

PLANNER



ORANGE
TECHNICAL COLLEGE

For students. **Not profit.**

2018-2019



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Dr. Michael Armbruster, Associate Superintendent
- Career & Technical Education

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OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The lack of English language skills will not be a barrier to admission and participation in CTE programs. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: Equal Employment Opportunity (EEO) Officer & Title IX Coordinator: Jared Brooks; ADA Coordinator: Michael D. Graf; Section 504 Coordinator: Latonia Green (407.317.3200).

District Vision

To be the top producer of successful students in the nation

District Mission

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

The CTE Way

A commitment to character, quality and professionalism



Accreditation

The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350 (www.council.org) accredits Orange Technical College. COE may be contacted at 770.396.3898. AdvancED, Alpharetta, Georgia 30009, 888.413.3669. www.advanc-ed.org. In addition, a number of programs have been approved, certified and/or recognized by the military, sponsoring agencies and professional organizations. All programs offered at Orange Technical College are part of Orange County Public Schools approved by the Florida Department of Education, the Division of Career and Adult Education, the U. S. Department of Education, and many are approved by the Bureau of State Approving for Veterans' Training-Division of Veterans' Benefits and Assistance Florida Department of Veterans' Affairs.

In addition, a number of programs have been approved, certified and/or recognized by the military, sponsoring agencies and professional organizations.

Campus Specific Information

The hours of operations, campus contacts, campus-specific information and a campus map will be furnished to students by administration during the orientation program at each campus. This information is also available at: www.orangetechcollege.net.

Philosophy

Career and Technical Education provides students with an essential foundation to become creative problem solvers and lifelong learners. These skills provide the foundation for our graduates to be positive contributors to cooperative teamwork efforts and to meet the needs of community, business and industry. Subsequent successes provide the base for improved self-esteem and self-confidence, leading to self-sufficiency, an appreciation of the values of a diverse society, fulfillment of civic duties and responsibilities, and a strong work ethic.

Career and Technical Education provides the basis for seamless life-long learning, self-actualization and commitment to personal growth and development throughout life.

The delicate balance between current employment needs and future employment trends impacts current training programs, influence the future program development and ensures the responsiveness to regional economic development.

OCPS School District Goals and Purposes

Intense Focus on Student Achievement

- Provide a learning environment that is conducive to students' individual needs
- Provide all students with the skills and opportunities to become sufficient, productive, and interactive members of a diverse society
- Support academic success, program completion, continuing education, and job placement
- Provide articulation opportunities and encourage continued education

High Performing Dedicated Team

- Provide learning experiences for students to become competitive in a global economy
- Provide relevant, timely, innovative and qualitatively consistent programs
- Provide a learning environment that inspires achievement by all students

Safe Learning and Working Environment

- Provide a safe and secure environment
- Provide a student-centered environment

Efficient Operations

- Contribute to a quality workforce
- Create alignment and consistency in CTE programs and services
- Provide meaningful data for decision making

Sustained Community Engagement

- Unite the skills of our students with the needs of business and industry
- Engage industry, business and agency resources to identify employment trends and emerging workforce training needs
- Promote integrity and high quality programs
- Encourage a diverse population to develop personally and professionally

Career and Adult Education Student Handbook

Importance of this Handbook

This handbook will help you understand what is expected of you as an Orange Technical College student. It is important that you keep it handy for quick reference. There are many details in this handbook to help you be successful. All students are required to acknowledge review/receipt of the student handbook as part of orientation and are responsible for following all policies and procedures contained therein.

Accidents/Injuries

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

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

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

Americans with Disabilities Act

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

Disability Services

As Equal Access/Equal Opportunity institutions, Orange Technical College assures students with disabilities equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). Specialized services and counseling are provided by trained staff in the Student Services Department or Office of Admissions and Exceptional Student Education Department. Course content will be made available in an accessible format upon request for students with a documented disability. Students should consult with their counselor at the beginning of the term if they need this service. Additional information regarding policies, procedures, rules, regulations and guidelines is provided in the Orange Technical College Student Handbook.

