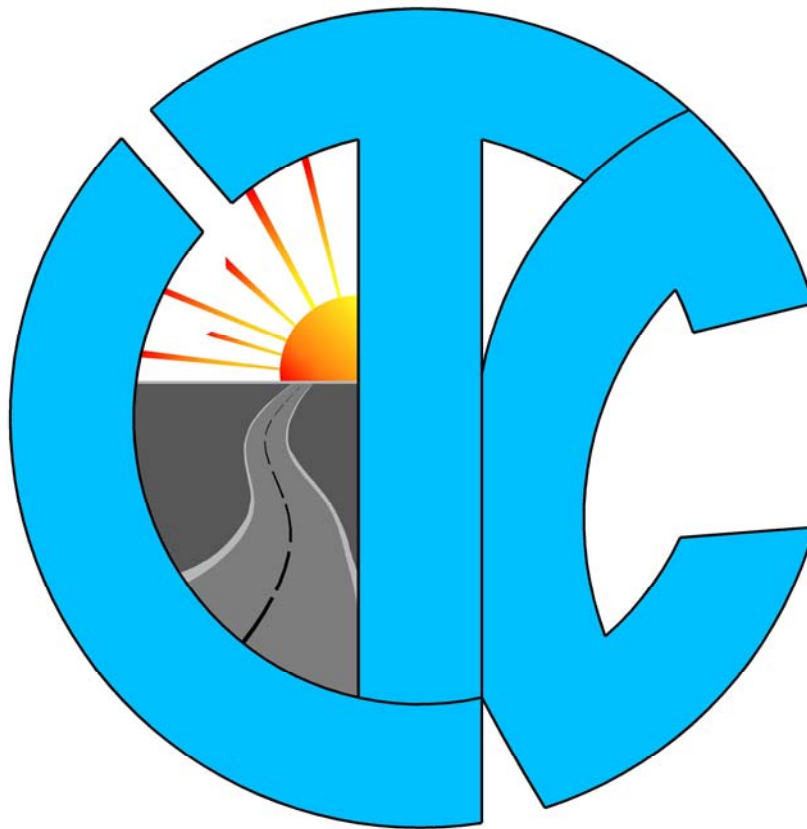


Charlotte Technical Center

Student Handbook



2010-2011

Revised 5/18/2010

This handbook is a synopsis of the school catalog. CTC recognizes and operates by the more specific information found in the catalog.

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The mission of Charlotte Technical Center is to provide an effective, innovative technical education preparing students to enter, advance, and succeed in the workplace.

Who can be a student?

Anyone at least 16 years old or older and has withdrawn from high school or completed graduation.... Or... has shown the ability to benefit from our training is eligible to be a student. A completed application and two proofs of Florida residency are required. Florida Residency requires submission of official and/or legal documents issued 12 complete months prior to the first day of classes that verify residency in Florida. All documents must be copied onto letter or legal size paper. This must display an absence of any document that reflect residency in any other state or country during the same period.

Things you do to get in:

Each student will take the Test of Adult Basic Education (TABE) no later than the sixth week of their program.

Students who have an associate degree or higher from a community college before enrollment are exempt. Programs less than 400 hours do not require TABE .

- Programs less than 450 clock hours do not require TABE qualification.
- Students must show competency on the test to complete a program. They may be admitted with qualifying scores or required to complete some remediation to qualify for completion.

Exceptions:

- Exceptional students.
- Students who are 16 years or older and have not earned a high school diploma or a GED may be admitted to CTC as an “Ability to Benefit” (ATB) student. This doesn’t include Dental Assisting and Practical Nursing.

Some parts of the admission process can be specific to each program. State and/or national licensing and certification boards affiliated with a particular occupation may determine a need for additional admission requirements.

High school students are eligible for admission to CTC programs in the Dual Enrollment program. Interested high school students in grades 10-12 should see their home high school guidance counselor or contact the CTC Dual Enrollment office directly at (941)255-7500, Ext 175 or 179. High school students can also apply on line on the CTC website under “High School Programs”.

Next you.....

1. Schedule Test of Adult Basic Education (TABE) assessment at 255-7500, Ext. 197 (The TABE is offered on line or as a “paper/pencil” test.)
2. Review test results with a counselor when you’ve decided on a program.
3. Pay total first semester tuition/lab and matriculation fees.

***Procedures vary in Health Science Programs**

Transferring from another school?

Post-secondary students that transfer from another school are accepted on a space-available basis. You should request a transcript from your former school. It should contain your clock hours of attendance, grades and skills acquired. You may be asked to complete additional testing and assessment of technical skills. Placement is determined by the student, student services, the instructor and administration.

