revised as of June 30, 1995.

1. The campus is an open facility but visitors must check in at the front office. Students must also clock out anytime they intend to leave before the regular scheduled time. Dual enrolled secondary students must be checked out by a parent or guardian. No campus security officer is assigned, but a resource officer may be summoned, if needed from nearby schools.
2. Crime reports are handled by district resource officers and if needed, by local law enforcement. In the event a crime and/or emergency happen on campus, students and staff are asked to call 911 and then report the incident to administration. Each classroom has an emergency handbook outlining emergency procedures. Each month a fire drill or other emergency drill is conducted.
3. Written information on sexual assault, dating and/or domestic violence, stalking, rape awareness, and abuse is available through the Student Services Office, on the BBTC website and through informational posters. This information includes awareness prevention and procedures for reporting. Various agencies outside of the institution assist in the counseling and support services.
4. The district school board has policies prohibiting the use of alcohol and illegal drugs. The Taylor County School Board is committed to maintaining schools that are drug-free. The use of illicit drugs and the unlawful possession of alcohol are both wrong and harmful. Therefore, guidelines have been set within this Code of Student Conduct that address these issues. Compliance with this code is mandatory. Students needing further assistance should contact the Student Services Office. You are warned that the School Board does not tolerate violation of the Discipline Matrix in regard to drug possession and use and has consistently expelled offenders.
5. Student programs are made available as the need arises. Most activities occur with individual students through the Student Services Office.

## Safety Drills

### Fire, Tornado, Active Shooter and Lockdown Drills

Regulations require that fire drills, bad weather drills, active shooter drills and lockdown practices be held periodically throughout the school year. Each drill has specific procedures and warnings that will be taught to your class by the instructor. Please take note of the following guidelines:

- Every drill is to be taken seriously
- A drill can take place at any time
- All students should follow the exact procedures for each drill
- Students should follow the instructor's lead to maintain safety and security in case of an actual event

Note: To report a false alarm is a criminal offense.

## Crisis Plan

### Crisis Plan

In the event of a dangerous situation involving people in a life or death conflict, actual death or hostage, a comprehensive plan of action is in place at each campus to deal with such matters. This will be reviewed during student orientation or by the classroom teacher during the first week of class. Should an extreme situation arise, you are advised to notify your instructor or the nearest staff member immediately.

## Accidents/Injuries

### Accidents/Injuries

If you become ill or have an accident while on campus, please report it to your instructor or a member of the school staff immediately. Emergency medical services will be obtained if necessary. Instructors are required to file accident reports the day of for any accidents that occur in their classroom/lab areas.

First aid supplies are stored throughout the campus. Please be aware that school staff and faculty are not permitted to dispense any medication, including aspirin. If you have a medical condition which could hinder your functioning at this school, please inform your instructor. This information will be kept confidential, but it may be of benefit to emergency responders.

## Drug Testing Policy

### Student Random Drug Testing Policy

The Taylor County School Board recognizes the use of alcohol and illegal drugs by students is increasing, and due to the hazards and safety issues that surround CTE programs, it is in the best interest of BBTC to provide a drug free environment. Students who do not adhere to a drug free lifestyle place not only themselves, but other students and faculty in harm's way. This policy is a proactive approach designed to create a safe, orderly, healthy and drug free environment.

Law enforcement will be called if any drugs and/or drug paraphernalia and/or alcohol are found on BBTC campus, or if a student exhibits characteristics of being under the influence. Students that appear under the influence will be required to submit to a drug test upon notification.

Please be aware that BBTC utilizes the Taylor County Sheriff Office and Perry Police Department K9 services to conduct random searches of the campus. Alerting by the K9 will result in an immediate search and possible drug test.

### Procedures

Postsecondary students, dual enrolled secondary students, parents/guardians (where applicable) and school officials will be informed of the policies and procedures involved in the random drug-testing program at the beginning of each school year. A copy of this policy will be provided to each student.

Each student shall sign and return a notarized consent form permitting the school to conduct drug testing. The consent form must be signed by the adult postsecondary student or student and parent/guardian (where applicable). This form must be completed during the registration process for students to enroll.

At the discretion of the Director or designee, students may be randomly tested at any time during the school year. Selection for random testing will be by lottery drawing from a list of participating students.

The Director or designee and vendor shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process.

Students who have been chosen randomly to be tested have the right within twenty-four (24) hours of the random drug test to furnish the Director or designee a list of prescription and/or over-the-counter medications the student may have taken prior to being tested.

### Procedures for Sample Collection and Test Results

Samples will be collected at a mutually convenient time established by the vendor and the director/designee. Students providing samples will be given as much privacy as possible while providing the samples.

A portion of the sample shall be used for the initial test. If the initial test renders a negative test result then no further analysis will be conducted. If the initial test renders a positive result, then a report without the student's name and bearing only a number with which to identify the student will be sent to the Medical Review Officer (MRO).