Applied Academics for Adult Education Lab (AAAE)

The purpose of this program is to prepare students for academic, technical and personal success. The Applied Academics for Adult Education (AAAE) program is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's Career and Adult Education programs. Applied Academics for Adult Education provides: (1) Career assessment designed to assist persons in identifying work interests, temperament, aptitudes and learning styles; (2) Individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in a CTE program or prevent completion of licensure for the CTE program of their choice; (3) Employability behavior instruction for job acquisition and job retention.

Articulation

Articulation agreements with community colleges provide credit for competencies completed in many training programs. Instructors, counselors and postsecondary specialists can provide additional information or visit www.orangetechcollege.net.

Attendance

Orange Technical College encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline and responsibility. In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, e-mailing or having phone or in-person conversations with instructors, turning in completed assignments when due and attending any scheduled classroom sessions, if included as part of the program description.

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

Probation

Students who have been withdrawn for non-attendance, inactivity, or discipline reasons may not re-register for a program without meeting with a campus administrator. Students who are withdrawn may have to wait until it is academically appropriate to re-enter the program.

Tardies

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

Denial of Re-Registration

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

Attendance Policy – Adult General

As an adult education student, you are expected to attend class regularly and participate in regular state-mandated assessments to evaluate your progress. After the sixth consecutive absence, adult education students will be withdrawn from their class. Students may re-enroll at the next start date.

Attendance Policy - CTE

A student is expected to be in attendance at least 90% of scheduled hours for his/her program/course per grading period. Attendance requirements in programs that lead to board licensure may be stricter which takes precedence over the district wide attendance policy.

Bicycles, skateboards, roller skates, rollerblades, etc.

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

Book Purchases

Students may purchase their books online through Akademos. Please go to your school website for more information. In order to cancel your book/material purchases within the first five days of school financial aid students on a book deferment through Akademos must send back unopened books and unused materials to Akademos Immediately OR bring all unopened books and unused materials back to the Business Office. Any books or materials used or not returned are the responsibility of the student with an outstanding fee until paid in full. Disclaimer: "Some books and all course packs are non-returnable/non-refundable please contact Akademos' customer service for inquiries. Students using financial aid funds should only purchase books/materials specifically required by the instructor/institution. These items are listed by Program Title and Instructor Name.

Bullying

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

Cafeteria and Food Services

The campuses provide vending machines for the convenience of the students and staff during lunch periods. Cafeteria services are available at some sites. High school students are not permitted to leave campus during their lunch period.

Campus Map

Campus maps are located throughout the buildings at each technical college campus.

Campus Safety and Security

Each campus has a security plan and security personnel. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security of individuals and personal belongings. Safety and weather drills will be conducted throughout the year.

Career Service Centers

Career Services' advisors are available to current students in order to assist with career counseling and job placement opportunities. Students may receive assistance in the areas of career development, resume writing, interviewing skills, job search and more. We encourage all students to visit with the Career Service Center on campus.

Career Certificates

The awarding of a Certificate of Completion is governed by the Florida Department of Education, and is based on successful completion of the requirements of the program, including applicable state basic skills requirements. Instructors use a variety of methods to determine program completion.

Career Pathways

Career Pathways gives students an opportunity to advance in a chosen career path at a faster pace with advanced academic standing in postsecondary programs. Career Pathways students are able to plan for career goals while in elementary, middle and high school, or while at the technical college for a career or an advanced academic degree. Students will be given the opportunity to articulate training to college credits in selected programs. Articulation agreements with high schools and colleges provide credit for competencies completed in many training programs.

Cell Phone Policy

A student may possess a cell phone on school property, provided that during school hours the cell phone remains off or is on vibrate. During certain testing situations, all cell phones must be placed in a designated area. Violation of this policy may result in dismissal from the testing environment and invalidating the test.

Change of Address

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

Commencement/Graduation

A graduation ceremony is held each year to honor completers of our programs. Students finishing their programs of study throughout the school year are invited to participate in the ceremony. Graduation pictures are available for purchase at the ceremony, and graduation announcements and cap/gown/tassel sets are sold on each campus.

Continuing Education and Personal Interest Courses

Orange Technical College offers a variety of courses, workshops and short-term training programs that allow students to develop their skills and remain current in multiple professions. Programs are available in professions like Health Sciences, Building Construction, Information Technology and Merchandising. Courses also include: artwork, crafts, cooking, languages, dancing, exercise and more. Visit our website for more information regarding our continuing education and personal interest offerings.

