

BIG BEND TECHNICAL COLLEGE

Faculty and Staff Handbook



2021-2022

MISSION: The mission of Big Bend Technical College is to provide quality education and technical training that will empower each student to reach their potential.

SCHOOL MOTTO

Educate, Empower, Employ!

Welcome Faculty and Staff to the 2021–2022 Academic Year!

As the summer ends and we prepare together for the coming academic year, I wish to take this opportunity to welcome you all back to BBTC. Seeing students return to campus for the start of the fall semester is such an exciting time – one of the true joys of working in education!

I hope that your summer was relaxing, filled with adventures and good health because you deserve it. The opportunity to refuel over the summer is a necessary component of the important work that you do. I know that we are about to begin a great school year filled with hope, vision, and excitement. As we begin this new year, I wish everyone the greatest success as we welcome students to their educational journey.

I do not need to remind you of how important your job is for our students. Your students need your wisdom and your care.

This handbook has been prepared for the purpose of keeping faculty and staff members informed concerning administrative procedures and assignments at BBTC. You are encouraged to contact office staff for answers that may not be addressed within these pages. Please familiarize yourself with the information; I hope it will be of help to you.

it is my privilege to serve as this school's Director! I wish you the very best this school year!



Jodi Tillman, Director
Big Bend Technical College

TAYLOR COUNTY SCHOOL BOARD
NON-DISCRIMINATION INFORMATION

1. The Taylor County Public School district does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices
2. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees and/or students or other persons protected by applicable law.
3. The School Board shall admit students to district schools, programs and classes without regard to sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law.

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ADMINISTRATIVE INFORMATION

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RESOURCE MANUAL INFORMATION

The BBTC Employee Resource Manual is designed to help you become familiar with the foundation of the Big Bend Technical College learning community as well as contribute to the framework that will govern our activities during the year. The guidelines are not intended to be a contract nor inclusive. If and when provisions are changed, replacement pages will be provided with revision date noted.

Specific questions regarding your employment can be answered by your BBTC peer professionals or the appropriate personnel at the Taylor County School Board. In addition, the policies and procedures of the Taylor County School District are in effect at all times. Copies of these official policies and procedures are located in the Director's office and the Taylor County School Board website at <http://www.taylor.k12.fl.us>. The site contains links to district information, forms, departmental/division information, and the District goals, mission, and belief statements. It also links you to the Taylor County School District Policy Handbook, <http://www.taylor.k12.fl.us/district/default.aspx>. Links are also provided for The Student Code of Conduct (Discipline Matrix), Pupil Progression Plan, Strategic Plan and other important documents. Employees are expected to familiarize themselves with the Taylor School District Policies and Procedures Manuals, so they know and understand district policies.

Please read your manual carefully. It will help all of us stay clearly focused on our vision and the mission. Please post the BBTC Mission statement in your program areas as a daily reminder of our focus.

MISSION STATEMENT

The mission of Big Bend Technical College is to provide quality education and technical training that will empower each student to reach their potential.

BBTC PHILOSOPHY AND PURPOSE

Big Bend Technical College provides programs of career and technical education (CTE) for individuals who plan to enter the world of work or wish to enhance their existing occupational skills. These programs are based on the philosophy that every individual should have the opportunity to become a contributing citizen in the American workforce. Workforce skills may be acquired through the discovery and the development of the individual's interests, aptitudes, abilities, attitudes and job knowledge.

Programs provide opportunities for personal growth in the areas of general educational development and occupational competency. In order to do this, the learning situation may be individually structured to empower students to gain the knowledge, basic understanding, and skills necessary for their chosen career.

We believe that career and technical education is an integral part of the American way of life and has both the opportunity and the responsibility to meet the needs of business and industry. Therefore, we constantly strive to stay abreast of business and industry needs and conditions in order to operate our programs in a practical and relevant manner.

It is our belief that our school is one of the most important institutions in the community and that it should provide service in every way possible to the individual, civic groups, and public and governmental agencies.

BBTC HISTORIC PERSPECTIVE

Big Bend Technical College in existence today is the result of efforts beginning in 1965. On November 30, 1965, the Florida State Board of Education authorized the Taylor and Dixie County Boards of Public Education to establish an area vocational –technical center in Taylor County that would serve the needs of both counties. Construction of the new facility began in 1966, and the first classes were held in 1967.

DISTRICT MISSION STATEMENT

The Taylor County School District is committed to equipping students for life-long learning through lessons in academics, accountability, and attitude.

DISTRICT VISION STATEMENT

The Taylor County School District will provide a rigorous and relevant education for all our students, in an effort to prepare them to be successful citizens in the 21st Century.