The MRO will receive each report of a positive result and will be supplied with information to determine the correct name of the student whose identifying number appears on each positive test result report. Prior to verifying a positive result, the MRO shall attempt to contact the student whose name coincides with the identifying number on the positive drug test report and his/her parent/guardian (where applicable) to afford them the opportunity to confidentially discuss the test results with the MRO and to provide the MRO with the student's medical history and any other relevant biomedical information, including the use of any prescription or non-prescription medication that would assist the MRO in determining whether the MRO should verify the test results as positive.

## Random Drug Testing Policy Continued

### **Procedures for Sample Collection and Test Results Continued:**

If the MRO determines that the test results should be deemed negative, then no further action shall be taken and the student's test result along with all other previous test results will be reported to the director or his/her designee as a negative result. If the MRO confirms a positive test result as reported by the vendor, the MRO shall submit that positive drug test result to the Director or his/her designee.

Test results are kept by the Director, secured in a locked file, and maintained separately from the students' cumulative records and discipline files. Test results shall be transferable among campuses within the Taylor County School District. Files of students will be destroyed upon the student's program completion, or if the student is no longer in the Taylor County school system.

### **Positive Test Conference**

The Director or his/her designee shall schedule a Positive Test Conference with the student and his/her parent/guardian/custodian where applicable and other school personnel as deemed necessary to discuss any positive test results and the consequences.

The parent/guardian or adult postsecondary student has five (5) school days from the positive test conference to request in writing to the Director that the remainder of the sample is tested. The five-day window to request the remainder of the sample be tested begins the day after the Positive Test Conference. This test will be at parent/guardian (where applicable) or the adult postsecondary student's expense. If the second analysis renders a negative result then no further action will be taken and all records pertaining to a positive result will be expunged.

If the parent/guardian or adult postsecondary student does not request the second test or if the second test is positive, then the Procedures in the Event of Positive Result shall be implemented.

### **Procedures in the Event of First Positive Result**

- The student shall be ineligible to participate in all program activities at BBTC for one year from the date of the positive test conference, OR:
- The student shall be placed on a Leave of Absence not to exceed thirty (30) school days. The student will be given the opportunity to submit a negative test result, at their expense, anytime during the Leave of Absence in order to re-enter their program of study.

Once a student has an initial positive test result, he/she must be tested in all future random drug testing for the remainder of his/her enrollment at BBTC.

### **Second Positive Test Result**

The student shall be ineligible to participate in all CTE program activities for one year from the date of the second positive test conference.

### **Refusal to Submit to Random Testing**

If a student has signed the consent form refuses to be tested for alcohol or drugs, the student shall be immediately suspended from all CTE program activities at BBTC for one year from the date of refusal.

At the end of the one-year suspension, if the student wishes to re-enroll, the student shall be required to submit to a drug test and render a negative result in order to participate in any CTE program activities. The test will be done at the expense of the adult postsecondary student or his/her parent/guardian (where applicable).

## Due Process Procedure

A school official must inform the student of school rules that have been violated. Students have the right to present evidence or witnesses concerning the charges using the following procedures:

- Individuals must have PROPER NOTICE of the charge or complaint being made against them
- Individuals must have the OPPORTUNITY TO KNOW what the specific charges or complaints are and who is making these charges or complaints
- Individuals must be given a FAIR AND IMPARTIAL HEARING and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing
- Individuals must have had prior OPPORTUNITY TO KNOW that their actions were in violation of established rules and regulations
- Individuals must be advised that they have the RIGHT TO APPEAL to the next higher authority if not satisfied with the action or decision rendered at their hearing

## Compliance Statement

### NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

1. No person shall, on the basis of race, color, gender, age, religion, ethnic or national origin, genetic information, marital status, sexual orientation, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
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 race, color, religion, gender, age, ethnic or national origin, marital status, disability or handicap.

The Superintendent shall develop procedures to notify employees and applicants for employment and students regarding their rights under this policy.

## Student Progression Plan

### STUDENT PROGRESSION PLAN

The District Student Progression Plan is the guiding document which outlines the rules BBTC follows to ensure the appropriate progression of students through Adult Education programs within the district. The plan in its entirety may be referenced at: [Taylor County Student Progression Plan 19-20](#)

Sections that pertain specifically to BBTC include:

- Requirements of a Standard Diploma
- General Educational Development (GED®) - Examinations for State of Florida High School Diploma
- Grading Scales

## Admission Policy

### Admissions Requirements for Career and Technical Education Programs

Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school. High School students may be enrolled in permissible dual enrolled programs with permission of their home school and BBTC.

In order to be added to the class roster in any career and technical education program, students must be registered and have all fees and tuition paid during the registration window in the term they are planning to attend. All fees and tuition must be paid in full prior to beginning class.

All students applying for admission to BBTC must take the Test for Adult Basic Education (TABE) as required by Florida Statute 1004.91 and associated State Administrative Rule 6A unless they are exempt (see exemption form). Any student found to lack the required level of basic skills for such program shall be referred to career-preparatory instruction (Applied Academics) or Adult Basic Education for a structured program of basic-skills instruction. A student may not receive a career certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the program. A complete listing of TABE score recommended entrance and certification requirements is provided elsewhere in this handbook.

