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with nine
campuses to
serve you!*



#BrowardTechnicalColleges

2025/26 Broward Technical Colleges



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Student Handbook

*Welcome
back
to campus life!*

Welcome

from the Directors of Broward Technical Colleges



**Atlantic Technical College
& Technical High School**

Neeta Rancourt, Director
Nabila Bouqlata, Office of Student Affairs Director



**McFatter Technical College
& Technical High School**

Celeste Johnson, Director
Franzie S. Williams, Office of Admissions Director
Roger Barnhart, Office of Student Affairs Director



**Sheridan Technical College
& Technical High School**

Cara A. Daniel, Director
Ervean Shannon-Goff, Office of Student Affairs Director

Congratulations on taking the first step toward a rewarding career! We share your commitment to success and encourage you to make the most of this opportunity. The faculty and staff of Broward Technical Colleges (Atlantic, McFatter, and Sheridan) are dedicated to supporting you every step of the way. This handbook provides a comprehensive overview of the institution's guidelines, policies and pertinent information; and is intended to facilitate students' integration into the school environment.

Please read the entire handbook carefully. Should you have questions or concerns, please do not hesitate to visit the Office of Student Affairs/ Office of Admissions at your location.

Broward Technical Colleges Vision

The vision of Broward Technical Colleges is to change the lives of people from all backgrounds through innovative education.

Broward Technical Colleges Mission

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

SEE
Something.
Hear
Something.
Say
Something.

CALL NOW

Ways you can report a tip:



Call 754-321-0911



Text 'SBBC' space with your text message to 274637 (CRIMES)



Email school911@browardschools.com



In case of an **EMERGENCY CALL 911**



Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway
Coconut Creek, FL 33063

Tel: 754.321.5100 • Fax: 754.321.5380
www.AtlanticTechnicalCollege.edu

Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue
Ft. Lauderdale, FL 33311

Tel: 754.322.2800 • Fax: 754.322.2880

ESOL Campus @ Coconut Creek High School

1400 NW 44th Ave.
Coconut Creek, FL 33066

Tel: 754.321.5350



McFatter Technical College & Technical High School

6500 Nova Drive
Davie, FL 33317

Tel: 754.321.5700 • Fax: 754.321.5830
www.McFatterTechnicalCollege.edu

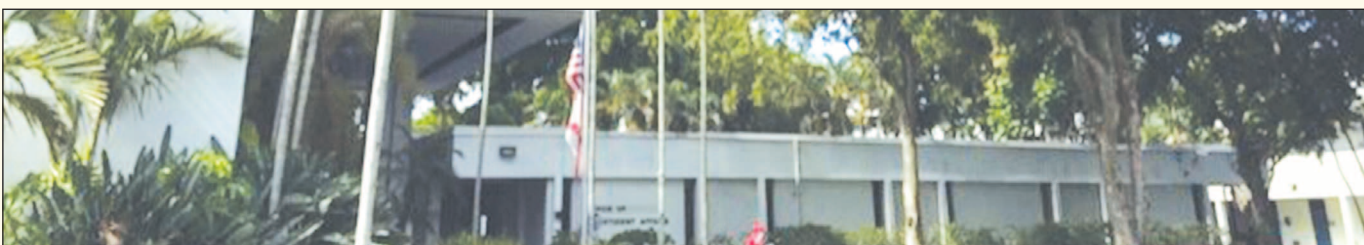
Broward Fire Academy

2600 SW 71st Terrace
Davie, FL 33314

Tel: 754.321.1300 • Fax: 754.321.1302
www.browardfireacademy.com

McFatter Broward Estates Early Learning and Resource Center
441 NW 35th Ave
Fort Lauderdale, FL 33311

Tel: 754.321.5700 • Fax: 754.321.5830



Sheridan Technical College & Technical High School

5400 Sheridan Street
Hollywood, FL 33021

Tel: 754.321.5400 • Fax: 754.321.5680
www.SheridanTechnicalCollege.edu

STC West Campus

2025 I Stirling Road
Pembroke Pines, FL 33332

Tel: 754.321.3900 • Fax: 754.321.3940

Sheridan Technical High School

3775 S.W. 16th Street
Fort Lauderdale, FL 33312

Tel: 754.321.7450 • Fax: 754.321.7490



ACCREDITATIONS & MEMBERSHIPS



Broward Technical Colleges are
accredited by:
**The Commission of the
Council on Occupational Education**
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel (770) 396.3898 • Fax (770) 396.3790
<https://www.council.org>



Broward Technical Colleges are
accredited by:
Cognia
9115 Westside Parkway
Alpharetta, GA 30009
Tel 888.413.3669
<https://www.cognia.org>



Broward Technical Colleges are
accredited by:
**Accreditation Commission for Education
in Nursing, Inc. ACEN with conditions**
3390 Peachtree Road NE Suite 1400
Atlanta, GA 30326
Tel (404) 975.5000 • Fax (404) 975.5020
<https://www.acenursing.org>

- American Culinary Federation Education Foundation, Inc. Accrediting Commission (ACFEF AC)
- American Welding Society (AWS)
- Automotive Service Excellence (ASE) Education Foundation
- Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB)
- Commission on Dental Accreditation (CODA)
- Florida Dental Laboratory Association (FDLA)
- Florida Department of Education (FLDOE)
- Florida Department of Health Bureau of Emergency Medical Services (FDHBEMS)
- Department of Business and Professional Regulation (DBPR)
- Florida Board of Nursing

- Florida Department of Education Graphic Arts Education and Research Foundation, PrintED
- National Board of Therapeutic Massage
- National Center for Construction Education and Research
- National Court Reporters Association (NCRA)
- National Healthcareer Association
- National Restaurant Association Education Foundation (NRAEF)
- Pharmacy Technician Certification Board (PTCB) Education/Training Program
- State Approving Agency for Veterans' Education and Training Florida Department of Veterans' Affairs
- State Bureau of Fire Standards & Training
- Student and Exchange Visitor Program (SEVP)



Table of contents

STUDENT ACKNOWLEDGMENTS	4	Visitors and Children on Campus	16	INTERNATIONAL STUDENTS	26
ACADEMIC POLICIES FOR CAREER & TECHNICAL PROGRAMS	4	STUDENT RIGHTS & RESPONSIBILITIES	17	Requirements for Admission	26
Basic Skills Exit Requirements	4	Registration/Change of Student Information	17	Attendance	26
Academic Records Recognition Criteria	4	Access to The Student Portal	17	Standards of Academic Progress	26
Health Science Requirements	4	Computer Use/Acceptable Use Policy	17	Financial Aid	26
Attendance Policies	4	Bring Your Own Device (BYOD)	18	CAMPUS LIFE	26
Certificate & ATD Programs	5	Media Release	18	The Broward Technical College	
Involuntary Withdrawals	5	Conduct & Discipline Policies	19	Alumni Association	27
Evaluations & Grades	6	Right to Appeal and Grievance Procedures	20	Bookstore & Textbook Buy-Back Program	27
Work Based Learning	6	STUDENT SERVICES	22	Cafeteria	27
Honor Code	6	Career Assessment & Service	22	Dress Code	27
Civility Policy	6	Disability Service	22	Early Release	27
Transfer Policy	7	Homeless Verification Process	22	Identification Badges	27
Withdrawal	7	Job Placement Assistance	22	Lockers	27
Certificates	7	Graduation	22	Lost and Found	27
STUDENT RIGHTS	7	Guarantee for Success Plan	22	Parking on School Property	27
FERPA Notice	7	Money Back Guarantee	22	Smoking	28
Section 504: Americans with Disabilities Act		FINANCIAL INFORMATION	22	Special Programs	28
Amendments Act of 2008 (ADAAA)	9	Consumer Information Guide	22	Student Organizations	28
Learner Rights & Responsibilities	9	Florida Residency Requirements for	22	Voter Registration Provision in Higher	
Disability Services	9	Tuition Purposes	22	Amendments of 1998	28
Reporting Section 504 - Discrimination	9	Payment of Tuition and Your Federal Income	22	Wireless Communication Devices	28
Discrimination, Bullying and/or		Tax Return	23	Broward Technical Colleges Calendar	
Harassment Offenses		Financial Obligations	23	Inside Back Cover	
(Non-Section 504/ADAAA)	10	Program Cost	23		
Procedures for Reporting Discrimination and/or		SBBC Policy 6607 - Refund Policy	24		
Harassment Offenses	10	Financial Aid	24		
SAFETY & SECURITY	10	VETERANS EDUCATION	25		
Emergency Closings	10	Benefits and Attendance	25		
Evacuation Plan	10	Standards of Academic Progress			
Emergency Codes Prevention & Preparedness	11	for VA students	25		
Drug Abuse Prevention	12				
Standard of Conduct	12				
Illicit Drug Offenses	12				
Major Adverse Effects of Substance Abuse	12				
Alcohol & Drug Counseling and Treatment	13				
Jeanne Clery Disclosure of Campus Security					
Policy and Campus Crime Statistics Act	13				
Sexual Assault Policy & Program	13				
Sexual Harassment/Sexual Violence Defined	13				
School Culture & Student Support	13				
Sexual Assault and Violence Awareness					
Program	14				
Counseling and Referral Assistance	14				
Reporting Criminal Acts, Including					
Sexual Assaults and Violence	14				



STUDENT ACKNOWLEDGMENTS

Students must read the policies, procedures, and notifications prior to electronically signing and dating the Student Handbook Acknowledgment.

ACADEMIC POLICIES FOR CAREER AND TECHNICAL PROGRAMS

Broward Technical Colleges admit postsecondary (adult) students who have either completed their secondary education or are beyond the age of compulsory school attendance. Admission is open on a non-discriminatory basis to all individuals with the interest and ability to benefit from a career training program. Prospective students are required to complete an orientation and take an academic assessment, unless specific exemption criteria have been met. A fee applies for the initial assessment. Once results are available, students will meet with a program counselor or advisor to explore appropriate educational pathways.

BASIC SKILLS EXIT & EXEMPTION CRITERIA

Students who are enrolled in a postsecondary program that provides career education credit of 450 hours or more are mandated to complete an entry-level basic skills examination. Students enrolled in Applied Technology Diploma (ATD) programs are exempt from this requirement.

In addition, per State Board Rule 6A-10.040, Section 4, a student may apply for a waiver from meeting the minimum basic skills for the technical program in which they are enrolled. This provision allows for program completion by students with disabilities that meet the requirements of their career education program, even if they cannot meet the basic skills requirements.

Additional basic skills exit or exemption criteria may apply. Consult the program counselor or advisor for further details.

HIGH SCHOOL DIPLOMA REQUIREMENT

Programs that require a high school diploma or equivalent for admission do not accept Certificate of Completion.

ACADEMIC RECORDS RECOGNITION CRITERIA

Broward Technical Colleges (BTC) accept academic records from other institutions for the purpose of decisions regarding admissions, eligibility for financial aid, basic skills exemption/exit, and recognition of prior academic work. To ensure the academic integrity and quality of educational programs, BTC recognize academic records only from institutions that meet one of the following criteria:

1. Accredited Institutions

Educational institutions accredited by agencies listed on the BTC's Approved Accrediting Agency list. Contact the program counselor/advisor for a comprehensive list of approved accrediting agencies.