District Strategies:

To achieve the mission and vision, the district will:

- Disseminate the mission and vision of the Taylor County School District to stakeholders through various forms of communication
- Use student achievement data to assist schools in meeting or exceeding current and/or future achievement guidelines
- Monitor school improvement initiatives at all schools to ensure continuous progress toward meeting improvement goals
- Effectively utilize available resources to provide appropriate facilities, materials, equipment, and support to all schools
- Provide appropriate professional development activities to school system personnel
- Encourage stakeholder involvement and input into district educational improvement efforts

District Slogan: "Education – Priority 1"

BBTC INSTITUTION ADVISORY COUNCIL

The Taylor County School Board is required by state law to establish procedures for schools to use in selecting business and community members using guidelines to verify that the Institution Advisory Council (IAC) members at each school district meet the legal requirements. BBTC is served by an IAC that primarily advises and makes recommendations to the Director concerning the general operations and goals of the school. Members are selected based on their interest, experience, and other qualities which enable them to make worthwhile contributions to BBTC and its School Improvement Plan. The IAC typically meets two times during the school year. Students, instructors and business and community members who have an interest in BBTC are actively sought to participate as IAC members.

OCCUPATIONAL ADVISORY COMMITTEES

Purpose and Function of Advisory Committees

Each CTE program at BBTC is served by an Occupational Advisory Committee (OAC) which is composed of individuals employed or affiliated with a field or trade associated with each respective program. Their purpose is to give practical advice and make recommendations to the CTE instructors. OACs meet at least twice each school year and provide an invaluable service by maintaining the quality and integrity of BBTC's CTE programs.

The role of the advisory committee is to serve in an advisory capacity to the instructor or administrator who has policy-making or instructional responsibilities. The committee offers advice and suggestions in such areas as the following:

1. Laboratory layout and type of equipment used in instruction
2. Kinds of instructional materials
3. Type of jobs to be used in the instructional program and procedures or handling jobs for outside customers
4. Standards to be met for completion certificates
5. Skills and related technology to be taught
6. Assist in evaluating effectiveness of program
7. Assist in placement of qualified graduates
8. Assist in reviewing course outlines to keep them up-to-date and function and serve in public relations capacity to develop community understanding and active support of CTE
9. Assist in obtaining equipment, tools and materials which otherwise might not be available

According to the Council on Occupational Education (our accrediting agency) the following applies to occupational advisory committees:

1. Occupational advisory committees appointed for each program or program areas are used to ensure that desirable, relevant, and current practices of each occupation are being taught.

Each committee shall:

- a. Be composed of at least three members, all being external to the institution
 - b. Meet at least twice annually with a majority of official members present
 - c. Keep minutes of each meeting to document their activities and recommendations (A standard format is provided)
2. Accordingly, it is important that you do the following early in the school year in preparation for the upcoming advisory committee meetings:
 - a. Review and update your list of advisory committee members
 - 1) Purge inactive members
 - 2) Contact perspective members and gain their commitment to serve
 - b. Complete and turn in your "Occupational Advisory Committee Members" form to the Director's Administrative Assistant
 - c. Invite all your members to the upcoming meeting ASAP
 - d. Prepare a formal agenda (guide) for your meeting
 - e. Prepare a folder with your sign-in sheet, copies of the agenda, surveys, and copies of the curriculum frameworks for your members
 - f. Prepare your classroom and laboratory for the inspection of your members and/or members of the public. (You never know who may show!)
3. During the meeting:
 - a. As members arrive:
 - 1) Have them sign in
 - 2) Provide them a copy of your agenda and curriculum frameworks
 - 3) Encourage them to tour your facility
 - b. Report enrollment figures, additions or changes to the curriculum or program equipment, changes made to the program as a result of the previous advisory council meetings, and other items of interest to your committee members
 - c. Take informal notes (One or two words to remind you later of what was said so you can write up the minutes)
 - d. Seek the honest evaluation of your program. When members critique your program try not to become defensive. Instead listen openly to what is said and thank them for their views.
 - e. Ask them to fill out the "Employer Survey" and/or "Former Student Survey" as appropriate
4. After the meeting:
 - a. Write up the formal minutes
 - b. Make copies for yourself, the director, and all members
 - c. Send a copy of the minutes and attendance to the director's office within one week of the meeting date
 - d. Mail or email a copy of the minutes to all members within one week of the meeting date. Be certain to thank all members who attended
 - e. Make adjustments to your program as needed
 - f. Send a copy of the minutes to those who did not attend
 - g. Keep a copy of the minutes and all other documentation in your files. Minutes must be kept on file for a full 5 years.

Occupational advisory committees serve as a vital link between BBTC, students, and business and industry. Please remember to be well prepared and listen carefully to what your members have to say. If you have chosen your members wisely and have provided a warm environment for their participation you will likely find their information and viewpoints to be of great value.

Forms are available in the Appendix section of this manual to assist you in the record keeping necessary for each of your occupational advisory committee meetings.