If the student is applying for Federal Financial Aid, the student **must have a high school diploma from an accredited high school or a GED®**. Specific programs also require a high school diploma. The prospective student must provide a copy of their official transcript showing the date the diploma was conferred.

#### Diploma Policy

High school diplomas issued by any publicly funded state or government agency will be accepted for admission. High school diplomas issued by private schools must be accredited and recognized by the Florida Department of Independent Schools and Colleges. A copy of the High School Diploma/GED® must be on file at BBTC. High school graduates who do not meet this criteria must pass the GED® test. A.S. degrees or higher have to be issued by a public institution or accredited private institution. A.S. or higher degrees may be presented in lieu of TABE test requirements.

#### Florida Residency

To obtain in-state tuition and/or financial aid, proof of Florida residency must be provided. Two (2) copies of the following documents may be used (must be dated 12 months prior to enrollment): Voter's registration, driver's license, automobile registration, bank accounts, rent receipts, tax returns, home mortgages, financial aid and admission documents from previous years, employment documents, student loan notes, need analysis documents, utility receipts, and Florida state identification. For further information please contact the Student Services Office at (850) 838-2545.

#### Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f)
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)
- Honorably-discharged Veteran of the Armed Forces, Reserve, or National Guard who physically reside in Florida while enrolled in the institution



## Admission Policy Continued

### Secondary Students (Dual Enrolled)

Secondary students may elect to be dual enrolled at their high school and BBTC. Dual enrolled students will attend class part-time at their home school and enroll part-time in a CTE program on the BBTC campus.

Students must meet the following criteria:

- Have a minimum 2.0 GPA
- Have satisfactory attendance
- Take the TABE test

### Transfer of Students from within the School

Students may drop a class the week following the beginning of the payment period one time per academic year and enroll in another class or program on a space-available basis. Competencies earned prior to the withdrawal would be used to determine if the student had reached an occupational completion point or literacy completion point prior to the withdrawal. The competencies may also be transferred to the new course/program if appropriate. **The attendance record will transfer to the new course/program.** Students may contact the Student Services Office for assistance with transfers.

### Transfer of Students from Out-of-School

Upon receipt of a transcript from an accredited institution, occupational completion points will be applied to the course/program of enrollment if comparable. Instructors may require transfer students to prove skill levels prior to awarding additional OCPs through written and/or performance based assessments.

### Admission

1. Complete the Test of Adult Basic Education (TABE) assessment test (if applicable).
2. Schedule a conference with the Student Services Director to discuss test results and class schedule.
3. Complete an application/schedule form in the Student Services Office.
4. Provide documentation of Florida Residency for in-state tuition.
5. Complete all financial aid paperwork before entering into a program.
6. Pay fees.
7. Present certification of immunization for communicable diseases. (if under 21 years of age attending Adult Education Classes).
8. Obtain Goldenrod for admission to class from the Student Services Office on the first day of class.

### TRANSCRIPTS

Transcript request must be submitted to Student Services. There is a \$5.00 service charge for all transcript requests. Requests typically take 3-5 business days to complete.

## Test for Adult Basic Education (TABE)

The TABE is administered to each student who enrolls in technical training to determine his or her functional grade level in reading, language, and mathematics. Each postsecondary program has minimum levels required for earning a Certificate of Completion that is established by the Florida Department of Education, Division of Career and Adult Education (see below).

Some students, including students with disabilities and students who have attained a degree at the A.A., A.S., or Baccalaureate level, may be exempt from the TABE test requirements for program completion. Contact the Student Services Office for the specific details regarding program requirements and TABE test exemptions.

Test takers must wait six weeks before retaking the test .

### Remediation

Graduates of CTE certificate programs are required to achieve a minimum basic skills exit level on the TABE test before a certificate is awarded. Required exit scores for CTE programs are available in the course catalog. If the test indicates a need for remediation, the prospective student will be referred for assistance. Remediation for basic skills may occur prior to or concurrent with enrollment in certificate programs. Students must enroll in the Applied Academics for Adult Education (AAAE) program unless documentation is provided that the student is currently enrolled in an approved alternative remedial program.

TABE test preview materials are available at :[https://www.testprepreview.com/tabe\\_practice.htm](https://www.testprepreview.com/tabe_practice.htm)

## Test Requirements by Program

### TABE Grade Level Requirements

R—Reading L— Language M— Mathematics

Program	Level of TABE	Certificate Grade Level Requirements		
		R	L	M
Diesel Maintenance Technician	D	9	9	9
Diesel Systems Technician I	D	9	9	9
Electrical & Instrumentation ( E&I 1 & E&I 2)	D	10	10	11
Electronic Technology 1	D	9	9	10
Massage Therapy	D	10	10	9
Medical Coder/Biller	A	11	11	9
Millwright (Millwright 1 & Millwright 2)	D	9	9	9
Patient Care Technician	D	10	10	10
Practical Nursing	A	11	11	11
Welding Technology/Welding Technology Advanced	D	9	9	9

## Tuition and Fees

### Postsecondary Tuition and Fees

Postsecondary students are assessed tuition and lab fees. The session's tuition and lab fees must be paid five (5) business days prior to the start of each session or course start date. Students are not eligible to enroll until all fees are paid or financial aid for the full amount has been verified.