Counseling

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

Crisis Plan

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

Discrimination Procedure

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

Drug-Free School Act

Federal Drug-Free School Act

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

Drug-Free School Summary Statement

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

Due Process Procedure

A campus dean or administrator must inform the student of school rules that have been violated. A student has the right to present evidence or witnesses concerning violation and the student must:

1. Have knowledge of the charge or complaint being made against him/her
2. Have a description of the specific charges
3. Have the opportunity to present evidence and/or witnesses on their own behalf at time of the hearing
4. Have had prior knowledge that their actions were in violation of established rules and regulations
5. Be advised that they have to go to the next higher authority if not satisfied with the action or decision rendered at the initial hearing

Electronic Devices

At no time shall the Orange Technical College and/or Orange County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

Emergency Closings

School shall be dismissed prior to the regular daily dismissal hour only upon the approval of or by direction of the superintendent. An exception to this procedure is that the senior director may dismiss the school when the superintendent or his designee cannot be contacted and an extreme emergency exists endangering the health, safety or welfare of students.

Facility Care

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

Student Records and the Family Education Rights and Privacy Act (FERPA)

The procedures for protecting the confidentiality of student records are based on the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides the right for individuals to initiate withholding the release of student directory information. Detailed information may be requested from an admissions counselor. Orange County Public Schools policies regarding student records are in accordance with these regulations.

Field Trips

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

Financial Assistance

Financial Aid is available to all prospective and currently enrolled students who qualify and enroll in an approved career training program. Students who wish to apply for financial aid must go online and complete the Free Application for Federal Student Aid (FAFSA) application at www.fafsa.ed.gov. It is recommended that the completed application be submitted a minimum of one month prior to expected enrollment date. Financial Aid offered at the technical college campuses consists of the Title IV Federal Pell Grant, Florida Student Assistance Grant, Florida Work Experience Program, Florida Bright Futures Scholarship, Student Financial Aid Fund (SFAF), private scholarships and assistance for targeted populations. Research for scholarships can be completed online at www.fastweb.com or www.finaid.org. Students seeking financial aid may have to show proof of the previous year's income and proof of current income. For previous income, you will need to provide your 2016 tax return transcript. To order a copy, go to www.irs.gov. Other documentation may be required. For current income, this may be in the form of current pay stubs, current unemployment pay stubs, a notice of case action from HRS indicating the amount received for SNAP, a current statement from Social Security stating the amount received, and child support paid or received, etc. Satisfactory academic progress must be maintained in order to receive financial assistance. Satisfactory progress is defined as student completion of 70% of the competencies as defined in the course guidelines during a payment period, coursework completion at an acceptable level of performance and attendance within the guidelines stated in the Career and Technical Education attendance policy. Students are expected to attend at least 90% of scheduled hours. Students must be on pace within their program and will be monitored during specific payment periods by completion of at least 67% of attempted clock hours in order to complete the program with the required timeframe allowed.

Emergency Drills

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

- Every drill is to be taken seriously
- A drill can take place at any time
- All students should follow the exact procedures for each drill
- Students should follow the instructor's lead to maintain compliance and routine in case of an actual event
- To turn-in a false alarm is a criminal offense

Progress and Grades

Student progression will be documented in a secure grade book for review with the student. A cumulative current course grade will be documented monthly on a student timesheet. After each course completion, the instructor will enter a final grade in the student information system. Grades will be available to students via a transcript request.

Grading Scale

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. The following Orange County Public Schools approved grading scale is used to report student achievement. Each career certificate student's grade is calculated each grading period with a skill grade for the course and a work ethics grade for habits and behavior important to the work environment. The grading policy will be covered in more detail during the campus orientation.

