

WinterPark**TECH**

& Avalon Campus

901 Webster Avenue, Winter Park, FL 32789

(407) 622-2906

Avalon Campus

2201 S. Crown Hill Blvd., Orlando, FL 32828

(407) 281-5121

www.wpt.ocps.net

STUDENT HANDBOOK

CAREER & TECHNICAL EDUCATION VISION

To be the top producer of a highly qualified global workforce

MISSION STATEMENT

To lead our students to success through relevant technical and academic programs

Winter Park Tech Mission

To lead our students to success with the support and involvement of families and the community

History

Winter Park Tech was built in 1955 and served the community as an elementary school for many years. In the 1960's, it served as a temporary home for the Orange County Public Health Department, and in 1974, the School Board of Orange County opened it as its fourth postsecondary center. Since then, this school has become an important part of life in the Central Florida area. Currently we average over 5,000 students enrolled annually. Our programs range from basic literacy skills to advanced technical training. In 2007, the Avalon Center for Technical Excellence opened as an Instructional Service Center. This year, we will be submitting an application to our accreditation board so that it will become our branch campus.

Accreditation

The school is accredited by the Council on Occupational Education (COE). Questions regarding accreditation should be directed to the Accrediting Commission of the Council on Occupational Education, 41 Perimeter Center, East Suite 640, Atlanta, GA 30346, (770) 396-3898. The school is also accredited by the Commission on International and Trans-Regional Accreditation (CITA) and the Southern Association of Colleges and Schools, Council on Accreditation and School Improvement (SACS CASI). The Medical Assisting and Court Reporting programs are accredited and recognized by the professional organizations related to these occupations.

Articulation with High Schools and Community Colleges

Articulation agreements with community colleges provide credit for competencies completed in many training programs. Instructors, counselors and postsecondary specialists can provide

additional information or visit www.ocps.net. Click “Career and Technical Education,” then “College Credit.”

GENERAL SCHOOL INFORMATION

AMERICANS WITH DISABILITIES ACT

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

DISABILITY SERVICES

As Equal Access/Equal Opportunity institutions, OCPS Tech Centers assure students with disabilities equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). Specialized services and counseling are provided by trained staff. Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with their counselor or advisor at the beginning of the term, preferably not later than the end of the first week.

BOOKSTORE

The bookstore at each tech center stocks textbooks required by the programs, plus a limited selection of school supplies. T-shirts, hats, mugs and other items with the school logo may also be available. Tech center bookstores maintain both day and evening hours of operation.

Refunds or exchanges for books may be processed under specific circumstances:

- All requests for book refunds must occur within 30 days of purchase.
- The book must be new (no markings, no broken binding, no imprints on cover, no broken shrink wrap, where applicable).
- A receipt must be provided by the customer.
- A refund/exchange is authorized if a class is cancelled, and then only if the books are in saleable condition as described above. Contact the Bookstore Operator on Duty.
- Refunds are made by check within 10 days of book return.
- Books are sold to OCPS tech students only unless otherwise authorized by the school Director or designee.

BULLYING

Bullying of others will not be tolerated at the OCPS tech centers. A student found to be bullying others will be withdrawn. Bullying is specifically mentioned in the Orange County Public Schools Student Code of Conduct. If students are found bullying other students, they will be dealt with according to the consequences found in our Student Code of Conduct. All tech center students and staff have the right to enjoy a safe and healthy environment where cooperation and positive interactions are expected, people are valued, and property is respected.

CAFETERIA AND FOOD SERVICES

Tech centers provide vending machines for the convenience of the students and staff during lunch periods. At some sites, cafeteria services are also available. High school dual enrollment students are not permitted to leave campus during their lunch period.

CAMPUS MAP

Campus maps are located throughout the buildings at each tech center.

CAMPUS SAFETY AND SECURITY

Each Career and Technical Center has a security plan and security personnel. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security. All persons must assume responsibility for their own safety and security of personal belongings. Drills will be conducted throughout the year to ensure everyone knows how to conduct themselves during an emergency.

CAREER CENTER

The Career Center provides students with on line job search, job placement assistance, career assessments, career information, and many additional services.

CAREER CERTIFICATES

The awarding of a Certificate of Completion or Applied Technology Diploma is governed by the Florida Department of Education, and is based on successful completion of the requirements of the program, including applicable state basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

CHANGE OF ADDRESS

It is critical to keep your residential address information up-to-date so you can receive important correspondence and so your tech center has accurate emergency contact information. In order to change your address, see your counselor or advisor.

COMPUTER SERVICES

All classrooms are equipped with computers for student use. Additional computers for resume development, career searches, and Internet research are available during breaks, lunch and before and after school in the Career Center on both the Winter Park and Avalon Campuses. Students must comply with OCPS Internet Policy (See Code of Conduct).

COURSE EVALUATIONS

Each semester students are asked to complete a course evaluation. Seeking your input is part of the school's continuous improvement process.

EMERGENCY CLOSINGS

School shall be dismissed prior to the regular daily dismissal hour only upon the approval of or by direction of the superintendent. An exception to this procedure is that the director may

dismiss the school when the superintendent or his designee cannot be contacted and an extreme emergency exists endangering the health, safety or welfare of students.

FACILITY CARE

Students are expected to help maintain the professional look of their campus by refraining from littering, parking on the grass, or marking desks, equipment, or walls. Trash receptacles are conveniently located throughout each campus.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act became a federal law in November of 1974, and was further revised in 1975, 1976, and 1997. The intent of this law is to protect the accuracy and privacy of students' education records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Orange County School District to amend a record that they believe is inaccurate or misleading. They should write the school director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(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).

4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202. For additional information, contact The Orange County Public Schools Records Department at 407.317.3961 or email: records@ocps.net

FIELD TRIPS

Field trips are arranged by your instructor to enhance your knowledge. These off-campus trips are pre-approved and scheduled. Students are expected to participate, and attendance is monitored. Instructors will not transport students in their private vehicles.

FIRE DRILLS

Regulations require that a fire drill be held periodically during the school year. Each exit in the school is clearly indicated. The sound of a Fire Alarm is the signal to leave the building immediately, move rapidly and maintain good order in the corridors. Please take note of the following guidelines:

1. Every fire drill is to be regarded as a real fire.
2. A fire drill can take place at any time.
3. All students should vacate the building immediately during a fire drill according to the exit map located in each classroom
4. Students should follow their teachers to a safe and designated area outside the building.
5. To turn-in a false alarm is a criminal offense.