Dual enrolled secondary students pay no tuition, but may need to purchase certain supplies needed for program operation.

Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. CTE Certificate Programs tuition is at a rate of \$2.40 per hour for Florida residents and assessed a rate of \$9.60 per hour for Non-Florida residents. Continuing Workforce Education courses are charged at a rate of \$4.80 per hour.

Career Certificate Program students are also assessed an additional \$ .48 (instate tuition) or \$1.92 (out-of-state tuition) per hour in school related fees. Rates are based on legislation and are subject to a rate increase pending updates in Florida Legislature. Additional costs include lab fees (varies by program), the purchase of all required texts, uniforms, shoes, license or certification fees, where appropriate, and certain personal materials, tools and equipment as determined by the area of training. All students pay a non-refundable \$15.00 application fee and a \$50.00 registration fee to hold their place in class. This is due upon acceptance into the applicable program.

### Fee Due Dates

Tuition and fees are billed by semester and are due in full five days prior to the start of class. No student will be permitted to enroll after the fifth (5th) day of each semester. Each student will receive an itemized invoice per semester.

### Adult General Education Tuition and Fees

BBTC is required to charge tuition for Adult Education. The fees are as follows: tuition **\$30 per term and a \$15** initial application fee. The tuition fee is the only reoccurring fee the second semester of the school year. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

## Payment Methods

BBTC accepts the following methods of payment:

- Cash, Check, Credit Card, Money Order, Cashier's Check

### Fee Deferment

Eligible fees may be deferred. Nonexempt, non-fee waived students in adult programs may have fees deferred.

### Eligible Fee Deferment

1. When financial aid from a federal or state assistance program is delayed in transmissions to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid.
2. When a veteran or other student eligible for benefits is delayed in the receipt of benefits for payment of tuition fees. The student must request the deferment.
3. When the district has written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, nonprofit organization, or civic organization.

## Financial Aid Continued

### Federal Pell Grant Program

The Federal Pell Grant provides financial aid to eligible students for tuition, lab and registration fees. Eligibility is determined by a Financial Aid staff member. Students must have a high school diploma or GED®. The Federal Pell Grant supports BBTC CTE programs of 600 or more hours. Students must be enrolled a minimum of 225 hours per semester.

A Free Application for Federal Student Aid (FAFSA) application must be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please include BBTC's school code 031008.

### Financial Aid Grievance Procedure

A student who wishes to file a complaint regarding their financial aid award may take his/her written complaint to the Director. The Director will investigate the complaint. If the Director finds the student's complaint is merited, appropriate action will be taken. The student will be notified in writing of the case disposition.

## Cost of Attendance

### Approximate Costs of Programs

BBTC is a clock hour technical school. A clock hour is defined as a period of time consisting of a 50 to 60 minute class, lecture, recitation, faculty-supervised laboratory, shop training, co-op or internship period. BBTC's academic year is classified as **900 clock hours and 30 weeks**.

CTE program enrollment costs are broken down by enrollment period. However, our Cost of Attendance (COA) is the estimated full and reasonable cost of completing a full year as a full-time student. Numbers below are an estimate.

Estimated costs for attending BBTC are the sum of the tuition and fees, books and supplies, room and board, commuting expenses and an allowance for personal expenses. Students are expected to budget themselves and live in a fiscally responsible manner.

#### Based on 900 hours (9 months)

	Independent Student	Dependent Student	Non-Resident Independent Student	Non-Resident Dependent Student
Tuition & Fees	\$4,439.00	\$4,439.00	\$12,215.00	\$12,215.00
Books & Supplies	\$554.55	\$554.55	\$554.55	\$554.55
Transportation	\$2,006.00	\$2,006.00	\$2,908.00	\$2,908.00
Room & Board (Living Expenses)	\$8,816.00	\$3,518.00	\$8,816.00	\$3,518.00
Personal Expense	\$3,737.00	\$1,998.00	\$3,737.00	\$1,998.00
Totals	\$19,552.55	\$12,515.55	\$28,230.55	\$21,193.55

**\*\*Disclaimer:** This is an estimate of tuition books and supplies. Costs may fluctuate throughout the school year. See the programs page in this catalog and/or the financial aid office for more information.

## Ability to Benefit

### Ability to Benefit

Generally, to receive Title IV aid, a postsecondary student without a high school diploma or its equivalent must have the same basic skills and learning disabilities as high school graduates.