2. Public School Districts or U.S. Territories

Public school districts or U.S. territories that do not utilize a formal accrediting body but are registered with their respective State or Territorial Departments of Education. Educational records issued by U.S. territories must be translated into English if not already provided in English. Credential evaluation is not required in such cases.

3. Registered Home Education Programs

Home education program completers must submit this institution's Affidavit of Home School Completion form in compliance with Florida Statutes s. 1002.41 and s. 1007.263(2)(a), F.S. The affidavit must be completed, signed by the designated Home School Official (parent or legal guardian), and notarized. All required supporting documentation, as specified by this institution, must be submitted with the affidavit. Contact the program counselor/advisor to obtain the Affidavit of Home School Completion form.

4. Foreign Institutions with Evaluation Reports

Academic records from foreign institutions must be evaluated by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), the Association of International Credential Evaluators (AICE), FLDOE Bureau of Educator Certification (BEC), or an accepted accredited four-year college or university in the United States. The evaluation must certify that the

academic records are equivalent to a secondary and/or postsecondary education in the United States. Contact the program counselor/advisor for a comprehensive list of approved evaluation agencies.

HEALTH SCIENCE REQUIREMENTS

In compliance with the requirements set forth by the Joint Commission and the Jessica Lunsford Act, students applying for admission to any Health Science program that includes a clinical component in a hospital, nursing home, or other health care facility must undergo a Level II criminal background check and a drug screening test. Applicants are responsible for all associated costs, including those for liability and other required insurance. Enrollment and continued participation in a Health Science program require the successful completion of a ten (10) panel drug screen. Broward Technical Colleges have partnered with Compio by American DataBank to manage student screening and compliance tracking. Students must register and submit payment through the Compio system to schedule their drug screening.

Any applicant or currently enrolled student who receives a positive drug screen result will be withdrawn from the program or may be prohibited from enrolling in any Health Science programs for a period of one year from the date of notification. Denial of entry or removal from a program is necessary when a student is unable to access clinical facilities required for mandatory training components of the instructional program.

Additional requirements may include, but not limited to physical examination, immunizations, TB test or chest x-ray. All costs associated with these requirements are the responsibility of the applicant/student.

ATTENDANCE POLICIES

ABE, GED® Test Preparation, ASB & ESOL

The following attendance policy has been established by the Department of Education. A student must be withdrawn after being absent for six (6) consecutive days. There are no excused absences. Withdrawn students may re-enter in the same class if space is available; however, students will be limited to one (1) re-entry per enrollment period.

Interventions

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor, program counselor/advisor, or department head. An Educational Contract for Success may be completed by the instructor, program counselor/advisor, or department head.

It is the responsibility of Broward Technical Colleges to prepare our students for the workforce by teaching them the skills necessary to be successful employees. Employers recognize that the single most important trait for career success is good attendance in all Certificate and Applied Technology Diploma (ATD) programs at Broward Technical Colleges.

It is the intent of Broward Technical Colleges to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every Workforce Education student will demonstrate attendance habits consistent with the expectations of the workplace. Instructors and counselors/advisors may offer intervention strategies where attendance is affecting the educational progress of the student. All postsecondary students will assume responsibility for making up missed assignments as determined by course syllabus, in order to stay current with program progression.

Note that attendance policies for VA students are different. Please refer to the section on Veterans Education for VA policies.

CERTIFICATE & ATD PROGRAMS

Total Absences

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date.

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

documentation to the instructor and program administrator before re-entering class. For Practical Nursing, please refer to the Practical Nursing Handbook.

Interventions

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor, program counselor/advisor, or department head. When appropriate, an Educational Contract for Success may be developed by any of these parties to support student success.

Probation

Students who are withdrawn from their program for poor attendance, must meet with the designated program administrator prior to re-entry. The administrator may at his/her discretion refer the student for counseling and place the student on academic probation for the remainder of the enrollment period. Should additional absences occur during this probationary period, the student will be withdrawn and re-entry shall not be permitted until the commencement of the subsequent enrollment period. Furthermore, any student who is withdrawn from a program three (3) times within a twelve (12) month period may be ineligible for re-entry to that program for two (2) consecutive enrollment periods. It should also be noted that re-entry may be delayed if the course is not being offered at the time of eligibility or if no available seats exist. In such cases, students must await the next available enrollment period to resume their studies.

Authorized Leave

Students may apply for one (1) Authorized Leave per academic year through their program administrator. The maximum duration of the leave is the remainder of the current enrollment period. Prior to approval, students must fulfill all financial obligations, and consult with the Office of Financial Aid or sponsoring agency.

Involuntary Withdrawals

In some instances, students who fail a course during an enrollment period may be unable to continue the course sequence and will be involuntarily withdrawn. Individual circumstances will be discussed during the student conference.

Tardies

Students are considered tardy if they are not present in the classroom during the hours indicated on the course schedule. Attendance is recorded in positive 15-minute increments. Students who are tardy more than three (3) times during an enrollment period will be referred to the program counselor/advisor or administrator for further support.

Denial of Re-Registration

Inadequate academic progress may be evidenced by, but not limited to poor attendance, missed/unsatisfactory class or lab work, or inability to demonstrate skills necessary to meet industry-specific standards. If the instructor, administrator or counselor/advisor determines a student has not made adequate academic progress during an enrollment period, the student may be denied the opportunity to re-register for the subsequent enrollment period. Administrative approval is required for the denial or rescission of re-registration privileges and to determine when it is academically appropriate to re-enter the program.

Distance/Online Learning

Each online or hybrid certificate and Applied Technology Diploma (ATD) program provides students with a syllabus and pacing chart. The syllabus provides a comprehensive overview of the course, including course objectives, policies, grading, and key resources. The pacing chart outlines the sequence and timing of topics and assignments throughout the course. Both are designed to help students stay organized and on track. Distance education students will be required to present a valid ID via webcam to their instructor during the first week of class to verify identity as the registered student.

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 online or hybrid program.

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

Pro-rated attendance hours will be deducted when only partial work for the week is submitted.

EVALUATIONS & GRADES

Students are evaluated on their performance in the classroom and/or in the lab. Upon request, transcripts of completed courses are also available through the Office of Student Affairs/Office of Admissions. The following system of grading shall be used.

A - 90 - 100%
 B - 80 - 89%
 C - 70 - 79%
 D - 60 - 69%
 F or Incomplete - 0 - 59%

In many programs the final grade and/or issuance of a program certificate will be determined by completion of career and technical education courses and a combination of test scores completed within a specified time frame. If a student does not complete all coursework during the enrollment period due to extenuating circumstances, the teacher may apply an "I" and execute an Educational Contract for Success between the student, teacher, and counselor defining the terms for awarding a grade of A - F dependent on student performance. Students may view their progress through the Broward Focus Student Portal. Grades will be issued upon completion of each course in a program.

Honor Code

Broward Technical Colleges maintain the highest standards of academic integrity, fairness, personal responsibility and respect for others. Students may not plagiarize or engage in any form of academic dishonesty. An Administrator may address a violation of the Honor Code through the following:

- Reprimand and recommended failure of the assignment or course
- Suspension for one (1) term
- Suspension for not less than one (1) semester

Grade Forgiveness

Grade Forgiveness may be granted to students who earn a grade of "D" or "F" in a course. This policy allows students to remain eligible for program completion and/or to retain eligibility for college credit transfer under the Statewide Articulation Agreements. Grade Forgiveness may be applied only once per course. Specific criteria must be met, and students are

required to meet with the program counselor/advisor to determine eligibility.

Experiential Credit

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards within their program of choice. Experiential Performance Awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate coursework from regionally accredited educational institutions, and/or significant life experiences such as work experiences, volunteer work, military service, industry certifications or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards. Prospective students requesting experiential credit must meet with the assigned counselor, teacher, and department head/chair to ensure proper documentation and placement. All supporting documents must be provided based on the criteria as set forth in the Experiential Performance Guidelines.

Administrative approval may be required prior to registration. Course completion must have registration.

Course Completion must have been awarded within two (2) years of application for Performance Awards. Students must submit application for Experiential Performances prior to entering program. Completion will only be awarded for the entire course, no partial course completions will be awarded. Instructor and/or department head, using the curriculum framework, must complete the BTC rubric using a combination of physical evidence, written and practical exams. The completed rubric must be submitted with all related documentation and the experiential performance award packet to the program counselor prior to enrolling the student.

Work-Based Learning Activities

Participation in work-based learning activities as part of a career and technical education program is available on a case-by-case basis. Eligibility may vary depending on the student's source of funding. All students secure financial clearance prior to initiating any work-based learning activities.

Respect and Civility

In accordance with SBBC Policy 1010, Broward Technical Colleges are committed to providing nurturing and orderly environments where students, staff and the community may grow, learn, and work. SBBC policies can be accessed online at <https://www.browardschools.com/policies>.



TRANSFER POLICY

Students with previous technical training from other institutions may receive credit for that training within 2 years of completion. A transcript from a Florida public institution documenting Course Completion and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institution for the same technical program. A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the Broward County Public Schools (BCPS) and that participates in the common course designation numbering system will be accepted in transfer at the receiving institution for the same course/program.

A transcript from a non-accredited institution will be evaluated on an individual basis by the department head, counselor, instructor, and program administrator to determine if advanced placement in a given program is applicable.

Students who wish to transfer from one program to another within the institution must first notify their assigned program counselor or advisor. Those receiving financial aid—whether from the institution or a third-party source—are strongly encouraged to consult with a financial aid advisor or the awarding entity prior to initiating the transfer. These initial steps are essential to ensure students receive proper guidance regarding the academic, financial, and programmatic implications of the transfer. All standard admissions requirements and enrollment deadlines for the receiving program will apply, and students must meet these criteria to be eligible for transfer consideration. Ultimately, it is the student's responsibility to complete all necessary steps in the transfer process.

WITHDRAWAL

Students who do not attend a registered course within the first five (5) days of the enrollment period will be withdrawn, making that seat available to another potential student.

Students should report their intentions to withdraw to the instructor, program counselor/advisor, the Office of Financial Aid and/or any additional funding source if applicable.

Official Transcripts Requests

Official transcripts can be requested by completing an online request via Parchment. The link to Parchment can be found on each school's website. For archived records dated prior to 2004, contact the BCPS Records Retention Department by visiting <http://www.browardschools.com/transcripts> or by calling 754-321-3150. Transcripts are only released to the student via mail or email. Written consent is required for all third-party records requests.

Unofficial Transcripts Requests

Students can generate unofficial transcripts and enrollment verification directly through the Focus Student Portal.

CERTIFICATES

The awarding of a Certificate of Completion or Applied Technology Diploma is governed by the Florida Department of Education (FLDOE) Curriculum Frameworks. Eligibility is based on successful completion of coursework and mandated basic skills requirements. Instructors evaluate content mastery using a variety of specific competency-based examinations and performance criteria.

STUDENT RIGHTS

FERPA NOTICE

Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the accuracy and privacy of students' education records.