Grading Scale Chart

Grade	Percentage	Work Ethic
A	90% - 100%	4
B	80% - 89%	3
C	70% - 79%	2
D	60% - 69%	1
F	Below 60%	0
IP	N/A	N/A

Work Ethic Chart

Professional Work Ethic	
Trait	Sample of Appropriate Behavior
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of a planned absence.
Personal Characteristics	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
Teamwork	Respects the rights of others, respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.
Appearance	Displays appropriate dress, grooming, hygiene, and etiquette.
Attitude	Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
Productivity	Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; completes assignments on time; makes up assignments punctually; participates.
Organization	Displays skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.
Communication	Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.
Cooperation	Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.
Respect	Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

Grievance Procedure

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

1. The student must submit the grievance in writing to the appropriate school administrator.
2. Within five school days, the appropriate administrator will meet with the student. The student may state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting a student may submit a written appeal regarding the outcome of that meeting to the technical college senior director who will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decision, he/she may further appeal to the Associate Superintendent - CTE or designee who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student's satisfaction at the local level the student may contact: The Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, telephone number 770.396.3898.
6. If the grievance is related to the State and not settled to the student's satisfaction at the local level, the student may send a letter to: Commission for Independent Education 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, or email: cieinfo@fldoe.org or fax: 850-245-3238.

Harassment and Complaint Policy

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

- Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious or national origin harassment should proceed with the following steps:
- The complaint must be presented, in writing, to the director and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the director, the complaint shall be presented to the district's equal opportunity officer.
- All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.
- Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation. For those complaints presented to the director, the complainant may request that an additional review be conducted by the district's Equal Opportunity supervisor responsible for compliance. The Equal Employment Opportunity (EEO) Supervisor responsible for compliance is Carianne Reggio. Compliance matters relating to Section 504 and Title IX should also be submitted to Latonia Green at the Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801. (407.317.3200)

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

Identification Badge Requirements and Procedures

For security purposes, a visibly displayed photo ID is required by everyone while on campus. Students will receive an ID badge during their orientation to the campus. The following guidelines are to be adhered to by each student and staff member:

- Badges must be replaced if lost, stolen, or damaged and will be paid for by the badge owner
- Badges are to be clearly displayed on the front of shirt/blouse, above or at the waist • Badges must be worn at all times while on campus • Instructors will make a visual check for badges • Instructors will not allow student access to class if a student's badge is not properly displayed
- Students without badges must purchase one or leave campus (high school students must be referred to the Administrative Dean)

Administrators will schedule building checks to ensure badges are being worn and checked as prescribed. Persons attending orientation or conducting business on campus must display a temporary badge.

Internet/Acceptable Use Policy

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

Industry Certification

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

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

The expectation is that all technical college students will achieve at least one industry certification appropriate to the technical training they receive prior to graduation.

Interpreter Services

Sign language interpreter services are provided upon request to facilitate communication for students who are deaf/hearing impaired. The interpreter can be requested to assist at orientation, testing, counseling and classes.

IRS Form 1098T

IRS 1098T forms are available at the end of each calendar year for the student and/or parent to receive the Hope Tax Credit or Lifelong Learning Tax Credit. The forms are available on the student portal after January.

Jennie Cleary Disclosure

Each campus discloses security policies and reports specific crime statistics to faculty, staff and students in accordance with provisions of the law. Reports are available online.

Job Placement and Follow-Up Services

Placement services are available to all students at the technical college campuses. Instructors and staff help students to find jobs as they prepare to complete their programs. Job listings are posted in classrooms on bulletin boards around the campuses. Each campus has services available to assist students individually with resumes, interview techniques, and job searches.

Leave of Absence Policy

For students enrolled in a career certificate program, Orange Technical College may grant a student a leave of absence during which the student is not considered withdrawn. The following conditions must be met:

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

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

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

Lockers

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

Lost and Found

Lost and found articles should be promptly reported to the Administrative Dean. The campuses cannot reimburse the cost of any items that are lost by students. It is recommended not to bring any personal items to campus. Cars should be locked at all times. Any valuables that must be left in a car should be in the trunk or out of sight. Each student is responsible for their personal items.

No Smoking

All campuses in Orange County Public Schools are smoke free.

Parking Privileges and Policy

Visitor Parking – Designated visitor parking spaces are available. Any other parking areas are restricted and require a campus parking decal to be affixed to the vehicle. A valid Florida Department of Highway Safety and Motor Vehicles disabled parking permit must be displayed to park in designated handicapped parking spaces. Visitors must report to the administration building for a visitor ID badge.