GRADUATION

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for ESOL, GED, High School Diploma, and certificate career education programs. Friends and relatives of students graduating are invited to attend the formal ceremony.

HANDBOOK RECEIPT

All students are required to sign the receipt in the handbook acknowledging that they have received a copy of the handbook and are responsible for following all policies and procedures contained therein. A copy of the receipt is kept on file at the tech center.

HOURS OF OPERATION

Each tech center publishes annually the hours of operation and the student class schedule.

IDENTIFICATION BADGE REQUIREMENTS AND PROCEDURES

An identification badge is required for each student attending a tech center. Many businesses require employees and visitors to wear ID badges. Tech center programs simulate the workplace so we too require badges and expect everyone to visibly display a photo ID while on campus. Students will receive an ID badge during their orientation at the campus. The following guidelines are to be adhered to by each student and staff member:

- Badges shall be replaced at a cost of \$3.
- Badges are to be clearly displayed on the front of shirt/blouse, above or at the waist.
- Badges must be worn at all times while on campus.
- Instructors will not allow student access to class if a student's badge is not properly displayed (a student may purchase a badge to be allowed to attend class).
- Students without badges must purchase one or leave campus (high school students must be referred to the Administrative Dean).
- Administrators will schedule weekly building checks to ensure badges are being worn and checked as prescribed.
- Persons attending orientation must display a temporary badge to conduct business at a tech center.

INTERNET/ACCEPTABLE USE POLICY

All tech centers have Internet access for students in selected areas for educational purposes including: academic activities, career development, and limited high-quality self-discovery activities. Access has not been established as a public access service or a public forum. All campuses have the right to place reasonable restrictions on material a student may access or post through the system. Students are expected to follow the rules set forth in The Orange County Public Schools Code of Student Conduct. The Internet may not be used for commercial purposes. A student may not offer, provide, or purchase products or services through the Internet. All students will be required to sign that they agree to the Internet/Acceptable Use Policy. This policy is detailed on a form that is signed and submitted during student orientation. This form remains on file for one year.

LEAVE OF ABSENCE POLICY

OPCS tech centers may grant a student a leave of absence during which the student is not considered withdrawn. The following conditions must be met:

- The student has completed the leave of absence request form, in advance, given to the counselor, for the leave request to be considered by the Assistant Director.
- The leave of absence must be for at least two weeks or more for consideration.
- The Assistant Director over the program will either approve or deny the leave of absence.
- The student may appeal a denial through the Director of the school and the Director's decision is final and not subject to appeal.
- The school will grant only one leave of absence to the student in a 12-month period with the exception for unforeseen circumstances that are well-documented (extensions may be warranted).
- The student will not receive tuition reimbursements or credits for an approved leave of absence.

If a student's leave of absence is approved, the student is considered enrolled at the tech center. For students receiving financial aid, the clock hours during the approved leave of absence will not apply to their Pell Grant disbursement. The financial aid student must return to the school within 180 days. The Financial Aid Coordinator will keep track of the student's timeframe in the financial aid file.

If the leave of absence is not approved and the student decides to leave the tech center or fails to return at the end of an approved leave of absence plus 3 days, the student is considered to have withdrawn from school. For financial aid purposes, a Return of Title IV calculation must be done by the Financial Aid Coordinator when the financial aid student is considered withdrawn. Outstanding fees resulting from a Return of Title IV calculation become the responsibility of the financial aid student.

LOST AND FOUND

Please go to admissions or the administration office to report anything missing or to return found items so the proper owner can be notified.

NATIONAL ADULT EDUCATION HONOR SOCIETY (NAEHS)

The mission of the National Adult Education Honor Society is to provide meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs and to create adult education awareness with school administrators and state legislators. Students pay no dues and do not have required meetings or faculty sponsors. NAEHS by-laws prohibit NAEHS from offering anything for sale to student members. Their only obligation is to share with others what adult education has meant to them and encourage family members to take advantage of the local adult education program. To qualify for NAEHS membership adult education students must demonstrate the following attributes:

1. Dependable attendance
2. Cooperative attitude
3. Work ethic

All enrolled adult education students are eligible for NAEHS membership including ESOL, ABE, Literacy, High School Diploma and GED students.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

National Technical Honor Society (NTHS) is a nonprofit, honors organization for outstanding students enrolled in occupational, vocational, or technical programs. These students may attend secondary schools, career and technical centers, technical and community colleges, private occupational training institutions or colleges with technical majors. Qualification for membership shall be based upon demonstration of the following characteristics which must be regularly exhibited by the candidate and observed by the instructor(s): desire to pursue a career in his/her course of study, scholastic achievement, honesty, dependability, pride in work performed, responsibility, cooperation and ability to work well with others, interest in learning, initiative, leadership, and citizenship. At least 50 percent of the program must have been

completed with competency/grade point average of not less than 3.5 and attendance record of at least 85 percent.

NOTICE OF NONDISCRIMINATION

The School Board of Orange County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability of any other reason prohibited by law. The Equal Opportunity supervisor responsible for compliance is Catherine Van Kirk; the Section 504 Supervisor responsible for compliance is Harriet Brown, Esq.; and the Title IX Supervisor responsible for compliance is Kevin Demer. Each may be contacted at the Educational Leadership Center, 445 West Amelia Street, Orlando, Florida 32801, and (407-317-3200).

PALMAS

Project for Acquiring Language Mastery and Advanced Skills (PALMAS) Refugee Program provides educational services to documented refugees and asylees. Assistance with tuition, books, supplies and transportation is available to qualified individuals. Students may attend any one of the four tech centers. For specific orientation and qualification information, please call 407.251.6048.

PARKING DECALS

A current Winter Park Tech parking decal must be displayed on all vehicles parked on campus lots. The parking decal is to be affixed in the lower right corner of the back window. Permits on motorcycles and mopeds may be affixed as determined by space availability. Decals are \$25 and are sold in the school bookstore. Students who purchase parking decals in May or during the summer term may exchange them for the current year decal in August by providing the original bookstore receipt. Spaces are reserved for faculty, staff, handicapped, volunteers, and visitor parking. Parking permits must be replaced annually. Vehicles are subject to be towed if parked somewhere other than student parking or if found without a decal.

PUBLICATIONS

The school publishes the *Class Schedule* each marking period and an online student newsletter *Tech Times* several times a year. Twice a year, the school district advertises information and course listings for all technical centers and adult and community education centers in *The Educator*.