FERPA, F.S. §1002.22, F.S. §1002.221 and SB Policy 1480 (Student Records: Confidentiality and Family Educational Rights) afford parents, guardians or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records maintained by the District. These rights are:

1. The right to inspect and review a student's education records within 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal

a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. When the education records contain information about more than one student, a parent may review the information related only to his or her child. E-mails not maintained in a student's file folders kept by the schools or District departments are not education records. In addition, records created and maintained solely by Broward County Schools Police (BCSP) are not education records.

2. The right to request the amendment of a student's education records. Parents or eligible students may ask Broward County Public Schools (BCPS) to amend a record they believe is inaccurate, misleading, or in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify the reasons for the request. If the District decides not to amend the record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing within a reasonable period of time regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the parent or eligible student is notified of the right to a hearing.

Please note, substantive decision-making processes, which include but are not limited to Behavioral Threat Assessments, student discipline and grades are not subject to the amendment process.

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 written consent. FERPA permits disclosure without written consent in many situations, including:

- a. to SBBC school officials with a legitimate educational interest,
- b. to contracted outside agencies and organizations, whose personnel perform their duties in a "school official" role and who are prohibited from re-disclosing personally identifiable information from education records, except as required or permitted by law,

- c. to school officials of other institutions for the purposes of student transfer or student enrollment,
- d. to authorized federal, state and local officials, including educational authorities, and for audits or evaluations of federal and state supported programs,
- e. to comply with judicial orders or lawfully issued subpoenas; the parent/guardian/majority age student will be notified in advance of SBBC's intent to comply in ten (10) days so the parent or majority age student may seek protective action, except where the law prohibits or does not require said notification,
- f. to appropriate parties in connection with a health or safety emergency, and,
- g. to an agency caseworker or representative of a state or local child welfare agency, or tribal organization, when the agency is legally responsible for the care and protection of the student.

Additional requirements and conditions may apply to non-consensual disclosures. See SB Policy 1480 for a full listing of FERPA permitted disclosures for which prior written consent is not required.

Types of Directory Information:

"Directory Information" is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. Pursuant to the FERPA, SBBC may disclose - in its discretion - directory information of a student in any grade level, if the parent or student age 18 or over did not "opt out" of the disclosure. SBBC designates the following as "directory information": student's name, parent's name, residential address, telephone number(s), date of birth, place of birth, major field of study, participation in school sponsored activities and sports, height and weight of athletic team members, jersey number and team position of athletic team members, school grade level, dates of school attendance, degrees and awards*, the name of the most recent previous school or program attended, and room number.

***Note: Degrees and awards include exemplary work (including artwork), recognitions of all types, and graduation status (i.e., a list of graduating student(s), and exclude Grade Point Average (GPA).**

Purposes of Disclosure of Directory Information:

SBBC reserves the right to release Directory Information only:

- a. to colleges, universities or other institutes of higher education in which the student is enrolled, may seek enrollment or may be recruited,
- b. for athletic events, school publications, instructional materials and other school communication tools (including, but not limited to, yearbooks, athletic programs, graduation programs, recruitment brochures, theatrical programs, school and District websites, social media, and postings and displays throughout the school facility),
- c. to Broward County health officials for purposes of communicating with parents to address conditions of public health importance as determined by Florida Department of Health (64D-3, F.A.C.), including information to meet or to prepare for a potential or confirmed health threat, and/or
- d. to class reunion committees (and the like) for purposes of class reunion activities

Opt Out Procedure:

Parents/guardians of students in any grade level (or eligible students, those over the age of 18 or attending a post-secondary institution) may opt out of (refuse to permit) the release of any or all of the above Directory Information. On the FERPA Opt Out Notification Form provided in the Code Book for Student Conduct, parents/guardians or eligible student must indicate the types of Directory Information they do not want disclosed. The FERPA Opt Out Notification Form must be submitted to the school principal annually. Regarding former students, SBBC shall continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance, unless the former student rescinds the opt out request (34 CFR §99.37(b)).

Note: Opt out choices on the FERPA Opt Out Notification Form will be effective until the parent or student (age 18 or older) submits a new form. Disclosures to Military, Armed Forces and Postsecondary Institutions:

SBBC is required to disclose, upon request, student name, address, and telephone number of 11th and 12th grade students to the armed services, military recruiters, and/or postsecondary institutions without

prior written consent, unless the parent/guardian or eligible student opts out of disclosure. Parents/guardians of students or eligible students in 11th and 12th grade may opt out of having student's name, address and telephone number provided to the armed services, military recruiters, and/or postsecondary institutions. On the Every Student Succeeds Act (ESSA) Opt Out Form provided in the Code Book for Student Conduct, parents/guardians and eligible students must indicate the categories they wish not be disclosed. The ESSA Opt Out Form must be submitted to the school principal annually.

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

The name and address of the office that administers FERPA is **Student Privacy Policy**

Office • U. S. Department of Education • 400 Maryland Avenue, S.W. • Washington, DC 20202.

If you wish to discuss and try to resolve any FERPA concerns before contacting the Student Privacy Policy Office, you may contact the SBBC Privacy Officer at 754-321-1914.

For additional information refer to SB Policy 1480. This policy outlines the privacy rights of parents and students with respect to students' education records. You may view the complete student records policy and all School Board policies on the Web at:

<https://www.browardschools.com/school-board/school-board-policies>

Forms are available at
<https://www.browardschools.com/privacyinformation>





DISABILITY SERVICES

As Equal Access/Equal Opportunity institutions, the Broward Technical Colleges are committed to ensuring that students with disabilities have equal access to all programs, activities, and services. Specialized support services and counseling are available through trained staff through the Office of Student Affairs/Office of Admissions. Individuals seeking accommodation must inform the program counselor/advisor or Section 504/ADAAA Liaison (Disability Services Advisor) prior to testing or instruction and provide documentation of their disability. Additional paperwork will be required to complete the disability services process.

SECTION 504: AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT OF 2008 (ADAAA)

Broward Technical Colleges are committed to supporting the diverse needs of all students. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the colleges strictly prohibit discrimination against individuals with disabilities. The ADAAA provides that no qualified individual with a disability shall by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities, or be subjected to discrimination, harassment, intimidation, retaliation or coercion. These federal laws ensure equal access to educational opportunities and promote an inclusive learning environment for all.

LEARNER RIGHTS AND RESPONSIBILITIES

Individuals with documented disabilities, including but not limited to: learning disabilities, attention deficit disorders, emotional or orthopedic impairments,

vision or hearing impairments, have the right to reasonable accommodation(s) for instruction and testing. All students complete the "Learner's Rights and Responsibilities" form prior to enrollment and terms are as follows:

EACH STUDENT has the right:

- To participate in adult education programs, services, and activities without discrimination
- To choose whether to disclose a disability
- To receive reasonable accommodations in class and on tests
- To meet with staff to discuss his/her needs

Each student has the responsibility:

- To self-identify, or notify a teacher, counselor or registrar if he or she needs or wishes to request accommodations for testing or instruction
- Provide documentation of their disability to the Section 504/ADAAA Liaison (Disability Services Advisor). Documentation is required, and will be kept strictly confidential.

Possible accommodation(s) may include:

- Extra time for testing
- Frequent breaks
- Private work area
- Sign language interpreters
- Alternate test formats (Braille, audiotape, large print)
- Assistive devices

REPORTING SECTION 504 - DISCRIMINATION

Broward County Public Schools (BCPS) is committed to ensuring that students with disabilities have equal access to programs, services and activities and provides a process for addressing concerns regarding potential discriminatory practices. The following grievance procedures have been established to comply with legal requirements for resolving individual complaints under Section 504/ADAAA. It is important to note that individuals are not required to exhaust the District's grievance procedures before filing a complaint directly with the U.S. Department of Education, Office for Civil Rights.

Individuals are encouraged to first attempt to resolve the matter with the appropriate school personnel. All meetings should be documented by the appropriate school personnel (teachers, section 504/ADAAA liaison-Disability Services Advisor; counselors/advisors, or administrators). The procedures for the grievance process are found in the School Board of Broward County, Florida Section 504/ADA Procedural Manual available online at

<https://www.browardschools.com/ese-support>.

To file a grievance, complete the following actions:

1. If informal discussions do not resolve the issue, the student/parent/guardian may obtain a Grievance Filing Form from the Director. The completed form should be submitted to the Director.

2. Within fifteen (15) school days of receipt of the written grievance, the Director shall provide the grievant with a Grievance Resolution Notice that upholds, modifies or denies the resolution sought. Prior to sending the Grievance Resolution Notice to the grievant, the Director must submit this document

for review to: Director, Equal Educational Opportunities/ADA Compliance, 600 SE Third Avenue Fort Lauderdale, FL 33301. Allow three school days for the review process by the Director, Equal Educational Opportunities/ADA Compliance.

3. If the student/parent/guardian is not satisfied with the response issued in Step 2, he or she may file a complaint with the Superintendent of Schools and request an impartial hearing. When requested, school personnel may need to participate in the hearing process. The request for an impartial hearing would be submitted to: Director, Equal Educational Opportunities/ADA Compliance Department.

Equal Educational Opportunities/ADA Compliance
600 SE Third Avenue, 14th Floor
Fort Lauderdale, FL 33301
Tel: 754-321-2150
Teletype Machine (TTY): 754-321-2158
E-Mail: EEO@browardschools.com

As a party to the hearing, grievant(s) will be provided with full disclosure of their rights, including their impartial hearing rights, responsibilities and hearing procedures. The Department of Equal Educational Opportunities/ADA Compliance (EEO/ADA Compliance) will conduct an investigation and make a determination as to whether probable cause exists that the students was, in fact, discriminated against. A determination of probable cause will include specific recommendations for corrective actions.

SAFETY & SECURITY

DISCRIMINATION, BULLYING AND/OR HARASSMENT OFFENSES

The Broward Technical Colleges are committed to providing a safe, respectful, and inclusive environment for all students, employees and visitors in accordance with SBBC Policy 4001.1 Nondiscrimination Policy Statement. SBBC prohibit any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, national origin, marital status, race, religion, sex or sexual orientation. Discrimination, harassment, and bullying in any form will not be tol-

erated and may result in disciplinary action.

“Bullying” which includes “Cyberbullying”, can be defined as systematically and chronically inflicting physical hurt or psychological distress on an individual. The SBBC expressly prohibits any form of bullying, by or toward any student or employee in accordance to SBBC Policy 5900 Anti-Bullying.

Harassment is a form of discrimination. Harassment based on age, color, disability, gender identity, gender expression, genetic information, ethnicity, gender, linguistic differences, national origin, marital status, race, religion, sex or sexual orientation are violations of School Board policies and civil rights laws and statutes.

SBBC policies can be accessed online at <https://www.browardschools.com/policies>

PROCEDURES FOR REPORTING BULLYING, DISCRIMINATION AND/OR HARASSMENT OFFENSES

If any student believes they have been discriminated against, harassed, or bullied, there are specific procedures in place to report these incidents. Students can reach out through the following channels:

Bullying Hotline
Tel: 754-321-0911
Text: Send “SBBC” followed by your message to 274637 (CRIMES)
Email: school911@browardschools.com

Or

Director, Equal Educational Opportunities/ADA Compliance
600 Southeast Third Avenue, 14th Floor
Fort Lauderdale, Florida 33301
Tel: 754-321-2150

Or

Office for Civil Rights
400 Maryland Ave.
Washington, DC 20202-1100
or the state or federal Office for Civil Rights.