Student Parking – Designated student parking requires the purchase of a parking decal which is to be affixed to the vehicle. Handicapped parking spaces are provided for use with a valid Florida Department of Highway Safety and Motor Vehicles disabled parking permit; violators' vehicles will be towed. Temporary parking decals may be issued to students attending courses of less than 30 class hours. Additional parking information is provided in the campus orientation materials.

Note: Florida State parking laws are strictly enforced. Law enforcement personnel may issue violation tickets. Please lock your cars. Orange County Public Schools and any of the campuses are not responsible for damage and/or theft of vehicles and/or loss, damage or theft of contents of vehicles while parked on School Board property.

Past Due Accounts

All financial obligations must be fulfilled. Failure to meet obligations may result in the withholding of grades and transcripts, denial of registration and readmission. The services of a professional collection agency may also be invoked. The responsibility of attorney's fees or collection fees fall on the debtor.

Ready to Work Credential

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

Refund Policy

The annual processing fee, testing fee, insurance, charges for books and materials purchased through the school bookstore, and the parking decal charge are not refundable except under specific circumstances.

Full-time career certificate students qualify for a full refund of tuition/lab fees providing the withdrawal occurs within the first five class sessions for semester (18 weeks) scheduled classes. If the student is half-time or the course is scheduled for less than 18 weeks, the student will qualify for a full refund provided the withdrawal occurs within the first 10 percent of the total scheduled class hours. The drop period begins with the entry date on the class schedule/receipt.

Students scheduled for continuing education, customized training or personal interest classes who are unable to attend, must notify the school in writing a minimum of 48 hours before the first scheduled class to qualify for a refund.

Any currently enrolled student who is called to, or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service.

The Title IV Fair and Equitable Refund Policy apply to all Title IV (Federal Pell Grant) recipients. Detailed refund information can be found in the technical college campus business and financial aid offices.

Return Check Policy

There will be a \$20.00 charge to the student for each check returned for non-sufficient funds (NSF). NSF checks not cleared within 72 hours of notification shall constitute grounds for administrative withdrawal from school. Any person having an NSF check returned and who has not paid the \$10.00 NSF fee shall not be eligible for registration into additional classes. No additional check shall be accepted nor processed for any person who has previously had an NSF check returned.

SAFE

Each campus has a committee of faculty and staff members available to assist students who experience personal difficulties or challenges that may affect educational performance. Some issues brought to the SAFE committee or individual SAFE members may include alcohol or drug abuse, depression, lack of food or shelter, abuse or any other problems that might affect a student's ability to function. The committee members have received supplemental training so they can better serve the special needs of students. Team member contact information is available from an instructor, counselor or staff member. Students can access substance abuse information by contacting a member of the SAFE Team or a counselor in the Student Services department. Consultation with or referral to a local agency that can provide additional assistance will be made at the student's request. Orange County Public Schools 24-hour anonymous hotline number is available for reporting activity of gangs, drugs, guns, criminal acts and violence. Students may access the Orange County Speak Out Hotline number at 1-800-423-8477(TIPS).

Safety Procedures

All programs have a set of safety procedures to follow when in the classroom, and there is a school-wide plan to provide a safe environment for all of us. There will be periodic evacuation or lock-down drills.

For an evacuation, everyone moves quickly to the nearest parking lot when the alarm sounds. Gather at the outside part of a parking lot to allow emergency vehicles access to the walkways. In all emergency situations, follow the directions of your instructor or administrator.

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

Schedule Changes

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

Sexual Predators and Jessica Lunsford Act Statement

Orange County Public Schools has as one of its five district goals to provide a safe working and learning environment for all students and employees. In line with this goal and following the intent of the Jessica Lunsford Act, it is OCPs policy that individuals who have been convicted as a Sexual Predator or Sexual Offender may not enroll in our schools. Exceptions to this rule include special programs operating in partnership with and through a State of Florida and/or an Orange County Government Correctional Facility and adult students enrolled in a State of Florida registered apprenticeship program that does not conduct instruction on Orange County Public School property and does not have students under the age of 18 enrolled in the program.