REGISTRATION AND RE-ENROLLMENT

Currently enrolled continuing students have the benefit of early registration (re-enrollment) prior to general enrollment periods.

Registration for all new students is available at any time. An annual, non-refundable application fee of \$25 is assessed for every new full-time or part-time student enrolling in a technical center. This fee is **not** transferable between technical centers. This application does not apply to enrollment in continuing education or personal enrichment classes. If a student is withdrawn due to lack of attendance and wishes to re-enroll, a \$10 fee is assessed.

REFUNDS

Full-time Vocational Certificate students qualify for a full refund of tuition/lab fees providing the withdrawal occurs within the first five class sessions for semester (18 weeks) scheduled classes. If the student is half-time or the course is scheduled for less than 18 weeks, the student will qualify for a full refund provided the withdrawal occurs within the first 10 percent of the total scheduled class hours. The drop period begins with the entry date on the Class Schedule/Receipt. Students scheduled for CWE, Customized Training or Personal Enrichment/Fee Support classes who are unable to attend must notify the school in writing a minimum of 48 hours before the first scheduled class to qualify for a refund.

Any currently enrolled student at an area technical center who is called to, or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. The initial application fee, charges for books and supplies purchased through the school bookstore, and the parking decal charge are not refundable. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The Title IV Fair and Equitable Refund Policy applies to all Title IV (Federal Pell Grant) recipients. Detailed refund information can be found in the Center's Business Office.

RETURN CHECK POLICY

There will be a \$10.00 charge to the student for each check returned for non-sufficient funds (NSF). NSF checks not cleared within 72 hours of notification shall constitute grounds for administrative withdrawal from school. Any person having an NSF check returned and who has not paid the \$10.00 NSF fee shall not be eligible for registration into additional classes. No additional check shall be accepted nor processed for any person who has previously had an NSF check returned.

SCHEDULE CHANGES

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by your advisor or counselor.

SCHOOL ACTIVITIES

Activities are held throughout the school year: career days, open houses, speakers, field trips (for individual programs), art shows, bake sales and special events sponsored by instructional programs or student organizations.

SCHOOL CALENDAR

The school calendar is published in the catalog and student handbook annually.

SkillsUSA

SkillsUSA is an organization for students enrolled in industrial, technical, trade and health courses in high schools, career and technical centers and junior and community colleges.

SkillsUSA promotes high standards in work ethics, craftsmanship, scholarship and safety, while it fosters a deep respect for the dignity of work. In addition, the precepts of skills help students relate school experiences to their search for meaningful identity and achievement. A great deal of emphasis is placed on the functions of labor and management organizations, emphasizing their interdependence and importance.

SkillsUSA members learn to develop skills in many different trades including building, automotive, heavy equipment and mechanical. Recognition is given to the SkillsUSA members through local, regional, state, national and international programs, competitions and awards. Opportunities to develop personal leadership skills are provided through workshops and seminars while competitive activities help to develop the students' perspectives.

Membership in SkillsUSA helps students learn to work together and prepare for life through a continuing emphasis on the importance of each person's role as a contributing member of American society.

STUDENT ADVISORY BOARD

The Student Advisory Board (SAB) represents the general student population at each of the four tech centers. Representatives are selected from each program. The board meets regularly to define the suggestions and concerns brought forth by the student body. SAB activities may include campus improvement, blood drives and student seminars.

STUDENT CONDUCT AND BEHAVIOR - CODE OF STUDENT CONDUCT

Enrollment at Career and Technical Centers is voluntary. Once admitted to the school, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his/her legal rights. Students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The Orange County Public Schools Code of Student Conduct applies to all students enrolled in career and technical centers and adult and community education centers. In order to establish reasonable consistency in the schools, a uniform *Disciplinary Response Code* has been developed and is included in **The Code of Student Conduct**.

STUDENT INSURANCE

All technical students have accident insurance that covers them while in school-related activities. This insurance is required and is included in the program lab fees.

STUDENT ORIENTATION PROGRAM

A student orientation will be conducted by the tech center staff before students begin their program of study.

TRANSCRIPTS

The first copy of your official tech center transcript is free; thereafter, copies are \$2 each. Transcripts may be obtained **in person or by mail** from the admissions/student affairs office.

TRANSFER OF CREDIT

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

VISITORS

Visitors must report to the administration building for a temporary ID badge.

WITHDRAWALS (STUDENT)

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will notify the Student Services office that your name has been withdrawn from the class roll (see Refunds). If you are receiving financial aid, you must notify the Financial Aid office in writing of your reason for withdrawing, noting your last day of attendance. Failure to do this will automatically disqualify you for future financial aid.

WORK-BASED LEARNING

The Work-Based Learning program incorporates the advantages of concentrated and structured workplace experiences to link and strengthen school-based learning. It can significantly benefit any student, regardless of the student's future education and career plans, by broadening the student's understanding of practical applications of academics and the variety of promising careers available in the workplace. Students will complete basic competencies in class and then through the use of a detailed training plan, continue to complete their programs through on-the-job work experiences.

Work-Based Learning creates an opportunity for students to Interact with professionals in the company. The student gains experience in an actual work setting, works daily with an adult mentor, learns about career options, and gets first-hand exposure to materials and equipment used in business and industry. The student observes demonstrations of work processes, learns new technical skills, and develops self-confidence about his/her ability to succeed in a high-skill, high-wage job. Talk to your instructor to see if this is available in your chosen program.

READY TO WORK CREDENTIAL

Employability skills are a component of each certificate career education program. Students receive training in organizing a job search, completing job applications, preparing resumes and cover letters, and learning job interview techniques. The Ready to Work Credential is awarded by the state of Florida to anyone who has successfully passed the designated assessments. Any Florida student or resident is eligible, at no cost, to earn this credential and will be considered equipped with the skills needed to enter the workforce. Contact your counselor or advisor for details.

PROGRAM INFORMATION

DEFINITIONS

A **program** leads to a certificate of completion or diploma. Several **courses** make up a program. The programs offered at the tech centers are operated by Orange County Public Schools (OCPS) and adhere to the curriculum standards established by the Florida Department of Education

Winter Park Tech offers **23 career training programs** and **6 academic programs**. Continuing education courses within these programs are available for employee updates and skill development.

