**Atlantic Technical College and Technical High School**

**Personnel Handbook**

**2022-2023**

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# Introduction

VISION

The vision of Atlantic Technical College and Technical High School is to change the lives of people from all backgrounds through innovative education.

MISSION

The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

PHILOSOPHY

Atlantic Technical College and Technical High School (ATC) is an innovative career and technical college that provides a wide range of educational opportunities for adults and select secondary students in Broward County, Florida. Our staff believes that career education is an integral part of the American way of life. We strive to ensure that our programs are realistic and rewarding so that we can prepare students to take their places as productive citizens in our society.

The administration and staff share a commitment to empower students with the skills needed for a successful life in a complex and changing society. Toward that goal, ATC places major emphasis on the development and implementation of high-skill/high-wage/high-demand occupational programs that are designed to meet the current and future needs of business, industry and the community we serve. Moreover, at ATC we recognize that each student is a unique individual with interests, abilities, potential and worth. Our commitment is to provide career counseling and quality instruction that will enable the student to match those interests and abilities to a rewarding career.

The objectives of Atlantic Technical College and Technical High School are:

* to offer teaching and learning of the highest quality;
* to provide students with occupational instruction that will enable them to secure initial employment and/or advancement;
* to integrate academics and technical training with critical thinking and problem-solving skills;
* to develop the qualities and attitudes that promote successful and continuous employment;
* to recognize and respect diversity;
* to provide specialized support services for students with disabilities;
* to instill integrity and social responsibility;
* to teach job-seeking skills and assist graduates in obtaining and maintaining employment;
* to foster the value of lifelong learning and promote professional development for students and staff;
* to pursue partnerships with schools, businesses, agencies, and organizations;
* and to encourage individuals to reach their highest potential.

## ABOUT OUR TECHNICAL COLLEGE

ATC’s main campus is located on a beautifully landscaped, thirty-acre site in Coconut Creek. ATC is a public school operating under the authority of the School Board of Broward County, Florida and the Florida Department of Education. The twenty-four (24) buildings and thirty-one (31) portables on campus provide classrooms, labs, offices, and support services for over forty (35) Certificate/Applied Technology Diploma programs, Pre-College adult academic and ESOL programs, and the Technical High School.

Atlantic Technical College and Technical High School first opened its doors in August 1973 to 450 students in eleven programs of instruction. Over the years, three (3) major construction phases were added to help the technical college keep pace with program expansion, community growth, and labor market demands. Today approximately 4,250 students attend class. ATC also serves more students in Broward County with two (2) additional locations, Arthur Ashe, Jr. campus in Ft. Lauderdale, and the Pre-College ESOL Campus @ Coconut Creek High School in Coconut Creek.

The Arthur Ashe, Jr. campus is located at 1701 NW 23rd Avenue in Fort Lauderdale, and the Atlantic Technical College – Pre-College ESOL Campus @ Coconut Creek High School is in portable classrooms on the Coconut Creek High School Campus, only a mile from the main campus.

Career and Technical Education programs are concentrated in high-wage/high-skill/high-demand occupational clusters: Architecture & Construction; Business Management & Administration; Health Science; Hospitality & Tourism; Information Technology; Manufacturing; and Transportation, Distribution & Logistics.

For those who want to “earn-as-they-learn,” ATC provides cooperative training opportunities in many programs and coordinates the largest apprenticeship training program in Florida.

The Office of Student Affairs, located on the main campus and on the Arthur Ashe, Jr. campus, has a full staff of certified school counselors and advisors to assist students with orientations, long and short-term goal setting, appropriate program selection, and financial aid information. The Career Center provides career assessment, workforce readiness skills, preparation of an employment portfolio, Career Connection workshops and job placement assistance.

Other educational services include: Pre-College Academic Studies; Pre-College ESOL; GED® test preparation; Exceptional Student Education (ESE) services and ESE Career Placement Program; Adult Curriculum for Community, Employment and Social Skills (ACCESS); Veterans Assistance (VA); Disability Services; International Student Services; and the Learning Commons.

ATC is accredited/approved by:

* Commission of the Council on Occupational Education (COE)

7840 Roswell Road, Bldg. 300, Ste. 325,

Atlanta, Georgia 30350

800-917-2081 | FAX 770-396-3790

[www.council.org](http://www.council.org)

* CogniaTM

9115 Westside Parkway,

Alpharetta, Georgia 30009

888-413-3669

[www.cognia.org](http://www.cognia.org)

* Accreditation Commission for Education in Nursing, Inc. (ACEN)

3390 Peachtree Rd. NE, Ste. 1400

Atlanta, Georgia 30326

404-975-5000 • FAX 404-975-5020

[www.acenursing.org](http://www.acenursing.org)

* American Culinary Federation Education Foundation (ACFEF)

6816 Southpoint Parkway, Ste. 400

Jacksonville, FL 32216

904-484-0235 | Fax. 904-940-0741

[www.acfchefs.org](http://www.acfchefs.org)

ASE Education Foundation

101 Blue Seal Drive SE, Ste. 101

Leesburg, VA 20175

703-669-6650 | Fax: 703-669-6125

[www.natef.org](http://www.natef.org)

* Commission of Dental Accreditation (CODA)

211 East Chicago Avenue

Chicago, IL 60611

312-440-4653

[www.ada.com/en/coda](http://www.ada.com/en/coda)

* Florida Department of Veterans’ Affairs

9500 Bay Pines Boulevard, Room 214

Bay Pines, FL 33744

[www.floridavets.org](http://www.floridavets.org)

* Florida Board of Nursing

4052 Bald Cypress Way, Bin C-02

Tallahassee, FL 32399

850-488-0595 | Fax. 850-617-6460

[www.floridanursing.gov](http://www.floridanursing.gov)

* Florida Department of Education (FLDOE)

325 West Gaines Street

Tallahassee, FL 32399

800-245-0505

[www.fldoe.org](http://www.fldoe.org)

* National Court Reporters Association (NCRA)

12030 Sunrise Valley Drive, Ste. 400

703-556-6272 | Fax. 703-391-0629

[www.ncra.org](http://www.ncra.org)

* National Restaurant Association Educational Foundation (NRAEF)

2055 L Street NW

Washington, DC 20036

800-242-5156

[www.choserestaurants.org](http://www.choserestaurants.org)

* Pharmacy Technician Certification Board (PTCB)

Education/Training Program

2215 Constitution Avenue, Ste. 101

Washington, DC 20037

[www.ptcb.org](http://www.ptcb.org)

## 

## BROWARD SYSTEM GOALS

**Vision**: Educating today’s student to succeed in tomorrow’s world.

**Mission**: Broward County Public Schools is committed to educating all students to reach their highest potential.

**Goals**: The District’s major goals for 2024 are:

1. High-Quality Instruction – Continuously focus on providing high-quality instruction from pre-kindergarten through adult. Benchmarking of progress, achievement, and growth will ensure all students’ needs are met along their personalized educational pathways toward college, career, and life readiness.
2. Safe & Supportive Environment – Develop approaches which foster safer schools and buildings, adequate social and emotional supports for students and staff, innovative and efficient systems and processes, and quality professional learning opportunities for all.
3. Effective Communication - Increase the effectiveness of both internal and external communications with stakeholders, to convey and accomplish our District’s Vision, Mission, Core Values, and Goals, as well as to leverage feedback to continually improve our services. Work diligently to implement effective marketing strategies to enhance public perception of BCPS and the value we provide to our community.

### 

**Organizational Chart**

## WHO’S WHO AT ATC - 2022-2023

**MAIN CAMPUS**

**Administration & Administrative Support**

Director Neeta Rancourt

Secretary Debbie Borzillo

Assistant Director Brian Bush

Secretary TBD

Assistant Director John Felser

Secretary Jatonn Eady

Assistant Director TBD

Secretary TBD

Assistant Director Vicky LaPorte

Secretary Kate McLinskey

Assistant Director Dr. Wesley Mabin, Jr.

Secretary Lorette Harkrader

Assistant Director TBD

Grants Budgetkeeper TBD

Receptionists Amanda Malkinson (days)

Lorette Harkrader (evenings)

**Campus Activities**

Bookstore Manager Tara Kinlaw

Business/Community &

Economic Development Nicole Willis

Department Secretary Carmen Cardozo

Café Atlantic Manager Janet Oswald

District Community Relations/

Corporate Partnerships Lynn Goldman

Graphic Designer Debbie Applegate

Marketing Rhonda Biazar

Parking Decals (Faculty) Jamie Enlow

Property Passes Joy Martindale

Room Reservations/Food Functions Rhonda Biazar

Debbie Borzillo

Special Projects TBD

Sunshine Club Jamie Enlow

**Department Chairs**

**ACCESS** Amy Salamon

Secretary Helen Calvert

**Apprenticeship**

Apprenticeship Coordinator Roseanne Farino

Secretary Maria Kavallas

**Automotive Technology** Ken Bergmann

Secretary Jessica Lees

**Business & Information Technology** Deborah Berg

Secretary Samantha Cattell

**Culinary Arts** David Barbieri

Secretary TBD

**ESE** Debbie Evangelista

Secretary Helen Calvert

**Pre-College Academic Studies** Jodi Schenkel

Secretary Sherron Stricklin

**Pre-College ESOL** Jean Vilus

Secretary Aubrey Logue

**Health Science Education** Phillipe Jean Bart

**Practical Nursing** Marilyn Pestano-Harte

Secretary Sandra Ondo

**Technical & Industrial Trades** Ken Bergmann

Secretary Jessica Lees

**Technical High School** Michael Hutchinson

Catherine Castelli

Secretary Kate McLinskey

**Office of Student Affairs**

Director Alicia Grigull

Administrative Assistant Kathie DiLeonardo

BRACE Advisor (High School) Elizabeth DeJesus

Bookkeeper III Erica Goss

Clerical Support Nancy Canellis

Barbara Jacucci

Penny Reynolds

Certified Counselors/Advisors Nabila Bouqlata

Vania DePasse-Humphrey

Ruth Eloi

Doris Gonzalez

Kimberly Jackson

Mary Kahn

Brooke Lehmejian

Maura Lyng

Jean Vilus

Chandler White

Valerie Barthelus

Guidance Director High

Certified School Counselor………………...…Miladys Puddie

Licensed School Social Worker Kimberly Fort

Director Office of Financial Aid Soraya Aleman

Secretary Ericka Littlejohn

Financial Advisors TBD

Information Management Specialist Grace Lostal

International Student Advisor Vera Fernandez

Job Placement Services Nicole Willis

Assistant Carmen Cardozo

Registrars Carmen Lopez

Rachayle McKinney

Denise Latorre

Recruitment Tia Wright

Sign Language Interpreters Greg Hayes

Jamie Williams

Testing Coordinator Rafik Jedaoui

Testing Proctors Andrea Fraiman

Rosa Vasquez

Charles Wanza III

Transcript (High School) Kate McLinskey

Veterans' Certifying Official Joanne Santana

**Exceptional Student Education Services**

ESE Specialist (Adult) Maura Lyng

ESE Specialist (High School) Debbie Evangelista

504 Liaison Maura Lyng (Adult)

Amarilis Steiner (High School)

Speech Language

Pathologist………………………. Eva (Simone) Kappelmann

**Finance & Human Resources**

Benefits Coordinator Maria Kavallas

Budget Bookkeeper Kaycee Mathos

Field Trip Packets (All) Lakeya Harriott

Human Resources TBD

Human Resources Assistant Victoria Wasserman

Internal Accounts Marie Adams

Victoria Wasserman

Inventory Coordinator Joy Martindale

Payroll Bookkeeper Susan Duffy

Payroll Budgetkeeper Jamie Enlow

TDA’s & Travel Vouchers Victoria Wasserman

**Facilities & Security**

Head Facilities Serviceperson Nathaniel Bowens

Assistant Head Serviceperson (night) David Jones

Master Gardener Jason Bruno

On-Site Repair Paul Young

Everald Young

Safety/Security Administrator John Felser

School Resource Officer (SRO) Elizabeth Micallef

Campus Security Manager………………..…Shirley Wright

Security Specialists Trevor Allen

Catalina Bruno

Charmaine Lawrence

Ron Wright

Campus Monitors TBD

Mealine Belfort

Sam Cox

Security Cameras George Orfino (days/evenings)

**Instructional Support**

COE Accreditation Liaison Diana Marquez

Accreditation Liaison – Programs Diana Marquez

Articulation Agreements John Miracola

Industry Contract Log Diana Marquez

Industry Credentials Liaison Rebecca Miller

Inservice Facilitator John Miracola

Instructional Coaching Diana Marquez

Instructional Technologist/e-Learning

Coordinator TBD

Media Specialist Catherine Castelli

TIER Liaison Diana Marquez

Reading Coach Vedra Roker

Textbook Coordinators Tara Kinlaw (CDE)

Kate McLinskey (High School)

**Workforce Education Student Information System Support (WESISS)**

WESISS Manager Andrea Bowers

WESISS Tier 1 ERP/POS

Community Schools/Education Ctrs. ..…..Emily McCall

Technical College …………………………….Cathy Randolph

WESISS Tier 1 Gradebook Phil Dalachinsky

WESISS Tier 1 Programming (PT) David Gauntlet

Gradebook/FileBound Peter Brown

**Technical High School**

Behavior Specialist…………………………….Monique Litthcut

Bus Coordinator TBD

CTE and Shared CDE Simeka Love

Magnet Coordinator Hallema Collier

Clerical Support Kate McLinskey

Lucy Incarnacao

High School Attendance

(Magnet/Shared CDE)………………………………...…………..TBD

High School Registrar Kate McLinskey

Information Mgmt. - High School Lakeya Harriott

**Technology Support Services**

Technology Coordinator David Gauntlett

Inventory Coordinator Joy Martindale

Network Administrator TBD

Technical Support Wendy Adkins

William Blakley

Justin David

David Foster

Heidi Larson

Albert Orozco

Chandler Sookram

**Workforce Education Information Management (WEIM)**

WEIM Manager Chris Bowers

State Database Specialist Postsecondary

Education Andrea Franks

Workforce Data Coordinators

ATC Postsecondary Kristy Bak

Data Compliance Jessica Rust

**ARTHUR ASHE, JR. CAMPUS**

**Administration & Administrative Support**

Assistant Director Andre Newton

Secretary Andrea Hadden

Administrative Support Teresa Harvey

Receptionist Cindy Chaulsett

**Department Chairs & Secretaries**

Pre-College Academic Studies Cristina Urena

Pre-College ESOL Cristina Urena

Practical Nursing Elaine Coke

Secretary Nadine Tomlinson

**Office of Student Affairs**

Director Alicia Grigull

Certified School Counselor Dana Allen

Cindy Burdick

Secretary………………………………….……Teresa Singletary

International Student Advisor Vera Fernandez

Recruitment Tia N. Wight

Registrar Carmen Echavez

Veterans' Certifying Official Joanne Santana

504 Liaison (Adult) Dana Allen

Teacher Adult Student Support………………Teresa Harvey

**Instructional Support**

Bookstore Carmen Echavez

Health Simulation Lab Eric Churchill

**Facilities**

Head Facilities Serviceperson Charles Herrington

Assistant Head Serviceperson Eddy Rodriguez

**Security**

Security Specialist Dana Mack

Algart McFadden

Campus Monitors Sylvia Adams-Johnson

Lashicia Harris

Jetina Toussiant

**Technology Support Services**

FOCUS Gradebook/Attendance Cristina Urena

Technology Services Marcus Williams

Teger Gillies

Assessment Specialist Maxine Szmulewitz

**ESOL CAMPUS @ COCONUT CREEK HIGH SCHOOL**

Assistant Director Dr. Wesley Mabin

Secretary TBD

Department Chair Jean Vilus

Secretary/Receptionist Aubrey Logue

Security Specialist Trevor Allen

Campus Monitor TBD

Facilities Serviceperson Jeffrey Flores

Office of Student Affairs

Director Alicia Grigull

Advisor Valerie Barthelus

504 Liaison (Adult) Jean Vilus

Career Advisor (ESOL)……………………..Charles Wanza III

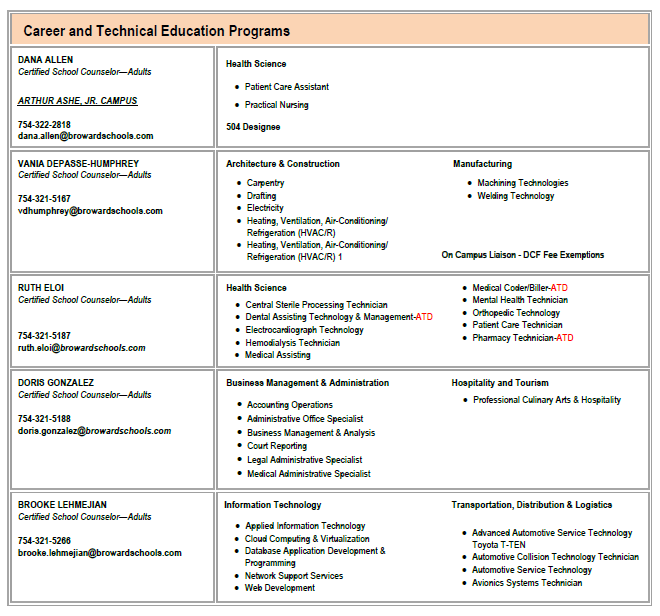
Registrar ……………………………………….……………..Itza Diaz

## OFFICE OF STUDENT AFFAIRS PERSONNEL

**Counselors/Career Advisors 2022-2023**

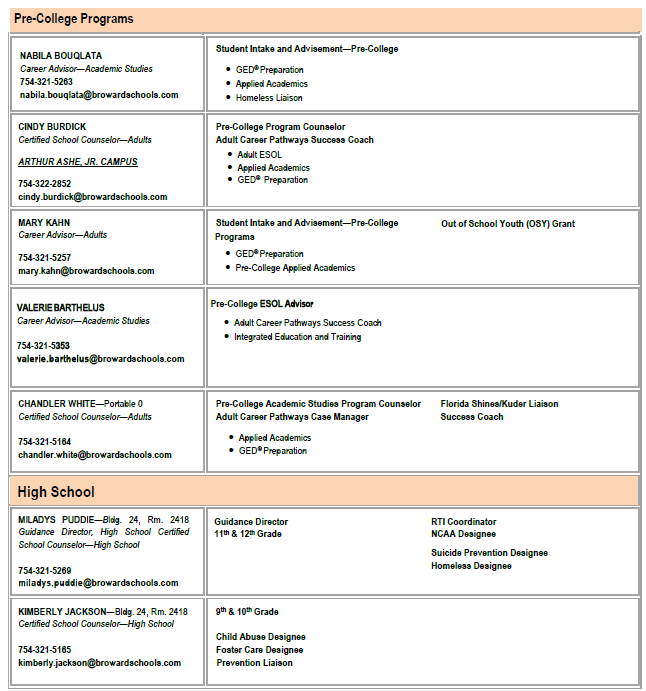
**Alicia Grigull, Director, Office of Student Affairs**

[alicia.grigull@browardschools.com](mailto:alicia.grigull@browardschools.com) **l 754-321-5177**



**Counselors / Advisors 2022-2023**

**Adult General Education and High School**



**Atlantic Technical College and Technical High School**

**Support Services 2022-2023**

Table

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## COUNCILS & COMMITTEES

Several faculty councils/committees have been established to make recommendations and to serve in an advisory role in the running of the technical college. (i.e., Instructional Council, Student Recognition, Graduation, Technology, Safety, Discipline, etc.) Staff members are encouraged to participate in the work done by these committees and the School Advisory Council. They play an essential role in ATC’s accountability and shared decision-making process.

### School Advisory Council (SAC)

Per School Board Policy and State Statutes, ATC maintains an active School Advisory Council (SAC) comprised of students, business representatives, parents, community leaders, and school-based personnel. School Advisory Councils (SAC) sets up priorities and student performance standards that serve as guiding principles for schools. Regularly scheduled meetings are held on the main campus, and the minutes of these meetings are available for review.

The School Advisory Council is charged with the following responsibilities:

* Develops and monitors the annual School Improvement Plan as part of the school and District’s continuous growth model
* Encourages the involvement and input of all stakeholders
* Provides direction for focus groups (e.g., Safety, Discipline, Technology, etc.)
* Sponsors waiver requests
* Allocates Accountability Funds
* Provides public information on school improvement and accountability
* Communicates with the Office of School Performance and Accountability (OSPA) and Innovation Zones on school improvement issues

### School Advisory Forum (SAF)

The purpose of the School Advisory Forum (SAF) is to foster and promote communication between its stakeholders, the technical high school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns and interests to and from their Area Advisory Council and relevant topics relating to high school students and the high school experience are discussed. The membership includes parents or guardians of enrolled students, business partners of the school, community members and business people. All stakeholders are invited to participate in the meetings which are scheduled and announced in advance. The SAF chairperson is also a voting member of the SAC.

### Occupational Advisory Committees (OAC)

Annual meetings of the Occupational Advisory Committees (OAC) are REQUIRED by our institutional accrediting organization, Council on Occupational Education (COE). These meetings provide expert industry support for each of the CTE programs offered at ATC. The OAC’s are coordinated to promote interaction between instructional programs and the businesses and industries served by those programs. Instructors use the expertise on the OAC to improve program content and operation, and to ensure consistency with current industry standards.

# Personnel Policies & Procedures

## ATTENDANCE & LEAVE POLICIES

### Absence From Work

To standardize the procedure for requesting and reporting absence from work, all employees must complete a ***Notice of Absence*** **(form F01)**.

### Family & Medical Leave

Federal legislation permits employees to take up to 12 weeks (in a 12-month period) for medical reasons; for the birth or adoption of a child; and for the care of a child, spouse, or parent who has a serious health condition. Health benefits will continue during such leaves. For more information review the link below.

<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12648/Family_Medical_Leave_Rev._01-13.pdf>

### Jury Duty

When you receive a Notice of Jury Duty giving a starting date and “until further notice,” you must submit the notice to the payroll bookkeeper with a copy to your department chair/supervisor. The payroll bookkeeper will complete a ***Notice of Absence* (form F01)**. You must call your department chair and the receptionist before your scheduled school day ends if you must report for jury duty on the following day and will not be able to return to work. While at Jury Duty, secure a Jury Receipt and turn it into payroll upon return. Bargaining units eligible for an attendance bonus will not be penalized for jury duty.

### Personal Leave

Personal Leave is granted to any qualified employee, without pay, as defined in School Board Policy 4409. For more information review the link below.

<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12648/Employee_Rubric_Rev._03-13.pdf>

### Personal Reasons

Contract employees of the School Board are entitled to paid leave for personal reasons as defined by School Board Policy 4403. These days can be used at the discretion of the employee at any time during the year. The days are deducted from the employee’s accrued sick leave and are not cumulative from year to year.

1. Specific procedures are governed by each individual bargaining unit contract. Please refer to your contract for details.
2. Personal Reasons Leave should be requested in advance, except in unusual circumstances, using the ***Notice of Absence* (form F01)** so that coverage can be obtained (as appropriate).
3. Once notification to your supervisor has been provided, the form will be forwarded to the payroll bookkeeper to be recorded and filed. A copy will be returned to the originator.