A student without a high school diploma or its recognized equivalent may establish Title IV eligibility under the ATB provisions if the student is enrolled in an eligible career pathway program and meets one of the following:

- Passes an independently administered Department of Education approved ATB test.
- Completes at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.
- Completes a state process approved by the Secretary of Education

## Financial Aid

### Florida Student Assistance Grant Career Education (FSAGCE)

The FSAGCE grant is a state funded grant and is utilized for fees, books and supplies. The FSAGCE grant is a “first come, first serve” grant based on need and availability of funds. All students must apply for the Federal Pell Grant (FASFA), be a Florida resident and enrolled at full time status to be eligible to receive the FSAGCE grant. Eligible students will be offered FSAGCE application based on the outcome of FAA verification and award process. Eligible students may receive a credit (amount determined by the Financial Aid Office and availability of funds) to be applied to their BBTC student account.

### Satisfactory Academic Progress

Students will be evaluated a minimum of two times yearly for Satisfactory Academic Progress (SAP). Students who are receiving scholarships and awards must maintain SAP according to the Financial Aid Policies and Procedures provided at the time of enrollment. These policies are independent of individual program standards of progress. Students receiving Pell Grant must meet these minimum requirements to be eligible for payment.

### Bright Futures

BBTC accepts the following Bright Futures Scholarships: Florida Academic Scholars, Florida Academic Top Scholars, Florida Medallion Scholars, Florida Gold Seal CAPE Scholars and Gold Seal Vocational Scholars. Please see the Financial Aid Office for additional information. Prospective students must be accepted and enrolled for at least 180 clock hours per term. Students should apply for the scholarships during the last year of high school.

### Other Scholarships

There are other scholarships accepted at BBTC with individual guidelines. It is the student’s responsibility to secure these scholarships and provide the necessary documentation to the BBTC Admissions Office. Florida Prepaid is also accepted at BBTC. There are a limited number of additional scholarships available in various programs. See the Financial Aid Office for details.

### Financial Aid Fee Trust (FAFT)

Tuition assistance is available to qualified students through the Financial Aid Fee Trust Program based on availability of funds. Student eligibility is determined by the guidelines provided in the Financial Aid Policies and Procedures information. All prospective recipients must complete a FAFSA application and be eligible for federal financial aid.

### CareerSource North Florida/CareerSource Capital Region/CareerSource Florida Crown

Training opportunities are available through select programs funded through CareerSource North Florida that serves Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor Counties, CareerSource Capital Region that serves Leon, Gadsden, and Wakulla Counties and CareerSource Florida Crown that serves Columbia, Dixie, Gilchrist, and Union Counties. These programs utilize numerous activities for transitioning a person from unemployment or low-wage employment to gainful, self-sufficient employment. Scholarships provide funding for tuition and books. CareerSource North Florida, CareerSource Capital Region and CareerSource Florida Crown also provides job search assistance, plus various workshops to assist students back to the workforce. Contact CareerSource North Florida at 850.973.9675, CareerSource Capital Region at 850.410.2595 and CareerSource Florida Crown at 352.542.0330

### Veteran Benefits

BBTC is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact the nearest Veterans Affairs official and the Financial Aid office for more information. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 32 or Chapter 35 will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 33 (Post 9/11). Effective July 1, 2012, the Veterans Retraining Assistance program is also accepted by BBTC. Interested students should contact the nearest Veterans Affairs office for more information. To see if you are eligible to receive VA benefits or to find additional benefit information, please visit eBenefits at <https://www.ebenefits.va.gov>

## Ability to Benefit Continued

Federal financial aid may be available to students who do not possess a high school diploma or a GED® if they can demonstrate a reasonable chance of success in a program by earning a satisfactory score on a test to determine their "Ability-to-Benefit" (ATB) from the program or by successfully completing at 225 clock hours applicable toward a degree or certificate.

ATB is based on the determination that the student has a fair and reasonable ability to benefit from technical training. ATB implies that a student, through evaluations is able to satisfactorily complete the work required in a technical program.

Students may take the ACCUPLACER basic skills test to determine ATB eligibility in the testing center. The ACCUPLACER test is offered at the technical college for a \$15.00 fee. Appointment can be made at the office of Student Services.

Test: ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) Passing Scores: Reading Comprehension (55) Sentence Skills (60) Arithmetic (34)

## Transfer Students

### Transfer Students/Prior Credit

A student who has received a Pell grant from another school in the current award year is a transfer student. If the prior school disbursed Pell for the current award year, then the expected disbursement at BBTC may have to be adjusted to avoid an over-award.

Students enrolling at BBTC who have previous educational experiences will be required to provide an official transcript indicating both courses taken and grades received at previous institutions.

The instructor and an administrator will meet with the student prior to enrollment to determine what, if any credit will be applicable to the program major at BBTC. For evaluation purposes the instructor and an administrator will consider the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the training was received. After a thorough discussion and applicable assessments, the student will be informed of the school's decision on awarding of transfer credit.

## Leave of Absence

### Determination of Leave of Absence

A student may request **one** Leave of Absence (LOA), per payment period, up to 30 consecutive days in length for medical and/or emergency situations that will affect a student's attendance for an extended period of time. The request must be submitted using the Leave of Absence form.

If the student fails to return on the anticipated date listed on the Official LOA form, the student will be dropped from their respective program. It is the student's responsibility to comply with the LOA procedures as outlined in the student handbook/catalog.