Career Training Programs

- Accounting Operations
- Administrative Assistant
- Computer Systems Technology 1
- Computer Systems Technology 2
- Digital Design
- Electrocardiograph (EKG) Technology
- Facials Specialty
- Hemodialysis Technician
- Interior Decor Fabrication
- Interior Decorating Services
- Massage Therapy
- Medical Assisting
- Medical Coder/Biller ATD
- Medical Record Transcribing ATD
- Medical Administrative Specialist
- Nails Specialty
- Network Systems Administration
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy
- Smart Home/Mobile Electronics Technology
- Web Design
- Web Programming Services

Academic Programs

- Adult Basic Education
- Adult High School Credit
- ESOL - Adult English Literacy
- GED Preparation /GED Online
- Vocational Preparatory Instruction

INDUSTRY CERTIFICATION

Industry Credentialing encourages students to work toward earning an industry certification, achieving a state licensure, or passing an occupational competency assessment while pursuing a high school diploma or postsecondary career certificate. An industry certification must:

- Prepare students for an occupation or occupational area.
- Be knowledge-based, as opposed to performance-based. Credentials may contain a performance-based component, but it is not required.
- Be in a career and technical education field that confers a credential from a recognized industry, trade, or professional association or entity.
- Be administered on a multi-state or international basis.
- Be standardized and graded independent of the school in which the test is given

The Florida Department of Education defines industry certification as a “voluntary process, through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a time-limited credential that is nationally recognized and applicable to an occupation that is included in the workforce system’s targeted occupation list or determined to be an occupation that is critical, emerging or addresses a local need.” You will learn more about this credential in your chosen program of study.

ADDITIONAL EDUCATIONAL OPPORTUNITIES

Personal Enrichment Classes (Fee-Supported) • Continuing Education for Health Professionals • Continuing Workforce Education and Business/Industry Updating (Institute for Corporate & Community Training) • Computer Classes in class and online

INSTRUCTIONAL STRATEGIES

A group of competencies (skills) have been identified for your course/program. The instructional strategies used by your instructors to teach these competencies may include small group work, peer coaching, live event learning, online instruction, traditional group instruction and self-managed individualized instruction.

GRADING SYSTEM

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. The following approved grading scale is used to report student achievement.

90-100 Excellent A

Work ethic performance is exemplary. The student can perform skills well without supervision and with initiative and adaptability to problem situations. Student has consistently demonstrated characteristics and skills that will stand out in the work environment.

80-89 Above Average B

All work ethics standards are met. The student can perform required skills satisfactorily without assistance or supervision. Student has consistently demonstrated characteristics that are

appropriate for the work environment.

70-79 Average C

Some work ethic standards were not met. Additional training in employability skills is recommended. There is some evidence of lack of a positive attitude toward training and occupational goals. The student participates irregularly, makes variable progress, and is sometimes off task. The student can perform required skills satisfactorily but requires some assistance and/or supervision.

60-69 Below Average D

Work ethic performance was below average and does not meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility. The person can perform parts of the required skills satisfactorily but requires considerable assistance and/or supervision. The student must make a positive change before he/she will survive in the work environment.

Below 60 At Risk/Reassess F

There are serious questions about the student's work ethic. The student should rethink his/her personal objectives and career goals. The student cannot perform the required skills.

PROGRESS REPORTS

At the end of each marking period or course, the instructor will complete a student progress report for students enrolled in technical and adult education programs. The progress report represents an overview of the growth and progress the student is making during the evaluation period. It emphasizes course/program achievements as well as attendance, work, habits and skills. In addition, a review of the student's work and grading of the student against industry ethics standards provides measurement of knowledge and skills acquisition. Unsatisfactory progress will be the basis for review by the student's advisor or counselor.

VOCATIONAL PREPARATORY LAB (VPI CENTER)

The purpose of VPI is to help students compensate for deficiencies in reading, language or math skills. Students may have trouble in just one area of math, such as percentages, and would need to spend time in VPI to learn that skill. Other students with more general skill deficiencies may not be able to succeed in their career education program until they have acquired remediation in VPI for several weeks. The goal of VPI is to enable adult students (age 16 or older) to enter and succeed in career education through a program designed to remedy individual deficiencies.

CAREER GUIDANCE

BASIC SKILLS EVALUATIONS

Students enrolling in Adult Basic Education, AEL/ESOL, GED Preparation and Vocational Certificate programs must complete tests of basic skills in English, reading, and math according to requirements set by the State of Florida Department of Education and Orange County Public Schools. These evaluations assist the guidance counselors and instructors in determining the

student's ability to benefit from instruction in the program chosen by the student. A one-time application fee must be paid prior to taking the evaluation or completing the enrollment process.

On the Winter Park campus, tests are administered during each week in the school's testing center and alternating Tuesday and Wednesday evenings. On the Avalon Campus, tests are administered on an as – needed basis. Please consult with the testing center or your instructor for testing hours and dates. Each of the occupational training programs has minimum standards for basic skills test scores which students must achieve before reaching the mid-point of their programs. In the event you do not achieve the score required for the selected program, you will be given the opportunity to remediate and retest to achieve the basic skills level required (see Vocational Preparatory Lab).

COUNSELING

Full-time counselors and advisors are available to assist students in making informed choices. Guidance and counseling activities include, but are not limited to: orientation, career assessment, disability services, employment trends, exceptional student counseling, foreign student counseling, financial aid, job placement, occupational counseling, personal counseling, registration, student records, transcripts, veterans' information. Hours of service are posted at each campus.

JOB PLACEMENT AND FOLLOW-UP SERVICES

Job placement services are available in the Career Center to all students seeking employment. The Placement and Follow-up Specialist is in contact with employers in the area, offering placement services for those who have received training at the school. Technical program instructors, in conjunction with advisory committee members and business community contacts, also assist with job placement by referring students to potential employment opportunities and by encouraging students to participate in an occupation-related externship experience. A placement specialist assists students with job placement both during and after training.

FINANCIAL ASSISTANCE

Financial Aid is available to all prospective and currently enrolled students who qualify and enroll in an approved career training program. Students who wish to apply for financial aid must visit one of the Financial Aid Offices at an Orange County Public Schools Career and Technical center and complete the Orange County Public Schools Career and Technical Education Financial Aid Checklist and the Free Application for Federal Student Aid (FAFSA) application for processing. It is recommended that the completed application be submitted a minimum of *two weeks* prior to expected enrollment date.

An applicant who has not earned a high school diploma or GED and is not currently enrolled in a high school curriculum must achieve passing scores on an approved test to qualify for federal financial aid as an **Ability-to-Benefit (ATB)** student. To be ATB eligible, a student must be at least sixteen (16) years of age and pass a U.S. Department of Education approved ATB test – Wonderlic test. Detailed information can be obtained from Technical Center Financial Aid Offices.