### Sick Leave

Contracted employees earn one (1) sick leave day per month based on their employment calendar. These days are cumulative and can be carried over from one fiscal year to another. These days are used for personal illness or illness in the immediate family. Notification prior to start of absence is necessary, but approval is not required. All personnel are required to use the procedures outlined as follows for reporting illness:

1. *Instructional Personnel*:
   1. On any day you will be absent, or prior to the day you will be absent, you are required to place the following telephone calls:

**ALL** instructional personnel will call the main receptionist at their location... **AND** postsecondary instructorscall their department chair/or designee; and high school teachers call Vicky LaPorte/Kate McLinskey. Please give as much advance notice as possible, however, do not call the Main Campus before 6:30 a.m. or after 10:00 p.m. or the Arthur Ashe, Jr. and Pre-College ESOL Campus @ Coconut Creek HS after 4:00 p.m. Arrangements shall be made by your department chair for coverage. You may suggest a substitute to cover your class, but the department chair will make the final decision regarding this matter.

* Main Campus: 754-321-5100
* Arthur Ashe, Jr. Campus: 754-322-2800
* Coconut Creek HS Campus: 754-321-5350
* ESOL Campus @ Coconut Creek HS: 754-321-5350
* High school teachers will also call Sub Central (754-321-0050) to obtain a substitute.
  1. Contact the school before your scheduled school day ends if you do not plan to work the next day. If no call is received by the end of your normal workday, we shall expect you to work the following day.
  2. A substitute information folder containing lesson plans, attendance lists, security protocols, referral forms, and other materials necessary for efficient class operation must be available for use by the substitute teacher. This folder should be kept in a conspicuous location known to your department chair.
  3. The front office receptionist will report all absences to the payroll bookkeeper.
  4. A sign-in book for substitutes in technical programs is kept in the administration reception area.

1. *Non-Instructional Personnel***:** Call the front desk receptionist at your designated campus and your immediate supervisor to report your absence. The receptionist will inform the payroll bookkeeper.
2. *All Personnel***:** For all cases where prior arrangements have not been made for an absence, when you call the front desk receptionist to report the absence and the type of absence, the following will occur:
   1. A ***Notice of Absence* (form F01)** will be completed by the front desk receptionist and forwarded to the payroll bookkeeper for recording and filing.
   2. From the *Notice of Absence* forms that are submitted, the payroll bookkeeper will compile a daily list of absentees and submit it to the director and assistant directors.
   3. Once the *Notice of Absence* form has been recorded, a copy will be returned to you for your records.

### Sign-Out/Sign-In

There is a sign out/in sheet at the receptionist’s desk at each of the campuses. Employees must sign out anytime he/she leaves campus during the work day.

* When going off campus for lunch, sign-out and notify your supervisor.
* *Business/Industry/School related* and official business and meetings must have the **prior approval** of your administrator.

For doctor visits and personal appointments, notify your supervisor and complete a ***Notice of Absence* (form F01)** that will deduct the time from your account.

Always remember to sign in when you return. These sheets are part of a payroll audit trail.

### Tardiness

On any day you will be tardy, call your department chair/supervisor and the receptionist at least thirty (30) minutes prior to your reporting time. Department chairs shall arrange coverage of classes for teachers.

### Vacation

Some employees have a vacation-earning calendar. These vacation days are cumulative and can be carried over from one fiscal year to another, up to a maximum number of days as specified by the employee’s contract. The use of Vacation Time requires prior approval and can only be used in increments of time as indicated by your contract. To request approval, the employee must complete a ***Notice of Absence* (form F01)**and receive approval from first the department chair (as appropriate) and then the director or appropriate assistant director. Any change in the original vacation request will require additional approval. The payroll bookkeeper will be notified of any changes by an administrator.

### Workshops/Seminars/Conferences

All employees who plan to attend a job-related conference, workshop or seminar that is off campus must first complete a ***Temporary Duty Authorization (TDA) (*form F02)**. The employee **should not leave** for an event until he/she has received a copy of the **approved** TDA. A copy of the approved TDA is sent to the payroll department to be posted as “in attendance”.

Any subsequent changes to the signed TDA must be approved through the original process. Cancellation of TDA plans must be reported to the payroll department immediately.

A TDA is not needed for a meeting off campus, but all employees must receive permission from their respective administrator and sign out at their respective reception desk. When the employee returns to campus, the employee must sign back in.

## PAYROLL & BENEFITS

### Employee Self Service (ESS)

Employee Self-Service (ESS) allows employees to access, change or review personal and employment information. Access ESS via the Clever portal.

### Employee Schedules

All Atlantic Technical College employees will have an employee schedule.

* **Contracted Employee Schedule*:*** All contracted employees, both instructional and non-instructional, will have an employee schedule with an effective date range that reflects their contracted calendar. This schedule will be signed by the employee and the administrator at the beginning of each school year. A new schedule will be signed only when there is a change in scheduled work hours.
* **Temp-Hourly Instructional Employee Schedule*:***  All temp-hourly instructional employees will have an employee schedule with an effective date range that reflects the term to be worked. A new schedule will be initiated for each term during the year. If there is any change in scheduled work hours during a term, a new schedule will be initiated.

Please note that a separate temp-hourly teacher schedule is used whenever a contracted teacher has an additional temporary (hourly) position at night or on Saturday, and a new schedule will be signed each term. Temp-hourly position scheduled hours are not to be included on any contracted employee schedule.

* + For example: John Doe is a contracted, full time teacher in the Business Department during the day, and at night, he teaches an additional temporary (hourly) position for ESOL. John Doe would then have two separate employee schedules; a contracted employee schedule for his hours in Business during the day, and a temp-hourly instructional employee schedule for his night hours in ESOL.
* **Temp-Hourly Non-Instructional Employee Schedule*:***  All temp-hourly non-instructional employees (clerical, facilities, food services, paraprofessional, security) will have an employee schedule with a maximum six-month effective date range. If there is any change in scheduled work hours during that 6-month period, a new schedule will be signed with the same end date as the original schedule.
* **All Employee Schedules must be signed by both the employee and their administrator*.*** The employee will receive a copy of the signed employee schedule. The originals will be maintained in the ATC Payroll Department.

### Payroll Procedures

1. The department chair is responsible for constantly monitoring her/his staff to assure that the number of hours worked are in accordance with the employee’s schedule.
2. The department secretary shall collect ***Employee Payroll Time Sheets* (form F16)** or ***Non-instructional Pre-Approval Authorization Overtime/Compensatory Time Sheet* (form F04)** from all temp-hourly/extra hour employees under her/his supervision who do not participate in Kronos.
   1. A separate time sheet must be kept for each position.
   2. The department secretary alphabetizes the Employee Time Sheets, checks for completeness, verifies hours worked against the Employee Schedule, Notice of Absence forms, and checks for employees’ signatures. Each timesheet is initialed and submitted to the appropriate department chair for approval. The department chair will submit time sheets to the payroll bookkeeper for payment. The payroll bookkeeper will submit time sheets to appropriate administrators.

### **Kronos**

*Kronos Timekeeper Terminals* with attached Biometric Verification devices are installed in various locations throughout Atlantic Technical College at all campus to capture employee punches.

There are six (6) groups of employees who will punch at the Kronos clock:

1. Temp-hourly adult and technical instructors
2. Temp-hourly adult and technical substitute teachers
3. Substitute teachers who are launched via SBBC Sub Central
4. Facilities Servicepersons
5. Security
6. Bus Operators
7. Food Service

**Kronos Clock Locations**

|  |  |
| --- | --- |
| **ATC Main Campus:**   * Administration - Building 1 * Portable O * Loading Dock * Technical High School – Guidance Office 2418 | **Arthur Ashe, Jr. Campus:**   * Administration Copy Room - Building 2 * Custodial Office - Room 196   **ESOL Campus @ Coconut Creek High School:**   * Administration – Portable 17 |

Kronos time clock punches are recorded in a central database and interpreted according to the employee’s assigned work schedule and pay rule. The hours are calculated and held in a central database until the end of the Monday through Sunday work week. The resulting hours and pay codes are then uploaded to SAP Payroll for payment according to the District’s AA/BB Payroll schedules.

Payroll staff are assigned to monitor and troubleshoot Kronos time clock issues. Department secretaries will e-mail your campus Kronos payroll processors daily with any changes.

Department secretaries will also e-mail any information regarding substitute teachers sent from Sub-Central to the payroll processor.

Employees who work off-campus and do not have access to a Kronos time clock are not currently Kronos participants. They will turn in time sheets to the payroll processor.

### Instructional Pay Rules

1. All evening and Saturday positions will be paid the temp-hourly rate.
2. Planning time for temp-hourly instructors will be paid according to the number of hours of instructional time they are scheduled to teach each day:

|  |  |
| --- | --- |
| **Hours Per Day** | **Planning Time** |
| Four (4) hours or less | .5 hour |
| More than four (4) and less than six (6) hours | 1.0 hour |
| Six (6) hours | 1.5 hours |

1. Contracted instructors (196 or 216 calendar) teaching during the summer term will be paid their contracted hourly rate, if his/her contract has been extended to teach the same assignment.
2. Contracted high school or technical teachers teaching 360 minutes per day, for the entire year, will be paid nine (9) hours per day. No time sheet will be required as the work rule will reflect a 9-hour day (pay and absences).

### Salary Rates for Special Activities

When temp-hourly teachers attend an in-service activity on a scheduled workday, they will be paid at their regular hourly rate, not the in-service pay rate. Please post all in-service hours worked on a separate time sheet.

If you are requested by your administrator to attend an activity, meeting, or conference/convention during your regular work schedule — excluding TDIF or regular in-service training — you will be reimbursed per your approved employee schedule.

### Compensatory Time Guidelines

1. Compensatory time can only be earned if it is **PRE-APPROVED by your administrator.** Only contracted instructional/non-instructional personnel may request compensatory time and only a director or assistant director may approve the request. Instructional personnel use the ***Compensatory Time Authorization* (form F03)** and non-instructional personnel use the ***Overtime/Compensatory Time Authorization* (form F04)**.
2. Compensatory time can be earned **only** for time spent on special activities/tasks, not continuation of routine work, and must be pre-approved.
3. Compensatory time cannot be earned for less than 30 minutes.
4. The period to accrue and use compensatory time is based upon the number of days in your contract and your work-rule.
5. Compensatory time accrued by instructional personnel may not exceed more than one (1) week, based upon your work-rule, unless there are extenuating circumstances. Non-instructional employees will follow the language of their bargaining unit contract.
6. Compensatory time may not be used during the first or last week of a class term.
7. Compensatory time earned in the fiscal year must be used **by May 15th, unless other arrangements have been made with your administrator.** Non-instructional employees will follow the language of their bargaining unit contract.

**PLEASE NOTE: All Compensatory Time Sheets will be kept on file in the payroll bookkeeper’s office.**

### Employee Evaluations

Instructional: The Broward Instructional Development and Growth Evaluation System (BrIDGES) is the system whereby teachers are evaluated. The Components of BrIDGES include: 1) an Instructional Practice Score, 2) a Deliberate Practice Score, 3) Student Performance Score and 4) an iObservation - Electronic Evaluation Tool. Teacher evaluations and observations are conducted according to School Board policies and the BTU Collective Bargaining Agreement. For more information go to [www.effectiveeducators.com](http://www.effectiveeducators.com) .

Temporary Employees: Temporary Employee Evaluations are completed on the Annual Temporary Hourly Employee Performance Review. (form F06).

Non-Instructional: Non-instructional evaluations are completed on the ***Non-Instructional Employee Performance Evaluation* (form F07)** or the ***Paraprofessional Evaluation* (form F08)**.

Personnel Data

Personnel data shall originate and be maintained in the administration office by the HR Action Processor. Personnel data shall NOT be maintained in any other department. The following guidelines have been developed for processing requests to add, change or delimit personnel:

1. **Contact Information**:
   1. A ***Contact Information Update* (form F15)** must be completed and accompany each initial employment personnel packet.
   2. Any personal data change (i.e., name, address, phone number, emergency contact) will be maintained by the employee using the Employee Self Service component available to all School Board of Broward County employees at <https://erpportal.browardschools.com/irj/portal> via Firefox. Employee should also notify Human Resources.
2. **Position Request Forms (PRF):** A position must be identified with specific attributes such as job-class, contract/temp-hourly, bargaining unit, calendar, percentage, etc. The Director and HR Action Processor will determine to create, reactivate, change or delimit all positions associated with Atlantic Technical College and Technical High School.
3. **Electronic I Forms**:
   1. Electronic I forms are completed for new persons hired to the school system and for all other changes (i.e., terminations, leaves, Workers Compensation, FMLA, disability and additional positions),
   2. The HR Action Processor will determine when an electronic I form is needed. She will complete or change the information required, check it for accuracy and completeness, and forward it to the Director for approval.
4. **Requirements for all Teachers NEW to Adult Education:** Broward School Board Policy 4107.2 requires that “all teachers new to Adult Education shall complete a mandatory ten (10) hour New Teacher Training program within the first 90 calendar days of employment.” Once you have finished your required online workshop training, please provide Victoria Wasserman in Building 1, Administration, with a copy of your certificate of completion.
   1. **Industry Credentials:** As a condition of employment as a CTE Instructor for Broward County Schools, you will be required to obtain the preferred industry credentials aligned to the program which you will be teaching. The preferred credential can be found in the Broward Excerpts.

## GENERAL OPERATIONAL INFORMATION

### Dining Area

On ATC’s main campus, the Hospitality team prepares a short order and cafeteria style menu that is served in Café Atlantic during student lunch times and breaks. On designated days the Professional Culinary Arts and Hospitality program prepares a hot meal, which is a component of the curriculum and is used as an added competency for students in this program. The ATC food service options are entirely self-supporting and are not a part of the Broward County Public Schools lunch program.

Each ATC class is assigned a specific lunch period which must be strictly observed. The high school lunch period on the main campus is from 11:47 am to 12:17 pm. No adult students may be in the cafeteria or patio area during this time.

Vending machines are located around the campus and offer a variety of snacks and beverages.

Your assistance in keeping the dining room clean is appreciated by the teachers and students - this is their classroom.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific information.

### Equipment/Property Policies, Procedures and Guidelines

The Director is responsible for administering the inventory process which tracks all the property of Atlantic Technical College located on the main campus, branch campuses or elsewhere. Please assist in inventory control by adhering to the following procedures and completing all appropriate paperwork. Remember, you are responsible for keeping track of the inventory in your area.

#### Property Passes

Faculty and staff may check out equipment for off-campus use under certain school-related situations. The department chair and/or administrator must approve the employee’s request, which should be relayed to the inventory coordinator who will generate a ***Property Pass* (form F09).** The property pass is signed by the staff member and forwarded to the Director for signature prior to the removal of any school property. The fully executed form is retained by the inventory coordinator, who keeps a record of the “open” pass. **It is the responsibility of the borrower to report when the equipment has been returned so that the property pass can be “closed”.**

#### Receipt of Equipment/Property

When equipment/property is delivered to your office, classroom, or lab, you will be asked to sign the delivery log for the receipt of your package(s). For inventory control purposes, you are advised to record serial numbers and keep track of the items you receive. If you receive equipment costing more than $1,000, notify the ATC inventory coordinator so that the merchandise can be entered into the ATC inventory database and barcoded. If any equipment is purchased with SMART Bond Funds, notify the inventory coordinator regardless of the purchase amount.

#### Removal/Transfer of Equipment or Property

NO ONE should remove/transfer equipment/property or move any equipment/property from one department to another, from one teacher to another, one building to another, or from one ATC campus to another ATC campus without prior approval of the director or assistant directors of the school. For removal/transfer of equipment or property contact the inventory coordinator in the Technology Services Department.

The forms needed for such transfers are available from the inventory coordinator, the Technology Services Department or online. Forms are: ***Surplus Declaration/Transfer Report* (form F10)** and ***In-House Transfer of Equipment/Property* (form F11).**

|  |
| --- |
| 1. **REMOVAL/TRANSFER OF EQUIPMENT/PROPERTY OUT OF ANY ATC CAMPUS**    1. “B” Stock/Disposal/Salvage: Contact the ATC inventory coordinator so that the appropriate paperwork can be completed.    2. Transfer to another school or district location: Contact the ATC inventory coordinator so that the appropriate paperwork can be completed. 2. **TRANSFER OF EQUIPMENT/PROPERTY WITHIN ANY ATC CAMPUS**   Obtain an ***In-House Transfer of Equipment/Property* (form F11)**. Have the issuing department chair as well as the receiving department chair sign the completed form. Return the completed signed form to the inventory coordinator for processing purposes. |

#### Repair of Equipment/Property

If you should have a problem with the equipment/property in your area, please follow these guidelines:

1. **Audio/Visual Equipment:** Contact your campus Technology Department for ALL repairs of audio/visual equipment. Coconut Creek campus will contact the main campus Technology Department.
2. **Computer Equipment**: Contact your Technology office for both administrative and classroom computer equipment repair. Use *Office 365* to access Atlantic Technical College SharePoint Conference area. The ***Tech Request electronic form*** ***is in the ATC Link Depot***. Every effort will be made to complete the requests in a timely manner.
3. **All Other Equipment:** All equipment removed from the campus for repair by a vendor or district department must have a signed work order and/or a signed receipt noting the date of removal and the name of the person taking the property. Please notify the ATC inventory coordinator at 754-321-5135 that the equipment has been removed for repair, and the date the item is returned.

**NOTE:** Please do not take School Board equipment/property to technical program labs on campus for repair.

#### Room Inventory Check List

To comply with the Broward County Public Schools Office of the Chief Auditor, Room Inventory Check Lists are to be posted centrally in every work area. These check lists will be generated by the inventory coordinator and will include all equipment contents in the specified location. A line will be provided on the report for a quarterly inventory sign-off by the responsible staff member and their administrator. These check lists are to be kept up to date when equipment/property is moved for any reason.

### Facility Operations

When small repairs, service, special clean-up, or room sanitation/spraying are required, staff will go to ATC SharePoint Conference and click on ATC Facilities Request form and complete your request.

At the time of this publication, we are in the process of transitioning the management of Facilities Request to a new platform. Until the transition is completed, please email your Facilities Request form to our Facilities secretary, Lorette Harkrader at: [lorette.harkrader@browardschools.com](mailto:lorette.harkrader@browardschools.com). Every effort will be made to respond to your request in a timely manner.

The on-site repairperson will determine if a repair needs to be referred to Area or District Maintenance and, if so, he will initiate the request. All sign-offs need to be handled by our facilities personnel.

Emergencies, of course, will be handled immediately.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions.

### Parking

“Staff Only” parking spaces are provided throughout the campus. For identification purposes, each staff member will receive a numbered decal that should always be visible on the rearview mirror. Replacement decals are available from the payroll bookkeeper at no cost to the staff. All staff must head-in park only. Back-in parking is prohibited.

No Parking and Fire Lane designations must be observed and will be enforced by school security and/or local police.

The School Board of Broward County, Florida is not responsible for damage to, or loss from, automobiles or other vehicles parked or operated on school property.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific information.

### Printing/Copying

**Copiers**: There are high volume copy machines for staff use in Building 1 and 19; and one in Building 24 for high school staff. Please be aware of copyright rules and regulations. When in doubt, check with the media specialist.

**Flyers/Posters/etc**.: To request any print job for public distribution, complete the ***Publication, Design and Printing Request/Review Form* (form F26)** found in the Commonly Requested Forms section of SharePoint. Submit the completed form to your department chair and administrator for **approval and signature** then to Rhonda Biazar and Debbie Applegate on the Main Campus. Or email the signed request to [atc\_marketing@browardschools.com](mailto:atc_marketing@browardschools.com). Please allow a minimum of 10 business days for project completion.

**Business Card Requests:** Please complete the ***Business Card Request*** **(form F17)**. Submit requests to Rhonda Biazar, who will review and forward the form to your administrator and Director for final approval. Once approved, Debbie Applegate will process the order.

### Promotional Proposals By Outside Agencies

The Superintendent’s office is approached by many agencies wanting to contact school principals, teachers, other School Board employees, and students regarding all kinds of promotional endeavors. Some of these relate to supplemental retirement proposals, insurance proposals, sale of educational materials, sale of various products, etc. Please check with administration to confirm that these agencies/companies have proper approval from the School Board before admitting them to your classroom.

### Public Address Announcements

Public address announcements are usually made right after the Pledge of Allegiance every morning at 7:05 a.m. Staff members who wish announcements to be made must submit a ***Request for Announcement* (form F18)** to the high school department secretary electronically two (2) days before the announcement is to be made. In the event of a “last minute” announcement, the form may be given directly to your assistant director. All announcements **MUST** be typed. *Of course, the form does not have to be used for bus changes or emergency announcements.*

Students wanting an announcement to be made must make the request through a staff member, i.e. teacher, club sponsor, counselor, etc.

### Public Relations

Each member of the ATC staff is part of the public relations/marketing program and is a representative of Atlantic Technical College and the School Board of Broward County, Florida. Promoting positive relations between the school, individuals, groups, and businesses that you come in contact with helps reflect the high quality of professionalism at this school.

**No member of the press should be on campus without going through the RAPTOR system in Building 1.**

Please communicate news about your students/program to Rhonda Biazar (321-5151), so that we can share this information with the community. If you are taking pictures of students for use by the media, be sure to have a signed ***Media Release Form* (form F19)** on file.

### Purchasing Guidelines & Procedures

Employees may not incur any financial obligation on behalf of Atlantic Technical College without prior approval. **All purchases require prior approval** and must be in compliance with SBBC Policy 3320 - Purchasing Policies and Standard Practice Bulletin I-314 - Internal Accounts Purchases. Purchase, check, and transfer requests must have two signatures, the department chair and the director/assistant director.

#### Guidelines

1. Goods or services must be purchased from the SBBC Warehouse, from a vendor’s bid list, or from a vendor’s state contract if available; even if it is an item of similar specifications. Check with the budget-keeper or the SBBC purchasing website.
2. Purchases over $5,000.00 per order and are not on the Bid List require three (3) written quotes on vendor letterhead, dated, signed, and attached to the ***ATC Order Form* (form F20).**
3. All contracts/agreements require the Director’s signature. Equipment service agreements are signed by the District Purchasing Director.

#### Acquisition of Instructional Materials

If you wish to obtain any materials, books, tapes, CDs, videos, etc. on a review basis, please follow these guidelines:

1. Do not place any orders on your own. **You must obtain permission from your assistant director before placing any orders.**
2. If there is no cost involved the assistant director will instruct the bookstore manager to order the item(s) for review via the established ordering process. If there is a cost involved, see Step 4.
3. Once the item is received, the bookstore manager will issue the item to you.
4. If there is a cost involved, an order form is created and the materials are ordered through the department secretary with a Purchase Order. Approval is needed for all materials.

Any deviation from this procedure may result in the employee being personally liable for the material.

#### High School Textbook Purchasing

When you order books or materials for your high school students, you must first determine if they are state approved or non-state approved. Once this status has been determined, please use the appropriate procedure listed below.

#### State Adopted Materials*:* These are items listed in the State of Florida’s “Catalog of State Adopted Instructional Materials.” To order these items you need to see the high school textbook coordinator to get the appropriate order form. When this form is complete, forward it to the textbook coordinator for processing.