If a student is receiving financial aid, hours scheduled and earned are halted. Upon return from LOA, the institution may not assess the student any additional institutional charges. The student will resume at the same earned and scheduled hours before going on the LOA. Therefore, the student is not eligible for any additional federal student aid (Title IV funds). Additional subsequent leaves (not to exceed 30 days) may be granted for unforeseen circumstances.



## Refund Policy

**Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled. CTE Certificate Program refunds shall be permitted only under the following circumstances:**

### **Returning Students**

When a student must return to complete a program they will be invoiced a full semester and charged accordingly. If the student completes within the first 9 weeks, they will be refunded for the second 9 weeks. If they go over the 9 week timeframe—no refund will be issued.

### **Class Rescheduled**

In the event BBTC must reschedule a class, course or program, including a change in date or time, tuition, lab and registration fees will be refunded. BBTC will initiate a refund.

### **Return of Title IV Funds**

If a student withdraws on or before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to Title IV for the payment period. The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office.

If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement. For more information, contact the FAA at (850) 838-2545.

### **Medical Withdrawal**

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, a lab fee refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, BBTC will initiate refund.

### **Continuing Education Courses Refund Policy**

Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by BBTC. Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled. Students will not be eligible for a refund or transferred to another class unless the student meets one of the following criteria:

### **Death**

In the event of a death of the student, parent, child, or spouse, notification must be provided with proper documentation to the Registration Office within ten business days of the student's last date of attendance. Tuition refund will be prorated. Upon approval, BBTC will initiate refund.

### **Drop/Add**

Students who withdraw prior to or during the first week of classes for any CTE Certificate Program will be refunded tuition and lab fees only. Students must withdraw through the Student Services Office. It is the responsibility of the student to provide documentation to the Student Services Office within five business days of the last date of attendance. Upon approval, BBTC will initiate refund.

## Enrollment Information

### Who is not eligible to establish Florida residency for tuition purposes?

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form)
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education
- Students who claim independence but cannot document independence
- Certain Visa categories

### Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f)
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)
- Any honorably-discharged Veteran of the Armed Forces, Reserve, or National Guard or their dependents who physically reside in Florida while enrolled in the institution

### Secondary Students (Dual Enrolled)

Secondary students may elect to be dual enrolled at their high school and BBTC. Dual-enrolled students will attend class part-time at their home school and enroll part-time in a Career and Technical Education program on the BBTC campus.

Students must meet the following criteria:

- Have a minimum 2.0 GPA
- Are 16 years old
- Have taken TABE test (within six (6) weeks of enrollment)

**To apply, students must contact their high school guidance counselor or the Student Services Office at 850-838-2545 ext. 232.**

Career and Technical Education (CTE) certificate programs are offered at the postsecondary adult level. Recognition for completing these programs is in the form of a certificate of completion. Certificates are recognized by private and public sector employers.

If a student chooses not to complete the total course, the student will receive recognition for his/her completion of one or more of the Occupational Completion Points (OCPs) that comprise the certificate program.

Approved dual-enrolled high school students also receive high school credit for completion of CTE certificate programs and are provided an opportunity to sit for the applicable industry certification(s)—which in many cases articulates to postsecondary credit in the State College system. Employability skills are included in all CTE certificate programs.

Internships are offered, where appropriate, so that the student may gain additional skills and reinforce skills learned in the classroom.



## CTE Program Offerings & Instructor Credentials

### Program Clusters

#### Health Science

- Massage Therapy—Sarah Stetson, District Certified, State of Florida Licensed Massage Therapist
- Medical Coder/Biller—Heath Pridgeon, District Certified, AA Degree, North Florida Community College, Medical Coding Certificate, Tallahassee Community College, District Certified
- Patient Care Technician - Laurie Rice, District Certified , RN - University of New York
- Practical Nursing - Danielle Sadler, Director - RN MSN University of West Florida, Sarah Cayson, RN - Chamberlin College of Nursing

#### Manufacturing

- Electronic Technology 1—Samuel Smigiel, BAS Degree in Technical Management, Information Systems, District Certified
- Electrical and Instrumentation Technology 2—Scot Vaughn, AS College of Central Florida, District Certified, MSSC Certified
- Electronic Technology 1—Scot Vaughn, AS College of Central Florida, District Certified, MSSC Certified
- Millwright I: Industrial Mechanic and Installer—Tony Philmon, NCCER Certified
- Millwright 2: Industrial Mechanic and Installer —Tony Philmon, NCCER Certified
- Multi-craft Technician (Millwright 1 and E&I 1)— Tony Philmon (NCCER) and Scot Vaughn (MSSC)
- Welding Technology —Tim Brown, District Certified, AWS Certified; Cecil Gainey, District Certified, AWS Certified
- Welding Technology Advanced —Tim Brown, District Certified, AWS Certified; Cecil Gainey, District Certified, AWS Certified

#### Transportation

- Diesel Maintenance Technician—Clayton Roberts, BS Valdosta State University, Auto Services Certificate, Central Texas College. ASE Certified, District Certified
- Diesel Systems Technician 1—Clayton Roberts, BS Valdosta State University, Auto Services Certificate, Central Texas College. ASE Certified, District Certified



## Adult/General Education Programs

### **Adult Basic Education (ABE)** Program Number 9900004

This program provides literacy instruction for students preparing to enroll in GED® courses. Also, to meet the academic standards of technical training programs at BBTC, local community college, or to prepare for employment. **This course is for students scoring below 6.0 in any area of the TABE.**

Students may exit this program upon demonstrating mastery of the basic skills at the ninth grade level. Adults may enter the ABE for personal development to improve their reading, writing, or math skills.