Transferring from another program?

You may transfer to another program at CTC by:

Notify your current teacher that you want to transfer.

1. Make an appointment to see your career specialist, secondary or post-secondary.
2. Establish plan of action with specialist. (Counseling, shadowing etc.)
3. Complete transfer paperwork.
4. Notify financial aide office of change.
5. There is no loss of hours during this process. Unused tuition is applied to the new program.

Want back in?

If you have withdrawn from a program and wish to return to continue working toward a certificate you must:

1. Contact the Student Personnel Services Office for an appointment
2. Conference with a Career Specialist regarding the current status of your previous TABE scores
3. Pay tuition, lab and matriculation fees.
4. Meet with an administrator if “administrative approval” is required for the student to return to CTC

Money for you?

Financial Aid is available for those who qualify through the Financial Aid office located in the Student Services office. If you think you may qualify for any of the federal financial aid programs contact the Financial Aid Specialist for more information.

Charlotte Technical Center full-time programs are approved by the Veterans’ State Approval Agency. Veterans and Dependents of Disabled or Deceased Veterans who plan to attend full-time programs at CTC should contact the Financial Aid Office located in the three story building.

“Ability to Benefit” (ATB). Could be you?

If you are 16 or older and have not earned a high school diploma or GED you can be admitted to Charlotte Technical Center as an “Ability to Benefit” (ATB) student, in all programs except Dental Assisting and Practical Nursing.

Your progress in school will be monitored by the Post Secondary Career Specialist. Mid-term and end-of-quarter progress reports are checked. Counseling or assistance is given for ATB students who are having difficulty with school. You may receive help from any of the following: Career Specialist, Adult Learning Center Instructors, CTC Paraprofessionals, Sponsors, or other outside agencies. An ATB student is encouraged to pursue their GED.

Fees

Registration fee is \$5.00.

Test of Adult Basic Education (TABE) is \$20 .

Laboratory fees are set by program. They are based on consumable supply costs, required liability insurance, and special certifications required (i.e. CPR and First Aid).

Charlotte Technical Center participates in the district-wide school insurance program.

Coverage varies at very low rates. You are strongly encouraged to be covered.

Tuition is regulated by the State Legislature. **Tuition must be paid prior to the first day of class each semester.** The hourly rate for tuition for the 2010-2011 year (as of 2/1/10) appears on the following chart. These rates are subject to change on July 1 each year.

Florida Resident \$2.57

Non-Resident \$10.28

- Continuous Workforce Education \$5.40
- Non Resident Continuous Workforce Education \$10.80
- Florida Resident Adult General Education \$1.26
- Non-Resident Adult General Education \$5.08
- Specific program costs include textbooks, workbooks, uniforms, shoes, license/certification fees, tools, and supplies.

Financial Obligations

You are responsible for completing all financial obligations by the 10th school day or you will be dismissed from your program for failure to satisfy financial obligations. Enrollment can be denied for ensuing quarters and educational records will be withheld from requests by other institutions.

Drop/Add Period

CTC has a drop/add period of five (5) class days starting with the first day the class of each semester.

Institutional Refund Policy:

- If CTC cancels a class, does not open as scheduled, or if a student registration is canceled by official action, the student will receive 100% refund of tuition and all fees.
- All students in full-time classes withdrawing from class during the drop/add period will receive 100% refund of tuition and fees charged with the exception of matriculation and application fees. Fees for part-time classes are non-refundable.
- After the drop/add period has expired, withdrawal from class will result in NO refund to the student, with the following exception:

CTC may approve a fee refund after the fifth day of the enrollment period if a student withdraws due to circumstances determined by CTC to be exceptional and beyond the control of the student.

Conditions for fee adjustments:

1. Involuntary call to military service—copy of order required
2. Illness of student or immediate family member (parent, spouse, child, or sibling) of such severity or duration to preclude completion of enrollment period—written confirmation by a physician required
3. Death of the student or immediate family member (parent, spouse, child, or sibling)—copy of death certificate required
4. If the final part of a program's schedule is less than a full semester's hours AND the student completes the program during that final SCHEDULED part, a refund will be made at the current hourly rate for the period of time from the end of the SCHEDULED program to the end of the semester.

Refunds will be made within 30 days of withdrawal date.

Resource Center

The Resource Center is open from 10:30 a.m. to 7:00 p.m. Tuesday through Thursday and 7:00 a.m. to 3:30 p.m. on Monday and Friday.

This area is for health science students studying independently. The computer area is used for independent/class study and for various testing by CTC.

Cafeteria

The culinary program serves lunch from 10:50 to 12:30 daily in H building. Microwave ovens are also available to heat foods you bring from home. Vending machines are located outside Building H.