School Calendar for 2017-2018

Monday-Friday	August 6 – 10, 2018	Pre Planning for Teachers
Monday	August 13, 2018	First Day of School
Monday	September 3, 2018	Labor Day Holiday
Friday	October 12, 2018	End of 1st Marking Period
Monday	October 15, 2018	Teacher Workday/Student Holiday
Tuesday	October 16, 2018	Begin 2nd Marking Period
Friday	October 26, 2018	Student Holiday/Teacher Professional Day/Teacher Non-workday
Monday-Friday	November 19 – 23, 2018	Thanksgiving Break
Thursday	December 20, 2018	End of 2nd Marking Period
Friday	December 21, 2018	Teacher Workday/Student Holiday
Two Weeks	December 24, 2018 – January 4, 2019	Winter Break
Monday	January 7, 2019	Students Return to School/Begin 2 nd Semester/Begin 3 rd Marking Period
Monday	January 21, 2019	Martin Luther King, Jr. Holiday
Monday	February 19, 2019	Presidents' Day Holiday
Thursday	March 14, 2019	End of 3rd Marking Period
Friday	March 15, 2019	Teacher Workday/Student Holiday
Monday-Friday	March 18 – 22, 2019	Spring Break
Monday	March 25, 2019	Begin 4th Marking Period
Monday	May 27, 2019	Memorial Day Holiday
Wednesday	May 29, 2019	Last Day of School for Students / End of 4th Marking Period
Thursday-Friday	May 30 – May 31, 2019	Post-planning for Teachers

Student Organizations

National Adult Education Honor Society (NAEHS)

The mission of the National Adult Education Honor Society is to provide meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs and to create adult education awareness with school administrators and state legislators. Students pay no dues and do not have required meetings or faculty sponsors. NAEHS by-laws prohibit NAEHS from offering anything for sale to student members. All enrolled adult education students are eligible for NAEHS membership including ESOL, ABE, Literacy, High School Diploma and GED students.

National Technical Honor Society (NTHS)

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

SkillsUSA

This is a national organization that serves trade, industrial and technical students and instructors. SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership citizenship safety and skill training. Members compete on regional, state, and national levels in their skill areas. The campus instructors support and encourage participation in this student organization.

Student Advisory Board

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

Student Conduct Standards

Students are expected to do their best and do the right thing. They should treat others in a manner which is considerate of their rights and does not interfere with the educational process of the school. Students are expected to be cooperative with all instructors and administrators in the interest of safety and security. Students are expected to comply with any reasonable request by any staff member at any location on campus. Behavior that interferes with the educational process in a negative way, will lead to dismissal from school. Enrollment at Orange Technical College is voluntary. Once admitted, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his/her legal rights. Students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The Orange County Public Schools Code of Student Conduct applies to all students enrolled in Orange Technical College campuses and adult and community education centers. In order to establish reasonable consistency in the schools, a uniform Disciplinary Response Code has been developed and is included in The Code of Student Conduct. During the orientation process, the Student Code of Conduct is reviewed to familiarize all students with behavior standards and discipline consequences. All students are required to sign a form indicating they are aware of the policies in the OCPS Code of Conduct, Handbooks, Program/Course Orientation, and Campus Orientation and they agree to abide by them. This form is kept in the student's file.

Student Dress Code

The dress and grooming of Orange County Public Schools students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students at the technical college. Some programs have specific dress code requirements. Student dress code guidelines can be found in the Student Handbook and or program/course orientation materials.

Student Insurance

All students must purchase school accident insurance that covers them while in school-related activities or provide proof insurance. Additional coverage for 24 hours a day is available at a nominal cost.

Student Orientation Program

Orange Technical College provides a general orientation to the campus and postsecondary education. The orientation provides information regarding detailed curriculum content, student responsibilities for course progress and attendance, costs, financial assistance opportunities, teaching formats and schedules, and career opportunities. Orientation schedules vary by campus; however, new career certificate seeking and adult education students must participate in a campus orientation prior to starting their first class. Contact the Admissions Office for details or check the campus website at www.orangetechcollege.net.

Student Orientation for Specific Programs

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

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

Students Right to Know

Student Right-To-Know and Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act

The Student Right-To-Know Act requires institutions to disclose specific information on the general create an account, OCPS must have a valid email address in the system for you. The Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. Orange Technical College has these reports available to the faculty, staff and students to comply with the provisions of the law.