EMERGENCY SCHOOL CLOSURE

SBBC has a comprehensive emergency management system designed to respond effectively and quickly to a wide range of emergencies and potential threats, including situations that may necessitate school closures or temporary suspensions of operations. The responsibility for making these critical decisions rests with the Superintendent of Schools. In the event that classes are canceled, official announcements will be communicated promptly through various channels, including news media, radio broadcasts, email, telephone, text messages, or social media platforms.

The Broward County Public Schools Information Hotline (24/7/365) is 754-321-0321 and the website is <https://www.browardschools.com>.






EVACUATION PLAN

An evacuation plan is posted in each classroom/lab and drills are held throughout the year. For maximum safety/security, each campus employs local law enforcement officers/deputies, security specialists and uses 24-hour camera surveillance.

EMERGENCY CODES & PROTOCOLS

Please refer to SBBC Policy 2120 Emergency Protocols and Preparedness for more safety and security measures. SBBC policies can be accessed online at <https://www.browardschools.com/policies>.

EMERGENCY CODES & PROTOCOLS CHART

PROTOCOL	FACULTY RESPONSE	STUDENT RESPONSE
HOLD “In your classroom or area” 	Staff are trained to: <ul style="list-style-type: none"> ➤ Close and lock all doors ➤ Account for all students and adults ➤ Continue business as usual 	Students are trained to: <ul style="list-style-type: none"> ➤ Clear the hallways ➤ Remain in classroom or area ➤ Continue school as usual ➤ Come out when all clear is given
SECURE “Get inside. Lock outside doors” 	Staff are trained to: <ul style="list-style-type: none"> ➤ Bring everyone indoors ➤ Lock the exterior doors near them ➤ Increase situational awareness ➤ Account for all students and adults ➤ Continue business as usual 	Students are trained to: <ul style="list-style-type: none"> ➤ Return to the inside of the building ➤ Continue school as usual
LOCKDOWN “Locks, Light, Out of Sight” 	Staff are trained to: <ul style="list-style-type: none"> ➤ Gather students from the hallway (if possible) ➤ Lock classroom doors ➤ Turn out the lights ➤ Move out of sight of assailants ➤ Remain silent & quiet cellphones ➤ Do not open doors for anyone ➤ Prepare to evade or defend 	Students are trained to: <ul style="list-style-type: none"> ➤ Clear the hallways ➤ Remain in classroom or area ➤ Continue school as usual ➤ Come out when all clear is given
EVACUATE “To a specific location” 	Staff are trained to: <ul style="list-style-type: none"> ➤ Bring student attendance roster ➤ Bring an emergency bag (if possible) ➤ Lead students to evacuation area ➤ Report any injuries or issues 	Students are trained to: <ul style="list-style-type: none"> ➤ Leave bookbags behind (if possible) ➤ Bring cell phones (if possible) ➤ Follow instructions of teacher(s)
SHELTER “State the hazard and safety strategy.” 	Staff are trained to: <ul style="list-style-type: none"> ➤ Use proper safety hazard strategy ➤ Account for all students and adults ➤ Report any injuries or issues 	Students are trained to: <ul style="list-style-type: none"> ➤ Use proper safety hazard strategy ➤ Seal the room ➤ Take drop, cover hold position

DRUG ABUSE PREVENTION

The Drug-Free Schools and Communities Act (DFSCA) of 1989 requires every higher education institution that receives any form of Federal funding to implement a drug and alcohol abuse prevention program. An annual notification of information related to the unlawful possession, use, sale, or distribution of illicit drugs and alcohol must be provided in writing to students and employees. The information contained herein is provided in compliance with this act and should be read carefully. Broward Technical Colleges are drug, smoke and alcohol free campuses and prohibit the unlawful use, possession, distribution, or manufacture of controlled substances, including alcohol, on school property or at school-sponsored events.

In compliance with DFSCA, the Broward Technical Colleges are required to conduct a biennial review of our alcohol and other drug (AOD) programs and policies. The purpose of this review is to evaluate the effectiveness of these programs and ensure the consistent enforcement of policies for both students and employees. Based on the findings, the colleges will identify and implement any necessary changes to improve our prevention efforts. Broward Technical Colleges complete this review every two years.

STANDARD OF CONDUCT

The Broward County Public Schools Conduct and Discipline Code for Adult Students, prohibits the use, possession, sale, or distribution of alcohol, marijuana, and other mood-altering substances, while under its jurisdiction.

E-cigarettes or vaping of nicotine is prohibited and highly addictive. Possessing, using or sharing vapor devices is never allowed and will result in disciplinary consequences. Vaping unauthorized substances like THC or any form of marijuana or other substances is prohibited and will result in a recommendation for expulsion and possible criminal charges.

ILLICIT DRUG OFFENSES

Florida Law prohibits any person from selling, purchasing, manufacturing, or delivering, or to possess with the intent to sell, purchase, manufacture or deliver, a

controlled substance in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school, technical college or community school. Any person who violates this provision shall be guilty of a felony of the first degree, and shall be sentenced to a minimum enrollment period of imprisonment of three (3) calendar years and shall not be eligible for parole or statutory gain time prior to serving such minimum sentence.

MAJOR ADVERSE EFFECTS OF SUBSTANCE ABUSE

TOBACCO - Tobacco in all forms is highly addictive due to the presence of nicotine. Smoking tobacco causes oral, throat, and lung cancer; chronic obstructive lung disease (COPD), increased risks of heart attacks and strokes, high blood pressure, and premature aging. Second-hand smoke is also harmful. Chewing tobacco causes oral, esophageal, and stomach cancer. There are many programs and several medications to help people quit using tobacco. Quitting significantly decreases the risk of developing cancer, even after many years of smoking.

MARIJUANA (i.e. weed, bud, hash) - Effects on the brain from marijuana's primary active agent, THC, are similar whether it is smoked, vaped or consumed in food. Marijuana impairs memory, coordination, and judgment and may cause extreme anxiety, paranoia, and psychosis in the short-term. Intoxication while driving significantly increases the risk of causing an accident. In the long-term, it is associated with cognitive impairments and poor educational outcomes, including higher rates of dropping out of school. Lower IQs are seen in adults who frequently used marijuana as adolescents. Its use is also associated with anxiety and depression. Smoking marijuana is associated with higher risks of chronic bronchitis and upper respiratory tract infections, but whether or not it causes lung or other cancers is still unclear.

DEPRESSANTS/SEDATIVES (i.e. alcohol, barbiturates, benzodiazepines, methaqualone) - Numerous depressants/sedatives are potentially addictive, including those in parentheses. After prolonged abuse, a life-threatening withdrawal syndrome can develop from trying to quit or decrease the amount used. They impair attention, memory, coordination, judgment, impulse control, and

consciousness. At higher doses, they can cause excess sedation, unconsciousness, respiratory depression, and death, although death from benzodiazepine abuse is unlikely unless it is mixed with another depressant. Alcohol abuse is strongly associated with depression, increased accident rates, and violence. Alcohol is toxic, particularly to the liver, heart, pancreas, and brain, and increases the risk of a number of cancers and other medical complications, including GI bleeding, painful inflammation of the pancreas, liver disease, and seizures. There are many effective programs and a number of medications to help people stop abusing alcohol.

OPIATES and OPIOIDS (i.e. heroin, morphine, methadone, codeine, oxycodone, hydrocodone, hydromorphone) - All opiates and opioids can be highly addictive. Withdrawal can be extremely unpleasant and create an obstacle to quitting, but its symptoms are treatable and typically not life-threatening. Intoxication involves apathy and impaired attention, in addition to pleasurable effects. At higher doses, they can cause unconsciousness, respiratory depression, and death. An overdose can usually be reversed with a medication called naloxone, if it is given soon enough. A common and unpleasant side-effect of frequent use is constipation. Intravenous use ("shooting it"), particularly if there is needle-sharing, increases the risk of skin and blood-borne bacterial infections (i.e. endocarditis) and of contracting HIV and hepatitis B and C.

STIMULANTS (i.e. cocaine, crack, methamphetamine)

Stimulants carry a high risk of addiction. Intoxication may cause dangerously high blood pressure and abnormal heart rhythms, acutely increasing risk of heart attack and stroke. Use also increases risk of seizures and may cause insomnia, anxiety, distractibility, confusion, tic-like behaviors, severe mood swings, agitation, paranoia, and psychosis (e.g. delusions, hallucinations, disorganized thoughts). The initial euphoria of use is often followed by a "crash" involving lethargy, loss of motivation, irritability, and depression. Snorting cocaine can cause destruction of the nasal septum ("perforation"), smoking crystal meth is associated with severe periodontal disease ("meth mouth"), and smoking crack is highly destructive to the lungs ("crack lung"). Intravenous use carries the same risks as for the opiates.

HALLUCINOGENS (i.e. PCP “angel dust,” ketamine “special K,” LSD “acid,” psilocybin “mushrooms,” MDMA “ecstasy”) - This is a class of drugs with many chemically dissimilar agents that all significantly alter mood and sensory perception, causing hallucinations, dissociative experiences, and alterations in sense of time. Use of PCP, LSD and MDMA can unpredictably lead to highly disturbing and/or violent psychotic episodes (“bad trips”). Use of LSD may lead to long-lasting perceptual changes, or “flashbacks.” They may indirectly lead to legal problems, injury or death by impairing perception, judgment and impulse control.

– **Information on Major Adverse Effects of Substance Abuse provided by Nils Westfall, M.D., Department of Psychiatry, University of Miami/Jackson Memorial Hospital.**

ALCOHOL AND DRUG COUNSELING AND TREATMENT

Any student who believe they may be struggling with substance abuse or dependency are strongly encouraged to seek support. Help is available through the school counselor, social worker or by contacting the Broward County Public Schools’ (BCPS) School Culture and Student Support at 754.321.1600. A list of drug prevention programs may be found at <https://www.browardschools.com/bcps-departments/equity-diversity-and-school-climate/substance-use>. All requests for assistance will be handled with complete confidentiality. With the student’s consent, support may also include referrals to qualified professional agencies within the community.



INJURIES & INSURANCE

Each laboratory is equipped with emergency first aid supplies. All injuries must be reported to the instructor and to the appropriate administrator. Instructors are not permitted to administer or dispense medication to students. Facilities for students who become ill are located on each campus, and Automated External Defibrillator (AED) units are accessible at each college’s designated location.

Students who are injured or become ill while on campus are responsible for any costs associated with emergency medical services. All students are required to carry their own medical or hospitalization insurance. Additionally, students may designate an emergency contact person. Optional in-school and 24-hour accident insurance is available through an external provider for a nominal fee.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT:

The Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring post-secondary institutions participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. This consumer protection act aims to provide transparency around campus crime policy and statistics. Institutions must report data pertaining to emergency procedures, crime prevention, law enforcement, crime reporting policies, sexual assault prevention, disciplinary procedures and other matters of importance related to security on campus. The report contains crime statistics for the previous three calendar years.