Financial Aid offered at the Orange County Public Schools Career and Technical centers consists of the Title IV Federal Pell Grant, Florida Student Assistance Grant, Florida Work Experience Program, Florida Bright Futures Scholarship, Student Financial Aid Fund (SFAF), private scholarships and assistance for targeted populations. Research for scholarships can be completed on-line at www.fastweb.com or www.finaid.org.

All students seeking financial aid must have proof of the previous year's income and proof of current income. For previous income, this may be in the form of a copy of tax returns or a form 4506-T obtained from the IRS along with other untaxed income statements such as Unemployment, Social Security, etc. For current income, this may be in the form of current pay stubs, current unemployment pay stubs, a notice of case action from HRS indicating the amount received for AFDC, and a current statement from Social Security stating the amount received, etc.

Satisfactory academic progress must be maintained in order to receive financial aid. Satisfactory academic progress is defined as student competency in 75 percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance. The Financial Aid Office will require a monthly timesheet and quarterly academic progress reports. Documentation supporting absences should be given to the Financial Aid Office immediately upon student returning to school.

FEDERAL PELL GRANT

As eligible institutions of higher education, all Orange County Public Schools Career and Technical centers participate in the Federal Pell Grant program. To be a recipient, a student must meet the Federal Pell Grant program's criteria for student eligibility and be enrolled in an approved program that is at least 600 clock hours of supervised training. Eligibility is determined by the Federal Government. Pell recipients can only receive Pell for no more than the length of the program as approved by the Accrediting Commission of the Council on Occupational Education with a maximum of 900 clock hours in an academic year. Year Round Pell will begin summer 2010. The Federal Pell Grant requires no repayment of funds that are properly distributed by the school. If the student does not meet the required 60% of attended clock hours per payment period then the school is required to process a Return of Title IV Funds calculation. If there are any outstanding fees owed to the school or Federal Government the student will be responsible for paying those outstanding fees.

Criteria for receiving the Federal Pell Grant are:

- Student must complete a Free Application for Federal Student Aid.
- Approved program length must be 600 clock hours or longer.
- Student must demonstrate financial need.
- Student must have a high school diploma or GED.
- Student must be a U.S. citizen or an eligible noncitizen with a valid Social Security number.
- Student must maintain satisfactory academic progress.
- Student must be working toward a job preparatory completion certificate.
- Student must not be in default of a Federal Education Student Loan or owe Federal funds.

FLORIDA STUDENT ASSISTANCE GRANT and FLORIDA WORK EXPERIENCE PROGRAM

These are State funded programs for certificate seeking students. Must demonstrate need (complete a FAFSA) and meet OCPS criteria for eligibility.

FLORIDA BRIGHT FUTURES SCHOLARSHIP

Criteria for receiving the Florida Bright Futures Scholarship are:

- Student must earn a “vocational ready” diploma.
- Student must complete three vocational credits in a sequential program.
- Student must earn a GPA of at least 3.0 on a 4.0 scale based on the 24 standard diploma credits.
- Student must earn a minimum GPA of 3.5 on a 4.0 scale for secondary vocational courses.
- Student must demonstrate readiness for postsecondary education by earning a passing score on the Florida College Entry Level Placement Test or its equivalent.

STUDENT FINANCIAL AID FUND (SFAF)

The SFAF scholarship is funded locally from program tuition fees. The total amount available to each school fluctuates with the tuition revenue collected each year. A Financial Aid Committee establishes the maximum award per student. Those in all programs may be eligible for this scholarship.

Criteria for receiving the SFAF scholarship are:

- Student must complete a Free Application for Federal Student Aid.
- Student must demonstrate proof of current financial need.
- Student must be a Florida resident.
- Must be a U.S. citizen or eligible non-citizen.
- Must have a GED or concurrently enrolled in a GED program and a job preparation program.
- Student must maintain satisfactory academic progress.
- Student must be working toward a job preparatory completion certificate.
- There may be more definitive eligibility requirements at each Orange County Public Schools Career and Technical center.

OTHER SCHOLARSHIPS

Certain agencies sponsor scholarship programs. Potential applicants should meet with a guidance counselor or the financial aid staff to pick up an application and discuss eligibility requirements. Scholarships are awarded on a nondiscriminatory basis and are based on an expressed desire to learn a vocational skill, economic need and other factors.

OTHER FINANCIAL ASSISTANCE

Vocational Rehabilitation, Workforce Central Florida and Third Party agencies also provide financial assistance for educational career training to help offset educational costs. A student may receive assistance through another third party agency and may still be eligible to receive the Federal Pell Grant. The Orange County Public Schools Career and Technical centers encourage students currently assisted by other agencies to complete the FAFSA form.

VOCATIONAL REHABILITATION

Students who meet the criteria for education/training through this government agency may enroll in vocational/technical programs at any Orange County Public Schools Career and Technical center. Guidance counselors and the Vocational Rehabilitation representative cooperate in serving students who qualify for this assistance. The Vocational Rehabilitation Agency **requires** students to apply for the Federal Pell Grant.

WORKFORCE CENTRAL FLORIDA OFFICE

The purpose of the Workforce Central Florida Office:

- To provide locally planned job training and placement services for individuals who are unemployed or underemployed. Eligibility is based on past income and work history. Special programs are available for veterans, single parents, handicapped persons, migrant workers, persons receiving unemployment benefits or who have received notice of a lay off or are long-term unemployed.
- The Workforce Central Florida Office will coordinate with other agencies to create a workforce development system to better assist our community.
- To establish programs to prepare youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services that will result in increased employment and earning, increased educational and occupational skills and decreased welfare dependency, thereby improving the quality of the workforce and enhancing the productivity and competitiveness of the Nation.
- The Workforce Central Florida Office is funded by a grant from the Job and Education Partnership Board.

THIRD PARTY AGENCIES

We cooperate with agencies and employers that help pay the expenses of a student. After the student has registered, the sponsor is billed for those expenses which are eligible.

VETERANS EDUCATION BENEFITS

The Bureau of State Approving Agency for Veterans Training has approved many of the certificate training programs offered at the Orange County Public Schools Career and Technical centers. Visit one of the VA Certifying Officials located in the Financial Aid Office at the Orange County Public Schools Career and Technical centers to apply for or re-activate your VA educational entitlements. All required application forms are available in the Financial Aid Office. Upon completion of the necessary forms, the student must bring them to the VA Certifying Official with certified copies of the veteran's DD214.