#### Non-State Approved Materials: If the items you wish to order are non-state adopted, you must fill out two (2) separate forms.

* 1. ***Evaluation and Rationalization Form* (form F22)**: The completion of this form is the first step in the ordering process. This form is available from your department secretary. Complete the form, sign it, obtain your department chair’s signature, and forward the form to the high school textbook coordinator for processing. Once the form has all the required signatures you will be notified to process an ***ATC Order Form* (form F20).**
  2. ***ATC Order Form* (form F20)**: To complete this form, make sure to include the title, author, ISBN number, publisher information, current cost, and the quantity you want to order. You must sign the form and obtain your department chair’s signature. Forward the order form to the appropriate administrator for approval.

### Purchase Orders

1. Requestor submits an ***ATC Order Form* (form F20)** to the department chair for approval. The department chair will forward the request to their assistant director for approval. If approved, it is coded with the appropriate funding source and forwarded for a purchase order. Once ordered, a receiving form is returned to the department secretary to record and track and then forwarded to the requestor (informing them the order has been placed).
2. Once all items have been received, the receiving form, invoice (if included in the delivery) and packing slip are signed, stapled together and returned to the budget-keeper/bookkeeper. If items are not received within a reasonable time, it is the requestor’s responsibility to notify the vendor.
3. The budget-keeper/bookkeeper is responsible for processing the payment of invoices. If a problem should occur with an order received, the requestor should immediately contact the vendor. The budget-keeper/bookkeeper must also be notified of any returns, expected credits, or changes in amounts of the original invoice.

### **Emergency Purchases**

In the event that unforeseen circumstances result in the need to purchase materials, supplies, or make emergency repairs on an essential piece of equipment on short notice, the staff member prepares an ***ATC Order Form*** **(form F20)**in the same manner as described above. However, instead of submitting to the department chair for approval, the staff member may hand deliver or electronically submit the order form to any available assistant director or the Director for approval. The director or assistant director will determine the extent of the emergency, the source of funds, and facilitate the purchase with the bookkeeper.

### **Reimbursement of OUT-OF-POCKET Expenses**

Out of pocket expenses may be reimbursed if prior approval is obtained by the director/assistant director. When requesting check payments, attach original signed receipts to an***Expense Reimbursement Payment/Request* (form F21)**. **Note: Sales Tax will not be reimbursed.**

### Room Reservations and/or Food Function Requests

Several rooms are available for school-related meetings, trainings, and distance learning activities. To check room availability, go to ATC SharePoint Conference and click on ATC Events Calendar to view. To reserve a room, the patio or to schedule school tours, special functions, on or off campus events, etc., complete the ***Room/Event Reservation and/or Food Function Request* (form F23*)*** and forward the request via e-mail to Rhonda Biazar and Debbie Borzillo. When the request has been processed, a confirmation will be sent. Reservations are honored on a first-come, first-served basis.

This form needs to be used to request refreshments and/or food. You must allow at least 10 days advanced notice to ensure approval from the Director.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions. Contact Terry Harvey for details.

### Sunshine Club

All employees are encouraged to participate in the Sunshine Club. This fund is designated to provide gifts and remembrances to employees and their immediate families in the event of illness, death in the family, or special occasions. Participation in the Sunshine Club eliminates the need for repetitive collections among employees.

**General Guidelines:** A “beneficial fund” to be known as the “Sunshine Club” will be established. The term “employees” is defined as all who work on contract or temp-hourly at ATC. For continuing employees, the deadline for joining is October 1, and for new employees, by the first quarter after employment.

**Accounting**: The fund will be controlled and accounted for by the internal accounts bookkeeper.

**Funds**: Employees who wish to participate in this fund will be assessed $20.00 per year. If the fund goes below $75.00 at any given time before the end of the year, the Committee will participate in a fund-raising activity, in order to keep the fund solvent until the next yearly fee is collected. Checks are to be made payable to Atlantic Technical College with the notation “Sunshine Club”.

**Sunshine Committee:** The Sunshine Committee will follow the guidelines identified in the By-Laws. The department representative will assume responsibility for the collection of dues and will submit names/money to the internal accounts bookkeeper. Additionally, it is the responsibility of the representative to notify the Club when a gift/remembrance is appropriate. Likewise, the club will inform the representatives of events for information to be passed on at their discretion.

**Gifts and Remembrances:**

**Cards**: Cards will be purchased out of the Sunshine fund for birthdays, illnesses, condolences, weddings, births, etc. Cards will be signed on behalf of the Sunshine Club. The responsibility of seeing that every employee receives a birthday card will be assigned to one person.

**Hospital Confinement**: When a Sunshine Club member is hospitalized overnight, or is sick in excess of two weeks, flowers, a plant/dish garden, card, or a donation will be sent. Judgment is to be used by the committee. Up to $50.00 plus tax and delivery will be spent.

**Sickness/Surgeries**: When a Sunshine Cub member is hospitalized overnight, has had surgery (outpatient), or sick in excess of one week; flowers, a plant/dish garden, or a donation will be sent with a card. Judgement is to be used by the Committee. Up to $50.00 plus tax and delivery will be spent.

**Death of Employee or Family Member:** “Family Members” include parents, siblings, spouse or child(ren). A card and $50.00 remembrance will be sent to the employee and their family, unless other arrangements have been requested.

**Births/Adoptions**: Babies born to, or children adopted by members will receive a check for $50.00.

**Retirement**: The Sunshine Club will send a card and a $50.00 check to retirees. Cards will be purchased from the Sunshine fund.

**Weddings**: The Sunshine Club will give a $50.00 gift to member(s) who are married during a year where dues have been paid.

**Amendments and Suggestions:** Recommendations for amendments and any new suggestions will be submitted to the Sunshine Committee representative. The Director is to be kept advised of any suggested amendment.

### Travel

**Travel must be in compliance with Business Practice Bulletin A-435 (updated July 1, 2019). For additional information contact Kaycee Mathos or your administrator. When preparing and submitting a TRAVEL VOUCHER, MILEAGE OR TDA DOCUMENT, PLEASE USE THE MOST CURRENT FORMS.** You will find these forms in ATC SharePoint within the ATC Staff Resources area under Personnel Forms – Forms Index.pdf. You will have to sign-in to this area using your Outlook credentials. <https://browardcountyschools.sharepoint.com/sites/technology/ERP/Business%20Practice%20Bulletins/Forms/AllItems.aspx>

#### **Mileage Vouchers**

Individuals who submit a ***Mileage Voucher* (form F27)**:

* Must be sure that their name, title, department and the description of travel are completed accurately.
* Must submit no later than **15 Days** for the preceding month, and have your administrators’ approval.
* The administrator approved form is forwarded to the budget bookkeeper, Kaycee Mathos, in Building 1 for processing. If not approved, it will be returned to you for correction.
* If your mileage voucher is more than one page, you will need to complete a ***Mileage Voucher Summary* (form F28)**.
* You cannot claim mileage to or from your home to your assigned work location, i.e., if you are assigned to be at Arthur Ashe Campus for the day(s), you cannot claim mileage from home to Ashe or back to home.
* Standard Business Bulletin A-442 (updated February 28, 2018) governs mileage reimbursement. Please familiarize yourself with this bulletin.
* Round all mileage (i.e. 23.4 = 24; 24.5 = 25)

**NOTE**: If claiming out-of-county mileage on Mileage Voucher, a copy of your approved TDA must be attached.

When calculating school/department to school/department mileage, use the School-To-School Mileage chart located on the School Board Intranet found at

<http://www.broward.k12.fl.us/propertymgmt/MileageSearch.asp>

For more information on Mileage Reimbursement Procedure, see Business Practice Bulletin A-442 at <https://browardcountyschools.sharepoint.com/sites/technology/ERP/Business%20Practice%20Bulletins/9708_12042019_Mileage-Reimbursement-Procedure-Business-Practice-Bulletin-A-442.pdf>

#### **Temporary Duty Authorization (TDA)**

All employees who plan to attend a conference, workshop or seminar that is off our campus and associated with their job assignment, must first complete a ***Temporary Duty Authorization (TDA)* (form F02)**. The employee should not leave for an event until he/she has received a copy of the TDA

that is signed by their assistant director/director. A copy of the approved TDA is sent to the employee and payroll department to be posted as “in attendance”.

The process for completing a TDA is as follows:

* The TDA, along with the appropriate backup (agenda, schedules, etc.), is submitted to the department chair for initial approval and then sent to the assistant director for administrative approval.
* If there is no cost to the school/district other than mileage, tolls, and parking; the assistant director is the final approval step. If your trip is within the quad-county area, claim the miles on the mileage voucher at the end of the month. However, if other funds are required, the TDA must also be approved by the Director. (Final copies of the TDA will be routed to the employee and the appropriate budget support personnel.)
* TDAs that involve a cost to the school/district other than mileage, tolls, and parking; require extra time for budget approval. They must be submitted at least 20 working days in advance for trips in the tri-county (Broward, Dade, and Palm Beach) area or 30 days in advance for trips out of the tri-county area.
* The employee should not leave for an event until he/she has received a copy of the TDA that is signed by the assistant director/director. Any subsequent changes to the signed TDA must be approved through the original process. Cancellation of TDA plans must be reported to Kaycee/Victoria and the payroll department immediately.
* If the TDA involves cost to the school/district other than mileage, a ***Travel Voucher* (form #29)** and ***Trip Report* (form #30)** must be completed when the trip has been concluded.

***NOTE:* BCPS will only reimburse the most economical means of travel.**

#### Travel **Vouchers**

At the completion of a trip, the individual will prepare a ***Travel Voucher* (form F29)** for reimbursement. The travel voucher must include a copy of the approved TDA, an original signed ***Trip Report* (form F30)**, an agenda, original receipts with method of payment (If you paid by credit card, the last 4 digits of the credit card number is required.), airline quotes, and car rental quotes, if outside the state. Use **Avis or Budget** for all car rentals, in or out of state. All this must be submitted to the clerical designee to review for accuracy. The clerical designee will then submit the travel voucher to the assistant director no later than **15 Days** after the trip and the Director for final approval, after which it will be forwarded to the accounts payable/purchasing bookkeeper for a purchase order number and then submitted to SBBC Accounting Department.

For more information please see Practice Bulletin A-435:

<https://browardcountyschools.sharepoint.com/sites/technology/ERP/Business%20Practice%20Bulletins/9708_12042019_Travel-Reimbursement-Procedure-Business-Practice-Bulletin-A-435.pdf>

#### **Meal Vouchers (Class C Travel)**

Class C travel involves one day business trips occurring before 6:00 a.m. or extending beyond 8:00 p.m., or out-of-county trips. This does not include overnight trips away from official headquarters. A traveler shall not be reimbursed on per diem basis for Class C travel, but shall receive an allowance for meals up to the following:

* Breakfast - $8.00 (when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
* Lunch - $11.00 (when travel begins before 12:00 noon and extends beyond 2:00 p.m.)
* Dinner - $20.00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

The Internal Revenue Service has issued regulations requiring employers to withhold income tax and social security tax on Class C meal payments. The amount of taxes to be withheld are 20 percent withholding tax and the applicable social security percentage rate. Therefore, it has become necessary that Class C meals be paid through the payroll system rather than vendor check.

The following procedure must be followed when Class C meals are requested for reimbursement: At the completion of a trip, the individual will prepare a ***Class “C” Travel Meals Voucher* (form F31)** for reimbursement. The voucher must include the same coding as the previously submitted approved TDA. A copy of the agenda, along with your copy of the approved TDA and a completed ***Trip Report* (form F30)** must be attached to the Class “C” Travel Meals Voucher and submitted to the appropriate assistant director for approval. It will then go to the clerical designee to review for accuracy, and on to the Director for final approval.

## TECHNOLOGY RESOURCES

### Learning Commons – Building 19

The Learning Commons supports the mission of Atlantic Technical College by providing access, support, and instruction to students and staff in a variety of current digital and print resources and tools. It is the mission of the Learning Commons staff to help students achieve academic excellence, become lifelong learners and readers, and develop the knowledge and skills necessary to be competitive in a global workforce.

BUILDING 19 LEARNING COMMONS HOURS

Monday – Thursday 6:45 a.m. – 6:00 p.m.

Friday 6:45 a.m. – 2:00 p.m.

Students and staff may visit any time during these hours to check out books, read, study, research, collaborate, use the computers, etc. Magnet high school students should sign in at the circulation desk.

Some of the resources available to students and staff:

* Students may print from the computers – maximum of 30 pages per day for school purposes.
* 8 computers and are available in the main room for individual use.
* Two MediaScape lounges can be reserved for 4-6 students to work collaboratively using laptops and shared, large screen monitors.
* Charging stations, study tables and comfortable seating are located throughout the facility.
* Recordex interactive computer/display system is available for presentations and instruction.
* The Learning Commons print collection includes a variety of fiction and nonfiction books; and a selection of magazines for informational and pleasure reading.
* Equipment includes a laminator, paper cutter, poster printer, Accucut machine, 2 binding machines
* A large, instructional area in the main room, which is a flexible space with 12 mobile tables that can be arranged in a variety of configurations or removed completely so that a maximum of 60 chairs can be set up, auditorium-style is available for individual, small and large groups.

A wide variety of online resources and support are accessible to students and staff anytime, anywhere, at the [**Learning Commons Library Guide**](file:///C:\Users\P00003753\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\HZBD230W\Learning%20Commons%20Library%20Guide)**:**

<https://browardschools.instructure.com/courses/236351/pages/library-media-research-resources>

Select the ***Database, Search Engines, and Websites*** tab for access to the following:

* [**Destiny**](https://browardschools.follettdestiny.com): Use the Destiny online library catalog to search for books and materials in the ATC Learning Commons.
* [**Gale Cengage Learning**](http://galesites.com/portal/broward/marg9873): Search for magazine, newspaper and reference book articles; image, audio and video files.
* [**Britannica School Online Encyclopedia**](http://school.eb.com): Access to articles, images, videos, websites, primary sources and more!
* [**SIRS**](https://auth.proquestk12.com/BCSD/) – A general reference database of articles, images and primary sources about social, scientific, health, historic, economic, business, political, and global issues

For the home passwords to the databases, login to Single Sign On, click Online Student Textbooks and Library Resources, then click Library Media.

### Computer & Technology Use Policies And Guidelines

#### Acceptable Use Policy

The District adheres to the belief that technology should play a vital role in meeting the needs of the broad range of abilities, disabilities, cultural backgrounds and ethnic populations represented in District schools. To assure that technology plays a predominant role, School Board Policy 5306 provides guidance for appropriate technology utilization and integration into the curriculum, as well as infusion into school/district administration and management.

In addition, Policy 5306 sets forth the following Web page procedural guidelines. These are to be followed not only at the school administration level but also in the classroom.

* All persons developing or maintaining web documents are responsible for complying with district Web page and Acceptable Use Policies (See Sections 6 & 7 of Policy #5306).
* Written parental permission is required when an individual student is identified by name in a picture included on a Web page.
* Web page documents may not include a student’s phone number, address, or complete names of any family members and/or friends.
* Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.
* Only computers assigned as the building or District Web server shall be configured as Web/FTP servers.
* Web publishing of e-mail addresses is restricted to staff members or to a general, group e-mail address.
* Web pages must not contain any student e-mail links.

**Be aware**: Illegally using school district technology and/or software to alter information is a felony. Misusing school district technology and/or software to transmit insulting, profane, racially or sexually offensive written language, or to make obscene remarks or gestures is unacceptable behavior that will lead to disciplinary action.

#### Bring Your Own Device (BYOD)

The School Board of Broward County has initiated the BYOD program permitting the use of personally owned Wi-Fi enabled mobile devices such as laptops, tablets and smart phones. These devices can connect to the BYOD wireless network providing Internet access to engage students in web-based curriculum content. Teachers can integrate their instructional strategies that include research and collaboration.

Students and staff connect to the BYOD wireless network using their BCPS student ID or BCPS staff identification number. Each user must virtually acknowledge POLICY 5306 to access the Internet. Once connected to the Internet everyone may access web-based content.

**NOTE**: The School and District Technology Usage (POLICY 5306)provide information regarding appropriate technology utilization and procedures.

#### E-Mail Signature Standard and Guidelines

E-mail is the primary communication tool used to keep all staff members informed about campus events and other important information. Staff members are expected to check their e-mail at least once each day.

In keeping with Standards/Guidelines for BCPS, please make sure that your signature lines contain ***only*** the following information:

|  |  |
| --- | --- |
| * *First and Last Name* * *Title* * *School/Department* * *Street Address* * *City, State, Zip* * *Phone numbers* * *Email address* * *Browardschools.com (or school website)* | ***SAMPLE:***  *Jane Doe*  *Title*  *Atlantic Technical College & Technical High School*  *4700 Coconut Creek Parkway*  *Coconut Creek, FL  33063*  *754-321-0000 Fax 754-321-0001*  [*Jane.Doe@browardschools.com*](mailto:Jane.Doe@browardschools.com)  *www.atlantictechnicalcollege.edu* |

#### It is mandatory that all email communications contain the following text:

*Under Florida law, email addresses, and all communications, including email communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone.*

*The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9:  Anti-Bullying for additional information.*

#### EEO Disclaimer:

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Education Opportunities/ADA Compliance Department & District’s Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

### Technology Services Department

On the Main Campus, the Technology Services Department is in Building 10, Room 207.

The department provides technical support to faculty and staff regarding technology issues for audio/visual, computer, intelligent classroom, network, printers/copiers, software and telephones. Support is delivered by telephone, email, in person, or remotely. Technology services are available Monday - Thursday from 7:00 am - 7:00 pm; Friday from 7:00 am - 3:30 pm.; and Saturday from 8:00 a.m. – 12:00 p.m.

Staff members **primarily** request Technology Support via the **Tech Request Form** link within the Atlantic Technical College SharePoint site home page. The request is assigned to a tech support staff-member. The tech support staff-member takes the appropriate action to solve the issue. When the issue is resolved, the staff member requesting support will receive an email stating the tech request is closed.

If the staff member has a tech issue requiring immediate support, they may call the office directly at extension 321-5239.

The Technology Services Department serves all three campuses - Arthur Ashe, ESOL Campus @ Coconut Creek HS, and Main Campus. The Arthur Ashe campus has technology staff assigned to the site to ensure immediate assistance is available.

### Telephones

Each classroom and staff work area is provided with an **AVAYA** telephone. For detailed instruction on the use of the telephone, please call the Technology Department at extension 321-5239.

When you receive your telephone assignment, please record the appropriate greeting using the Voice Mail function. Your greeting should include your name and department as well as additional information that is important to your callers. If you anticipate being out of the office for a day or more, you may also set up an alternate greeting that directs your caller to another staff member in the department.

Complete instructions for your model of **AVAYA** phone are located in Atlantic Technical College SharePoint site in the ATC Staff Resources area.

Telephone Etiquette:

* Please answer your phone within 4-5 rings.
* Identify yourself and your department.
* When placing someone on hold ask your caller if you may do so.
* When returning to your caller make sure to thank them for holding.
* If you receive a call that is not intended for you make an effort to transfer the caller to the right person and provide the caller with the person’s extension in case you are disconnected.

### Fax Machines

The primary FAX machine is located in the Administration Office: 754-321-5380. Various fax machines are located in departments throughout the campus. Please refer to the phone directories posted on ATC Share Point.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions and/or information.

## ATC DAILY WORKPLACE GUIDELINES FOR INSTRUCTORS

### Daily Routine For Teachers and Substitutes

* Substitutes sign in on the Daily Substitutes Sign-In list located at the reception desk in Building 1, and check the mailbox and e-mail 15 minutes prior to the start of class.
* Teachers should be in classroom ten (10) minutes before students.
* Report attendance electronically in Broward Focus daily.
* Grades should be recorded in Broward Focus on a regular basis. Per Teacher Contract, there should be a minimum of three (3) grades reported for each student by the Interim Period and a minimum of nine (9) grades by the end of the quarter. Ensuring that a **minimum of one grade per week is entered** will comply with teacher contract and make certain that postsecondary students who are receiving financial aid have the opportunity to demonstrate that they are making satisfactory academic progress in order to maintain financial assistance.
* Breaks are limited to ones that are scheduled.
* Dismiss class for lunch at time scheduled.
* Dismiss class at the time scheduled.
* During planning period, be available for conferences, meetings, etc. Check mailbox and e-mail.

**PLEASE NOTE**: Planning time must be used on campus unless prior permission is obtained from administration.

* Please turn the lights off and lock the door when you leave the classroom.
* Substitutes sign-out on the Daily Substitute Sign-In/Sign-out list located at the reception desk in Building 1.

Remember, our facilities are used approximately 16 hours per day, so you must be considerate of the teacher and students following your class.

The custodial staff and office personnel are here to help. However, the successful operation of this technical college depends on the full cooperation of every staff member and student.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum at the back of this for site-specific instructions.

### Student Information System (SIS) Broward Focus

The Florida Legislature has established student performance as a key indicator of program success. Additionally, the funding of Career and Technical Education and Adult General Education programs is dependent on student performances at the state and district levels.

Performance benchmarks are indicated by Completion Point Codes and courses. Occupational Completion Points (OCPs) and courses have been established for Certificate, Applied Technology Diploma and Apprenticeship programs. Adult General Education programs have Literacy Completion Points (LCPs).

Broward County has established Broward FOCUS as the primary system for documenting student progress at the classroom level. Once generated, Completion Point Codes and courses are transferred to the Workforce Development Information System (WDIS) at the Florida Department of Education.

At the conclusion of each enrollment period, teachers are given instructions for the procedure for completing the review of their program data.

### Teacher Induction for Effectiveness and Retention (TIER)

The TIER new educator program is required for teachers who have not received their 5-year teaching certificate. This program is housed on the main campus and covers a variety of topics important to new teachers and is geared toward acquainting them with the campus, policies, procedures, and key personnel. Contracted teachers who have been hired from industry and are new to teaching, as well as certified teachers who are new to the District, must enroll in the TIER program. The TIER program provides new educators with an on-campus instructional coach and the information necessary to fulfill certification requirements of Broward County Public Schools and the Florida Department of Education.

In addition to the TIER Program, new teachers will have the following items/services made available to them:

* When possible, at least one (1) transition meeting with the outgoing teacher, and the opportunity to shadow.
* Personnel Handbook (online).
* An inventory list for classroom/lab equipment.
* Curriculum Frameworks
* A New Employee Information Packet (a who, what, when, where and how at ATC including a glossary of terms, school catalog/brochure).
* An Introduction to Broward FOCUS.
* A tour of the school.

### Curriculum Frameworks

The Florida Department of Education provides Curriculum Frameworks and student outcomes for each of our courses/programs of instruction. As the student meets the competencies required for program completion, the instructor enters data for the appropriate assignments in Broward FOCUS. This documentation is the basis for the student’s course grade reported on the student’s transcript and employment portfolio.

### Lesson Plans

Lesson planning is an integral part of the teaching process in all curriculum areas. To standardize our procedures concerning lesson plans, please adhere to the following:

1. All teachers shall have a Lesson Plan Book and keep plans current. Lesson plans can be kept in hard copy or electronically
2. Emergency plans for three (3) days of instruction shall be maintained in case of an unexpected absence by the instructor. Each department will determine the appropriate location where emergency lesson plans will be housed.