The information is distributed to each student in the Broward Technical Colleges’ Student Handbook.

SEXUAL ASSAULT POLICY AND PROGRAM

The Crime Awareness and Campus Security Act of 1990 which amended the Higher Education Act requires institutions participating in Title IV programs to annually prepare, publish, and distribute information regarding their institution’s sexual assault resources. The information is presented in this section

in order to comply with this requirement.

SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature. Sexual harassment includes, but is not limited to the following behaviors:

- Unwelcome statements of a sexual nature;
- Unwelcome solicitation or pressure for sexual activity;
- Intentional brushing against, patting, or pinching of another’s body;
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact, and blocking movements;
- Leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons;
- Indecent exposure.

SCHOOL CULTURE AND STUDENT SUPPORT

Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and SB Policy 4001.1. Nondiscrimination Policy Statement. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose. Sexual violence is also a violation of these same statutes and may also represent a criminal law violation. The school district prohibits any form of sexual harassment and sexual violence. Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action.

Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately to a teacher, counselor, advisor and/or school administrator.

SEXUAL ASSAULT AND VIOLENCE AWARENESS PROGRAM

Pamphlets on “Personal Safety” are available at various locations across the campuses. These efforts are part of an ongoing series of Crime Prevention Information Dissemination Programs sponsored by Broward Technical Colleges.

COUNSELING AND REFERRAL ASSISTANCE

A student who is a victim of a sexual assault or other intimate violence will receive initial counseling assistance through the Office of Student Affairs/Office of Admissions. A counselor, advisor or social worker will assist the student in seeking appropriate medical and emotional care.

Sexual Assault and Violence Crisis Counseling Referral

The counselor or social worker, with student consent, will make referral to the:

Nancy J. Cotterman Treatment Center
2995 N. Dixie Highway
Oakland Park, FL 33334
Tel: 954.354.5778

The SATC operates 24 hours a day, 7 days a week. A Crisis Counselor is always on duty to serve clients.

REPORTING CRIMINAL ACTS, INCLUDING SEXUAL ASSAULTS AND VIOLENCE

To report any criminal act, including sexual assault, please contact the 24-hr Sexual Assault Hotline at 954.761.RAPE (7273). The administrator will contact the appropriate law enforcement agency and the District's Special Investigation Unit (SIU) who is responsible for investigating and reporting all civil and criminal incidents that occur in Broward County Public School facilities. The administrator will inform and refer that student to the Office of Student Affairs for counseling.

1. **Reporting Criminal Acts:**

The District's Police is responsible for investigation of all civil and criminal incidents that occur in Broward County schools and facilities. The District's Police receives calls at a Hotline number that is active 24 hours a day. Report potentially serious situations by calling (754) 321-0911. Criminal incidents occurring at one of Broward Technical Colleges should immediately be reported to the nearest teacher or staff member who will contact administration.

The names of sexual predators residing in Broward County or nearby counties can be found on the Internet at <https://www.sheriff.org>.

2. **Safety Inspections:**

Broward Technical Colleges are inspected annually by Fire, Safety, and Health Inspectors.

3. **Campus Law Enforcement:**

The District's Police appoints and commissions special officers for the protection and safety of school personnel, property, and students within the Broward County Public School System. Each special officer has the power to make arrests for any violation of law on the property of The School Board of Broward County, Florida and to arrest persons, either on or off such property, who violate any law while on such property. Such arrests shall be made under the same conditions under which deputy sheriffs/police officers may make arrests. Each special officer shall have the authority to bear arms while in the performance of his/her official duties.

School Board of Broward County, Florida policy requires collaboration with local law enforcement in the development of the School Safety Plan. The plan requires notification of local law enforcement of incidents threatening the health or safety of students or staff. The plan also must be reviewed and signed by local law enforcement.

The plan acknowledges that local law enforcement will investigate alleged crimes occurring on campus.



Atlantic Technical College

	2024	2023	2022
Aggravated Assault	0	0	0
Alcohol/Drugs	0	0	0
Arson	0	0	0
Burglary	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes*	0	0	0
Sexual Offenses **	0	0	0
Stalking Incidents	0	0	0
Robbery	0	0	0
Vandalism	0	0	0
Weapons Possessions	0	0	0

Sheridan Technical College

	2024	2023	2022
Aggravated Assault	0	0	0
Alcohol/Drugs	1	0	0
Arson	0	0	0
Burglary	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes*	0	0	0
Sexual Offenses **	0	0	0
Stalking Incidents	0	0	0
Robbery	0	0	0
Vandalism	0	0	0
Weapons Possessions	0	0	0

*Hate Crime statistics include: gender identity, larceny-theft, simple assault, intimidation, and vandalism

**Forcible and non-forcible offenses

McFatter Technical College

	2024	2023	2022
Aggravated Assault	0	0	0
Alcohol/Drugs	0	0	0
Arson	0	0	0
Burglary	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Manslaughter	0	0	0
Murder	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes*	0	0	0
Sexual Offenses **	0	0	0
Stalking Incidents	0	0	0
Robbery	0	0	0
Vandalism	0	0	0
Weapons Possessions	0	0	0

School Board Policy 2302 authorizes the Broward County Schools Police (BCSP) to assist other law enforcement agencies in the investigation and prosecution of civil and criminal incidents that occur within the Broward County Public School District.

4. **Crime Prevention Information:**

Broward Technical Colleges employ Security Specialists, Campus Monitors, Armed Guardians and/or School Resource Officers. These individuals provide day and night security for students attending classes. Campus cameras are also monitored throughout the day/ evening to provide additional protection to our students/staff.

The local law enforcement and campus security are available to provide information to students and employees on various crime prevention subjects. More information is available in the Office of Student Affairs/ Office of Admissions. "Whistleblowers" are protected from retaliatory acts through administrative procedures including the ability of students or

staff to text message the Broward County Schools Police (BCSP) of the School Board under the Board's anti-bullying policy.

5. **Criminal Incident Statistics:**

The data reflects criminal incidents at Broward Technical Colleges, pursuant to the requirements of the Campus Security Act.

6. **Completion Rate:**

The Broward Technical Colleges are fully accredited by the Commission on Occupational Education (COE). One major requirement in order to maintain accreditation is demonstrating compliance with the minimum student achievement benchmark of a 60% Total Program Completion Rate. Based upon each school's COE Annual Report, each school's overall completion rate was:

- Atlantic Technical College 83%
- McFatter Technical College 75%
- Sheridan Technical College 76%

VISITORS AND CHILDREN ON CAMPUS

School Board Policy 1400 encourages the public to visit schools. To comply with the requirements of the Jessica Lunsford Act and to ensure the safety of our schools, the District has implemented a visitor information system called Raptor.

Visitors to all campuses must first go to the designated location to be processed through the Raptor system. A visitor's name/photo ID badge is produced from this system and visitors are required to wear the badge while on campus. As a safety precaution, visitors are not permitted in classrooms without permission.

The policy prohibits any solicitation of teachers or students on school premises by salespeople, agents, or others. Loitering and/or trespassing on school

premises during school hours by individuals not associated with the school shall not be tolerated. The appropriate Police Department or Sheriff's Department will be notified upon such occurrences.

Students are not permitted to bring children into classes with them or to permit children to wander unsupervised in any area of the campus. Children must be at least twelve (12) years of age to receive barbering services and at least twelve (12) years of age to receive services in the cosmetology laboratory.



STUDENT RIGHTS & RESPONSIBILITIES

REGISTRATION/CHANGE OF STUDENT INFORMATION

All students are required to present a valid government-issued photo ID at the time of registration. Changes to a student's personal information—including name, address, Social Security number, or phone number—must be reported directly to the Registrar's Office. Some updates may also be made through the student's Focus portal. To process any personal information changes, a valid government-issued photo ID is required. In certain cases, the school may request additional legal documentation at its discretion.

ACCESS TO THE STUDENT PORTAL

Students can use Focus, the Student Information System, to monitor their grades, attendance, and academic progress; view class schedules and transaction history; update personal information; complete registration forms; and download enroll-

ment verification and 1098-T Tuition Statement form.

Student Portal can be accessed online by following the instructions below:

1. Visit <https://browardfocus.com> (Use Chrome, Firefox, or Safari for the best experience).
2. Enter 10-digit Student ID (06#####), found on class schedule.
3. Enter Password, which is the student date of birth in the format MM/DD/YYYY

COMPUTER USE/ACCEPTABLE USE POLICY

Broward Technical Colleges are equipped with computers, networks, and online telecommunications for student and staff use. All use of this technology must comply with School Board Acceptable Use provisions and the Code of Ethics for Computer Network and Online Telecommunications Users Policy. Computer Network Responsibility Major Policy Provisions include:

- Use of computers, networks, the Internet, and online communication systems must be related to students' educational activities.
- Students must recognize that computers, networks, and equipment used to support online learning systems are shared devices, and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using the District's computers, networks, or online communications and information systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic material.
- Students shall not intentionally spread or attempt to spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online communications systems and information systems shall adhere to laws regarding copyright.



Bring Your Own Device (BYOD)

The BYOD program allows students in participating schools and classrooms to use their personally owned Wi-Fi-enabled devices (laptops, smart phones, tablets) to connect to the District's BYOD network. Teachers facilitate the use of student devices by integrating instructional strategies that embed Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.

Technical Help/Support

Students who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not BCPS devices and the District does not have the resources at this time to troubleshoot issues. Some teachers may be knowledgeable with your device and willing to help if time allows.

- Device hardware must be maintained by the owner of the device.
- Device software must be maintained by the owner of the device.
- District owned software is not to be installed on a personally owned device.

Broward Guidelines and Policies for Information Communication Technology (ICT) Use

BYOD devices connected to the Broward County Public Schools (BCPS) network pose a risk for every other connected device and therefore users must abide by all BCPS Policies and Guidelines.

The following Policies and Guidelines are in place for use in Broward County Public Schools.

- BCPS Policies www.broward.k12.fl.us/sbbcpolicies
- Policy 5306 "School and District Technology Usage"
- Policy 6318 "Copyrighted Materials - Reproduction & Usage"
- Policy 4212 "Intellectual Property"
- <https://www.browardschools.com/Page/38107>
- Digital Citizenship & Resources - <https://www.browardschools.com/Page/39634>

1. Policy 5306 – School and District Technology – Usage describes the acceptable use of computers, networks, the Internet, and online telecommunications systems.

2. Use of computers, networks, and online telecommunications resources will be done in accordance with these rules and regulations (not all which have been listed here).

3. Failure to follow these rules may result in disciplinary action, denied or restricted use of computers,

networks, the Internet, and online communications systems, or appropriate legal measures being taken.

4. The District has taken every reasonable measure to ensure that the information accessed over computer networks and through online telecommunications systems is appropriate.

5. The District cannot completely control all of the information published by way of the thousands of computer work-stations on our networks or by way of connected online telecommunications systems. The School Board of Broward County, Florida is not responsible if controversial material is inadvertently accessed on a school computer.