### **General Education Development (GED®)** Program Number 9900260

A student may earn the State of Florida High School Diploma by successfully passing a national test called the General Education Development (GED®) test. Students must be 16 years old with scores above the 9th grade level according to the TABE to be enrolled in GED®.

This program strives to motivate students not only to obtain a GED® but also to utilize the acquired skills and to achieve CTE training.

The GED® is a battery of four tests in the areas of English Language Arts, social studies, science and mathematics. Any candidate who is awarded an equivalency diploma shall be at least 17 years of age on the date of the examination, except in extraordinary circumstances, a candidate may take the examination after reaching the age of 16. Students may inquire about this exception through the Student Services Office.

### **GED® Integrated Preparation Program (GED® IPP)** Program Number 9900130

The GED® Integrated course number should only be used for those students who simultaneously enroll in GED® Integrated and a career and technical education course.

The purpose of the program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to enroll in a career and technical course simultaneously and continue their education to earn a postsecondary degree, certificate, or industry certification. In order to be enrolled in the GED® Integrated Comprehensive course number, students must pretest at or above the 9th grade level in at least two of the content areas (English Language Arts, social studies, science or math). Students must meet specific criteria for enrollment in the GED® IPP program and must pay tuition for their CTE program enrollment and/or be selected to participate in the BBTC CareerSource North Florida Scholarship program.

### **Applied Academics for Adult Education** Program Number S990001

The purpose of this program is to prepare students for academic, technical and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. Students are enrolled in this course through the Student Services Office as preparation for successful completion of one of our CTE programs.

Enrollment within this program may occur prior or concurrent with enrollment in a CTE program. Students who do not meet the required scores shall enroll in AAEE program unless documentation is provided stating the student is currently enrolled in an approved alternate public or private school remedial program.

**Students requiring academic enrichment based on TABE results will be provided an individual study program and upon completion of their individualized study plan (60 hours of instruction) the student will be retested on content areas needed.**

## Grievance/Complaint Procedures and Forms

When a student feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When a resolution cannot be reached, students can resort to the more formal procedures as provided herein.

### **Definitions**

"Complaint" shall mean any dispute or disagreement involving the interpretation or application of an existing board rule or practice.

"Complainant" shall mean any student, or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.

### **Time Limits**

The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between parties.

### **Appropriate Steps**

Informal discussion - when a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her instructor, support service staff or director (except in the case of discrimination or harassment allegations involving the supervisor, in which case they shall report to the District Personnel Director) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which sixty (60) days will be allowed.

Level one - if the student is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his/her instructor. This individual shall communicate his/her answer in writing to the student within ten (10) days after receipt of the complaint.

Level two - if the student is not satisfied with the resolution at level one he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to the Director. The individual shall communicate his/her answer in writing to the student within ten (10) days after receipt of complaint.

Level three - if the student is not satisfied with the resolution at level two he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to the superintendent. The individual shall communicate his/her answer in writing to the student within ten (10) days after receipt of complaint.

Should a grievant wish to process a grievance beyond the informal state, he/she may do so by contacting:

Taylor County School Board  
318 North Clark Street  
Perry, FL 32347  
850.838.2500

### **Board Appeal**

If the student is not satisfied with the resolution by the superintendent, he/she shall have the right to appeal the superintendent's decision to the School Board; provided request for placement on the board's agenda is filed within ten (10) days. Confidentiality and protection from retaliation will be provided to the extent possible to any student, who alleges discrimination or harassment.

## Additional Processing

If the grievant is not satisfied with the results of the formal procedure, he/she may utilize other means for resolution as provided by law and may contact:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30346  
Phone: 800.917.2081 or 770.396.3898

And/or

Florida Department of Education  
Office of Inspector General  
325 West Gaines Street, Suite 1201  
Tallahassee, FL 32399 850.245.0403

## Legal Proceedings

In the event of litigation, all BBTC staff and students are under federal and state civil rules of procedure that require disclosure and allow search of all computer hardware and software.

This includes, but is not limited to, school or district computers, laptops, printers, cell phone, and other electronic equipment. Any attempt to damage or destroy evidence embedded in any of these will cause severe civil and criminal penalties (legally know as spoliation claims).