**Article 5, Section S – BTU Contract**

**Lesson Plans:** Teachers who have less than three (3) years’ experience in Broward County may be required to submit their lesson plans to the principal on a regular basis with two (2) work days notice of commencement of a submission schedule.

In recognition of the professionalism of Broward teachers, employees who have more than three (3) years’ experience in Broward County shall not be required to regularly submit lesson plans, however, any time the principal does request lesson plans, the teacher shall submit the plans with two (2) work days’ notice.

All lesson plans may be submitted in hard or electronic form. Regardless of the years of experience, any teacher who is identified for or engaged in a written plan for improvement may be required to present his/her lesson plan to the principal on a regular basis. When requested by the principal, the teacher shall submit the plans.

The primary purpose of lesson plans is to guide instruction. The format for daily lesson plans should provide for ease of use to the teacher or substitute and shall not be unreasonably complex. Documentation of the incorporation of Sunshine State Standards and teaching strategies required by law, board policy or regulation are part of daily lesson plans.

Daily lesson plans will not require the verbatim duplication of information clearly available by reference elsewhere (does not include computer disks).

### Syllabi

1. All teachers must have a course syllabus that is distributed to the students at the beginning of each new course/term.
2. CTE teachers will complete a syllabus for their program using the ATC template. The template is available on SharePoint. All syllabi will be updated annually, approved by the program administrator and posted on the ATC web site for student and public reference.

### Course/Program Survey

The intent of the Course/Program Survey is to get feedback from students to determine how Atlantic Technical College may best serve the educational needs of our students. The survey is anonymous and the data collected is used by the administration and instructors for curriculum revision, equipment purchases, materials and supplies, and modifying instructional techniques and methodologies. The instructor’s commitment to encouraging their students to complete the survey and using the information to enhance the instructional program is an integral part of the process.

The survey is electronic and can be accessed through Survey Monkey or Focus. The survey window opens and closes at scheduled times throughout the school year. Instructors will receive a reminder e-mail prior to the opening and closing of the survey windows.

The Course/Program Survey data is compiled throughout the school year. After the first and second semesters, the Survey data is reported to the school administrators and the CTE instructors. Appropriate action will be implemented based on the survey data gathered.

### In-Service

The Inservice Facilitator is John Miracola – [John.Miracola@browardschools.com](mailto:John.Miracola@browardschools.com).

INsite is a new intranet site for employees that is designed to help staff communicate, collaborate and access information. INsite will automatically launch when you start and sign in to your computer at the beginning of your day. For Inservice Guidelines, click the Launch Pad under My Applications; Select Log-in with Active Directory; then, click the Learning Across Broward (LAB) application and follow the instructions.

The Certified Achievement Program (CAP) guidelines and information for clerical personnel provides opportunities to attend professional learning events. The link can be found on the Certified Achievement Program SharePoint site. To access the site found on the INsite page, click the SharePoint link on the upper left side in the blue colored bar.

**Professional Conferences**: Contact Professional Development Standards and Support for information on eligible conferences and procedures.

1. The applicant should secure the approval of the department chair and administrator prior to preparing a ***TDA-Temporary Duty Authorization Form* (form F02)**.
2. Requests for out-of-county workshops and local conferences may include registration, transportation, per diem, lodging, tolls and parking. When there is more than one (1) staff member attending a particular conference, efforts should be made to share expenses where practical.
   1. Reimbursement of conferences, workshops, and test fees needed by a teacher in order to prepare students.
   2. Academic and/or technical training designed to enhance or improve teacher performance and subject area knowledge.
   3. School-wide initiatives for teacher participation in the development and implementation of the School Improvement Plan.
   4. Activities which support the implementation of an individual Growth Plan/Deliberate Practice.
      1. Teachers applying for Teacher Directed Improvement Funds (TDIF) should assume that no additional dollars above the amount of the TDIF award will be available. Any requests for more than the TDIF amount must meet the above criteria.
3. Temporary Duty Assignment (TDA) Procedures:
   1. The applicant completes a TDA for the trip no more than three (3) months in advance, but no later than one (1) month in advance. (Attach supporting material describing the event including: city, state, daily agenda, room rates, and beginning/ending dates.)
   2. The TDA must be initialed by the department chair and the administrator.
   3. The TDA and supporting material are then submitted to the applicant’s assistant director.
4. Miscellaneous **– it should be understood by all applicants that under most circumstances, costs associated with the event must be borne by the applicant and reimbursed after the event has taken place**. **This includes registration fees, air fare, mileage, hotel, parking and meals. Only under extenuating circumstances or when Administration has requested that a teacher attend a particular event, will any costs be advanced to the applicant prior to the event.** Applicants may not obligate Atlantic Technical College or the School Board for expenses such as registration fees, air fare, or hotel costs before a TDA has been signed by the Director or his designee.

### Completion, Placement & Licensure Reporting (CPL)

**(Students Completing Technical and/or Literacy Training)**

Completion, placement and licensure reporting is required annually for our accrediting agency (Council

on Occupational Education – COE), Career Source Broward, and financial aid. These reports impact our

ability to administer financial aid, continue to enroll students in CTE programs, and allow students to

seek assistance from other funding agencies. Completion rates of 60%, placement rates of 70% and

licensure rates of 70% are required for CTE programs to remain in good COE standing. Students with

unique circumstances as identified on the COE- Record of Allowable Subtractions **(form F64-ATC**) are

excluded from COE completion, placement, and/or licensure rate calculations. The COE Liaison will file

the approved forms with the corresponding COE Annual Report.

All students enrolled in Atlantic Technical College’s career certificate/diploma, apprenticeship, and adult

general education programs are subject to follow-up via email and/or phone. Student employment

information is collected by having students complete the Job Placement Report Form located on the Broward Workforce Education Student Information System (Focus) and then the Program Instructor will enter the information directly into Focus in the Job Placement tab of each individual student record.

The Broward Workforce Education Student Information System (Focus) contains all student placement

data compiled from the (1) instructor and (2) Florida Education and Training Placement Information

Program (FETPIP). FETPIP contains an analysis of post education outcomes that is derived from state

university, community college, school district, federal employment, US Armed Forces, and Department

of Labor database files generated from current and former students with valid social security numbers.

Local Workforce Education Information Management (WEIM) staff evaluates FETPIP industry findings

for relatedness to programs of instruction. An independent review of the findings is also conducted to

verify or modify decisions based on consensus. Final decisions are then applied to all students within

the file.

FETPIP results are available to instructors for review. Instructors are responsible for conducting

additional student tracking and/or supplying information that is verifiable to augment the WEIM

report. Any supplemental information obtained by the instructor should be entered into the Broward Workforce Education Student Information System (Focus).

### Technical Advisory Committees

Bi-annual meetings of the Technical Advisory committees are **REQUIRED** by COE and provide expert industry support for all CTE programs at ATC. The committees are coordinated to promote interaction between instructional programs and the businesses and industries served by those programs. Instructors use the expertise of the advisory committees to improve program content and operation,

and to ensure consistency with current industry standards. Committee members also assist in the evaluation of program effectiveness, program equipment needs, facility standards, job placement, program promotion, and program advocacy.

**Assigned staff members will hold two (2) advisory committee meetings per school year. Fall meetings are to be concluded by mid-December and spring meetings concluded by mid-May.** Minutes of these meetings are available on the main campus and are posted in Optiview. Templates of the Advisory documents (agenda, minutes, sign-in sheets and Employer Verification) are sent to the Advisory Coordinator and the Department Secretaries at the beginning of each school year.

### Industry Contact Logs (CTE Teachers)

To maintain close communication with industry, instructors of certificate/diploma programs are required to document **at least** two (2) industry visits in each semester for a total of four (4) industry visits each year.  The ***Industry Contact Log***is accessible through ATC SharePoint in Office 365.  Completed forms are electronically submitted to the instructor’s assistant director for review and approval.  Approved forms are archived in FileMaker.

### Shop/ Laboratory Projects

Shop projects are an important part of a student’s education and give the student a wide variety of learning experiences. These projects must meet the student’s need as a valid and necessary activity in the development of a skill or section of the teacher’s curriculum and lesson plans.

The following guidelines were developed to clarify the procedures and fees when accepting projects for student work:

### PATRONS

1. Students currently enrolled in programs
2. School Board employees
3. Non-School Board employees - only with administrative approval

**Acceptance of Projects:** All projects must be assessed by the instructor prior to formally accepting the project. The instructor or the administrator has the right to refuse any project.

**Work Order:** All projects must have a completed work order form on file, and when appropriate it must be displayed with the project. This work order must indicate: the work to be performed; the receipt number indicating payment of the shop fee; and the signature of the instructor, department chair or administrator, and patron indicating approval to undertake the specified work. This form must be completed prior to work being started.

**Fees to be Assessed:** The receipt number must appear on the work order. Payment of fees must be in cash except for employees of The School Board of Broward County, in which case, with administrative approval, payment by check may be accepted. The costs for parts/materials are in addition to shop fees and are the responsibility of the owner/patron. Parts/materials should be available before a project is started.

**NOTE:** Remember that the purpose for these shop projects is to provide students with live work experiences. These labs are first, and foremost, for student instruction and not intended for the private use and convenience of students/staff. All work is performed by students, is **NOT** guaranteed, and will probably take longer than private industry. If you are in a hurry, or the work requested is beyond the current students’ expertise, or does not apply to instruction, you may be referred to private industry.

**The following guidelines should be followed in assessing a shop fee and completing the appropriate work request form (if required).**

1. A work order must be completed before a vehicle is accepted as a project.
2. Automotive Collision Technology Technician: ***Shop/Job Request* (form F43 ACTT)** Complete paint jobs for cars and trucks will be priced according to vehicle size and will **NOT** include body work. Price of paint, materials and supplies is not included in the shop fee and must be paid separately by the patron.

For work undertaken that is less than a complete paint job, the instructor will determine the price to be charged after estimating the quantity and difficulty of the work to be performed. Those job charges will be based on an industry flat rate schedule at the rate of $25.00 per hour.

1. Automotive Service Technology: ***Shop/Job Request* (form F44 AST)** The shop fee for all work performed will be at the rate of $25.00 per hour. This will be based on an industry flat rate schedule for each job to determine the appropriate time needed to perform the repair. A $15.00 diagnostic fee may be charged to determine appropriate repairs needed.
2. Students enrolled in the automotive program(s) are entitled to the following services on their own vehicles, regardless of how long they are enrolled in the program:
   1. Automotive Collision Technology Technician — one complete paint job, exclusive of major body work, materials and parts not included.
   2. Automotive Service Technology — one service, excluding a major engine or transmission overhaul/rebuild, materials and parts not included.
3. Vehicles are **not** to be stored on campus while waiting for parts or materials. The patron is solely responsible for the vehicle.
4. The School Board, Atlantic Technical College, its staff and students are not responsible for any items broken during the repair of a vehicle.
5. The School Board, Atlantic Technical College, its staff and students are not responsible for the loss of any items left in the vehicle.

If vehicles are left at the technical college over 30 days after work has been completed, vehicles will be removed and the patron will be responsible for towing/storage charges.

The cost of parts/materials are in addition to shop fees and are the responsibility of the patrons.

# Health/Safety/Regulatory Disclosures

## SAFETY & SECURITY

To ensure maximum safety and security, Atlantic Technical College employs security specialists, campus monitors and Coconut Creek Police Officers who patrol the campus during class hours, day and evening. Cameras are positioned around the campus and provide 24-hour surveillance.

Instructors explain evacuation procedures at the beginning of each enrollment period and drills are held regularly. Emergency procedures, which outline the precautionary measures that must be taken in the event of a code yellow or red, bomb threat, fire, civil disorder, hurricane, tornado, injury, or illness are made available to all personnel.

A review of all safety and security procedures is provided to all teachers and their students, twice annually, by the school Security Specialists.

Additionally, during the 2020 Legislative Session, the Florida Legislature passed Senate Bill 70, and the Governor signed it into law to provide an extra layer of protection in Florida’s schools.  Part of that protection is the implementation of an update to the existing **Safer Watch** app that many have added to their phone.

In conjunction with the **Safer Watch** app is an emergency panic button, allowing any employee to immediately contact their school’s local Police in the case of imminent danger on their school campus.  The addition of the panic button to the app is intended to significantly cut down on the police response times in cases of life and death matters.

## ACCIDENTS/INJURIES

Instructional units on safety practices are incorporated within the course of study for all programs. Students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are kept in each laboratory/shop. There are defibrillators on campus, and several staff members are trained in the use of the defibrillator and in CPR.

**NOTE**: **SCHOOL PERSONNEL SHALL NOT ADMINISTER MEDICATION TO ANY STUDENT.**

Student Accidents

Teachers will enforce adequate safety procedures to prevent accidents. In the event of an accident, the procedures listed below must be followed:

**Call 911, if necessary -- then NOTIFY ADMINISTRATION AT ONCE**

ATC Main Campus:

Days – Debbie Borzillo – 754-321-5222/Evenings the switch board – 754-321-5100

Arthur Ashe, Jr. Campus - 754-322-2808

Coconut Creek ESOL Campus – 754-321-5350

When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in providing appropriate information to emergency personnel. An ***Accident Report/Illness Report* (form F51)** must be submitted the same day of the injury/accident. In the case of a high school student, the parent will be called.

**Note**: If a high school student requires ambulance transportation, a staff member must accompany the student to the hospital and wait until the parent arrives.

Students who are injured or become ill while at Atlantic Technical College are financially responsible for any and all medical or emergency services administered. Each student **must** carry his/her own hospitalization insurance. In-school and 24-hour accident insurance is available to all students for a nominal fee.

This insurance is highly recommended. High school students may purchase this insurance from Atlantic Technical College or from their home high schools. Student insurance information is available from Department Secretaries and/or the Administration files.

Employee Injuries

1. The School Board is subject to the provisions of the Worker’s Compensation Act. This Act requires that all work-connected injuries be reported promptly. Failure to do so will result in penalties.
2. BCPS instructs administrators to do the following: For all injuries, immediately contact Victoria Wasserman at 754-321-5192. Victoria will call Broward Schools Comp Unit at 800-374-4810. This will allow Broward Schools Comp Unit to telephonically complete the First Report of Injury or Illness and, if necessary, set up appropriate medical care. As always, in the event of an emergency, immediately contact 911, and then phone Broward Schools Comp Unit to inform them of the injury.
3. Fees for treatment of work connected injuries are regulated and employees should not pay the doctor/hospital directly.
4. Any questions pertaining to Worker’s Compensation claims should be referred to Karen Blakley and your nurse case manager. When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in providing appropriate information to emergency personnel.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions and/or information.

## EMERGENCY CLOSING/CANCELED CLASSES

On rare occasions, the Superintendent of Schools determines that severe weather and/or hazardous conditions make it necessary to temporarily cancel classes. When classes are canceled, the announcement will be made through the news media. Classes that are subject to this action will not be rescheduled. Classes are not canceled for thunderstorms or showers.

**PLEASE NOTE:** Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific information.

## EMERGENCY PROCEDURES

Broward County Public Schools uses the following color-coded alerts to announce appropriate procedures for emergency situations. All ATC employees have been issued the “Emergency Codes” reference with the following information on the back of their ID badge:

**EMERGENCY CODES/DISTRICT STANDARD**

|  |  |
| --- | --- |
| **HOLD CODE:** | Holdin your room or area according to the instructions given. Clear the hallways. Non-emergency situation, conduct business as usual. |
| **SECURE CODE:** | Get inside, lock outside doors, account for students. Threat outside the facility. Conduct business as usual. |
| **LOCKDOWN CODE:** | Locks, lights, outsight. Recover students from hallway if possible. Lock the classroom door, turn out the lights, move away from sight and maintain silence. Do not open the door. Prepare to evade or defend. |
| **EVACUATE CODE:** | Lead students to Evacuation location. Account for students and staff. Notify if students are missing, you have extra or injured students/staff. |
| **SHELTER CODE:** | Hazard and safety strategy. Lead safety strategy. Account for students and staff. Notify if students are missing, you have extra or injured students/staff. |
| **ALL CLEAR:** | Signals the end of code. Return to normal operations. |

### Evacuation Procedures

Please refer to the evacuation plan posted in your classroom/office. All classrooms, shops and laboratories have printed evacuation plans for the emergency evacuation of occupants. These are posted on bulletin boards and in other conspicuous places. The alarm is a continuous blast of the fire horn.

It is the teachers’ responsibility to inform all students of the procedure for leaving the facility during a fire drill or other emergency.

**SECURE CODE TEAM ASSIGNMENTS – By Zone**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Zone**  **#** | **Sector**  **#** | **Check-In**  **Status** | **Bldg./Portable** | **Primary Staff Member** | **Alternate Staff Member** |
| 1 | 3 |  | Port. A - O | Sam Cox | Chandler White |
| 2 | 3 |  | Bldg. 24 H.S 1st Floor | Kate McLinskey | Albert Orozco |
| 3 | 3 |  | Bldg. 24 H.S 2nd Floor | Miladys Puddie | Luci Incarnacao |
| 4 | 1 |  | Bldg. 1 | Debbie Borzillo | TBD |
| 5 | 1 |  | Bldg. 2, 5 | Phillipe Jean-Bart | Sandra Ondo |
| 6 | 2 |  | Bldg. 3, 4 &  Bon Appetit | Tallisia Carter | TBD |
| 7 | 2 |  | Bldg. 6 | Marie Adams | TBD |
| 8 | 2 |  | Bldg. 7 | Samantha Cattell | CJ Lawrence |
| 9 | 4 |  | Bldg. 8, 9 | Nicole Willis | David Gauntlett |
| 10 | 4 |  | Bldg. 10 | Rebecca Miller | Heidi Larson |
| 11 | 4 |  | Bldg. 11, 13 | Paul Young | Willie Clemmons |
| 12 | 4 |  | Bldg. 12, 18  Port. 6, 7 | Justin Shiver | William Blakely |
| 13 | 4 |  | Bldg. 14  Port. 2, 3, 4, 5, 8, 9, 10 | Cathy Bruno | Leon Strowbridge |
| 14 | 3 |  | Bldg. 15 | Shimka Love | Hallema Collier |
| 15 | 3 |  | Bldg. 17  Port. 1, 11, 15 | Ken Bergmann | Jessica Lees |
| 16 | 1 |  | Bldg. 19, 20  Port. 16 | Kathy DiLeonardo | Octavia Mcaulliffe |
| 17 | 3 |  | Port. 12, 13, 14 | Mealine Belfort | TBD |
| Gates | 1 |  | Main Gate  Coconut Creek | Richard Simpkins | Everald Young |
| Gates | 3 |  | Banks Rd Gate  & Walkway | Nate Bowen | Jason Bruno |

**Command Staff:** Neeta Rancourt, Brian Bush

**Alternate Command Staff:** Vicky LaPorte, Dr. Wesley Mabin

**Additional Support Staff:** Alicia Grigull, Charmaine (CJ) Lawrence, Wendy Adkins (evening)

**Evening Security Staff:** Ron Wright (2:30 PM – 6:00 PM), Coconut Creek Officers (5:30 PM –10:00 PM)

**School Resource Officer:** Beth Micallef (8:00 AM – 4:30 PM)

Emergency Evacuation Routes

|  |  |  |
| --- | --- | --- |
| **If You Are Located...** | **In These Rooms...** | **Please Proceed To...** |
| Administration | All Offices | Front entrance of the school. Cross the driveway to area by the lake. |
| Business Technology | 170 - 173 - 174 – 175 – 176 - 177 | North stairs, exit to the north parking lot. |
| Business Technology Court Reporting | 169 - 169C  181 - 182 - 183 | South stairs to west Technical High School parking lot. |
| Business Technology | 184 | North stairs, cross driveway to area by lake. |
| Cafeteria  Dental Assisting Technology | All Areas of Building 3  135 | East/West walkway between Bldg. 6 and Bldg. 3. Move to west parking lot. |
| Bon Appetit | 141 | East/West walkway between Bldg. 3 and HS. Move to west parking lot. |
| Orientation/Testing  Health Sciences | All Rooms in Building 6  All Rooms in Building 2 & 5 | North Parking Lot |
| Culinary  Warehouse | All Rooms in Buildings 4  146 | Rear (west) exit, move to southwest parking lot. |
| Learning Commons/TEAS/GED  Testing | All Rooms in Building 19 | Exit through north door, cross driveway to area by lake. |
| Office of Student Affairs/Financial Aid /Tech Support/WEIM Hemodialysis  Central Sterile Processing Tech  Carpentry  Pharmacy Technician - ATD  A/C Refrigeration  Classroom | All Offices in Building 10  All Offices in Building 10  234 A  234 B  245  236  186, 188  Bldg. 20 | East Parking Lot |
| Drafting  Office of Student Affairs ANNEX | 215  216 | Exit (rear) door of classroom, move to east parking lot. |
| Electricity  Orthopedic Technology  Avionics Systems Technician | 225  226  227 | Door that leads to Electricity classroom, exit through rear door to east parking lot. |
| Auto Collision  Automotive Service Tech  Toyota TTEN  Welding  Machining  Automotive Service Tech Intro | 251  298  295  263  260  Portable 15 | Southwest Parking Lot |
| Computer Sciences Robotics | Building 18 | Southeast Parking Lot |
| EKG | Building 18 | Southeast Parking Lot |
| Technical High School | Building 24 | Southwest Parking Lot |
| Portables | 1 – 14 | Southeast Parking Lot |
| ACCESS Portable | 16 | East Parking Lot |
| Adult Academics | Portables A – O | Grass Area/Banks Road |
| **STUDENTS WITH DISABILITIES** | | |
| Business Technology | Building 7, 2nd Floor | ***Wait*** at top of stairs. |
| Technical High School | Building 24, 2nd Floor | ***Wai****t* at top of stairs. |
| All Other Programs | All Buildings | Use Handicap Ramp if near an exit or wait outside by door. Instructors and/or school staff will assist students to safety areas. |

**TORNADO DRILL**

1. **TORNADO WATCH FORECAST**: This means that tornadoes are expected in or near our area. In the office, a radio or television will be tuned to a local station for information and advice from our local government or the weather bureau. If possible, keep watching the sky, especially to the south and southwest. (When a tornado watch is announced during the approach of a hurricane, however, watch the sky to the east.) If you see any revolving, funnel-shaped clouds, report them immediately to an administrator who will notify the local police department, sheriff’s office, or weather bureau office. Do not use the phone to get information and advice- depend on radio or television. DO NOT PASS ON RUMORS OR EXAGGERATE REPORTS OF DAMAGE.
2. **BROWARD COUNTY SCHOOL SYSTEM TORNADO DRILL PROCEDURES**:
   1. **WARNING SYSTEM**: Utilizing the public address system – “This is a Tornado Drill. All students and staff report to their assigned areas.” This will be followed by two (2) long rings of the class bell, repeated five (5) times.
   2. **EVACUATION ROUTE AND SHELTER ASSIGNMENT**:
      1. In most cases, classes will remain in the same rooms. Some classrooms, however, are assigned to other locations. Teachers must be familiar with these areas and the evacuation route to be used. See chart on following page.
      2. Custodial personnel are assigned to round up students in outdoor areas during a tornado **WARNING**.
      3. Students assigned to portable classrooms are to be escorted to their assigned areas within the main building during a tornado **WARNING** by their instructor.
   3. **INSTRUCTIONAL COMMAND**: When students are assembled in their assigned locations (see chart on following page) during a tornado drill or warning, they should be instructed to respond to a specific command given by the instructor of the location to assume protective postures, facing interior walls, when danger is imminent. Command: “EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES. HANDS OVER BACK OF HEAD.” It is essential that this command be instantly understood and obeyed. Most tornado deaths are caused by head injuries.
   4. Hold positions until one (1) long ring of the bell is heard; return to normal activities.