The documentation is then forwarded to the Department of Veterans' Affairs (DVA) for processing. Upon completion of the first day of class, the enrollment certification is reported by the VA Certifying Official to the DVA for processing. Allow a **minimum** of 4-8 weeks to activate benefits. The DVA will send the benefit check directly to the entitled individual. The student must pay all fees upon registration. The student is eligible for educational benefits for the length of the program as approved by the DVA. The student must check with the school's VA Certifying Official to verify the DVA approval of his/her program length. All veterans receiving educational benefits while attending one of the Orange County Public Schools Career

and Technical centers are subject to the policies and procedures of the school. The following regulations apply:

STANDARDS OF PROGRESS AND ATTENDANCE

- All students receiving Veterans' Educational benefits must maintain satisfactory academic progress in accordance with the regularly prescribed standards and practices of the institution in which the student is enrolled. If the student is not making satisfactory academic progress according to those standards and practices, educational benefits will be discontinued for the student. Veteran and non-veteran students alike will be referred back to Student Services/Admissions for counseling to a program that may offer the possibility of success.
- Attendance reports must be submitted monthly to the schools' VA Certifying Official.
- Students must attend classes regularly; all absences will be recorded and maintained by the school. Veterans are allowed three (3) unexcused absences and three (3) excused absence within a calendar month. DVA will be notified when seven (7) absences and/or four (4) unexcused absences have been recorded within a calendar month and VA benefits will be terminated. All absences are considered unexcused unless otherwise documented. These criteria are considered excused absences: illness of self, illness or death of immediate family member, jury duty or active military service. Documentation supporting absences must be given to the VA Certifying Official **immediately** upon student returning to school.
- Satisfactory attendance is defined as compliance with existing school attendance policy **and** the VA attendance policy. One may be stricter than the other. It is the students' responsibility to adhere to **BOTH**, in order to continue the educational program and receive monetary VA benefits.
- Satisfactory academic progress is defined as mastery of at least 75 percent of assigned program competencies for the particular evaluation period and an overall performance rating of average or above. Academic progress will be reviewed by a VA Certifying Official at the end of each nine week marking period or term.
- Two unsatisfactory progress reports will result in termination of Veterans' Educational benefits for program enrolled.
- The DVA will be notified by the school's VA Certifying Official if the veteran does not maintain satisfactory academic progress or satisfactory attendance.

REINSTATEMENT OF VETERAN EDUCATIONAL BENEFITS

VA Educational benefits discontinued due to unsatisfactory attendance may be reinstated upon completion of one calendar month of satisfactory attendance. VA Educational benefits discontinued due to unsatisfactory academic progress may be reinstated upon completion of a nine week marking period or term of satisfactory academic progress. Documentation must be in the student's file before VA benefits are reinstated.

CREDIT FOR REMEDIATION

A VA benefited student may receive additional hours toward a program length for basic remediation that is required for program completion. The student may receive up to an additional 300 hours credit if the student is attending a program of 750 hours or greater in length. The student may receive up to an additional 150 hours credit if the student is attending a program less than 750 hours in length.

CREDIT FOR PREVIOUS TRAINING

A VA benefited student is required to transfer previous training credits from an accredited institution to one of the Orange County Public Schools Career and Technical centers. Credit for previous training will be evaluated by the instructor and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous training credit is granted. The evaluation will be performed within the first 90 days of enrollment.

DEFERMENT OF FEES

Any veteran or other eligible student who receives VA benefits may be granted a deferment, if warranted, once per academic year. If, however, there is a break in training or a delay in the receipt of VA benefits, an additional deferment may be granted.

The veteran will make a partial payment based on the school's established procedures at the time of registration and the balance as scheduled by the Business Office. Failure to meet this obligation will result in the student being withdrawn from classes. For short term programs, balance is due no later than the last day of enrollment prior to receiving completion certificate. Deferments will not be granted when there are outstanding fees on a student's account.

SCHOOL POLICIES/PROCEDURES

ATTENDANCE POLICY

OCPS tech centers encourage and expect all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self discipline and responsibility. Students are expected to telephone the instructor when absent according to departmental policy. A student is expected to be in attendance at least 90% of scheduled hours of attendance. Attendance requirements in programs that lead to board licensure may be more strict which takes precedence over the district wide Career and Technical Education attendance policy.

Procedures for remedy of excessive absences and tardies in technical and academic programs:

- The instructor will intervene with the student on the first two absences. After the 3rd absence, within a nine-week term, the student will be referred to the counselor or school official for intervention. On the 4th absence, the student will be referred to the administrative dean. On the 6th absence, the instructor will consult the administrative dean for withdrawal determination.
- The instructor will intervene with the student on the first three tardies, within a nine-week term; on the 4th tardy, the student will be referred to the Administrative Dean.
- Failure to comply with intervention recommendations may result in withdrawal from the program.
- Written documentation for absences is necessary when the student is receiving financial assistance from an outside agency. Additional documentation is required

for participation in an approved program or activity or class of instruction held at another site, observance of a religious holiday and/or is absent as a result of a legal matter, illness, injury, jury duty or military duty.

ATTENDANCE POLICY ONLINE LEARNING

OCPS tech centers have the responsibility of preparing 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 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 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, e-mailing 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 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.

INTERVENTIONS

Students who reach the intervention point within a nine-week enrollment period shall be counseled either by the instructor, counselor/advisor, dean or other school official. A Contract shall be completed.

PROBATION

Students who have been withdrawn for attendance/inactivity reasons may not re-register for their program, without meeting with that program administrator. The administrator may refer the student for counseling and notify the student he/she 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 times within twelve months, will not be permitted to re-enter that program for a period of two 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.

TARDIES

Tardies are defined as a student not being present in the classroom for the scheduled class hours printed on his/her registration receipt. If a student is tardy more than three times, he/she will be referred to his/her counselor/advisor or administrator.

VETERAN'S EDUCATIONAL BENEFITS

If you are receiving Veterans' Educational Benefits, be sure to see the Center's VA Representative before registering for any Certificate or ATD program with an Online Learning component.

DENIAL OF RE-REGISTRATION

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within a term due to poor attendance, the student may be denied the ability to re-register for the next enrollment period. Administrative approval is required to deny or rescind re-registration privileges.