MEDIA RELEASE

While attending Broward Technical Colleges, students may be photographed, videotaped or interviewed for educational purposes and/or to promote the positive aspects of Broward County Public Schools. By giving permission, pictures and interviews may be used on the school and district website, in school or district publications, external publications, and in electronic/social media. Such uses and distribution by Broward County Public Schools shall be within their sole discretion. Students who do not wish to be photographed, videotaped, or interviewed can select an opt-out option when signing and dating the Student Handbook Acknowledgement Form.



CONDUCT & DISCIPLINE POLICIES

Broward County Public Schools firmly believes a positive school culture promotes the equal educational opportunity and establishes a framework for a safe learning environment. The Code of Student Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit for all. Students are expected to adhere to the Conduct and Discipline Code for Adult Students enrolled in Career, Technical, Adult, and Community Education programs. These include safety and health rules, and the expectation that students will conduct themselves in a manner consistent with a safe and productive work environment. The rules apply to all activities occurring on the grounds or other sites being used for such activities. The School Board is not responsible for students, their conduct and activities, when attending non-school sponsored activities. "Adults" are defined as individuals beyond compulsory school age who have legally left the K-12 school program or are high school students who are co-enrolled in an adult program. For Career-Dual Enrolled high school students at Broward Technical Colleges, the District's Code of Secondary Student Conduct applies.

1. All provisions of state, county, and municipal criminal codes as well as District policies apply to adult students while they are under the jurisdiction of The School Board of Broward County, Florida.

2. Any adult student who engages in behavior which is in violation of any section of the criminal code may be referred by the school administrator to the appropriate law enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the administrator.

3. While under the jurisdiction of The School Board of Broward County, Florida, adult students may not possess or use knives or guns or use any other object defined as a weapon. The possession of a concealed weapon permit does not allow students to possess a firearm on their person or in their automobile while on campus, outside the school at school-sponsored activities and/or at District sponsored training facilities.

4. Adult students may not be in possession of or under the influence of alcohol, marijuana, or other

mood altering substances while under the jurisdiction of The School Board of Broward County, Florida.

5. Violation of Rule 3 or 4 shall result in the student being involuntarily withdrawn from all adult, alternative, technical, and community schools for one (1) school year from the date of the infraction.

6. Adult students may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing, or indecent; associated with gangs or cults; encourage drugs, alcohol, or violence; or support discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation.

7. Per District Policy 4001.1, suspected acts of bullying, cyberbullying, harassment and discrimination by any student in the school or outside the school at school-sponsored activities or at District sponsored training facilities shall be reported to school-based administration, but the complaint shall also be filed with, and investigated by, the EEO/Title IX Coordinator (754-321-2150).

8. Violations of the Conduct and Discipline Code for Adult Students which are not illegal but which are very serious in nature, may result in an immediate withdrawal from the school. Less serious behavioral violations shall be managed in the following manner:

a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues;

b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action.

c. If the student does not modify his/her behavior after the administrator's intervention, the administrator may suspend the student from the program for up to 10 days or involuntarily withdraw the student from the school for a period of time not to exceed one (1) school year from the date of the infraction.

9. A K-12 student who has been expelled or suspended from the K-12 program may not be accepted for enrollment as an adult student until after

the duration of expulsion or suspension. Students who participate in an alternative to external suspension program are not considered suspended.

10. A student's locker or other storage areas may be subject to a search based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle.

11. Adult students disciplined under any of the above rules may appeal the decision by following the Student Grievance Procedure.



RIGHT TO APPEAL AND GRIEVANCE PROCEDURES

There are times when students believe that they have been treated unfairly under the Conduct and Discipline Code for Adult Students in Career, Technical, Adult, and Community Education or other rules and regulations. The School Board has an approved right to appeal and grievance procedures for adult students to follow. The procedure provides for a resolution of grievances for students who may feel that they have a Right to an Appeal. The Grievance Procedures and form are available on each school's website or contact the Office of Student Affairs/Office of Admissions.

The following steps may be taken to provide a fair resolution of student grievances. The grievance procedure and timeline shall proceed according to the following rules and regulations:

1. The first step taken by the student MUST meet with the member of the staff involved in the alleged unfair action. If the grievance is not resolved after initial contact, the adult student may involve any other person of the student's choice in a conference with the member of the staff involved.

2. If the grievance has not been resolved after meeting with the teacher/non-instructional staff, counselor, and/or Assistant Principal/Director and the student wishes to proceed with the grievance, the student must submit a written statement to the Principal/Director within five (5) school days after the last conference. The statement must tell what happened, when it happened, who was involved, and how the student would like the problem resolved. A copy of the statement should be filed and maintained as an educational record. The Principal/Director with the most knowledge of the incident has five (5) school days to respond in writing.

3. If the problem still has not been resolved within the five (5) school days from receipt of the school's response, the student may request in writing, an appointment with the Director/designee of the Office of Service Quality. The letter asking for the appointment must include a copy of the first written statement and the school's response, if one was received.

4. Upon receipt of such request, the Director/

designee of the Office of Service Quality will schedule a meeting within five (5) school days with the student. This meeting will include the person(s) involved in the appeal process, the Principal/Director, the student and if requested, any representative the student selects. The Director/designee of the Office of Service Quality has five (5) school days after the date of the meeting to send a written response to the student.

5. If the student still is not satisfied, they may take the problem to the Superintendent's Office/designee following the above procedures.

6. The Superintendent's Office/designee will schedule another meeting to attempt to resolve the matter. After the date of this meeting, the Superintendent/designee has five (5) school days to send a written response. The decision of the Superintendent/designee shall be final for the penalty.

There are additional state and federal agencies and organizations for filing complaints after all recourses at the college level have been exhausted and you believe your complaint warrants additional investigation.

These include:

For student and general public complaints alleging discrimination, contact:

**Office for Civil Rights,
U. S. Department of Education
Atlanta Office
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone: 1-800-421-3481**

Fax: 404-562-6455

TDD: 877-521-2172

E-mail: OCR.Atlanta@ed.gov

Students who feel that they have been treated unfairly regarding financial aid may contact:

**Office of Student Financial Assistance
Florida Department of Education
325 West Gaines Street, Suite 1314
Tallahassee, FL 32399-0400
Telephone: 1-800-366-3475**

Website:

<http://www.floridastudentfinancialaid.org/>

E-mail: OSFA@fldoe.org

Or

**Federal Student Aid Ombudsman
U.S. Department of Education
830 NE First Street, Fourth Floor
Washington, DC 20202-5144
Telephone: 1-877-557-2575
Fax: 202-275-0549**

Website: <https://studentaid.ed.gov/sa/repay-loans/disputes/prepare/contact-ombudsman>

your rights
to **appeal**
and the **grievance**
process





Career and Technical Education students enrolled in Broward Technical Colleges may also contact the:

Commission of the Council on Occupational Education
 7840 Roswell Road, Building 300, Suite 325
 Atlanta, GA 30350
 Tel: 770.396.3898 • Fax: 770.396.3790
www.council.org

Grievance Policy for Discrimination, Bullying, and/or Harassment Offenses, including Section 504/ADAAA

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability,

gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

Reporting Discrimination, Bullying and/or Harassment Offenses

If any student feels that he or she has been discriminated against or bullied they may contact the Executive Director of Benefits and EEO Compliance in the Department of Equal Educational Opportunities, 600 Southeast Third Avenue, 14th Floor, Fort Lauderdale, Florida 33301, Phone: 754-321-2150. Tele-type Machine (TTY): 754-321-2158. Complaints relating to discrimination may also be addressed to the Office of Civil Rights, 61 Forsyth Street, S.W. Suite

19T70, Atlanta, Georgia 30303 or the state or federal Office of Civil Rights.

Complaints relating to discrimination on the basis of sex may be addressed to:
Assistant Secretary for Civil Rights
 330 C. Street SW
 Washington, D.C. 20202
 Tel: 900.421.3481 • Fax: 202.205.9862
 TTY 877.521.2172

STUDENT SERVICES

CAREER ASSESSMENT & SERVICES

Career Assessment Services offer comprehensive assessment tools designed to assist in career planning. At Broward Technical Colleges, workshops are conducted covering study skills, employability skills, resume writing, and other related topics.

COUNSELING

Full-time certified school counselors and career advisors are available to assist students in making informed choices. Counseling activities include, but are not limited to: orientation, assessment interpretation, disability services, employment trends, exceptional student counseling, international student counseling, financial aid, job opportunities, occupational counseling, personal counseling, registration, student records, transcripts, and veterans information.

DISABILITY SERVICES

A Section 504/ADAAA Liaison (Disability Services Counselor/Advisor) is available to individuals who seek accommodations for a disability. Refer to the "Student Rights" section of the handbook for more information on the Disability Services process and guidelines.

HOMELESS VERIFICATION PROCESS

The McKinney-Vento Homeless Assistance Act defines a homeless person as someone lacking a fixed, regular, and adequate nighttime residence. Homeless students may be eligible for tuition and fee exemptions at post-secondary institutions. Each school has a designated liaison to assist students with the homeless verification process. Consult with the program counselor or advisor for details.

JOB PLACEMENT ASSISTANCE

A Career Services Advisor is available to assist current students and alumni with finding job opportunities. Instructors also assist with job opportunities. Daily job opening information is available through an online job platform. Students are responsible for notifying the school of job placement by completing the Job Placement Form. The student can submit the Job

Placement form online via the school website or by providing the form to the instructor, Career Center or program counselor.

GRADUATION

A graduation ceremony is held annually in late spring to recognize program completers and provide loved ones the opportunity to celebrate their graduate's achievements. Students who complete their program(s) earlier in the academic year are invited to return and participate alongside their co-hort. Students with a GPA of 3.5 and above receive a gold seal designation on their certificate.

GUARANTEE FOR SUCCESS PLAN

Broward Technical Colleges are committed to teaching the skills necessary for career success. We offer a refund for tuition paid for eligible programs in high demand fields to students who are not employed within six (6) months after program completion. Students who are eligible for the Money-Back Guarantee may receive reimbursement of tuition minus institutional scholarships and/or grants received. Only tuition is included, any other fees, expenses and/or charges are excluded.

To be deemed eligible, a student must meet all eligibility criteria and apply for the Money Back Guarantee no later than the first seven (7) days of the seventh (7th) month following their official program completion. Incomplete applications or those with missing criteria will not be considered. Visit the school's website for more information. Consult with

the program counselor or advisor for details.

MONEY BACK GUARANTEE

Broward Technical Colleges are committed to teaching the skills necessary for career success. We offer a refund for tuition paid for eligible programs in high demand fields to students who are not employed within six (6) months after program completion. Students who are eligible for the Money-Back Guarantee may receive reimbursement of tuition minus institutional scholarships and/or grants received. Only tuition is included, any other fees, expenses and/or charges are excluded. Consult with the program counselor or advisor for details.

To be deemed eligible, a student must meet all eligibility criteria and apply for the Money Back Guarantee no later than the first seven (7) days of the seventh (7th) month following their official program completion. Incomplete applications or those with missing criteria will not be considered. Visit the school's website for more information.