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

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

Family Educational Rights and Privacy Act

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

Students with Special Needs

Self-identification and documentation of disabilities help the campuses to serve students more effectively. While the technical college makes no pre-admission inquiry about an applicant's disability such knowledge can often be helpful in the admission process. The decision to disclose a disability is a personal choice that every applicant may exercise. That choice is respected; however, applicants with hidden disabilities, such as learning disabilities, emotional disabilities or chronic medical conditions, are encouraged to disclose such conditions and provide the campus with all necessary data. This data will be kept confidential. It is only through self-disclosure that informed and fair decisions can be made by both the students and the school regarding the suitability of the technical programs. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring students for appropriate services. Accommodations and modifications can be made only after the student provides the appropriate documentation to his/her counselor/advisor. Access to and opportunity for programs, services, and activities are provided for individuals with disabilities. Counselors are able to assist students with disabilities in selecting occupational training programs compatible with interests and abilities. Modifications to work areas and curriculum are provided when necessary. Designated parking spaces are identified and ramps are provided for accessibility. Students are requested to contact vocational rehabilitation for possible funding assistance.

Transcripts

The first copy of your official technical college transcript is free; thereafter, copies are \$5 each. Transcripts may be obtained in person or by mail from the admissions/student affairs office.

Transfer of Credit

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to provide official transcripts of all work attempted at all said institutions. The transfer of credits will be evaluated for past knowledge and skills and will be admitted upon documentation of past experience and/or demonstration of prior mastery of competencies without having to repeat previously learned materials. Each transfer from another institution is handled on an individual basis.

Transportation

District school buses transport high school students to the technical college or they may drive their own vehicles. Adult students may take the city bus or drive. Students who drive their own personal vehicles must abide by campus rules and park in the designated areas for students. A parking permit must be purchased each semester; a high school student displaying a parking permit from his/her home high school is exempt from purchasing a permit.

Veteran's Education Benefits

If you are entitled to receive Veteran Educational Benefits, please see the VA Certifying Official in the Financial Aid office. Documentation will be required to start your Veteran Educational Benefits. Your enrollment will not be certified until the VA Certifying Official receives all necessary documentation and upon completion of the first day in the program.

Visitors

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

Weather Conditions

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

Withdrawals (Voluntary)

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will notify the Admissions office that your name has been withdrawn from the class roll (see Refunds). The steps are as follows:

1. Student has initial communication with Instructor, Admissions Office, Financial Aid Office, Business Office or Dean regarding the intent to withdraw.
2. Send student with withdrawal form to see a Counselor (or referral to Dean), the Financial Aid Office (if applicable) and Business Office for extensive guidance on his or her educational and future plans, and inform student of any student liability.
3. Student drops off withdrawal form with a Counselor, if they are officially withdrawing from school. The Counselor gives a copy to the student.
4. Counselor gives original withdrawal form to the Admissions Office to officially withdraw the student from school.
5. Notification of withdrawal given to Instructor(s), Financial Aid Coordinator and Business Office Manager.

*If the student has more than six absences in a nine-week term the instructor will consult the dean for withdrawal determination.

If you are receiving financial aid, you must notify the Financial Aid office immediately of your reason for withdrawing, noting your last day of attendance. Failure to do this may disqualify you for future financial aid or leave you with an outstanding balance.

Work-Based Learning, Externships and Cooperative Work Experience

Work-based learning and externships create an opportunity for students to interact with professionals in the industry. The student gains experience in an actual work setting, works daily with an adult mentor, learns about career options, and gets first-hand exposure to materials and equipment used in business and industry. The student observes demonstrations of work processes, learns new technical skills, and develops self-confidence about his/her ability to succeed in a high-skill, high-wage job. Students complete basic competencies in class and then, through the use of a detailed training plan, continue to complete their programs through work experiences. Options vary by program and instructors can provide additional information.

Avalon Campus

2201 South Crown Hill Blvd
Orlando, FL 32828
407-281-5155

Mid Florida Campus

2900 West Oak Ridge Road
Orlando, FL 32809
407-251-6047

Orlando Campus

301 West Amelia Street
Orlando, FL 32801
407-246-7060

Westside Campus

955 East Story Road
Winter Garden, FL 34787
407-905-2018

Winter Park Campus

901 West Webster Avenue
Winter Park, FL 32789
407-622-2988