Adult Learning Center (ALC)

The ALC is open day hours Monday through Friday with extended evening hours on some evenings. Get a schedule of hours in the Three Story building. The ALC is located in Building C, room 117.

School Store

The School store is located in the three story building. Tuition payments are made there. Sponsored students can pick up and sign for their packages. School supplies are available with prices varying depending on item and shipment. Locks are available for rent. Only school locks can be used on campus. All others will be removed. Check the hours of operation posted outside the store. (During the first week of evening classes the school store is open until 8:00 p.m.)

Akados Virtual Bookstore

CTC is working with *Akados* a full-service virtual bookstore and marketplace for new and used textbooks. Students will purchase their textbooks on line at <http://charlottetechcenter.textbookx.com>.

Cell Phones

Cell phones should be off and out of sight during class times. In the event of an emergency at home, calls should be made to the Student Services Desk, 255-7500, Ex. 118. Students should use their lunch periods to make necessary phone calls.

Parking

CTC Parking Permits are available in Student services for \$5.00 per year. They should be on the driver's side windshield of their vehicle. Replacements are \$1.00. Non-permitted vehicles will be warned by campus security on the first offense. A second offense may result in a \$10.00 fine. A third offense will result in the towing of the student's vehicle at the driver's expense. Park in designated areas for students. The area behind automotive and carpentry is limited to work vehicles and staff. CTC is not responsible for damage to any vehicle while parked on campus or for stolen items. Bicycle racks are available on campus. Adhere to the posted speed limits (5mph). Violations may lead to the loss of the permit.

Campus Safety /Student Searches

Administration reserves the right to search student lockers and personal belongings. Any personal items brought on the CTC campus are the sole responsibility of the student. CTC, its Board of Education, its faculty, staff and administration are not responsible for the securing, safety, or storage of anything other than those owned by the School Board of Charlotte County. Only registered students and persons using the Adult Learning Center Lab can be on campus. All visitors must sign in the three-story building at the Information Desk and receive a visitor's pass to be worn in a visible place. Students may not bring visitors or pets to CTC.

School officials may conduct a warrantless search of a student's person, automobile, backpack, or any other storage area on Charlotte County Public Schools' property if such officials have reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or hidden therein. School officials may also use metal detectors or specially trained animals in the course of searches. Any student who refuses to cooperate shall be subject to school disciplinary action which can include dismissal from school. A random search of students without specific cause may be conducted on Charlotte County Public Schools' property, at school-sponsored activities away from school property, and at all other times when students are subject to the disciplinary control of school officials. Specially trained animals may be used to assist in the random detection of weapons or illegal substances. Visitors who elect to remain in the search area following notice may be subject to the random search process. **Any electronic device that disrupts learning, as determined by the Director, is prohibited on school grounds. Prohibited electronic devices are considered to be contraband and possession of such devices may result in confiscation and/or disciplinary action.** Florida Statute, 230.23(6) (d) 4, Florida Code, Chapter 893

How to Act

Students at CTC are expected do their best, respect other's rights and do the right thing. Student behavior cannot interfere with the educational process of the school. Students are expected to comply with any reasonable request by any staff member at any location on CTC's campus. Non compliance by a student could lead to dismissal from school.

Destruction and abuse of school property can result in a financial obligation and will result in dismissal from CTC. CCPS board policy determines that any misuse of CTC licensed software, the computer network, or the Internet will be grounds for student dismissal from CTC. The entire Charlotte Technical Center campus is a tobacco free environment. **CTC adheres to CCPS Student Code of Conduct available for reading on the CCPS website: yourcharlotteschools.net**

Student Services

Student Personnel Services is located in the Three Story Building. The office houses administration, guidance, financial aid, career placement, student sign in/out and student records. Students should submit in writing any change of address, phone number, or legal proof of name change to Student Services immediately.

By law (1974 Family Educational Rights and Privacy Act or FERPA), student records may not be released without written consent of the student. School officials and teachers having legitimate educational interest are the exception. All others, such as police or officers of the court, must show proper authorization in order to examine student records. Students, who desire their records to be sent to an institution, employer, etc., must first complete the Student Records Release Form, which will become part of the student's record. Student Services will then release a copy of the student's record to the designated party.

Students have the right to review their own records. Parents and legal guardians may review the records of students under the age of 18 who are enrolled at CTC. Students who are 18 or older, not enrolled in high school and enrolled in a post secondary program must give permission in writing for anyone else to review their records.

Students have the right to: a copy of the records for a fee, challenge information contained in the record, a hearing if the school declines to change or destroy information when challenged, and waive access to letters or statements of recommendations or evaluations.