**PLEASE NOTE:**

* Arthur Ashe, Jr. Campus personnel will refer to the addendum for site specific instructions.
* Coconut Creek Campus personnel will follow the procedures of Coconut Creek High School.

**ASSIGNED AREAS**: Everyone is to remain in classrooms or offices except the persons listed below, who are to go to the areas indicated. Everyone is to follow the instructions outlined in d and e:

**Assigned Shelter Areas**

|  |  |  |
| --- | --- | --- |
| **BUILDING** | **AREAS AFFECTED** | **ASSIGNED LOCATION** |
| #1 | Administration, Receptionist & Bookstore Clerk | Inner Offices |
| #2 | Health Science Department & Classes | Conference Room or inner office |
| #3 | Dental Assisting, Dining Rooms, Cafeteria/Kitchen | Classroom, Office or Storage Areas |
| #4 | Culinary Office, Classroom & Receiving | Stay in Place |
| #5 | Health Science Classes | Stay in Place |
| #6 | Orientation & Testing | Stay in Place |
| #7 | Business - 169C, 170 | 169 |
| #7 | Business - 177 | 173/174 |
| #7 | Business - 181, 182, 183 | 175/176 |
| #8 | Air Conditioning | Stay in Place |
| #10 | Registrars, Counselors, Reception Area, Financial Aid | Financial Aid, Restrooms or Storage |
| #10 | WEIM & Gradebook | Gradebook Office |
| #10 | Technical Support & Career Services/Alumni Center | DLC |
| #11, 12, 13, 14, 15, 17 ,18 | Health Programs, Electricity, Welding, Machining, Bldg. Constr., TTEN, Auto Body, Auto Service | Stay in Place |
| #19 | Learning Commons | Stay in Place |
| #20 | Class Room, Fitness Center | Storage rooms or restrooms |
| #24 | High School | Stay in Place |
| Portable 1 | High School Testing | Building 17 |
| Portable 2 | Computer Lab | Building 18, Room 285/288 |
| Portables 3, 6 | Electrical Apprenticeship & AGE | Building 18, Room 285 |
| Portables 4, 5 | ABE | Building 18, Room 285 |
| Portable 7 | ESE | Building 18, Room 285 |
| Portables 8, 9, 10 | ESE Conference/Restrooms & AGE  Daily Living Learning Lab | Building 17 |
| Portable 11 | Automotive & Industrial Trades Office | Building 17 |
| Portables 12,13 | HS Speech, HS Reading | Building 15 – TTEN Classroom |
| Portable 14 | HS Student Services | Building 24 – High School |
| Portable 15 | Automotive Technology | Building 17 |
| Portable 16 | ACCESS | Building 11 – Room 216 |
| Portables A - H | Academic Studies | Building 15 |
| Portables I - O | Academic Studies | Building 17 |

Should any hazardous situation occur in your classroom, shop, or area, evacuate your students immediately and then notify administration. If anything unusual is observed during an evacuation, notify administration immediately.

Office personnel will evacuate the building under the supervision of the office manager. Designated personnel will determine how long it took to evacuate their areas, check their assigned building, and report to administration.

## ANTI-BULLYING POLICY

Per School Board Policy 5.9, The School Board of Broward County and Atlantic Technical College are committed to protecting students, employees and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. All ATC staff are required to view the Anti-Bullying video made available on Office 365, and review the basic procedural steps for identifying and reporting bullying behavior. For additional assistance, contact the campus designee, Kimberly Jackson at 754-321-5165.

## CHILD ABUSE MANDATORY REPORTING

Per School Board Policy 5.3, child abuse reporting is mandatory for ALL school board employees; that means, if you suspect abuse, you must call the Abuse Hotline (1-800-96-ABUSE) and report it.

If you have any questions or concerns about a situation, please contact ATC’s Child Abuse Designee, Kimberly Jackson at 321-5165 or Room 2418. Assistance is available to help you make the phone call, if that is what you need.

If you SUSPECT child abuse, please follow the steps below:

1. You MUST report the abuse. Do NOT investigate.
2. Contact Kimberly Jackson, if you feel you need assistance.
3. Complete the ***Child Abuse Report Form* (form F52).**  You will need some identifying information about the student (DOB, home address, home phone, siblings’ names, and parents’ names)
4. Call 1-800-96-ABUSE. Answer the hotline counselor’s questions and be sure to complete the bottom of the form (date and time of report, hotline counselor’s name, whether the report was accepted for investigation).
5. Send the completed form to Yva Dieudonne, Program Manager at Lauderdale Manors Early Learning and Resource Center, Room 313.

**Do NOT keep a copy of the completed form.**

## EMPLOYEE ASSISTANCE PROGRAM

The School Board, through a contract agreement with and help from the BTU, has developed the Employee Assistance Program (EAP). This strictly confidential program exists to help all employees who have personal problems that affect their work, health, family relationships, and emotional life. Employees and their dependents may call the EAP Office at 754-322-9900 to make an appointment. There is never a fee for EAP services to school board employees. The EAP will not identify the employee/dependent to anyone; EAP records have the same legal protection as medical and psychiatric records. EAP records are not kept in any other School Board file.

## FEDERAL DRUG-FREE SCHOOL ACT

The Federal Drug-Free Workplace Act of 1988 (pl100-690) requires the School Board to notify all employees about the following facts:

1. School Board Standards of Conduct for its employees prohibit the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities.
2. Any employee who violates the Standards of Conduct will be subject to immediate disciplinary action up to and including termination of employment and referral for prosecution. Disciplinary action may include the completion of an appropriate rehabilitation program.
3. Information about drugs and alcohol counseling rehabilitation are available through the School Board’s Employee Assistance Program 754-322-9900.
4. Board employees must notify self-reporting in writing to the Broward Schools’ Police within forty-eight (48) hours of any arrests, citations or charges involving the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial.
5. Any employee who refuses to submit to testing, for any reason, will be recommended for termination of employment.
6. All of the above provisions are also required pursuant to School Board Policy 2400 (Drug-Free Workplace).

## FERPA NOTIFICATION

**Family Educational Rights & Privacy Act (FERPA) Notification Student Records**

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students’ education records. **Student records are confidential**. Parents, guardians, and spouses of students who are 18 years of age or older must have the student’s written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child’s records upon request.

The Family Educational Rights and Privacy Act (FERPA), F.S.1002.22, and SB Policy 5100.1 affords parents, guardians, or eligible students certain rights with respect to the student’s education records. An “eligible student” means a student who has reached the age of 18 or who is attending a postsecondary institution at any age.  Once a student becomes an “eligible student,” the rights afforded his or her parents under FERPA transfer to that student.

They are:

1. The right to inspect and review the student’s education records within 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal/director a written request that identifies the record(s) they wish to inspect. The principal/director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When the educational records contain information about more than one student, parents may review the information related only to his or her child.
2. The right to request the amendment of the student’s education records. Parents or eligible students may ask the Broward County School District to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. They should write the school principal/director, clearly identify the part of the record they want changed, and specify the reasons for the request.

If the District decides not to amend the record as requested, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing within 45 calendar days regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent in many situations, including to a school official with a legitimate educational interest pursuant to a court order or a subpoena, and if disclosure is made in response to a court order or subpoena, you will be notified, except where the law prohibits said notification. In addition, FERPA permits several other types of nonconsensual disclosures, including to appropriate parties in connection with an emergency if necessary to protect the health or safety of the student or other individuals, and governmental agencies.

“Directory Information” is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. The School Board of Broward County, Florida designates the following as “directory information:” student’s name, gender, residential address, telephone number, date and place of birth, major field of study, participation in school-sponsored activities and sports, height and weight of athletic team members, dates of school attendance, degrees and awards received, and the name of the most previous school or program attended. The School Board reserves the right to release Directory Information to (a) colleges, universities or other educational institutions in which the student is enrolled, may seek enrollment or may be recruited, or (b) for school publications and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, and theatrical programs).

Parents/guardians of students in any grade level (or students age 18 or students attending postsecondary institutions) may opt out of (refuse to permit) the release of any or all of the above Directory Information. On the FERPA Opt-Out Form provided in the Code of Student Conduct parents/guardians or eligible student must indicate the types of Directory Information they do not want disclosed. The FERPA Opt Out-Form must be submitted to the school principal/director annually.

The School Board of Broward County, Florida may also release student name, address, and telephone number of 11th and 12th grade students to the armed services, military recruiters, and/or postsecondary institutions.

Parents/guardians of students or eligible students in 11th and 12th grade may opt out of having Directory Information provided to the armed services, military recruiters, and/or postsecondary institutions.

On the No Child Left Behind (NCLB) Opt-Out Form provided in the Code of Student Conduct, parents/guardians must indicate categories they wish not to be disclosed. The NCLB Opt-Out Form must be submitted to the school principal annually.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name, address, and phone number of the office that administers FERPA is:

Family Policy Compliance Office

US Department of Education

400 Maryland Avenue, S.W. Washington, DC 20202-4605

Phone: 1-800-USA-LEARN

For additional information, refer to Broward County School Board Policy 5100, or call the Office of Student Affairs. If you wish to discuss and try to resolve any FERPA concerns before contacting the Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records requested unless it states in its annual notification that it intends to forward records on request).

## JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Jeanne Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Jeanne Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees. The information is distributed to each student in the Broward Technical Colleges’ Student Handbook, and is available to the employees and the public in the Office of Student Affairs.

**Reporting Criminal Acts**

Special Investigative Unit is responsible for investigation of all civil and criminal incidents that occur in Broward County Schools and Facilities. The Special Investigative Unit receives calls at a Hotline number that is active 24 hours a-day. Report potentially serious situations by calling (754) 321-0911. Criminal incidents occurring at one of Broward’s Technical Colleges should immediately be reported to the nearest teacher or staff member who will contact Administration. Incidents may also be reported by email to [school911@browardschools.com](mailto:school911@browardschools.com) or by text to CRIMES 274637. Text messages MUST begin with **SBBC.**

## NO SMOKING POLICY

In accordance with School Board Policy 2401, no person may smoke any kind of cigarette or electronic cigarette within 100 feet of any School Board owned/leased building, vehicle or school property. This includes, but is not limited to, District offices, athletic practice fields, parking lots and administrative offices.

The No Smoking Policy applies to all of Atlantic Technical College and Technical High School campuses, including their parking lots and adjoining property within 100 feet of the entrance gates.

## ***SELF-REPORTING RULE***

## (Arrests/Charges And Final Dispositions)

Per School Board Policy 2405, all personnel shall ***Self-Report* (Self-reporting form F24)** in writing, to the Chief, Special Investigative Unit within forty-eight (48) hours of any arrests, citations or charges involving the abuse of a child or the sale and/or possession of a controlled substance or charges involving sexual misconduct, sexual battery, possession (including email transmissions) or sale of pornography involving minors, and sexual relations with students. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceedings, civil or criminal, administrative or judicial.

All personnel holding a Commercial Driver’s License (CDL), as a condition of employment shall self-report, in writing, to the Chief, Special Investigative Unit within forty-eight (48) hours of any citations, arrests or charges involving driving under the influence (DUI) or driving while intoxicated (DWI).

In addition, all personnel shall self-report, in writing, to the Chief, Special Investigative Unit, any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion intervention program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation (driving under the influence [DUI] and driving while intoxicated [DWI] convictions are not minor and must be reported) within forty-eight (48) hours after final judgment. The Superintendent shall establish and maintain administrative procedures for implementing this policy.

Failure to comply with the self-reporting rule shall result in disciplinary action up to and including termination of employment. The Self-Reporting form may also be obtained through the link below.

<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13533/SelfReportForm.pdf>

**RULES**

1. When self-reporting an arrest or charge involving child abuse or sale and/or possession of a controlled substance or sexual misconduct, the employee’s written statement shall include name, social security number, date of arrest/charges, specific charges, the arresting agency, and employment status.
2. When self-reporting an arrest or charge of DUI/DWI by an employee who holds a Commercial Driver’s License (CDL) as a condition of employment, the employee’s written statement shall include name, social security number, date of arrest/charges, the arresting agency and employment status.
3. When self-reporting the final judgment of a criminal offense, the employee’s written information shall include name, social security number, date of arrest/charge, the arresting agency and a copy of the police report, the court disposition of the case and employment status.
4. Based on a review of all documentation and information related to a criminal offense, the Superintendent shall make his/her recommendation for disciplinary action up to and including termination of employment with the School Board of Broward County.

Authority: Florida Statute 231.26; State Board of Education Rule 6B-1.006(5)

## REQUIRED ***READING/CANVAS TRAININGS***

Faculty and staff are required to complete the readings/canvas trainings below each school year.

New employees need to complete this information shortly after their hire date.  The ATC HR team

will contact them with the details.  The ATC SharePoint Staff Resources site is updated with the required

readings and canvas trainings as updates come available.

### **Required Reading** Materials for all staff

Employees are required to document that they have reviewed the required readings material with their Department Secretary/Designee.  There is a separate acknowledgment form for the ATC Personnel Handbook. ATC SharePoint: <https://browardcountyschools.sharepoint.com/Sites/AtlanticTech/SitePages/ATC%20Staff%20Information.aspx>

* 22-23 ATC Personnel Handbook
* 22-23 Infection Control Update, Requirements and Reporting Form
* BTC Safety Pamphlet
* Code of Ethics
* EEO Internal Charge/Compliant Intake
* Policy 2120 Emergency Codes
* Policy 2150 Safer Spaces
* Policy 2400 Drug Free Workplace
* Policy 4001.01 Non-Discrimination SBBC
* Policy 5100.1 Student Records: Confidentiality and Family Educational Rights

### Required Canvas Trainings for all staff

To gain access to the Canvas trainings listed below staff must register in LAB.  Completion of these trainings are tracked at the district level through Canvas.  Directions to register and access the trainings are posted on ATC’s SharePoint Staff Resources site.

* Active Assailant Response Protocols 22-23 (Course #39136685)
* Allyssa’s Alert 22-23 (Course #39136683)
* Identifying & Reporting Child Abuse 22-23 (Course #39136552)
* Positive Behavioral Support HB 149 22-23 (Course #39136638)
* Preventing Sexual Harassment 22-23 (Course #39136534)
* Security & Privacy Awareness 22-23 (Course #39136533)
* Self-Reporting Rule (Course #39136684)
* Staff Anti-Bullying Policy 22-23 (Course #39136563)
* Staff Dating Violence Policy 22/23 (Course #39136562)
* Universal Precautions/Infection Control 22-23 (Course #39136656)
* Warning Signs Annual Review 22-23 (Course #39136559)

**REQUIRED CANVAS TRAININGS FOR EMPLOYEES WITH STUDENTS**

      • Attendance 22-23: Techers (Course #39136640)

## VISITORS/VOLUNTEERS ON OUR CAMPUS and Raptor SYSTEM

To comply with the requirements of the Jessica Lunsford Act and to ensure the safety of our schools, the District has implemented the computerized Raptor Visitor Management System - a national database used to identify sexual predators - as a tool to screen visitors, volunteers and mentors.

Visitors to all ATC campuses must first go to the Administration Office to be processed through the Raptor System. A visitor’s name/photo I.D. badge is produced from this system and visitors are asked to wear the badge while on campus. As a safety precaution, visitors are not permitted in classrooms without permission.

## SUICIDE PREVENTION PROCEDURES

ALL School Board employees need to know who their school’s Suicide Prevention Designee is. All School Board Employees should immediately refer their school’s Suicide Prevention Designee any student who they are concerned about and/or have observed suicide warning signs. See a list of **Suicide Warning Signs below**.

Teachers and other school personnel are often the first adults to hear about or encounter a student who is contemplating suicide. If a student exhibits any warning signs of suicide, **immediately** contact ATC’s Suicide Prevention Designee, **Alba Guadalupe, at 754-321-5269. Do not leave a message. If you cannot speak directly with Alba Guadalupe, call Kate McLinskey at 754-321-5303.** If you feel the student is in imminent danger of harming him/herself, call 911.

Students who exhibit signs and/or symptoms may not necessarily be suicidal, but they are likely experiencing some difficulty in their lives. **If several signs are present or if you just have a "gut level" feeling based on self-destructive comments of the student, trust your suspicions.** Use your school's suicide prevention designee as a resource. **If you think the student is in danger of harming himself/herself, immediately refer him/her to the Suicide Prevention Designee (SPD).**

### Warning Signs

#### SECONDARY LEVEL

|  |  |
| --- | --- |
| **Significant Changes in Student's Behavior / Personality**   * Hopelessness or Feeling Trapped - "no way out" * Helplessness - unable to alter their situation * Low self-esteem * Neglect of personal appearance * Serious mood changes * Not tolerating praise or rewards * Abuse of alcohol and drugs * Self-injurious behavior or accident prone * Change in eating and sleeping patterns * Giving away prized possessions * Sudden happiness following prolonged depression * Out of character outbursts such as violent actions, rebellious behavior, or running away * Withdrawal from family and friends * Getting into trouble with the law * Difficulty concentrating * Loss of interest in things one cares about | **Significant Changes in Academic Performance**   * Skipping classes - chronic tardiness * Over achiever - under achiever * Assignments done carelessly or neglected * Lack of interest or participation in class * Falling asleep in class * Sudden withdrawal from extracurricular activities * Noticeable drop in grades * A desire to end one's life may show up in artwork, poetry, essays, etc.   **Verbal Warning Signs**   * Talks about death and asks questions about suicide * Talks openly about suicide or a suicidal plan * Complaining of being a bad person or feeling “rotten inside” * Expresses a desire to join someone who has died * Reports previous suicide attempts |

# Student Information – All Students

## ATC EDUCATION FUND

The ATC Education Fund was established in the spring of 2007. The mission of the Atlantic Technical College and Technical High School Education Fund is to support the mission of the Technical College in preparing students to enter and remain competitive in a global workforce. The Fund will accomplish this by generating financial resources to assist ATC students in fulfilling their educational goals.

ATC adult and technical high school students currently enrolled in, or who are about to graduate from a certificate, ATD, or Adult General Education program will be eligible to apply for funds. Adult students must have successfully completed at least one (1) enrollment period.

Applications for funds are available through Student Financial Services located in the Office of Student Affairs.

Awards will be made in one (1) of two (2) categories:

1. Assistance Funds
2. Continuing education awards

## BROWARD TECHNICAL COLLEGE’S ALUMNI ASSOCIATION

All former students of Atlantic, McFatter and Sheridan Technical Colleges are encouraged to join the Alumni Association. The purpose of the Broward Technical Colleges’ Alumni Association is to support the mission and vision of the technical colleges, while fostering strong relationships between alumni, current students and the local communities and businesses.

Please visit [www.browardtechnicalcolleges.com/alumni/](http://www.browardtechnicalcolleges.com/alumni/) to stay connected and signup for the alumni newsletter. [For more information, contact Jennifer Long via e-mail Jennifer.Long@browardschools.com](mailto:For%20more%20information,%20contact%20Jennifer%20Long%20via%20e-mail%20Jennifer.Long@browardschools.com%20) or call 754-321-5802.

## BOOKSTORE

ATC runs a campus bookstore to aid students with the purchase of books, some uniforms and supplies. In addition to classroom supplies, the bookstore also sells t-shirts, book bags and school-related novelty items. Transactions in the bookstore can be made with cash, debit card, MasterCard or Visa - no checks. Refunds on items purchased will be made as prescribed in the bookstore refund policy.

Bookstore Refund Policy**:** The bookstore will refund the cost of books and/or supplies to students only under the following conditions:

1. During the first two (2) weeks of class.
2. The student has his/her receipt.
3. The books/supplies are in “new” resalable condition

**CTE** Textbook Distribution (Career Dual Enrollment HS Students)**:** Approved textbooks, workbooks, course supplies, and digital access codes will be distributed to CDE students through the ATC bookstore.  Textbooks will be held in the bookstore, checked out to each student, and returned after use.  Each textbook will be barcoded and assigned to a CDE High School student by way of Destiny Textbook Manager by the CTE textbook coordinator/bookstore manager.  The bookstore manager will set a schedule with CTE teachers to allow their CDE students to report to the bookstore and checkout their CTE textbooks.   Instructors are responsible for sending students to return their textbooks to the bookstore after use. Instructors are not permitted to change their textbook, workbooks, course supplies and digital access codes without the permission of their administrator.

Exceptions to textbook distribution: (Classroom sets are the ***only*** exception to the CTE textbook distribution policy).

* Classroom sets will be distributed to students by the classroom instructor.
* The instructor will identify each classroom set textbook with a unique number for tracking purposes.
* Classroom sets are not to leave the classroom and the instructor will monitor the inventory on a regular basis.
* The instructor is responsible for submitting a student obligation form to the HS Textbook Coordinator and withhold grades and certificates for students who do not return textbooks and resources by the posted deadline.
* When a student withdraws from a program, it is the instructor’s responsibility to collect the textbook(s).
* If not returned, the student will pay for the textbook, will be given an official receipt for payment, and another book will be issued if needed.
* If instructors need to receive replenishment of classroom inventory, they must submit the request to the CTE Textbook Coordinator/Bookstore Manager.

Updates and/or replenishment of inventory must be sent to the CTE Textbook Coordinator/Bookstore Manager by completing the CDE Bookstore Request form found on the ATC Staff Resources SharePoint site within the Personnel Forms section.

All approved ***consumable*** workbooks, eTextbooks, course supplies, and/or digital access codes should be assigned to students by submitting the CDE Bookstore Request form located on the ATC Staff Resources SharePoint site in the Personnel Forms section to the ATC Bookstore Manager and the items will be released to the instructor.

At the end of each school year (or as necessary) the HS textbook coordinator will run a report and contact those students and/or instructors that have not returned their textbooks. A student obligation will be submitted if deadlines are not met.  Grades and Certificates will not be issued to students with outstanding books.

2022-2023 Textbook Coordinators:

* HS Textbook Coordinator- Kate McLinskey
* CTE Textbook Coordinator/Bookstore Manager- Tara Kinlaw

## CELL PHONES AND ELECTRONICS

In the interest of maintaining a respectful, focused and safe work environment, adult students will adhere to the following rules:

* Cell phones and personal electronics must be turned off (or silent) when inside any building, classroom or lab.
* No cell phone calls or texts will be placed or answered in the classroom/lab.
* Cell phones and personal electronics may be used outside of the buildings during breaks and before and after class.

High School students are governed by the policy stated in the “Code of Student Conduct” and they may not use cell phones during class.

## DRESS CODE

Adult students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate to the occupation for which they are training. Revealing clothing or clothing that exposes the torso such as see through garments, tank tops and tube tops are not allowed. Clothing that is indecent, encourages the use of drugs, alcohol or violence, or is otherwise deemed offensive is also not allowed. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors.

Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student’s file.

High School students are governed by the policy stated in the “Code of Student Conduct” and the school uniform ruler in the Technical High School Handbook.

## DISTRIBUTION OF NON-SCHOOL MATERIAL

**Submission of Non-School Materials for Review:** Students seeking to distribute non-school materials to the student body shall provide a copy of the material to the Director or his designee.

**Review Criteria for Non-School Materials**: The Director or his designee will approve or rejectthe non-school materials for distribution within 24 hours, excluding non-school days, of receipt unless the non-school materials:

1. are libelous
2. invade the privacy of others
3. are obscene or pornographic
4. are pervasively indecent
5. will cause a material and substantial disruption of the proper and orderly operation of the school or school activities
6. advertise a product or services not permitted under the law for use by minors.

**Distribution Points for Non-School Materials:** If the non-school materials are approved, the students seeking to distribute the non-school materials will be allowed to distribute same:

1. both before and after school at any entrance or exit to the school
2. during all lunch periods at a place near the cafeteria designated by the Director
3. during the school day by leaving copies of the non-school materials in the main office so that students may obtain a copy of the materials

**Non-Disruptive Distribution of Materials:** Students shall not distribute non-school materials in a manner which disrupts any school activity or blocks or impedes the safe flow of traffic within corridors and entrance ways of the school.

**Clean-Up of Discarded Materials:** Students who distribute non-school materials shall be responsible for cleaning up such non-school materials that are discarded on the school’s floors and grounds.

## FIELD TRIPS

Field trips are an integral part of the learning process and are encouraged. All field trip requests must be processed via BCPS Central along with the additional forms available through the Personnel Handbook on Outlook SharePoint. Please follow the procedures within BCPS Central and on the forms when requesting a field trip.

1. Complete a request in BCPS Central as well as all required forms. Forward the forms from Outlook SharePoint to the Field Trip Coordinator (you do **NOT** need to print the BCPS Central documents). Field trips within the tri-county area must be submitted for approval a minimum of twenty-one (21) days in advance and those that are overnight and/or out of the tri-county area must be submitted at least forty-five (45) days in advance. You must provide budgeted expenses for competition events and explain how the money will be raised.
2. Only when approved can the students and parents be notified of an upcoming field trip. Have the students complete the Student Field Trip Authorization (Form F40c). The Field Trip Attendance and Itinerary (Form F40d) and completed Student Field Trip Authorization forms must be given to the appropriate administrator seven (7) days before the trip for final approval and signature. If the trip requires a cost, prepare and distribute an informational letter with the Form F40c . High school students need to acquire signature approval from each teacher whose class they will be missing. It is the teacher/sponsor’s responsibility to make sure these forms are filled out completely and turned in.
3. If the same students are going to the same location/activity throughout the school year, (e.g., P.E. class, clinical locations, meetings, games, etc.) an ***Annual Field Trip* (form F40e)** is completed. Attach dates, times, and location to the itinerary.
4. **Securing transportation is the responsibility of the instructor***.* The ATC activity bus may be available for field trips but must be approved by the high school administrator. Please submit the ***ATC Activity Bus Request* (Form F40b)** to the high school administrative secretary, Room 2419. Outside vendor bus quote sheets are available online.
5. If a student’s parent is taking responsibility for transporting their child to/from the field trip location, a ***Parent-Arranged Transportation To/From Field Trip* (Form F40f)** from must be completed. See the field trip designee for details.
6. The teacher/sponsor must retain copies of the student’s authorization forms with the

emergency contact information to take on the field trip.

1. The Charter Bus Company must be on the School Board of Broward County’s approved vendor list. **Special Note**: This list is continuously changing; please go online to verify the company’s current status at the District Web site.
2. lf your students are attending a field trip involving competition, fill out the necessary paperwork for the next level of competition prior to leaving for the initial event. The window for paperwork may be shortened for students who place into future events. Student forms can then be completed for approval by the administrator in the required time, according to School Board Policy 6303.

**CHAPERONE REQUIREMENTS**

**PLEASE NOTE:** According to the Jessica Lunsford Act, any volunteer chaperone and bus driver must have an approved Level 1 or Level 2 clearance prior to the trip.

Chaperone coverage varies depending on the type of trip, location, duration and number of students. See District Policy 6303 for the needs of your individual trip. SBBC personnel must complete a TDA and Chaperone Guidelines & Responsibilities Form PRIOR to the field trip.

## IDENTIFICATION BADGES

Identification badges are issued annually to all Atlantic Technical College students, faculty and staff. Everyone is required to wear their I.D. badges on campus at all times. The Student Activity Fee covers the cost of the badge, however, an additional fee will be charged for a replacement badge for all students.

### Records Review

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students’ education records. **Student records are confidential**. Parents, guardians, and spouses of students who are 18 years of age or older must have the student’s written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child’s records upon request.

The Family Educational Rights and Privacy Act (FERPA), F.S.1002.22, and SB Policy 5100.1 affords parents, guardians, or eligible students certain rights with respect to the student’s education records. An “eligible student” means a student who has reached the age of 18 or who is attending a postsecondary institution at any age.  Once a student becomes an “eligible student,” the rights afforded his or her parents under FERPA transfer to that student.

For more specific information, read the *Notification of Rights under FERPA* (Family Educational Rights & Privacy Act) in the Health and Safety Section of this handbook.

# Postsecondary Students

## ADMISSIONS POLICY

### Eligibility

Atlantic Technical College accepts students having the interest and ability to benefit from a career training program on a non-discriminatory basis.

ATC admits as postsecondary (adult) students those individuals who have completed their secondary school education or who are older than the minimum compulsory attendance age. Secondary (high school) Career Dual-Enrolled students apply for acceptance through their high school guidance department. Technical High School students apply through the district Magnet Office.

Program prerequisites may vary because of occupational requirements, School Board policy and/or licensing regulations. By School Board policy, licensure programs that require a high school diploma for entry do not accept either correspondence diplomas or diplomas from non-accredited schools. Foreign diplomas need to be evaluated as per School Board of Broward County district guidelines. Students must verify Florida residency to qualify for in-state tuition rates or pay the higher out-of-state tuition rate, as stipulated by Florida Statute.

In accordance with requirements set forth by the Joint Commission, students applying for entrance to any health science program that requires a clinical experience in a hospital, nursing home or other health care facility must submit to a Level II criminal background check and a drug screening test. The applicant is responsible for paying the costs for both tests. The results of said tests may prevent the applicant from entering the program for one year. The denial of entry into a program would be necessary due to the student’s inability to access clinical facilities for training purposes that are required as part of the instructional program. Refer to the Health Science Education and Practical Nursing policy for more information. Prospective students who do not have a valid social security number may encounter difficulties with licensure programs. Additional requirements may include physical examinations, immunizations, TB test or chest x-ray. Other programs may also require drug screening, fees for liability, or other insurance. Applicants are responsible for paying these costs. Additionally, all students entering or re-entering the Practical Nursing program must take the ATI TEAS or HESI A2 and meet minimum requirements.

Atlantic Technical College assures students with disabilities equal access to all programs, activities and services, as described in sections 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Pursuant to Florida Statute 295.125(2), veterans are given preference within the enrollment process.

### Registration Process – New Students

***Step 1 – Attend a Program Specific Orientation****:* [Click here](http://events.r20.constantcontact.com/calendar/monthview?eso=0018Q1oZ4nz2k9uHDQ6OtKBhA%3D%3D&llr=s6dxtivab) to register for a program specific orientation.

***Step 2. Reply to Follow Up Email:***

* Get on program list
* Determine basic skills exemption eligibility or prepare for testing
* Register for testing
* Contact Disability Services Advisor for accommodations
* Respond to Counselor when contacted to register
* Provide proof of Florida residency
* Complete online registration application

**Step 3. Secure Funding Source:**

* Apply for financial aid (FAFSA online application)
* Contact local agencies for financial assistance
* Apply for scholarships
* Contact Veteran’s official
* Contact Division of Vocational Rehabilitation

***Step 4. Registration, Payment and Enrollment:***

* **Process financial aid at ATC**
* Pay for classes
* Receive schedule

### Experiential Learning/Advanced Standing

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards within their program of choice under defined circumstances.

Awarding Experiential Performances allows students to accelerate the instructional process by applying past experiences toward the competencies taught in each Certificate and Applied Technology Diploma program. Validated student experiences resulting in course completion will be awarded, thus eliminating the need for repetitive instruction and expeditiously advancing the students toward program completion.

Generally, students may qualify for Experiential Performance Awards if they:

* Apply coursework from Council on Occupational Education (COE) and/or CogniaTM accredited Florida institutions (secondary and postsecondary) within two (2) years of completion.
* Apply coursework from a non-Florida institution (secondary and postsecondary) accredited by accrediting agencies comparable to COE or CogniaTM within two (2) years of completion.
* Apply significant life experiences related to the occupational area of study to include previous work experience, portfolios exhibiting physical demonstrations, volunteer work, military service or intensive self-directed study
* Apply military coursework fund in the ACE Military Guide

Specific criteria must be followed in order to consistently evaluate students applying for Experiential Performance Awards. Standard application of this procedure will allow for accurate placement, proper documentation and completion of reporting requirements. Additionally, the reporting of duplicate student performances, which result in duplicate funding, will be prevented.

Course completion must have been awarded within two (2) years of application for Performance Awards. Students must submit the application for Experiential Performances **prior** to entering their program. Completion will only be awarded for the entire course, no partial course completions will be awarded.

For additional information regarding the criteria and processes for Experiential Performance Awards, refer to **WEIM Form IF050.**

### Current Student Re-Registration

Instructors complete the Authorization for Re-registration for their students in Broward FOCUS. Reference should be made to “Instructor Authorization Process for Re-registration”.

Once completed, instructors print and distribute Student Re-Registration Authorization Forms and students follow through with the re-registration process.

Students may pay in their Focus portal or see a registrar in the Office of Student Affairs to complete the process with their payment in hand.

### Withdrawals/Re-Entry

If a student is withdrawn or leaves a program, the instructor completes an electronic Change of Enrollment Form.  Teachers will complete the Change of Enrollment in the Student Information System, Broward Focus.  Refer to the procedure for completing an electronic Change of Enrollment Form and follow all the appropriate steps.

Once the electronic Change of Enrollment Form is received by the Information Management Specialist, the student is withdrawn from the course and program and the Change of Enrollment is forwarded to the appropriate personnel.

Students withdrawn for attendance reasons may not re-enter a program without meeting with their program administrator.  The program administrator may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the administrator’s discretion. Per the School Board approved fee schedule, the student will pay a registration fee of $20 per nine-week semester, or a $40 per 18-week semester.  Refer to the Broward Technical Colleges’ Student Handbook for additional information.

### Students are Required to Pay at the Time of Registration

Methods of payment include; cash, check, credit card, Financial Aid, FAFT, Florida Prepaid College Plan, scholarships, Tuition Payment Plan Deferments, fee waivers, or an agency affidavit or voucher. Counselors/Advisors assist students with Florida Prepaid College Plans, Tuition Payment Plan Deferments and Tuition Exemptions (Department of Children and Families and Homeless). Financial aid vouchers, including FAFTF, fee waivers, PELL deferments, scholarships, and other payment deferments are issued through the Office of Student Financial Aid. Agency vouchers from Vocational Rehabilitation are handled through the Disability Services Office and Veterans are referred to the Veteran’s School Certifying Official for appropriate paperwork. Please Note: all students that complete the Free Application for Federal Student Aid (FAFSA) must go through the Office of Financial Aid and the Anthology Software.

Section 1009.21, Florida Statues requires the establishment of student residency for CTE tuition purposes in Florida public higher education institutions which includes district technical colleges. The statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the enrollment period for which Florida residency is sought. Documented proof is required to establish Florida residency.

Students funded through CareerSource Broward are required to obtain a copy of their test scores, a Letter of Acceptance from the appropriate Counselor/Advisor, a printout of tuition costs, textbooks, supplies and a Title IV Federal Pell Grant Eligibility form from the Office of Financial Aid for their CareerSource Broward counselor. If the student is approved for funding, the CareerSource Broward Counselor will use these printouts to generate payment vouchers, which the student will send directly to their program counselor. The voucher for books and supplies will be used at the bookstore after the student registers. It is the student’s responsibility to provide this information to their CareerSource Broward counselor each enrollment period.

## BASIC SKILLS POLICIES

Pre-College Academic Studiesis designed to provide comprehensive academic support for students who need to improve their basic skills (reading, math, and language usage) in order to meet the state mandated minimum basic skills levels and achieve success in a career education program.

### Basic Skills Assessment

The Florida Legislature has mandated that each adult student who is enrolled in a postsecondary program offered for Career Education Credit of 450 hours or more must meet minimum basic skills levels in communication and mathematic skills in order to receive a Certificate of Completion or an Applied Technology Diploma. Students not meeting the basic skills requirements will have the opportunity to receive appropriate instruction in order to achieve the required levels prior to completion of their program. Teachers and counselors/advisors monitor the student’s basic skills progress and ensure that the student understands the basic skills exit requirements.

All applicants for Workforce Education programs of more than 450 hours must take the Basic Skills Tests or meet exemption criteria. Specific criteria for exemptions are discussed at orientation. See a program counselor/advisor for detailed information. **Test results are made available to program counselors/advisors in Focus and Filebound.** Applicants must meet with a counselor/advisor and produce valid photo identification in order to receive their test results. Applicants for Practical Nursing and Advanced Automotive Technology (T-TEN) must meet basic skills exit scores before entry into the program. All others are counseled as follows:

* Those who meet basic skills mastery in their chosen certificate program are recommended to register for the next available class, based upon space availability. Once met, **test scores remain valid indefinitely for students not enrolled in their Career/Technical Program.**
* Applicants whose scores fall within two (2) grade levels of the program’s exit requirements are recommended to enroll concurrently in a certificate program and remediation. **Registration in Pre-College Academic Studies must occur within 12 months from the original test date for scores to remain valid.**
* Applicants whose scores fall below two (2) grade levels of the program’s exit requirements are counseled to enroll in remediation prior to program entry to maximize the opportunity for success in their CTE program. **Registration in Pre-College Academic Studies must occur within twelve (12) months from the original test date for scores to remain valid.**
* Students who enter technical programs without having met the basic skills exit scores sign an acknowledgement of the state-mandated basic skills requirement.
* Prior to issuing a Certificate of Completion, teachers are responsible for ensuring that each student has met the ***State Mandated Minimum Basic Skills Requirement for Program Exit.*** However, a student with disabilities may be waived from meeting the requirements of this rule per State Board Rule 6A - 10.040, Section 4. Students with documented disabilities should meet with the Disabilities Advisor prior to completing a ***Request for Waiver of Meeting Minimum Basic Skills for Students with Documented Disabilities* (form F33).**

Basic Skills Scores

Please refer to the program’s current curriculum framework for the most recent basic skills scores.

## POSTSECONDARY STUDENT Acknowledgements

During the first week of class, all adult students review and acknowledge the Broward Technical College’s Postsecondary Student Handbook and other related documents online. In addition to the Student Handbook, the documents include:

* Adult Student Code of Conduct & Discipline Code and Grievance Procedures
* Authorization to Release of Information
* Consumer Information Handbook
* Media Release
* 1098-T Electronic Submission

To access these documents, go to [www.BrowardFocus.com](http://www.BrowardFocus.com). The username will be your 10-digit student number and the password is Pyyyy/mm/dd (P + your birthdate)

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It is the instructor’s responsibility to check Broward Focus to ensure that each new student has acknowledged these documents.

The Student Handbook contains a general overview of policies and procedures and the following notifications:

|  |  |
| --- | --- |
| * Attendance Policy | * Computer Network Responsibility |
| * Conduct and Discipline Code | * Grievance Procedure |
| * Discrimination/Harassment | * Drug Prevention Program |
| * Notification of Rights Under FERPA | * Sexual Assault Policy and Program |
| * Students’ Right-To-Know/Campus Crime Statistics | * Refund Policy |

## ATTENDANCE POLICIES AND PROCEDURES

### Postsecondary (Adult) Students in Certificate & ATD Programs

Atlantic Technical College has the responsibility to provide our students with the skills to enter the workforce. It is recognized by industry that the single most important trait for career success is good attendance. The attendance rules are the minimum acceptable standard to be successful at ATC. More stringent attendance policies exist for students enrolled in licensure programs and students who are receiving Financial Aid or Veteran’s Educational Benefits. All postsecondary students will assume responsibility for making up assignments (class and/or lab work) in a timely manner for days absent in order to stay current with the student’s program progression. Failure to do so may result in denial of re-registration. The following is the minimum for all Certificate and ATD programs.

**Total Absences:** A student must be withdrawn after being absent (6) consecutive days. The student will be withdrawn on the seventh (7) day, which will be the withdrawal date.

Two (2) additional absences may be exempted for: court appearance, death in family, illness or hospitalization; the duration of jury duty will be exempt when official documentation is provided. If the student is unable to present appropriate documentation to the instructor and program administrator before the absence occurs, then they must present appropriate documentation upon their return.

Specific information on attendance interventions, probation, authorized leave, tardies and re-registration is discussed by the counselor at intake. Each student is required to access the Student Handbook online, read and sign the Acknowledgement Form.

**Veterans:** Per the Department of Veterans Affairs (VA) Policy, veterans enrolled in NCD (non-college degree) programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardies, and leaving class early exceeds 20% of scheduled class clock hours in a month, or where the course is less than one (1) month in length, 20% of total approved course clock hours for the length of the program (days or weeks). The termination will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of positive attendance when absences/tardy exceeds 20% (using Form 22-1999B to report the termination for unsatisfactory attendance) and will reflect that last date of the students class attendance before violating this policy.

### Postsecondary Students in Pre-College Academic Studies, GED® Test Preparation, & ESOL

The following attendance policy has been established by the Department of Education.

1. A student must be withdrawn after being absent for six (6) consecutive days.
2. There are no excused absences.
3. Students will be withdrawn on the 7th day, which will be the withdrawal date.
4. Withdrawn students may re-register in the same class, if space is available.
5. Students will be limited to one (1) re-entry per enrollment period.
6. Tardies will not be recorded.

### E-Learning Students in Certificate Programs

Atlantic Technical College has the responsibility to provide our students with the skills to enter the workforce. Effective work habits are paramount to students’ success. The following is the minimum level of participation that is expected of all students enrolled in online or hybrid certificate programs.

Each certificate program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed as they relate to program courses or Occupational Completion Points.

**Attendance/Participation:** In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, emailing or having phone or in-person conversations with instructors, turning in completed assignments when due and attending any scheduled classroom sessions, if included as part of the program description.

Students who have one (1) week of inactivity during the enrollment period will be contacted by the instructor or the program counselor/advisor. The instructor will maintain documentation of this contact. Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn.

**Probation:** Students who have been withdrawn for attendance/inactivity reasons may not re-register for their program without meeting with their program administrator. The administrator may refer the student for counseling and notify the student they will be placed on probation at the administrator’s discretion for the remainder of the enrollment period. If another week of non-sequential inactivity occurs during the enrollment period, the student will be withdrawn from the program and will not be permitted to re-enter until the next enrollment period. If the program has a waiting list, the student’s name may be placed on the list as of the date of the request. Any student, who is withdrawn from a program three (3) times within twelve (12) months, will not be permitted to re-enter that program for a period of two (2) consecutive enrollment periods. Students who are withdrawn for attendance/inactivity reasons and have been enrolled in a lock-step program may have to wait until it is academically appropriate to re-enter the program.

## ATTENDANCE CODES

All certificate/diploma/apprenticeship/AGE program teachers (day & evening) will record student attendance using Broward Focus. This includes certificate/diploma/apprenticeship programs (OCP), adult general education (LCP) programs, and lifelong learning classes. All attendance entries will be made by the teacher in Broward Focus.