FINANCIAL INFORMATION

CONSUMER INFORMATION GUIDE

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, consumer information must be made available to all Broward Technical College's (BTC) students. The Consumer Information Guide may be found at the following BTC website: <http://www.browardtechnical-colleges.com/student-resources/>

FLORIDA RESIDENCY REQUIREMENTS FOR TUITION PURPOSES

Florida Residency for Tuition Purposes refers to whether the applicant is an in-state Florida resident or an out-of-state resident, and this classification determines tuition cost as defined by Florida State Statute 1009.21 and the State Board of Education Rule 6A-10.044. To be eligible for in-state tuition, applicants to Certificate or Applied Technology Diploma programs or their parents must have established and maintained legal residency in Florida for at least 12 consecutive months immediately prior to the first day of class. Tuition for out-of-state students is calculated at a higher rate. All applicants must



complete the Florida Residency Affidavit for Tuition Purposes form and submit the required supporting documents. Registration, activity, books, supply and insurance fees are in addition to tuition and included in the calculation of total program costs.

In cases where the applicant is deemed as a Florida non-resident, he/she may appeal the residency classification decision. Broward Technical Colleges' institutional appeal process requires applicants to submit a Florida Residency Classification Appeal form, supporting documentation, and a signed Release of Information form to the program counselor/advisor within ten (10) school days of the denial. The decision of the Residency Appeal Committee will be rendered to the applicant within 30 school days in writing and is final for the term. The Residency Appeal Committee consists of an Office of Admissions Director, Student Affairs Director, Financial Aid Director, and International Student Advisor.

PAYMENT OF TUITION AND YOUR FEDERAL INCOME TAX RETURN

Enrollment and payment of tuition at this institution could affect the student's federal income tax return, and in some cases, may increase the refund. Form 1098-T, Tuition Statement, is a statement that educational institutions are required to issue to students. This form is only available to students enrolled in Career Technical Education programs. It provides the total dollar amount paid by the student for what is referred to as qualified tuition and related expenses

in a single tax year. Form 1098-T is available electronically on or before January 31st via the Focus student portal. The student's Social Security number must be on file for the 1098-T to be generated.

FINANCIAL OBLIGATIONS

Students are fully responsible for all tuition, fees, books, supplies, and any other charges associated with their program admissions and enrollment. All outstanding

balances must be paid on time. Financial obligations—defined as debts or payments owed—may result from various sources, including but not limited to unpaid tuition payment plans, unfulfilled financial aid or third-party reimbursements, and failure to return school property. Failure to meet financial obligations may result in holds on student records, which can affect access to transcripts, certificates, and future course registration.

PROGRAM COST

The program cost includes a range of mandatory tuition and fees that cover essential services, access to campus facilities, and other related expenses. These costs typically include tuition, registration fees, laboratory or supply fees, and student activity fees. In addition to these charges, students are also responsible for purchasing the required books and supplies necessary to successfully complete the program. Students may also incur additional fees that are directly associated with the program of study. Refunds when due are processed using the original payment method; however, cash payments are refunded by check only.



REFUND POLICY

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.

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

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

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

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

6. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedure as presented

in the Student Conduct and Discipline Code. See page 19 for procedures.

7. Refunds, when due, will be made without requiring a request from a student.

8. Refunds, when due, will be made within forty-five (45) days: one (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or two (2) from the date the school/college withdraws the student or determines withdrawal by the student.

9. A student is entitled to a full refund of fees if a course is canceled by the school/college, principal/director or his/her designee, provided however, that the student was not reported in membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.

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

SBBC policies can be accessed online at

<https://www.browardschools.com/policies>



FINANCIAL AID

Financial Aid is available and awarded based on each student's individual financial need. The Office of Financial Aid will assess eligibility and provide guidance on application requirements. To ensure compliance with federal financial aid regulations, students are not permitted to receive federal aid from more than one postsecondary institution at the same time. Receiving aid from multiple institutions may result in over-awards, which can lead to repayment obligations, loss of eligibility, and potential legal consequences. To remain compliant, students who are enrolled at more than one institution must inform the Office of Financial Aid to ensure that only one institution administers their financial aid.

Broward Technical Colleges do not participate in federal student loan programs and do not offer loans of any kind. However, the following funding sources may be available to students depending upon the course of study and/or financial need. Students are encouraged to meet with a financial aid advisor or visit the Office of Student Affairs/Office of Admissions to explore available funding options and determine eligibility.

- Agency Referrals
- Bright Futures
- Broward Technical Colleges' Education Fund
- CareerSource Broward
- Children of Deceased and Disabled Veterans
- Federal Pell and FSEOG Grants
- Fee Waivers
- Financial Aid Fee Trust Fund (FAETF)
- FL National Guard Education for Dollars (EDD)
- Florida Pre-Paid Tuition Plan
- Florida Division of Vocational Rehabilitation
- Florida Student Assistance Grant Career Education (FSAG-CE)
- Open Door Grant
- Scholarships
- Veterans Educational Benefits

VETERANS EDUCATION

VETERANS EDUCATIONAL BENEFITS

Pursuant to Florida Statute 295.125(2), Broward Technical College gives veterans preference in the admissions process. For complete information on eligibility, students should contact the Department of Veterans Affairs (VA) by calling 1-888-442-4551 or go to the VA website at www.gibill.va.gov. For information pertaining to the college's VA approved programs, standards or progress, attendance, transcript requirements, and the processing of paperwork, contact the Veterans Certifying Official at 954-614-1608. Most programs are approved for veterans training. If you are receiving Veterans Educational Benefits, see the Veterans Certifying Official before registering for any program on an eLearning component. The Department of Veterans Affairs will only provide educational benefits for the length of time listed on the Florida Department of Education's Program Curriculum Frameworks and within the advertised hours in the school's catalog. If a student's enrollment exceeds these hours, the student will be financially responsible for any additional tuition and fees.

INDEPENDENT STUDY

In accordance with PL 115-48 (The Harry W. Colmery Veterans Assistance Act of 2017 (aka the Forever GI Bill®), Section 302, it has been determined that the school meets the requirements to allow for approval of certain courses taught in whole or in part in an independent study modality. **Chapter 35 (Dependents Educational Assistance). Beneficiaries are not eligible for Independent Study (OBT/Hybrid/Online classes).**

ATTENDANCE AND RECORDS POLICY

Attendance Policy for VA Students Per the Department of Veteran Affairs (VA) Policy, veterans enrolled in noncollege degree (NCD) programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated

absences, tardies, and leaving class early exceed 20 percent of scheduled class clock hours in a month or, where the course is less than one month in length, 20 percent of total approved course clock hours for the length of the program (days or weeks). The termination will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of positive attendance when absences tardy exceeds 20% (using Form 22-1999b to report the termination for unsatisfactory attendance) and will reflect that last date of the student's class attendance before violating this policy. A veteran may be recertified for VA educational benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed. This is done by the veterans meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

The institution maintains records of grades and transcripts for veteran students for a minimum of three years.

EDUCATION BENEFITS/TUITION FOR VA STUDENTS

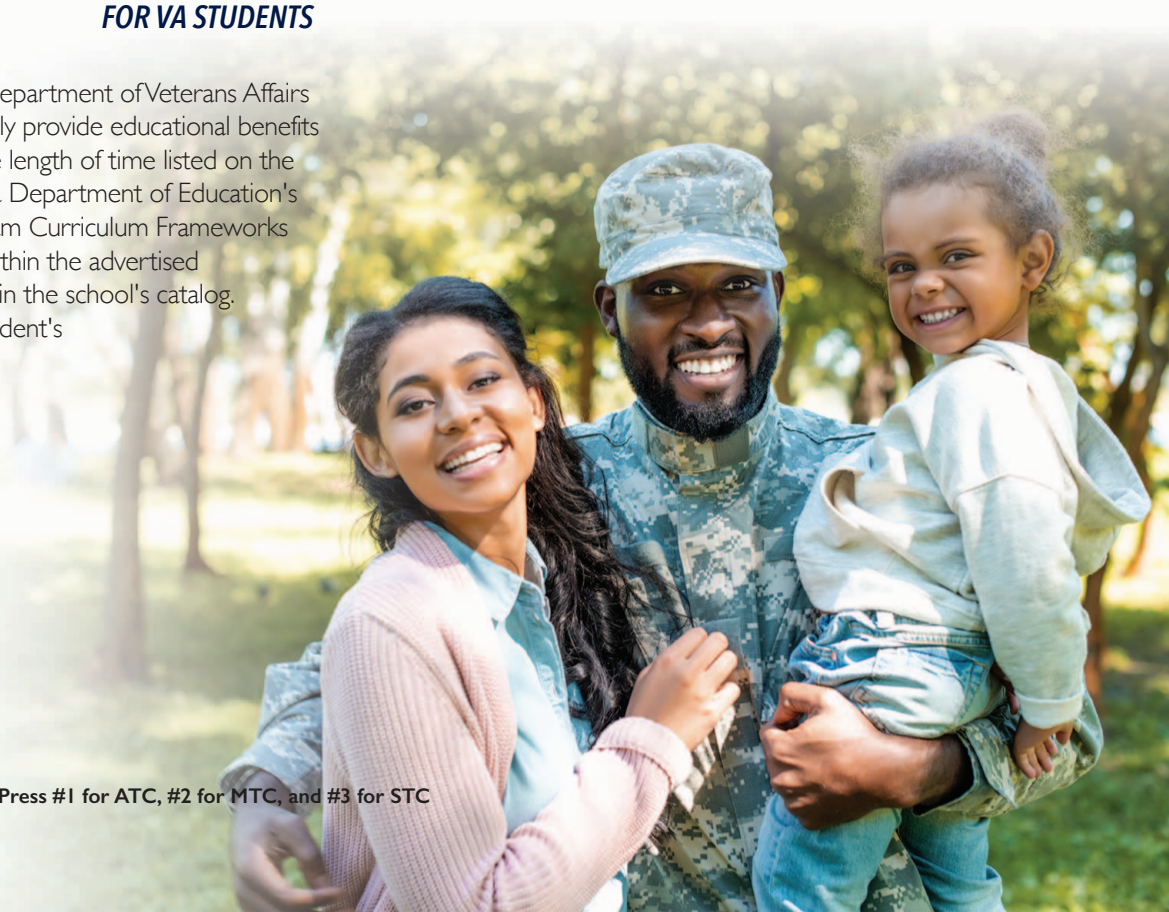
The Department of Veterans Affairs will only provide educational benefits for the length of time listed on the Florida Department of Education's Program Curriculum Frameworks and within the advertised hours in the school's catalog. If a student's

enrollment exceeds these hours, the student will be financially responsible for any additional tuition and fees. In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies



INTERNATIONAL STUDENTS

REQUIREMENTS FOR ADMISSION

Prospective international students may enroll and attend classes at Broward Technical Colleges. International Students (M-1 Student Visa Status) must be enrolled in a program as a full time student (18-22 clock hours per week) and should apply to Broward Technical Colleges two (2) to four (4) months prior to the term of enrollment. No online or distance education classes may be considered to count toward an M-1 student's full course of study requirement if such classes do not require the students physical attendance for classes, examination, or other purposes integral to completion of the class. M-1 students are admitted for a specific educational objective and cannot change that objective while in the United States. International students are not eligible for annual vacation such as summer break.