Employability

All Programs require some form of uniform. Students are expected to conform to the uniform requirements of their chosen program. Uniforms are part of the employability aspect of CTC programs and helps in maintaining a safe campus by identifying CTC students.

Students are to remember that Charlotte Technical Center is designed to prepare students for employment. Employability is considered an important part of your evaluation as a student.

Attendance

CTC uses the CCPS standard of attendance for Dual enrolled high school students. Missing more than nine days in a semester requires passing grades for each quarter and a passing grade of “C” or better on a final assessment. If you are a post secondary student, you cannot accumulate more than 10% excused or 5% unexcused absence of your program’s clock hour total. Students who do not report to school and do not contact his/her teacher for five consecutive school days will be withdrawn from the program. You may apply for reentry for the next quarter.

PLEASE NOTE: Attendance policies may vary with licensure programs such as Cosmetology, Early Childhood Education, and Health Sciences.

All students who are late must sign in at the Student Services Office. Being late affects your employability grade. Early exits must sign out in Student Services.

Religious holidays or holy days of the student’s specific faith or religious instruction may be excused.

If you accumulate more than 2 ½ unexcused absences during any calendar month your VA Educational Benefits are terminated. Cooperative training work is not covered by VA Benefits. Veterans receiving educational benefits must maintain a grade of “C” or above. A veteran student not maintaining a “C” average will be put on academic probation for the following semester. If he/she does not achieve a grade of “C” during the probationary period, the veteran will be terminated from benefits for unsatisfactory progress; and the VA will be notified.

Student Progress

All programs at CTC follow the state curriculum frameworks. Program competencies are divided into Occupational Completion Points (OCPs). You may exit at any OCP and receive a certificate that designates all your completed OCP's. You must complete all OCPs and pass the minimum grade requirement for your program along with passing the minimum state requirements on the Test of Adult Basic Education (TABE).

Progress reports are issued at midterm and at the completion of each school term, usually 4.5 week intervals. The instructors should review your progress at that time.

If you choose to withdraw, notify your instructor of your intentions, participate in an exit interview in the Student Services office, and complete the necessary forms for your withdrawal.

Student Grievance/Complaints

(Other than Discrimination or Sexual Harassment)

If you have a grievance or complaint at Charlotte Technical Center, you should follow the procedures listed below:

1. Bring the problem to the attention of your instructor.
2. The instructor and your counselor will try to resolve the situation.
3. If the situation is not resolved, you should see the program coordinator.
4. If you are referred to a Coordinator, you will be asked to write a statement describing the problem.
5. The Coordinator will attempt to satisfactorily resolve the problem.
6. If the complaint is not satisfied by the Coordinator, you will then see the Center Director.
7. The Center Director will review the written statement and will try to resolve the situation.
8. If the situation is still not resolved, you can contact the office of the Assistant Superintendent for School Support and make an appointment to discuss the situation.
9. In the event that the complaint is still not satisfied with the action taken through the Charlotte County Public Schools, you should contact:
10. Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Phone: 1-800-917-2081 or 770-396-3898

School Board Policy 2.71

Sexual Harassment

5517 - PROHIBITION OF HARASSMENT

The School Board prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disabling condition if otherwise qualified, or social and family background. Persons alleging such harassment shall use grievance procedures provided elsewhere in these policies to remedy such harassment. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Any employee or student who makes a complaint of harassment will be protected against retaliation.

Confidentiality will be provided to the extent possible, to any employee or student who alleges harassment.

Appropriate action will be taken when it is determined that harassment has occurred.

The Board desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Board. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the School Board forbids harassment against any student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its students.

Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

- Verbal harassment or abuse of a sexual nature;
- Subtle pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity);
- Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats; or
- Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Specific Prohibition

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

Procedures

Any student who alleges sexual harassment by another student should complain to the building principal, assistant principal(s), guidance counselors, or school-based equity coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extra-curricular activities, grade, or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
42 U.S.C. 12101 et seq.
20 U.S.C. 1681 et seq.
Civil Rights Act, 42 U.S.C. 1983
F.S. 110.1221, 1000.05, 1006.07

Adult Learning Center (ALC)

The Adult Learning Center is open to all postsecondary students and secondary students 16 years of age or older, enrolled in or seeking enrollment in career and technical education programs who need to upgrade basic skills in reading, mathematics, and/or language. This instruction provides the foundation for program success. Students enrolled in career and technical programs at Charlotte Technical Center may use the ALC to supplement their programs when referred by their instructors. The ALC also provides GED test preparation instruction for adults and for underage students who meet underage requirements.