Broward Focus Attendance Codes

|  |  |  |
| --- | --- | --- |
| **Type** | **Code** | **Explanation** |
| Entering Student | E1, E2, E3, E4, E5, E6, etc. **(1/2 hour increments are available in all categories except “A”)** | Entering class for the first time in an enrollment period. Numbers correspond to hours present that day only. |
| Present | P1, P2, P3, P4, P5, P6, etc. | Numbers correspond to hours present |
| Transfer | T1, T2, T3, T4, T5, T6, etc. | Entering a new course for the first time when transferring during an enrollment period. Numbers correspond to the hours present that day only. For CTE/ATD programs only. |
| Absent | A | Absent for the entire day. |
| Authorized Leave | L | Absent for the entire day with an Authorized Leave approved by the program administrator (Certificate and ATD programs only). |
| No School | N | Used to report that the class did not meet due to an Early Release Day or other identified reason. |
| Re-entering Student | RE1, RE2, RE3, RE4, RE5, RE6, etc. | Student re-entering the same program during the same enrollment period. Numbers correspond to hours present. After being previously withdrawn. |
| Change of Enrollment | No Code – no attendance entry should be made as of the withdrawal date indicated on the Change of Enrollment form. | Date change of enrollment is effective. Teacher generates electronic Change of Enrollment document with correct withdrawal code noted on the form. This will be entered into Focus by IMS per school policy. |
| Continuing (AGE only) | C | Entering same course for the first time after the previous term has ended. For AGE programs only. |
| Suspended | S | Student is on a suspension |
| Vacation (apprenticeship only) | V | Apprenticeship student on vacation |
| Make Up (apprenticeship only | M | Apprenticeship student who is making us a missed day |
| No Show | NS | Enter once student appears on your roster but has not physically shown up for class. Then use a code of E on first day student physically attends class. |

### Attendance Recordkeeping Codes - Definitions

**ENTRY: ADULT STUDENTS**

**E -** The original entry of an adult student into this class.

**T** -The first day the student enters the course he/she transferred into. For CTE/ATD programs only.

**RE-ENTRY: ADULT STUDENTS**

**R -** Reentry of an adult student into the same class after withdrawal from that class for any reason.

Withdrawal Codes

**The following are the codes to be used for withdrawal of adult students.**

**General (for use with all programs)**

|  |  |
| --- | --- |
| **W29** | Any adult student who withdraws from a class but remains enrolled in another class in the program. |
| **W30** | Any adult student who left the class/program to take a job, previously unemployed. |
| **W31** | Any adult student who left the class/program to take a better job, previously employed. |
| **W32** | Any adult student who left the class/program to enter another training program. |
| **W33** | Any adult student who achieved personal objective. |
| **W34** | Any adult student who left the class/program for lack of interest. |
| **W35** | Any adult student who left the class/program because of health problems. |
| **W36** | Any adult student who left the class/program because of transportation problems. |
| **W37** | Any adult student who left the class/program because of child care problems. |
| **W38** | Any adult student who left the class/program because of family problems. |
| **W39** | Any adult student who left the class/program because of the time the class/program is scheduled. |
| **W40** | Any adult student who left the class/program because of other known reasons. |
| **W41** | Any adult student who left the class/program because of other unknown reasons. |
| **W42** | Any adult student who was expelled from school. |
| **W46** | Any adult student who left the class/program because of the location where the courses met. |
| **W47** | Any adult student who is procedurally withdrawn at the end of the term or school year who will continuein the class/program the next term or school year. |
| **W49** | Any adult student who left the class/program because of having changed address or left the area. |
| **W50** | Any adult student withdrawn from school due to death. |
| **DNE** | Any adult student who did not enter course/section they were scheduled for. |
| **WCV** | Any student who has violated their contract. |
| **WDA** | Any adult student withdrawn due to attendance. |
| **WFD** | Any adult student who received a full refund. |
| **WNP** | Any adult returning student who did not pay fees for their next quarter/semester. |

**CTE/ATD Programs Only**

|  |  |
| --- | --- |
| **W28** | Any adult student who left the postsecondary adult job preparatory program as a program completer. |
| **WCT** | Any adult student who has completed a course within a program and is transferring to another course within the same program. |
| **WDD** | Any adult student who defaulted on tuition deferment agreement. |
| **WLF** | Any adult student who failed a course within a program and is exiting the program. |
| **WLV** | Any adult student who is on an approved leave of absence. |
| **WNC** | Any adult student who has completed the program, but did not meet basic skills requirements. |
| **WRC** | Any adult student taking Rapid Credentialing courses only and has exited. |
| **WRD** | Any adult student who received a partial refund. |
| **WTF** | Any adult student who failed a course within a program and is transferring to another course within the same program. |

**Apprenticeship Programs Only**

|  |  |
| --- | --- |
| **W28** | Any adult student who left the postsecondary adult job preparatory program as a program completer. |
| **WCI** | Any apprenticeship student who has completed the ICE hours of the Apprenticeship program, but not the Related hours. |
| **WCR** | Any apprenticeship student who has completed the Related hours of the Apprenticeship program, but not the ICE hours. |
| **WFR** | Any apprenticeship student who failed the exit exams and must repeat the year. |
| **WLE** | Any apprenticeship student who did not complete the full program and was employed at the time of withdrawal. |
| **WLH** | Any apprenticeship student withdrawn due to insufficient OJT hours. |
| **WLN** | Any apprenticeship student who did not complete the full program and was ***not*** employed at the time of withdrawal. |
| **WNI** | Any apprenticeship student who is not indentured by the state. |

**Adult General Education Programs Only**

|  |  |
| --- | --- |
| **W45** | Any adult student who left school with a State of Florida diploma (GED®). |
| **WAD** | AGE student is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. |
| **WBW** | AGE student who was exited from program due to student receiving the basic skills code of W. |
| **WIC** | AGE student incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center |
| **WMT** | AGE student receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. |
| **WNG** | Any adult student who passed a GED® exam, but is not registered in the GED® program. |
| **WPW** | AGE student withdrawn after achieving cut score on Wonderlic. |
| **WYM** | AGE student in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participant only) |

**Co-enrolled Students Only**

|  |  |
| --- | --- |
| **WCV** | Any student who has violated their contract. |
| **W48** | Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has left before completing the class/program. |
| **W51** | Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has completed the class/program. |

**Adult High School Students Only**

|  |  |
| --- | --- |
| **W43** | Any adult student who graduated from school with a standard diploma, 24 credit option. |
| **W44** | Any adult student who left school with a certificate of completion, 24 credit option. |
| **W52** | Any adult student who graduated from school with a standard diploma and satisfied the graduation test requirement through a concordant and/or comparative score, 24 credit. |
| **W53** | Any adult student who met all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passing the state approved graduation test or concordant and/or comparative score and received a certificate of completion and is eligible to take the common placement test and be admitted to remedial or credit courses at a state community college as appropriate, 24 credit option. |
| **W54** | Adult Standard High School Diploma (ACCEL) 18 Credit Option |
| **W55** | Adult Standard High School Diploma (ACCEL) Concordant and/or Comparative Score 18 Credit Option |
| **W56** | Adult certificate of completion - 18 credit ACCEL option |
| **W58** | Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) (statewide assessment waiver) 18 Credit Option |
| **W59** | Adult Standard High School Diploma (statewide assessment waiver) 24 Credit Option |
| **W60** | Any adult student who graduated from school and met all of the requirements to receive a standard diploma and was exempted from being required to use assessments to earn a standard high school diploma due to cancellation of the 2019-2020 statewide assessments per DOE Order No. 2020-EO-01. |
| **W61** | Adult Standard High School Diploma (Career and Technical Education (CTE) Pathway Option) |
| **W62** | Adult Standard High School Diploma (CTE Pathway Option), (Concordant and/or Comparative Score) |
| **W63** | Adult Standard High School Diploma (CTE Pathway Option), (Statewide assessment waiver) |

**SPECIAL INSTRUCTIONS**

1. For students continuing for more than nine (9) weeks (registered for an 18-week enrollment period), no continuation code is to be given to that student on the second nine-week roster. For CTE/ATC/Apprenticeship programs only.
2. Any student who is no longer attending must have a Change of Enrollment (COE) submitted.
3. If a student is registered for your class and appears on the attendance roster but does not show up, submit a ***Change of Enrollment*** (COE) with a withdrawal code of **DNE**.

## CHANGE OF ENROLLMENT - ELECTRONIC

**Electronic Change of Enrollment forms must be completed and processed within 24 hours.**

When a student leaves, withdraws, or completes a program, an electronic change of enrollment must be submitted. Teachers will complete the Change of Enrollment in Focus by clicking on Forms then Student Change of Enrollment Form.

If a student has not completed a program and does not re-register for the next enrollment period, an electronic ***Change of Enrollment*** form must be completed and sent to the information management specialist. The change of enrollment provides information for a final transcript.

### Completion of the Electronic Change of Enrollment

Refer to the instructions for Focus available on the teacher portal of FOCUS. Teachers will complete the Change of Enrollment in Focus by clicking on Forms then Student Change of Enrollment Form.

A student seeking a refund who still has the “Students Schedule/Receipt” and has therefore, not entered a class, will have a *Change of Enrollment* completed by either a counselor or registrar.

### Distribution of Change of Enrollment

Refer to the instructions contained in Focus.

## Progression Request – Electronic

Individual students or entire course/sections of students in a CTE program who are eligible to move to the next course/section in the program should be submitted on an electronic Progression Request form. Teachers will complete the Progression Request in Focus and it will automatically be submitted to the Gradebook Manager.

### Access to the Electronic Progression Request Form

The electronic Progression Request form can be accessing Focus by clicking on Forms then Student Progression Request Form.

### Completion of the Electronic Progression Request Form

Refer to the instructions for Focus or contact your Gradebook Manager.

### Re-Enrollment Process

As stipulated by the Broward Technical Colleges, a student who has been involuntarily withdrawn due to the violation of the Attendance Policy or other ATC policies, must receive administrative authorization in order to re-register. The electronic ***Change of Enrollment*** provided by the program administrator will be the document used to provide such authorization. Teacher will complete the Change of Enrollment in Focus by clicking Forms then Student Change of Enrollment Form.

Per the School Board approved fee schedule, the student will pay a re-registration fee.

**NO STUDENT SHALL BE READMITTED INTO CLASS WITHOUT AN ELECTRONIC COPY OF THE RE-ENTRY *CHANGE OF ENROLLMENT* FORM.**

## STANDARDS OF ACHIEVEMENT

Broward Focus maintains an up-to-date record of student performance and enables teachers, counselors, and administrators to monitor an individual’s progress.

Students must maintain adequate progress for the program or course in which they are enrolled. If students do not maintain adequate progress, then they may be prevented from re-registering for the next registration period.

These standards include:

1. Regular attendance.
2. Maintaining an overall grade of “C” or better.
3. Appropriate conduct.
4. Completing courses within the registration hours. Students exceeding 150% of the registered hours for a course may be denied re-registration due to the lack of adequate progress.

### Grading Procedure (Adults)

Students are evaluated on their performance in the classroom and/or in the lab for each course in the student’s program. Grades should be entered in Broward Focus as the student completes each assignment. Adult General Education programs do not issue a letter/numeric grade.

The point value assigned to the letter grades for each assignment use the following grading scale.

|  |  |
| --- | --- |
| **Numeric** | **Letter** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0-59 | F |
| Incomplete | I |

Adult students may receive an incomplete as a course grade if extenuating circumstances prevent a student from completing a course by the end of a registration period and the course is not offered in the next registration period. The student and instructor will develop a Contract for Success defining the assignment/activities to be completed and the date by which all tasks must be completed (maximum of 30 days). If all tasks are not completed within the designated time, the Incomplete will be changed to a grade of F. Any course with a grade of F must be retaken in its entirety.

For the Practical Nursing program, the grading scale is as follows:

|  |  |
| --- | --- |
| **Numeric** | **Letter** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 0-69 | F |

#### **Progress/Interim Reports for Adult Students**

No Interim or Quarterly Progress Reports are given to adult students. Students can monitor their progress by accessing Broward Focus online.

### Gold Seal For Outstanding Achievement

A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.  GPA will be determined by the courses taken in their CTE program of completion only, as calculated by the Broward Focus Student Information System.

### Certificates of Completion, Applied Technology Diplomas

Students are enrolled in certificate/diploma programs with specific program titles, hours, competencies, and basic skills exit scores. When a student meets all the requirements of the program, he/she will receive a **Certificate of Completion or Applied Technology Diploma**.

### Employment Portfolio Process for Program Completers

The process for Certificate/Applied Technology Diploma and Employment Portfolio Program Completers is outlined below and can be found in Outlook SharePoint ATC Office of Student Affairs Forms.

1. The teacher requests, completes and submits a ***Program Certificate Request* (form F35)**.
2. Teacher will complete the Change of Enrollment in Focus by clicking on Forms then Student Change of Enrollment Form. A copy must be sent to the department secretary.
   1. Teacher will confirm the following is completed in Broward Focus:
      * All attendance is up-to-date
      * All grade columns have been completed
      * Student is marked with an “E” under Required Assessments. Teacher will then hit the F5 key
      * Teacher will wait overnight before printing the Course Summary Report
   2. Teacher collects from the student his/her resume and the Job Placement Report.
   3. The teacher will turn in all requests, the student’s resume, the Job Placement Report and the Course Summary Report within 24 hours of the student’s completion date.
3. The department secretary will:
   * Print the teacher’s choice of Student Recommendation Letter, Job Placement Letter and Director’s letter
   * Print the Certificate of Completion. (request for ATD’s are emailed to Debbie Applegate for printing)
   * Print Basic Skills Test results
   * Print a Change of Enrollment form
   * Enter Job Placement Report information into the COE Placement Verification Database
   * Arrange all of the student’s materials into Portfolio format
   * Return Certificate/Diploma and Portfolio to the teacher for review and proofread
4. The teacher proofreads the documents, signs the certificate/diploma, provides a signature verifying accuracy, and returns all documents to the department secretary
5. When the signed certificate/diploma and portfolio is returned to the originating department secretary, he/she will:
   * Forward the Certificate/Diploma and Portfolio to the evening secretary in Bldg. 1. The evening secretary will place the official seal on the Certificate/Diploma and forward all documentation to the Director for signature. All signed documentation will be returned to the department secretary.
   * Department secretary completes a ***Financial Clearance Request* (form F36)** and verifies with the registrar in the Office of Student Affairs that the student has no financial obligations. A copy of this form is given to the records coordinator who creates a final transcript and scans it into OptiView.
   * If financial obligations have not been met, the registrar makes a notation and alerts the department secretary that all financial obligations must be met prior to releasing the students Certificate/Diploma and Portfolio.
   * Initial (in the appropriate box) the student’s financial status on the Certified Release form.
6. To ensure that student files are complete and available for future reference, the department secretary:
   * Scans all contents of the student’s Portfolio into Filebound
   * Contacts the student to make arrangements for Certificate/Diploma and Portfolio distribution
   * Keeps the original documents on file for 30 days
   * After 30 days, the department secretary will bring any undistributed certificates/diplomas and portfolios to the Office of Student Affairs’ Records Coordinator with a completed ***CTE / ATD EMPLOYMENT PORTFOLIO RECEIPTS* (form F37)**
   * The records coordinator signs the form showing receipt of all documentation and makes a copy for the department secretary’s records. Documents are stored in the Office of Admission vault
   * Students picking up their Certificate/Diploma and Portfolio after 30 days will be directed to the Office of Student Affairs. Student will complete and sign a ***Certificate Release* (form F39)** before receiving their documents
   * The records coordinator will scan the Certificate Release form and file it appropriately in Filebound

**OTHER CERTIFICATES:** Students who complete Lifelong Learning courses to upgrade and enhance their job skills and receive a Lifelong Learning **Certificate of Course Completion**.

ATC is an approved provider of HIV/AIDS training. Students completing this course will receive an **HRS 104 HIV/AIDS Certificate.**

## DISRUPTIVE STUDENTS

(Also see the Discipline Matrix listed in the High School section)

**Adult Students**

Atlantic Technical College provides career education to prepare a person for employment. This opportunity will be offered only to those students who can benefit from the experience. If a student is unwilling to take direction from an instructor, is unable to associate with others in an acceptable manner, or acts unsafely, she/he is not ready for career education. It is our responsibility to provide every opportunity for a student to succeed, but if a student is adversely affecting the instruction of others, she/he may be withdrawn.

At the direction of Broward County Public Schools and the Broward Teachers’ Union, the Faculty Council and the School Advisory Council designed a “School-Wide Discipline Plan.” The plan, adopted by a vote of the teachers, provides guidelines and consequences as well as encourages consistency. Nothing in the plan shall be interpreted in violation of the BTU Contract, School Board Policy, or state law.

To standardize our procedure for discipline of a disruptive high school student, referrals must be completed and sent to the appropriate administrator, electronically, using the Discipline Management System (DMS).

Adult studentswho are in violation of the Postsecondary Conduct and Discipline Code will be issued a ***Postsecondary Student Referral Form*** (**form F34**). Teachers will send the form to the appropriate administrator for action. **DO NOT** use the adult referral system for attendance code violations.

**Referral of adult or career dual enrolled student:**

Staff must utilize the Focus Referral and Intervention Tracking System for documenting referrals for postsecondary and shared Career-Dual Enrolled students from other high schools, not the electronic DMS system.

1. When a problem is observed by an instructor, the instructor should counsel the student and document the incident (co-signed by the student).
2. If the problem persists, the student should be referred to the Office of Student Affairs or Administration with proper documentation. Unless a referral or other documentation accompanies a student to the Office of Student Affairs or Administration, the student will be sent back to class.
3. Instructors of high school students will call the parents to report behavior. Administration will follow up with the student and parent.
4. If the student does not agree with teacher, counselor, or administrative decisions and wishes a hearing, she/he may invoke the Student Grievance Procedure.
5. If a teacher feels a student is a safety risk to self or others, notify Security or Administration. Removal of the student will be immediate.

### Probation

Students may be placed on probation and be considered in violation of the standards of achievement for these non-academic factors. Students placed on probation will be given one (1) term in which to meet the minimum standards of achievement. If they are not met, the student will be counseled and may be recommended to administration for further action. DURING PROBATION, A STUDENT WILL BE SUSPENDED FROM ANY AND ALL FINANCIAL AID. Financial aid will be re-established to those students who meet the minimum standards and are released from probation.

An appeal procedure based on extenuating circumstances is available to all students. All appeals by students must be in writing with documentation attached and sent to the Director (or his designee.)

## REFUND REQUEST

**(See School Board Policy 6607)**

In accordance with School Board Policy 6607, students are entitled to a refund based on the conditions outlined in the policy below. Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/ supply fees. Registration fees and Health Science Education fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a student who does not enter class shall not exceed $100. Refunds will be made within forty-five (45) days of the date on which the student voluntarily withdraws.

Students involuntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.

Students who pay fees but are entitled to a waiver, voucher, or agency payment (refer to Policy #6606) shall be entitled to a refund of fees only if required evidences are presented to the school/principal or his/her designee within fifteen (15) school days of the beginning of a term.

In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student’s enrollment, the school principal or his/her designee may honor a request for full or partial refund of fees providing that: (1) the request is made in writing prior to the date that the course would have normally ended, (2) supporting evidence (where appropriate) is provided. If said refund results in a failure to satisfy state fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund is given.

Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedures as presented in the Adult Student Conduct and Discipline Code.

Refunds, when due, will be made without requiring a request from a student. A student is entitled to a full refund of fees if a course is canceled by the school/principal or his/her designee provided the student was not reported in membership during the Workforce Education survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.

Miscellaneous items purchased from the school bookstore (textbooks, uniforms, etc.) may be returned for a full refund provided that the items are unused, in the original packaging and currently being used in the instructional program.

Students who are receiving Title IV (Pell Grant) funds and withdraw from their program will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, see the Student Financial Services in the Office of Student Affairs.

# Secondary Students

## ATTENDANCE POLICIES AND PROCEDURES

### Pattern of Non-Attendance

By School Board policy, both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student’s **pattern of non-attendance**. A student has a “pattern of non-attendance” if he or she is absent from school a total of 30 hours (5 days) in any one (1) marking period or 60 hours (10 days) within two (2) marking periods.

If it is determined that a student has developed a “pattern of non-attendance,” consequences may be imposed. These consequences include: A student could be taken to the Juvenile Assessment Center; could be referred to Children In Need of Services (CINS) or Families In Need of Services (FINS); could have their driver’s license suspended or be prevented from obtaining a driver’s license; the student’s parents could be required to appear in court; or magnet status could be revoked.

It is important for parents receiving Temporary Assistance to Needy Families (TANF) payments from the state to know that if their child has a “pattern of non-attendance,” payments may be suspended.

The responsibility for monitoring student attendance lies with the individual instructor. High school students must have their absences called in by their parents in order for those absences to be excused. The parent or guardian should call the attendance clerk within two (2) days (48 hours) from the day of the absence. The attendance clerk will excuse absences based on the information available.

Students must be in school unless the absence has been permitted or excused for one (1) of the following reasons listed below. (A student on a field trip and a student who attends internal suspension or an alternative to suspension program is not considered absent.) **For reasons 1-5, parents must report the absence the day before, the day of, or within two (2) school days following the absence, or the absence will be considered unexcused.** In the case of career dual enrolled students, absences must be reported to both schools. Some situations will require written documentation from a private physician or public health unit. Excused absences include:

1. Illness of student: Students who expect to miss at least 15 consecutive school days due to illness, a medical condition, or for social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, and could benefit from home instruction, should obtain a copy of the Homebound referral packet from the Homebound contact person at their school.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student’s own faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. Special event: Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tours/visits, as well as exceptional cases of family need. (Must be approved a minimum of five (5) schools days in advance.)
7. Scheduled doctor or dentist appointments.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to; fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five (5) excused days of absence for each infestation of head lice.

Parents of Magnet High School students are contacted through the Parent Link phone system after each unexcused absence. Parents may receive letters or emails to inform them of their student’s unexcused absences. Attendance can be verified at any time at school or at home by contacting the school or by accessing electronic attendance records through Virtual Counselor or the Broward FOCUS. If there is a pattern of non-attendance, the State Attorney’s office will also be notified due to non-compliance with compulsory school attendance laws.

For additional information on policies pertaining to high school students, check the *Code of Student Conduct* that is available on the Broward County Public Schools’ Website.

## REPORTING ABSENCES/ATTENDANCE

1. Teachers record student attendance daily using Broward FOCUS. Attendance must be entered in Broward FOCUS every period, every day before 3:30 p.m.
2. Attendance codes are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Short Name** | **Type** | **State Code** |
| Present | P | Teacher & Office | Present |
| Absent Excused | AE01 | Office Only | Absent |
| Absent Unexcused | AU | Teacher & Office | Absent |
| Entry | E | Teacher & Office | Present |
| Exam Exempt | EE | Teacher & Office | Present |
| Field Trip | FT | Office Only | Present |
| Late Bus | LB | Teacher & Office | Present |
| Late Excused | L | Teacher & Office | Present |
| Late Unexcused | LU | Office Only | Present |
| Out of Class | OC | Teacher & Office | Present |
| Sign Out | SO | Office Only | Present |
| School Absence | SA | Office Only | Present |
| Tardy Excused | TE01 | Office Only | Present |
| Tardy Unexcused | TU | Office Only | Present |
| Non School | NS | Office Only | Present |
| Internal Suspension | IS | Office Only | Present |
| External Suspension | ES | Office Only | Present |
| No Class (Resting Days Only) | NC | Teacher & Office | Present |
| Class Cut | CC | Teacher & Office | Absent |
| Quarantine | Q | Teacher & Office | Presents |

1. Teachers should remind students that only a parent/guardian can call to report an excused absence. Parents should direct their calls to the attendance clerk. Teachers cannot report an absence on behalf of any student.
2. Broward Focus serves as the **official site to document attendance** for all high school students. The accurate entry of attendance is the responsibility of the **teacher**.
3. If a high school student has excessive absences, the school sends a letter of pattern of non-attendance to the parent/guardian.
4. When a student withdraws from a program, it is the instructor’s responsibility to collect the textbook(s).

## DRESS CODE

All magnet high school students are required to wear the ATC high school uniform polo each day while on campus. The uniform shirt is also required for activities, events and field trips, unless directed otherwise. Uniform polo shirts may be covered only by an ATC jacket/hoodie. Additional layers must be worn under the uniform polo shirt. A uniform polo must be work under an ATC hoodie/jacket. And In addition, all high school students must adhere to the dress code requirements in the BCPS Code of Conduct.

## DISRUPTIVE STUDENTS (See The Discipline Matrix)

Atlantic Technical College provides career education to prepare a person for employment. This opportunity will be offered only to those students who can benefit from the experience. If a student is unwilling to take direction from an instructor, is unable to associate with others in an acceptable manner, or acts unsafely, she/he is not ready for career education. It is our responsibility to provide every opportunity for a student to succeed, but if a student is adversely affecting instruction she/he may be withdrawn.

At the direction of Broward County Public Schools and the Broward Teachers’ Union, the Faculty Council and the School Advisory Council designed a “School-Wide Discipline Plan.” The plan, adopted by a vote of the teachers, provides guidelines and consequences as well as encourages consistency. Nothing in the plan shall be interpreted in violation of the BTU Contract, School Board Policy, or state law.

To standardize our procedure for discipline of a disruptive magnet high school student, referrals must be completed and sent to the appropriate administrator, electronically, using BASIS. Shared – CDE student referrals must utilize the same process as for adult students.

## HIGH SCHOOL CODE BOOK FOR STUDENT CONDUCT

**Policies and Procedures**

Link to the BCPS Code Book for Student Conduct: <https://www.browardschools.com/codeofconduct> .

**The Atlantic Technical College and Technical High School - High School Student Handbook Contains**:

* ATC Discipline Matrix and Policies
* Student Eligibility Requirements for Extra-Curricular Activities, Field Trips, and NHS
* Honor Code
* Other Information is found on the ATC Web page under the High School Students tab

## REFERRAL FORMS

If a magnet high school student is experiencing difficulty in their class work or demonstrating inappropriate behavior, the instructor should complete Teacher Strategies within BASIS. This should be completed as soon as the difficulty or problem has been identified by the instructor.

Magnet high school students in violation of the BCPS Code of Student Conduct and the ATC Discipline Matrix will be issued an electronic referral through BASIS.

## GRADES/STUDENT PROGRESS

Keeping accurate records is an important part of each teacher’s responsibility. Grades should be entered in Broward Focus as the student completes each assignment. Teachers will input a minimum of three (3) grades by the Interim period and a minimum of nine (9) grades by the end of each Term.