## BBTC STUDENT COMPLAINT FORM

Please complete the form below and return to the Director in the administration building

Date Event Occurred	
Student's First Name	
Students' Last Name	
Student's ID #	

### Student Contact Information

Street Address	
City	
State	
Zip Code	
Phone	
Email Address	
When Addressing my concern (choose one option below)	
<input type="checkbox"/>	You may use my name.
<input type="checkbox"/>	You may not use my name.
<input type="checkbox"/>	You may use my name only after the end of the program.

### Course Information

Course Name	
Course Number	
Name of Instructor	

## BBTC STUDENT COMPLAINT FORM

Identify the Category of Your Complaint (check all that apply)

Service	Building	Individual	Coursework	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe the issue or concern in detail. (Be specific regarding who, what, when, and where)				
Have you discussed this issue with the instructor or another staff member?	Yes		No	
	<input type="checkbox"/>		<input type="checkbox"/>	
If yes, describe the outcome of this discussion below.				
Today's Date				

Response provided within 10 school days.

Copy-Student Records

Copy- Administrative Secretary

**Circle One:    Student Complaint       Employee Complaint**

**Address**\_\_\_\_\_ **Phone**\_\_\_\_\_

[illegible]

## Contact Information

### Administration

Jodi Tillman— Director	Jodi.Tillman@taylor.k12.fl.us	Ext. 223
Kris Bray — Assistant Director	Kris.Bray@taylor.k12.fl.us	Ext. 236
Directors' Admin. Assistant/CTE Lab Assistant — Liddie Davis	Liddie.Davis@taylor.k12.fl.us	Ext. 224
Fiscal Manager —Nicole Latham	Nicole.Latham@taylor.k12.fl.us	Ext. 238

### Student Services Office

Student Services Director — Sandy Hendry	Sandy.Hendry@taylor.k12.fl.us	Ext. 232
Financial Aid Administrator — Kris Kuhl	Kris.Kuhl@taylor.k12.fl.us	Ext. 235
Student Services/Financial Aid Secretary — Melissa Smigiel	Melissa.Smigiel@taylor.k12.fl.us	Ext. 225
Data Technician — Kathryn Bracknell	Kathryn.Bracknell@taylor.k12.fl.us	Ext. 268
Test Coordinator/Grants Coordinator — Denise Barber	Denise.Barber@taylor.k12.fl.us	Ext. 278

### CTE Programs/Instructors

#### Health Sciences

<input type="checkbox"/> Massage Therapy — Sarah Stetson	Sarah.Stetson@taylor.k12.fl.us	Ext. 277
<input type="checkbox"/> Medical Coder/Biller — Heath Pridgeon	Heath.Pridgeon@taylor.k12.fl.us	Ext. 273
<input type="checkbox"/> Patient Care Technician— Laurie Rice	Laurie.Rice@taylor.k12.fl.us	Ext. 257
<input type="checkbox"/> Practical Nursing, Director — Danielle Sadler	Danielle.Sadler@taylor.k12.fl.us	Ext. 282
<input type="checkbox"/> Practical Nursing — Sarah Cayson	Sarah.Cayson@taylor.k12.fl.us	Ext. 267

#### Manufacturing

<input type="checkbox"/> Elect. Tech 1 — Samuel Smigiel	Samuel.Smigiel@taylor.k12.fl.us	Ext. 251
<input type="checkbox"/> Elect. Tech 1, Electrical & Instrumentation 1&2 -Scot Vaughn	Scot.Vaughn@taylor.k12.fl.us	Ext. 253
<input type="checkbox"/> Millwright 1 & 2 —Tony Philmon	Tony.Philmon@taylor.k12.fl.us	Ext. 252
<input type="checkbox"/> Welding Technology/Welding Tech Advanced — Tim Brown	Tim.Brown@taylor.k12.fl.us	Ext. 253
<input type="checkbox"/> Welding Technology/Welding Tech Advanced — Cecil Gainey	Cecil.Gainey@taylor.k12.fl.us	Ext. 279

#### Transportation

<input type="checkbox"/> Diesel Maintenance Technician — Clayton Roberts	Clayton.Roberts@taylor.k12.fl.us	Ext. 263
<input type="checkbox"/> Diesel Systems Technology 1— Clayton Roberts	Clayton.Roberts@taylor.k12.fl.us	Ext. 263

### Adult Education/GED®

Instructor — Ruben Lewis	Ruben.Lewis@taylor.k12.fl.us	Ext. 240
Instructor — Donna Johnson	Donna.Johnson@taylor.k12.fl.us	Ext. 240

### Non Instructional Staff

Custodian — Judy Krejcar	Judy.Krejcar@taylor.k12.fl.us	Ext. 247
Custodian — Dale Krejcar	Dale.Krejcar@taylor.k12.fl.us	Ext. 247
School Resource Office — TBA	@taylor.k12.fl.us	Ext. 242



Thank you for choosing BBTC!



**3233 South Byron Butler Parkway**

**Perry, Florida 32348**

**Phone: 850.838.2545**

**Fax: 850.838.2546**

**<https://www.bbtc.edu>**

**Jodi Tillman, Director**

**Dr. Danny Glover Jr., Superintendent of Schools**