LEAVE OF ABSENCE POLICY

OPCS tech centers may grant a student a leave of absence during which the student is not considered withdrawn. The following conditions must be met:

- The student has completed the leave of absence request form, in advance, given to the counselor, for the leave request to be considered by the Assistant Director.
- The leave of absence must be for at least two weeks or more for consideration.
- The Assistant Director over the program will either approve or deny the leave of absence.
- The student may appeal a denial through the Director of the school and the Director's decision is final and not subject to appeal.
- The school will grant only one leave of absence to the student in a 12-month period with the exception for unforeseen circumstances that are well-documented (extensions may be warranted).
- The student will not receive tuition reimbursements or credits for an approved leave of absence.

If a student's leave of absence is approved, the student is considered enrolled at the tech center. For students receiving financial aid, the clock hours during the approved leave of absence will not apply to their Pell Grant disbursement. The financial aid student must return to the school within 180 days. The Financial Aid Coordinator will keep track of the student's timeframe in the financial aid file.

If the leave of absence is not approved and the student decides to leave the tech center or fails to return at the end of an approved leave of absence plus 3 days, the student is considered to have withdrawn from school. For financial aid purposes, a Return of Title IV calculation must be done by the Financial Aid Coordinator when the financial aid student is considered withdrawn.

Outstanding fees resulting from a Return of Title IV calculation become the responsibility of the financial aid student.

ACCIDENTS/INJURIES

If you become ill or have an accident while on campus, please report it to your instructor or a member of the school staff immediately. Emergency medical services will be obtained if necessary.

All students are responsible for medical expenses incurred. As part of the program costs, technical students are provided required medical insurance, and this coverage applies during regular school hours or during school-related activities only.

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

BICYCLES, SKATEBOARDS, ROLLER SKATES, ROLLERBLADES, ETC.

Students are asked not to ride bikes or other recreational equipment on the walkways at any time. Bicycle racks are located on campus for bicycle parking. Bicycle parking is prohibited in other locations.

CELL PHONE POLICY

A student may possess a cell phone or personal electronic device on school property, provided that during school hours the cell phone remains off or is on vibrate. During certain testing situations, all cell phones must be placed in a designated area. Violation of this policy may result in confiscation of the cell phone and/or other disciplinary action. Winter Park Tech is not responsible for damage to or theft of any personal electronic device.

CHILDREN

Anyone under the age of 16 must be accompanied by an adult.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies to all students enrolled in Orange County Public Schools. A copy of the Code is provided for you at orientation to the school. Please read and keep the Code for reference.

DRIVING PRIVILEGES AND POLICY

Parking spaces designated for persons with disabilities are located throughout the campus. Any of these may be utilized provided a Florida State Vehicle Department handicapped parking permit is displayed. It is important that students understand that any vehicle parked in a handicapped space without a permit is subject to immediate towing. A current campus tech center parking permit must be displayed on all motorized vehicles parked on campus. Bicycles are excluded from this requirement.

Students are required to pay a \$25.00 fee for each parking permit requested. Designated parking spaces are restricted to authorized campus staff. Persons violating parking and traffic policies

are subject to the vehicle being towed. Recovery of a towed vehicle will be at the owner's expense. Be aware that no effort will be made to locate and inform the vehicle owner/operator of the impending towing. Note: Florida state parking laws are strictly enforced. Law enforcement personnel may issue violation tickets. Please lock your cars. Orange County Public Schools and any of the campuses are not responsible for damage and/or theft of vehicles and/or loss, damage or theft of contents of vehicles while parked on School Board Property.

DRUG-FREE SCHOOL ACT

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

TECH CENTER DRUG-FREE SCHOOL SUMMARY STATEMENT Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by tech center students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Orange County Public School owned and controlled property or as part of any of its activities. Any tech center student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Dept. of Education. In order to comply with the Federal Drug-Free Schools Act, the following descriptions are listed:

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL Drugs cause physical and emotional dependence. A user may develop a craving for specific drugs, and his/her body may respond to the presence of drugs in ways that lead to increased drug use. Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry.

When a regular user stops taking the drug; the body experiences the physiological trauma known as withdrawal. The withdrawal trauma includes (depending on the type of drug): loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating, anxiety, insomnia, delirium, convulsions, depression and disorientation, among other discomforts. Psychological dependence occurs when taking drugs becomes the center of the user's life. Psychological dependence on drugs can destroy ties to family and friends, as well as cause the user to abandon outside interests, values, and goals. The user goes from taking drugs to feel good to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. Drugs can remain in the body long after use has stopped. The extent to which a drug is

retained in the body depends on the drugs chemical composition. Such accumulations of drugs and their slow release over time may have effects on the mind and body weeks or even months after drug use has stopped. Drugs can interfere with memory, sensation, and perception. They distort experience and cause a loss of self-control that can lead users to harm themselves and others.

Drugs interfere with the brains ability to take in, sort, and synthesize information. As a result, sensory information rushes together, providing new sensations while blocking normal ability to understand the information received. Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug. Research shows that drugs erode self-discipline and motivation necessary for learning that cause decline in academic and work performance as well. Far more addictive than heroin, barbiturates or other illicit drugs, is crack, a cheap but potent form of cocaine. It is extremely addictive; repeated use can lead to addiction within a few days. Crack leads to crime and severe psychological disorders. Many users, once addicted, have turned to stealing, prostitution, and drug dealing in order to support their habit. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Crack/cocaine as well as many other illicit drugs (i.e. narcotics, depressants, stimulants and hallucinogens) produces a wide gamut of withdrawal syndromes. These drugs can also cause sudden death from cardiac arrest to respiratory failure.

DUE PROCESS PROCEDURE

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

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

GRIEVANCE PROCEDURE

A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to the counselor. If a satisfactory solution is not reached, then the issue is regarded as a grievance. Steps to be followed regarding a student grievance are the following:

1. The student must state the grievance in written form to the appropriate school administrator.
2. Within five school days, the appropriate administrator will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.

3. Within five school days of the initial meeting, a student may appeal the outcome of that meeting to the center director who will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decision, he/she may further appeal to the associate superintendent or designee who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student's satisfaction at the local level the student may contact: The Council on Occupational Education, 41 Perimeter Center 36 East, NE, Suite 640, Atlanta, GA 30346, telephone number 770. 396.3898.