International students are considered temporary residents of the United States and may not be deemed Florida residents for tuition purposes. Therefore, they are required to pay out of state tuition for the duration of their studies. In order for international students to maintain their student status, they must fulfill the purpose for which the Department of State issues their visa (M-1) and comply with all rules and regulations of the Student and Exchange Visitor Program (SEVP), United States Citizenship and Immigration Services (UCSIS) and Broward Technical Colleges.

Acceptance to Broward Technical Colleges does not guarantee a student visa by the U.S. Embassy from abroad; nor does it guarantee a change of status by the U.S. Citizenship and Immigration Services (USCIS).

International students obtaining a student visa in their country are not permitted to enter the U.S. more than 30 days before the first day of classes.

For complete admissions requirements, documents needed, and steps to take after applying for a program, contact the International Student Advisor Vera Fernandez at 754-321-5737.

ATTENDANCE

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date. After that, the student will be terminated from the Student and Exchange Visitor Information System (SEVIS) for unsatisfactory attendance. Two (2) additional absences may be allowed for death in family, illness or hospitalization when official documentation is provided. M-1 students can only drop to part time status while enrolled in a full course of study due to an approved medical condition.

STANDARDS OF ACADEMIC PROGRESS

International Students must maintain a minimum cumulative grade point average (CGPA) of C by the end of each course completion. International students whose CGPA falls below a C at the end of any course will be withdrawn from school and terminated from the Student and Exchange Visitor program.

FINANCIAL AID

To obtain an International Student Visa, the prospective student or sponsor must have sufficient funds to cover tuition and living expenses during the period of intended study. The U.S. government and Department of Homeland Security do not offer financial aid packages to international students.

CAMPUS LIFE

The Broward Technical Colleges Alumni Association

Upon graduation, students are automatically enrolled in the Broward Technical College's alumni association, representing Atlantic, McFatter and Sheridan Technical Colleges. Through an organized alumni association, you will be able to connect with other alumni, current students, recent graduates and faculty to network, find job connections, and mentoring opportunities. Graduates of Broward Technical Colleges will be able to expand their opportunities by networking with alumni from all three (3) colleges; Atlantic, McFatter and Sheridan Technical College.

**BE IN TOUCH.
BE CONNECTED.
BE INVOLVED**

**For more information, call 754-321-5802
or via email**

BrwdTechAlumni@gmail.com

<http://www.browardtechnicalcolleges.com/Alumni>

There you will be able to

- Like us on Facebook
- Join us on LinkedIn
- Follow us on Twitter



BOOKSTORE & TEXTBOOK BUY-BACK PROGRAM

Each college operates a bookstore as a service to students, faculty, and staff for the purchase of text- books, workbooks, uniforms, kits and tools, bookbags, t-shirts, and school-related supplies. Transactions in the bookstore require cash, credit card, or debit card. No checks are accepted. Students who meet Federal Pell Grant eligibility may qualify for some financial assistance towards the purchase of books and supplies. Refunds when due are processed using the original payment method; however, cash payments are refunded by check only.

CAFETERIA

The Professional Culinary Arts & Hospitality program welcomes all students and school personnel to dine in the cafeteria. Short order and cafeteria style foods are served during designated hours. The service is a component of the course curriculum and reinforces competencies for students in this program.

Food service is entirely self-supporting and is not part of the Broward County Public Schools Lunch Program. Vending machines are located around the campus and offer a variety of snacks and beverages.

DRESS CODE

Since the primary purpose of the technical colleges is to prepare all students for employment, all students including Adult General Education students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for industry. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

EARLY RELEASE

See inside back cover for early release dates for each college. Note that evening classes follow the normal schedule at all three (3) colleges on early release days.

IDENTIFICATION BADGES

All students will receive an ID badge upon registration. If the badge is stolen, misplaced, or otherwise not accessible to the student while on the school campus, a replacement will be issued. Replacements will be issued up to three (3) times at no cost to the student. After three (3) replacements have been issued during that school year, the student will incur a financial obligation up to five dollars for each replacement thereafter.

LOCKERS

Students who are assigned lockers are urged to keep them neat and refrain from defacing them. Lockers may be opened for inspection by school personnel. Broward Technical Colleges are not responsible for the loss of items from a student's locker.

LOST AND FOUND

Items found on campus should be turned in to the Lost and Found located in the designated office. Persons who have lost items should report their losses in the designated office.

PARKING ON SCHOOL PROPERTY

All vehicles, including motorcycles, must be registered with the school and must display a valid parking permit. Students are issued one parking permit annually at the time of registration. There is an additional fee to replace lost or damaged permits or to have additional permits issued.

Specific areas are designated for student and faculty parking. Students are to park in their assigned areas only. All designated parking restrictions—including "No Parking," "Staff Only," "Handicap," and "Fire Lane" areas—must be strictly observed. These regulations are enforced by school security and/or local law enforcement to ensure campus safety and accessibility.

The maximum speed limit on campus is 10 mph, and violators may have their parking privileges revoked. The School Board of Broward County, Florida is not responsible for damage to, or loss from, automobiles or other vehicles parked or operated on school property. Reasonable suspicion may result in a search of person, possessions, and/or vehicle.



SMOKING

In accordance with School Board Policy 2401, no person may smoke in a School Board owned/leased building or vehicle. Broward Technical Colleges are smoke-free facilities, and smoking is not permitted on campus. School Board Policy 2401 states that: No student, employee, volunteer, contractor or school visitor is permitted to use tobacco products of any kind or electronic cigarettes at any time in, on or during the following:

- a. Any building, facility, school grounds, property or vehicle owned, leased, chartered or rented by the District, including but not limited to, District offices, athletic/practice fields, playgrounds, parking lots, and administrative offices. The policy does not apply to school bus stops located away from District property.
- b. District property means in, on or within 100 feet of any building facility, school, school grounds, land/property or vehicle owned, leased, chartered or rented by SBBC. This does not include school bus stops located away from District property (F.S. 386.212).

SPECIAL PROGRAMS

Our Academic Studies program is designed to provide comprehensive academic support for students who need to improve their basic skills of communication (reading and language arts) and computation (mathematics) in order to meet the State mandated minimum basic skills levels and achieve success in a career education program. Classes in ABE (Adult Basic Education), ESOL (English for Speakers of Other Languages), GED® Test Preparation, and Academic Skills Building (ASB), as well as Integrated Education and Training (IET) at select locations leading to enrollment and co-enrollment in CTE programs..

STUDENT ORGANIZATIONS

Student organizations are an integral part of the curriculum and are organized to aid in leadership and social skill development training. These organizations operate at the local, regional, state, and national levels. Some provide the opportunity to compete/demonstrate technical skills and some serve in an advisory capacity to the Director and School Advisory Council. Students are encouraged to join and actively participate in these organizations.

VOTER REGISTRATION PROVISION IN HIGHER EDUCATION AMENDMENTS OF 1998

This law requires that institutions of higher learning provide each enrolled student the opportunity to apply to register to vote, or update their voter registration records at least once a year. Voter registration applications and information are available online at www.registertovoteflorida.gov. Students with disabilities may obtain information from their counselor, and if necessary, receive assistance in filling out the application cards.

WIRELESS COMMUNICATION DEVICES

Personal technology devices must be off (or silent) and out of sight during instructional time. No cell phone calls or text messages may be placed or answered during instruction. Phones in the classroom are for staff use only. A telephone is available for student use in emergency situations.

ABE, ESOL, GED® and ASB are offered to students.



Welcome to the Alumni Association Class of 2026!

EXPERIENCE
THE
DIFFERENCE
A CAREER
IN A YEAR
CAN MAKE.



Be in Touch
Be Connected
Be Involved

Register at <http://www.BrowardTechnicalColleges.com/alumni/>



The Broward Technical Colleges follow the
calendar for Broward County Public Schools.

Career Technical Programs (CTE) Calendar 2025 - 2026

	FALL SEMESTER 25/26		WINTER SEMESTER 25/26		SUMMER 2026
	Term 1 (42 days)	Term 2 (42 days)	Term 3 (46 days)	Term 4 (50 days)	Summer (40 days)
Re-Registration Open Registration	Jul 21 Ongoing	n/a Ongoing	Dec 1 Ongoing	n/a Ongoing	May 15 Ongoing
First Day of Term	Aug 11	Oct 14	Jan 6	Mar 23	Jun 5
Early Release:	Oct 10	Dec 19	Feb 13 Mar 12	May 22 June 3	n/a
Holiday/ School Closed Oct 2	Aug 30- Sept 1 Sept 23 Dec 20 - Jan 4	Nov 11 Nov 22 - Nov 30 Mar 14 - Mar 22	Jan 17 - Jan 19 Feb 14 - Feb 16	Apr 3 - Apr 5 May 23 - May 25	
No Classes/ Planning Day	Aug 4 - Aug 8	Oct 13	Jan 5 Mar 13	June 4	
Last Day of Term: (Daytime)	Oct 10	Dec 19	Mar 12	June 3	Aug 1
Last Day of Term: (Evening)	Oct 10	Dec 19	Mar 12	June 3	July 31

New students can register upon receiving an acceptance letter. Registration is ongoing,
so verify course availability and registration dates with the program counselor/advisor.

Adult General Education (AGE) Calendar 2025 - 2026

	2025-2026 Tri A (84 days)	2025-2026 Tri B (69 days)	2025-2026 Tri C (66 days)
Re-Registration Open Registration	Jul 21 Ongoing	Dec 2 Ongoing	Apr 7 Ongoing
Trimester Begins	Aug 11	Jan 6	Apr 27
Early Release:	Oct 10 Oct 19	Feb 13, Mar 12 May 22, June 3	n/a
Holiday/ School Closed	Aug 30 - Sep 1 Sept 23, Oct 2 Nov 11 Nov 22 - Nov 30 Dec 20 - Jan 4	Jan 17 - Jan 19 Feb 14 - Feb 16 Mar 14 - Mar 22 Apr 13 - Apr 5	May 22 - May 23
No Classes/ Planning Day	Aug 4 - Aug 8 Oct 13	Jan 5 Mar 13 Apr 6 June 4	Aug 3 - 7
Last Day of Term:	Dec 19	Apr 24	Jul 31
Last Day of Term: (Evening)	Dec 19	Apr 24	Jul 31

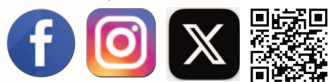


Stay Socially Connected with Broward Technical Colleges



Tel: 754.321.5900 Press #1 for ATC, #2 for MTC, and #3 for STC

Stay Connected



#BrowardTechnicalColleges

www.BrowardTechnicalColleges.com

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Broward County, Florida**

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Student Handbook



Broward Technical Colleges are
accredited by:
**The Commission of the
Council on Occupational Education**
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel 770.396.3898 • Fax 770.396.3790
www.council.org



Broward Technical Colleges are
accredited by:
Cognia
9115 Westside Parkway
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Broward Technical Colleges are
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with conditions
3390 Peachtree Road, NE Suite 1400
Atlanta, GA 30326
Tel 404.975.5000 • Fax 404.975.5020
www.acenursing.org



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