#### Semester Exams

High school students shall be given examinations at the end of each quarter. A minimum testing time of one and one-half (1 1/2) hours for each course shall be scheduled.

The grade earned on the semester examination shall be totaled by Education Technology Services, with the grades earned for each grading period, in order to determine the final semester average or grade. Semester Exams in December and June are not given in subjects where the State End-of-Course exam is required.

Exam Exemptions:

Students may be able to exempt up to two (2) academic exams if they have a “B” in the course, but may not exempt any exam in an Advanced Placement class or a technical program.

The point values assigned to the letter grades for each nine (9) weeks and the semester examination use the district- wide grading scale and are as follows:

|  |  |
| --- | --- |
| 90-100 | A |
| 87-89 | B+ |
| 80-86 | B |
| 77-79 | C+ |
| 70-76 | C |
| 67-69 | D+ |
| 60-66 | D |
| 0-59 | F |

Interim Reports**:** An Interim Report, generated from Broward Focus, shall be sent to the parents of all high school students. Interim reports are sent no later than midway between marking periods; specific dates are announced.

### Graduation

A graduation ceremony is held annually in the spring to acknowledge program completers and to give family and friends the opportunity to see graduates receive their technical certificates and/or diplomas. Students who complete their programs earlier in the year are invited to return and participate with their class.

# Specialized Student Programs and Services

A variety of specialized services are available to assist student in completing their studies. These services include:

## **ADULT GENERAL EDUCATION (AGE)**

Provides educational opportunities for adults aged 16 years and over who need additional instruction in reading, language and/or math skills to meet the requirements necessary to begin career preparation.

## **CAREER ASSESSMENT**

Career Assessment services are available to potential students who are unsure of which career to pursue or who may be considering a career change. The Career Advisor uses the *MyCareerShines* career planner to give students the opportunity to assess their interests, skills, and values. These assessments result in a list matching careers with the students’ profile. Students can explore the careers on their list to understand their education/training requirements, wages, future outlook and other information.

## **CAREER CENTER**

The mission of the Career Center is to empower students and alumni to engage in lifelong career development. The Career Center provides a designated location where students and alumni can work on their resumes, apply for jobs, meet with potential employers and receive advisement from the Career Services Advisor. Career Center Services and activities include:

* Employability workshops
* Employer on-site recruitment and interviews
* Meetings with industry representatives
* Hiring Events
* Resume review
* Mock interviewing
* Use of computers
* Workspace
* Alumni relations

## **CAREER CONNECTIONS WORKSHOP**

The Career Connections Workshop is part of a series of Career Center presentations designed to help prepare students for job search and employment. Attendance is a requirement prior to completion of certificate/ATD programs. The workshop includes information in the following areas: job search techniques and resources, cover letter and resume preparation, interview skills, dressing for success, use of social media, and strategies for retaining employment.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

The ESOL program prepares non-native English learners with the skills to communicate in English, to improve job skills and to further their technical and academic studies.

## **GED® TEST PREPARATION PROGRAM**

Provides access to individualized instruction in preparation for the GED® Tests as a service to those students who do not have a high school diploma. The content of instruction includes the four subject areas measured in the GED® Test: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies.

## **INTEGRATED EDUCATION AND TRAINING (IET)TECHNICAL PROGRAMS**

IET programs are designed to improve and expand adult education opportunities to promote pre-college students learning English or participating in GED preparation to simultaneously and seamlessly take a postsecondary career and technical education program.

## **EMPLOYMENT PORTFOLIO**

After documentation for program completers has been returned to the department secretary, he/she will place the following items in an “Employment Portfolio” obtained from the Career Services Department. The instructor fills out a ***Program Certificate Request* (form F35)***,* which initiates the process for the Employment Portfolio. Portfolio’s include:

* Letter of Introduction from the Director
* Letter of Recommendation from the instructor
* Resume
* Official Certificate of Completion/Applied Technology Diploma (ATD)
* Letter of Congratulations from the Career Services Advisor

This portfolio will serve as the student’s presentation folder when seeking employment. Department secretaries scan the contents of the portfolio into OptiView.

## **JOB PLACEMENT AND FOLLOW-UP**

Job Placement assistance is available to students and graduates of technical certificate, ATD Diploma,

and Pre-College programs. Graduates and students are encouraged to utilize the

College Central Network online job board through which they can register, post their resumes and

portfolios, and search for employment. Additional resources are available through the

ATC website (under the Career Center tab). Program instructors also assist in job placement services

through their various business contacts.

**Follow-up data is required by COE, CareerSource Broward and the Federal Government**, as there

are funding and accreditation implications. Students will complete the Job Placement Report Form and then the Program Instructor will enter the information directly into Focus in the Job Placement tab of each individual student record. Job placement data can also be entered into Focus by the Program Advisor or Career Services Advisor. The Job Placement Report Form is located on the Broward County Schools SharePoint server for Atlantic Technical College, ATC Career Center, Job Placement Follow-Up: [Job Placement Report](https://browardcountyschools.sharepoint.com/Sites/AtlanticTech/ATC_Career_Connections/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x012000BD98C54029EADB40ADB41BBD19599A35&id=%2FSites%2FAtlanticTech%2FATC%5FCareer%5FConnections%2FShared%20Documents%2FJob%20Placement%20Follow%2DUp%2FATC%2DMTC%2DSTC%20Job%20Placement%20Report%2DMay%202015%2Epdf&parent=%2FSites%2FAtlanticTech%2FATC%5FCareer%5FConnections%2FShared%20Documents%2FJob%20Placement%20Follow%2DUp).

## Exceptional Student Learning Support (Esls)

### **ADULT Curriculum for Community, Employment & Social Skills (ACCESS)**

ACCESS is a structured work study transition service that utilizes community-based instruction for neurodiverse 18-22 year old students who have met graduate requirements and elect to defer their standard diploma using the Individualized Education Plan (IEP) process. The ACCESS class uses curricula that focus on increasing each student’s independence in the areas of employment, daily living, money skills, transportation and social communication skills. The program provides students with a variety of job training opportunities that help them to determine their strengths, interests, and needs. Much of the work is focused on improving the social skills and soft skills necessary to be a positive team member and increasing student’s understanding of the employer’s expectations. The student’s transition plan moves to decrease reliance from staff/family and increase the student’s own level of independence. Through this process the ACCESS staff help to develop the self-determination skills needed to gain and maintain employment as well as help the student to discover how to become an active member of their community.

### **Career Placement**

CAREER PLACEMENT is a work study transition service that utilizes community-based instruction for neurodiverse 18-22 year old students who have met graduate requirements and elect to defer their standard diploma using the Individualized Education Plan (IEP) process. Career Placement enables a student to identify career options, access community resources, apply positive work-related behaviors, and meet industry standards for competitive entry level employment. Career Placement will prepare students to be hired, while also allowing students to continue to explore future training opportunities. Each student participates in a functional curriculum that emphasizes; personal and career goals, self-evaluation, self-determination, travel training, career counseling and guidance, competitive employment, and independent living skills. Students work on obtaining and maintaining competitive entry level jobs in the private business sector. Travel training is provided via the city or public bus system to access their employment site independently.

Our mission is to assist recent high school graduates who have expressed an interest in competitive entry-level employment to reach their goal of obtaining and maintaining a meaningful job. We foster a strong work ethic in our young people entering the workforce and cultivate the skills necessary for living as self-sufficiently as possible.

Note: Students must have interest in paid employment, demonstrate employability skills, and have the ability and desire to **independently** navigate their community.

Work Based Learning Experiences (WBLE)

WORK BASED LEARNING EXPERIENCES (WBLE) is a structured work study transition service that utilizes community-based transition instruction for neurodiverse 18-22 year old students who have met graduate requirements and elect to defer their standard diploma using the Individualized Education Plan (IEP) process. This is our newest training class, where students who are interested in finding employment but have not yet held a job are exposed to a variety of short term non-paid internships. These internships occur within the school day and begin within the departments on the college campus. During this time assessments are made on the student’s level of independence and personal interests. With the cooperation of area businesses, students move off campus and are exposed to the real-world tasks that would be expected at that business location. This experience provides students with valued skills that they can add to their resume and helps smooth the transition from the high school academic setting to the world of work.

### Disability Services

Disability Services and counseling are provided by trained staff in the Office of Student Affairs and the Exceptional Student Education Department. As an Equal Access/Equal Opportunity Institution, Atlantic Technical College and Technical High School assures students with disabilities equal access to all programs, activities, and services as described in section 504 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

## STUDENT ORGANIZATIONS

Co-curricular student activities are an integral part of Atlantic’s programs and require careful planning and supervision. Extracurricular activities are supported by the administration if they relate to the betterment of the student or the technical college.

Clubs/Class Organizations

The technical college endorses clubs and other approved school groups which are organized for the purpose of encouraging the interests and hobbies of as many students as possible. Meeting minutes are to be maintained by the sponsor for audit purposes. Secret societies of any kind are banned from public schools by Florida Statutes.

Eligibility to Represent Schools

Representing a school, either as an elected official or in co-curricular or extracurricular activities, should be considered both an honor and a privilege. Only students meeting requirements established by their club, school, and/or the Board shall be eligible to serve as a representative of our school.

### Activities/Fundraising

When planning an event or fundraiser, FIRST complete a ***Project Approval Form* (form F45)**and have it signed by an administrator***.*** High school project approval forms will be managed through the high school’s Inter-club Council (ICC) at their monthly meetings. All activities and fundraisers need to be submitted to the appropriate administrator at least six (6) weeks prior to the event.

* Activitiy plans will need to include a description of anticipated expenses and income.
* Expenses can be paid by using one (1) of the following:

1. an ***ATC*** ***Order Form (form F20)*** (purchase order request),
2. an ***Expense/Reimbursement* (form F21)** or
3. by Class/Club transfers in between accounts using a ***Disbursement/Transfer Authorization Form* (form F46)**.

* Money is receipted using one of the following;

1. a Money Collections Envelope ($15 or under)
2. a receipt book, or
3. via credit card online in the e-store.

Receipting documents can only be signed out by the Sponsor, after the project approval form has been approved, and are located in the Bookkeeper’s office in Building One. All cash and checks must be turned in to the Bookkeeper the same day or given to an administrator to be secured in the safe in Building One.

* Posters/flyers must have your administrator’s signature visible on the front and displayed in approved areas using only painter’s tape.
* Within ten school days of completion of the activity, email the Bookkeeper for a trial balance of the Club’s account and use these figures to complete a ***Financial Report* (form F47)*.*** Attach the trial balance with any other appropriate forms, i.e. ***Complimentary Distribution List (Form #48)***, ***Certificate of Loss Form* (form F49)** to the Financial Report and submit the packet to the High School Office (2419).

### Transcripts/Transcript Requests

Teachers are responsible for entering attendance and grades information into Broward Focus and completing an electronic *Change of Enrollment* form for **every** student who completes his/her program. It is the responsibility of the department chair to verify that the record is complete.

**STUDENT REQUEST FOR TRANSCRIPT:** Students requesting transcripts prior to 2005 must contact Records Retention at 754-321-3150 or visit [www.browardschools.com/transcripts](http://www.browardschools.com/transcripts). Students requesting transcripts from 2005 forward may use the link on ATC’s website or go to [www.parchment.com](http://www.parchment.com). The cost of $10.00 per document type. Current students receive their first document for free.

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## INTRODUCTION

The Arthur Ashe, Jr. Campus is an accredited branch of Atlantic Technical College and Technical High School.

All policies of Atlantic Technical College will be followed by students and staff members. However, there are some site specific procedures and guidelines that differ and must be followed on the Arthur Ashe, Jr. Campus.

This addendum will address site specific procedures and guidelines.

## DAILY ROUTINE FOR TEACHERS AND SUBSTITUTES

### Substitute Information

General Information:

Substitute teachers are to:

* Check in at Security Desk when arriving on campus
* Sign in on Kronos (if there is a problem, they are to see Office Manager)
* Check teacher’s mailbox prior to going to classroom
* Locate teacher plans and instructions
* Locate and be aware of evacuation route
* Review Safety Plan for Code Red and Yellow
* Arrive in classroom by 8:00 AM and start class promptly
* Review daily schedule for break and lunch times
* Dismiss class at those scheduled times and resume class promptly
* Dismiss class at scheduled dismissal time
* Enter attendance in Broward Focus and leave sign-in sheet for classroom teacher
* Leave a brief overview of class activity for classroom teacher
* Sign out on Kronos (if there is a problem see Office Manager)

## CAFETERIA

\*Lunch is available for students and staff in the cafeteria located in Building 1.

**Lunch Schedule:**

Adult Price $2.75

Pre-College Classes 11:00 – 11:30 AM

CTE Classes 11:30 – 12:00 Noon

Vending machines are available in Building 1 and Building 2 and offer a variety of snacks and beverages.

\*Cafeteria food service is not available during the summer months and students are encouraged to bring a bag lunch during that time.

## MAINTENANCE/FACILITIES

When classroom or office repairs are required, staff is expected to complete a ***Maintenance/Facilities Request form.*** This form is available in the staff mail/copy room. The completed request should be placed in our Head Facilities Service Person, Mr. Charles Herrington’s mailbox or emailed to him. Every effort will be made to fill requests in a timely manner.

The on-site repair person will determine if a repair needs to be referred to District Maintenance and, if so, the Head Facilities Service Person will initiate the request. Do not sign-off on any District Maintenance work completed on campus. All sign-offs need to be handled by our facilities personnel.

For emergency situations, call the front desk at 754-322-2800.

## TECHNOLOGY REQUESTS

To better serve the Technology needs of the **Arthur Ashe Campus** and to better address the need for accountability, all Technology requests need to have a **TICKET** or **Work Order** to represent a request. You can now create a work order or ticket directly from your Broward Schools email. Simply compose your message to [atc\_technology\_support@browardschools.com](mailto:atc_technology_support@browardschools.com).

For emergency situations, staff should contact the front desk at 754-322-2800.

## PARKING

Staff for all departments located on the Ashe Campus (ATC, CTACE, ESLS) will park in the South parking lot. It is requested that staff adheres to the following:

**Atlantic Technical College/Arthur Ashe, Jr. Campus:**

Administrative Team Spaces 1-10

Staff Parking Open

**Career Technical Adult Community Education (CTACE)**

Administrative Team Spaces 98 – 100

Staff Parking Open

**Exceptional Student Learning Supports (ESLS)**

Administrative Team Spaces 111-120

Staff Parking Open

All staff overflow parking will be in the East Parking Lot.

“No Parking” and Fire Lane designations must be observed and will be enforced by School security and/or local police.

The School Board of Broward County, Florida is not responsible for damage to, or loss from, automobiles or other vehicles parked or operated on school property.

## PRINTING/COPYING

There is a high-volume copy machine for staff use in Building 2. Please be aware of copyright rules and regulations. When in doubt, check with the ATC media specialist.

Teachers and select staff have been assigned to a copy specialist. Please place all copy requests with a cover sheet in their mailboxes. After the copy job is completed the materials will be returned to you.

Cindy Chaulsett All Pre-College/ESOL teachers

Nadine Tomlinson All Health Science teachers

Andrea Hadden All Administrative and other staff

**All printing that will be distributed to the public must be reviewed by and approved by Mr. Newton or Terri Harvey at the Ashe Campus before submitting to Rhonda Biazar and Debbie Applegate at the Main Campus. Documents are reviewed for accuracy, readability, and compliance with School Board requirements for print materials. The *Publication and Printing Request/Review Form* can be found on the ATC SharePoint under commonly requested forms.**

All printing that will be purchased from outside sources requires prior administrative approval and the same print request process must be followed. The ***Publication and Printing Request/Review Form* (form F26)** found in the Commonly Requested Forms section of OneDrive, **must be completed and submitted to Mr. Newton and Terri Harvey at the Ashe Campus before submitting to Rhonda Biazar and Debbie Applegate at the Main Campus. Please allow a minimum of 15 business days for project completion.**

**Business Card Requests:** Please complete the ***ATC Business Card Request*** **(form F17)**. Submit requests to Terri Harvey, who will forward the form to your administrator and Rhonda Biazar for review. Rhonda will forward your request to the Director for final approval. Once approved, Debbie Applegate at the Main Campus will process the order.

## ROOM RESERVATIONS AND/OR FOOD FUNCTION REQUESTS

Rooms are available for school related meetings, trainings and distance learning activities. All requests (including teacher/staff requests) for rooms must be submitted to Terri Harvey (754-322-2814).

Food requests must be approved by administration and Atlantic Technical College guidelines must be followed.

## LEARNING COMMONS

The ***Learning Commons*** located on the Arthur Ashe, Jr. Campus is available for student use Monday through Friday except for Planning Days and Early Release days. Students may utilize computers and resource materials as related to their field of study.

All computer workstations have Internet Access, Microsoft Office and other basic software installed.

It is requested that students only be allowed 30 paper copies per day when using the printers.

## Career Center

The Career Center provides a designated location where students will receive employability assistance from a Career Services Advisor on the following activities:

* Resume writing and review
* Mock interviewing and role play session
* Practice completing job applications
* Use of computers to complete tasks related to a job search

Career Center Hours are Monday & Wednesday from 9:00 a.m. – 12:00 p.m. All other days offer independent access. Personalized appointments are available on request.

In addition, Employability Workshops will be conducted each term by a designated Career Services Advisor and all students will be invited to attend.

## TELEPHONES

For Instructions on the use of the AVAYA Phone System (Faxing and Long-Distance) please call the Technology Department at (754) 322-2827. Online instructions are available via Outlook/ATC Share Point Conference site under the Staff Information.

Teachers do not have direct or outside lines. Only emergency calls from outside will be put through to classrooms during instructional hours. Staff is requested to adhere to this practice as well and not disturb teachers during instructional hours.

## ARTHUR ASHE, JR. CAMPUS TELEPHONE NUMBERS

|  |  |  |  |
| --- | --- | --- | --- |
| ***Andre Newton Assistant Director*  754-322-2808** | | | |
| Terri Harvey Special Projects Coordinator | | | 754-322-2814 |
| Cristina Urena Pre-College Chairperson | | | 754-322-2803 |
| Elaine Coke Practical Nursing Chairperson | | | 754-322-2838 |
| Main Office | 754-322-2800 | Facilities | 754-322-2809 |
| Office Fax | 754-322-2880 | Book Store | 754-322-2810 |
| Registrar | 754-322-2810 | Testing | 407-3054 |
| Technology | 754-322-2827 | Pre-College | 754-322-2852 |
| Learning Commons | 754-322-2820 | CTE/PN | 754-322-2818 |

## ACCIDENTS/INJURIES

### Student accidents:

Teachers will enforce adequate safety procedures to prevent accidents. In the event of an accident, the procedures listed below must be followed:

**Call 99-911 from Office Phone or 911 from Cell Phone**

**NOTIFY ADMINISTRATION AT ONCE, 754-322-2800.**

When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in providing appropriate information to emergency personnel. An ***Accident Report* (form F51)** must be submitted that day.

Students who are injured or become ill while on campus are financially responsible for any and all medical or emergency services administered. Each student **must** carry his/her own hospitalization insurance. In-school and 24-hour accident insurance is available to all students for a nominal fee. This insurance is highly recommended. Student insurance information is available from Department Secretary and/or the Administration files.

## EVACUATION PROCEDURES

All classrooms, shops and laboratories have printed evacuation plans for the emergency evacuation of occupants. These are posted on bulletin boards and other conspicuous places. The alarm is a continuous blast of the fire horn.

It is the teachers’ responsibility to inform all students of the procedure for leaving the facility during a fire drill or other emergency.

### Fire drill

During the evacuation drill, teachers should complete the following checklists:

1. Inform the students to leave in an orderly manner.
2. Turn off all machines and power.
3. Unlock, but close, all inner classrooms and outside doors, including overhead bay doors.
4. Visually inspect the classroom and shop or tool area(s) for unusual objects.
5. Take plan book and class attendance rosters or sign-in sheets, check for stragglers, exit building, and remain with students until an “all clear” signal is given (intermittent bell).
6. All persons evacuating the building should remain a safe distance (100 feet or more) from building until “all clear” signal is given.

Should any hazardous situation occur in your classroom, shop, or area, evacuate your students immediately and then notify administration. If anything unusual is observed during an evacuation, notify administration immediately.

Office personnel will evacuate the building under the supervision of the administrator. Designated personnel will determine how long it took to evacuate their areas, check their assigned building, and report to administration.

### Tornado drill

1. **TORNADO WATCH FORECAST**: This means that tornadoes are expected in or near our area. In the office, a radio or television set will be tuned to a local station for information and advice from our local government or the weather bureau. If possible, keep watching the sky, especially to the south and southwest. (When a tornado watch is announced during the approach of a hurricane, however, watch the sky to the east.) If you see any revolving, funnel-shaped clouds, report them immediately to an administrator who will notify the local police department, sheriff’s office, or weather bureau office. Do not use the phone to get information and advice - depend on radio or television. DO NOT PASS ON RUMORS OR EXAGGERATE REPORTS OF DAMAGE.
2. **BROWARD COUNTY SCHOOL SYSTEM TORNADO DRILL PROCEDURES**:
3. **WARNING SYSTEM**: Utilizing the public address system – “This is a Tornado Drill. All students and staff report to their assigned areas.” This will be followed by two (2) long rings of the class bell, repeated five (5) times.
4. **EVACUATION ROUTE AND SHELTER ASSIGNMENT**:
   * 1. In most cases, classes will remain in the same rooms. Some classrooms, however, are assigned to other locations. Teachers must be familiar with these areas and the evacuation route to be used.
     2. Custodial personnel are assigned to round up students in outdoors areas during a tornado **WARNING**.
5. **ASSIGNED AREAS**: Everyone is to remain in classrooms or areas specifically assigned.

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| **EMERGENCY EVACUATION ROUTES** | | |
| **If You Are Located** | **In These Rooms…** | **Please Proceed To…** |
| Administration | All rooms that begin with 201 | The south exit. Cross the south parking lot. Continue to the south sidewalk (the fence at the end of the property). |
| Student Affairs Wing | 203E, 205, 206, 207, 208 and 211 | The south exit. Cross the south parking lot. Continue to the south sidewalk (the fence at the end of the property). |
| Pre-College Wing | 217, 221, 222, 223 and all rooms that are in 220 area | The north exit. Cross the north parking lot. Continue to the baseball field. |
| Learning Commons/PN Classroom | All rooms that begin with 202 or 203 and room 213 | Either of the two (2) south exits. Cross the south parking lot. Continue to the south sidewalk (the fence at the end of the property). |
| Health Science Wing | 226, 227, 232, 233, 234, 235, 236 and 237 | Either the north or east exit (depending on the exit you choose). Remain on the sidewalk until you reach the east entrance (the fence at the end of the property). |
| Building 1 | CTACE, MPR, GYM  &  (All Classrooms) | Either the west or south exit. Continue south until you reach the south sidewalk (the fence at the end of the property). |
| ESLS 2nd Floor | East (by elevator) | Downstairs to the right to the east parking lot (stay on the sidewalk). |
| ESLS 2nd Floor | West | Downstairs to the left to the east parking lot (stay on the sidewalk). |