HARASSMENT AND COMPLAINT POLICY - STUDENT PROCEDURES FOR REPORTING ALLEGED CASES OF DISCRIMINATION AND/OR SEXUAL, RACIAL, RELIGIOUS OR NATIONAL ORIGIN HARASSMENT

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

The complaint must be presented, in writing, to the director and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the director, the complaint shall be presented to the district's equal opportunity officer.

All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.

Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation. For those complaints presented to the director, the complainant may request that an additional review be conducted by the district's Equal Opportunity supervisor responsible for compliance, Catherine Van Kirk, EEO & Legal Services, who may be contacted at the Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, 407.317.3411.

After receiving this request for additional review, the equal opportunity office will conduct an investigation. The parties involved will be notified of the results of the investigation.

LOCKERS

Florida Statute provides authority for the school director to search a student's locker or other storage areas if there is reasonable suspicion that a prohibited or illegally possessed substance or object is contained within.

MESSAGES

Only incoming emergency messages to the school will be taken for you and given to your instructor. Classes will not be interrupted for phone calls except in case of an emergency.

RULES AND REGULATIONS

If you have any questions regarding any of the rules outlined in this handbook, please see your instructor, guidance counselor or an administrator.

SMOKING POLICY

Smoking is not permitted on any campus, per the regulations of Orange County Public Schools.

STUDENT DRESS CODE

The dress and grooming of Orange County Public Schools students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in the public schools of Orange County. Some programs have specific dress code requirements. Student dress code guidelines are listed in the Code of Student Conduct and must be followed by all students.

STUDENT PRIVACY OF RECORDS

The Admissions Department is the custodian of student records. Orange County Public Schools Policy Code section J, regarding student records, concerns the privacy of student records and is available for inspection during normal school hours. Certain “directory information” may be released without prior permission under certain conditions. The policy outlines the right to review, copy, and challenge records as well as the right of a hearing and the right to waive access to letters or statements of recommendations or evaluation.

STUDENT RECORDS DISCLOSURE

Orange County Public Schools maintains educational records in accordance with state and federal laws. Copies of the district’s policy notice for student records disclosure are available for public use, during school hours, at each school or at the Educational Leadership Center, 445 W. Amelia, Orlando, Florida, between 7:30 a.m. and 4:30 p.m. Monday through Friday.

STUDENTS RIGHT TO KNOW

STUDENT RIGHT-TO-KNOW AND JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & CAMPUS CRIME STATISTICS ACT

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & CAMPUS CRIME STATISTICS ACT requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. The OCPS tech centers publish these reports to the faculty, staff and students to comply with the provisions of the law.

STUDENT PROCEDURES FOR REPORTING ALLEGED CASES OF DISCRIMINATION AND/OR SEXUAL, RACIAL, RELIGIOUS OR NATIONAL ORIGIN HARASSMENT

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

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

HEALTH & SAFETY

ACCIDENTS/ INJURIES

If you become ill or have an accident while on campus, please report it to your instructor or a member of the school staff immediately. Emergency medical services will be obtained if necessary.

All students are responsible for medical expenses incurred. As part of the program costs, technical students are provided required medical insurance, and this coverage applies during regular school hours or during school-related activities only.

First aid supplies are stored throughout the campus. A list of locations is posted adjacent to campus evacuation maps in each room. **Please be aware that school staff and faculty are not permitted to dispense any medication, including aspirin.**

If you have a medical condition which could hinder your functioning at this school, please inform your instructor. This information will be kept confidential, but it may be of benefit to emergency responders.

CRISIS PLAN

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

GENERAL SAFETY

We are concerned with your safety while you are here on campus. Each of our programs has a set of safety procedures to follow when in the classroom, and there is a school-wide plan to provide a safe environment for all of us. There will be periodic evacuation or lock-down drills. For an evacuation, everyone moves quickly to the nearest parking lot when the alarm sounds. Gather at the outside part of a parking lot to allow emergency vehicles access to the walkways. In all emergency situations, follow the directions of your instructor or administrator.

For your safety, know the safety procedures in your classroom. Familiarize yourself with the evacuation route. Know where the fire extinguisher is located. If an emergency occurs in your classroom, dial 0 on the phone to call for assistance.

PARKING

Please drive slowly and carefully in all parking lots. Secure your car. Close windows, lock doors, and lock valuables in the trunk. Access to cars is discouraged during class time. Loitering is not permitted in cars or in the parking lot. In order to effectively enforce parking policies, vehicles parked in violation will be ticketed or towed. It is important that all students understand that any vehicle parked in a manner that causes a safety hazard, impedes the flow of traffic, or is parked in a handicap space without a displayed permit is subject to immediate towing. Parking is prohibited in the Winter Park Village lot. Student parking is in the south, west or north lots.

WEATHER CONDITIONS

During extreme weather conditions, listen to radio and television for school closing announcements. Orange County school closing announcements include the tech centers unless specifically stated otherwise. While at school, a weather alert radio is monitored constantly. Students will be evacuated to safe areas of the school in extreme weather.

Class Schedule 2009-2010

There may be some difference in class schedules depending on your program. Full-time students attend 6 hours per day, 5 days per week. Half-time students attend 3 hours per day, 5 days per week.

Winter Park Tech

7:45 a.m. – 2:30 p.m.

6:00 p.m. – 9:00 p.m.

Avalon Campus

Day Session

Evening Session

7:45 a.m. – 2:30 p.m.

6:00 p.m. – 9:00 p.m.

2009-2010 OCPS School Calendar

August 24	First Day of School
September 7	Holiday
October 16	Statewide Professional Day Student Holiday Teacher Non Workday
October 29	End of 1 st Marking Period (47 days)
October 30	Student Holiday Teacher Workday
November 23	Student Holiday/ Teacher Non Workday
November 24	Holiday
November 25-27	Thanksgiving Break
December 21-January 1	Winter Break

January 18	Student Holiday Teacher Workday
January 21	End of 2 nd Marking Period (43 days)
January 22	Holiday
January 25	1 st day, 2 nd semester
February 15	Holiday
March 25	End of 3 rd Marking Period (43 days)
March 26	Student Holiday Teacher Workday
March 29-April 2	Spring Break
May 31	Student/Teacher Holiday
June 9	End of 4 th Marking Period (47 days) Last day of school

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability or any other reason prohibited by law. The Equal Employment Opportunity Supervisor responsible for compliance is Catherine Van Kirk; the Section 504 Supervisor responsible for compliance is Harriet Brown, Esq.; and the Title IX Supervisor responsible for compliance is Kevin Demer. Each may be contacted at the Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801 (407.317.3200).