Occupational advisory committee meetings include, as part of their regularly scheduled meetings, a review of the appropriateness of the type of instruction (e.g. lecture, laboratory, and/or work-based instruction) offered within each program. Their role is to assure that students are provided with sufficient opportunities to practice and gain competency with specific skills required for successful completion of the program.

Composition of Occupational Advisory Committees

Size - In general, should range from 5 to 7 members. The Commission of Occupational Education (COE, our accreditation agency) requires a minimum of 3 members present at each meeting for the meeting to count towards the required two meetings each year. In addition, COE requires that a majority (quorum) of members also be present in order for the meetings to count.

Representation - The service area should be represented to the extent possible. Members should not be selected from only one or two cities or companies if this can be avoided.

1. Both employers and employees should be represented when practical and possible
2. If labor unions are involved, it is advisable to include their representation from the local area
3. Organized groups or associations should be represented

Chairman - The instructor may serve as chairman, or if desired, the chairman may be elected by the committee. A vice chairman should be elected to serve in the absence of the chairman.

Secretary – The Secretary should be a person with an understanding and genuine interest in the program and one having a facility for writing. The secretary may be elected by the committee, but it is preferable to have a representative of the school serve who would probably have more time to prepare minutes, mail them to members, etc.

General Rules for Conducting Occupational Advisory Committee Meetings

1. Start on time even if all members are not present
2. Introduce members
3. Explain the purpose and function of the committee
4. Prepare in advance and follow a fixed agenda
5. Let the committee members know that their advice is needed, appreciated and will be fully considered
6. Involve all members by asking for their individual opinions and ideas
7. Avoid spending too much time discussing minor points

The above suggestions are by no means intended to be all-inclusive but merely to serve as a guide in making more effective use of occupational advisory committees.

ACTIVITY CALENDAR

The Director is in charge of the school calendar. Therefore, all special activities must be pre-approved by the director (forms are included in the appendix) well in advance of the planned activity. This includes class celebrations, social activities and fundraisers. Instructors/Staff should check the school calendar available through Outlook before attempting to plan any special activity. Activity conflicts will be reviewed on an as needed basis and a decision will be made based upon school needs.

CONTROL OF INVENTORY

Each instructor is directly responsible and accountable for their program's equipment and all school property assigned or being used by his/her program. Instructors should exercise strict control over equipment at all times and take every precaution against accidental or deliberate theft. **Equipment is not to be loaned to students or staff for off-campus work.**

Any item lost or stolen must be reported immediately to the Director IN WRITING giving description of the item and property number if possible.

DATA AND TECHNOLOGY

District MIS, in collaboration with other BBTC and District staff, will assist with all technology needs at BBTC. If you have a problem with a computer or other electronic device, submit a Technology Work Order online at <http://www.taylor.k12.fl.us/employees/technology/default.aspx>.

For telephone concerns, call extension 224 to report the issue. All technology related concerns will be handled as soon as possible.

The Data Technician is responsible for inputting and transferring student data into the district database and maintaining student records. This office is located in the Student Services Office. For data assistance, the telephone extension is 268.

FOCUS

FOCUS is the student data management system used at BBTC.

FUNDRAISERS & HANDLING MONEY

There are strict guidelines from the Florida Legislature and the Florida Department of Education for handling money for internal accounts. At the beginning of each school year, the BBTC Fiscal Manager will hold an in-service training for all employees who anticipate participating in fundraising activities during the year. A materials packet will be provided that includes District and school guidelines for fundraisers, handling of monies, funds, and internal accounts. Participation in this in-service is mandatory for instructors/staff that anticipate the need to handle money or work with fundraising any time during the school year. Mishandling of school funds is an immediate cause for dismissal.

Special care should be taken in handling all money. Money should not be left in your desk or room unattended at any time. All money should be submitted to the Fiscal Manager on a daily basis. All money needs to be turned in promptly. Do not hold checks or cash until fundraisers are completed.

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form. Note: if you purchase something before you have received approval, will not be reimbursed.

Purchases

Teachers must submit a Supply and Equipment request (S&E) form to buy products using internal funds from any vendors. Teacher must get the purchase approved by the Director before making the purchase. Reimbursement to faculty for unapproved purchases will not be made.

ORDERING MATERIALS OR EQUIPMENT

Purchases: All Some supplies and equipment are ordered from internal accounts and others come from budgetary accounts. The Director is held responsible for making the decisions regarding the use and budgeting of these funds.

Instructors must complete a Supply and Equipment request form (S&E) and have the form approved by the Fiscal Manager prior to making ANY purchases. The Fiscal Manager will notify the instructor within 2 days regarding approval of purchases.

All S&E forms will be reviewed by the Fiscal Manager and Director to determine if adequate funds are available and if the purchase is appropriate. If monies are not available or procedures incorrect, the form will be returned to its originator with proper notation in writing or through a meeting with the Director informing the individual why it is impossible to grant this request.

All purchasing should be done by purchase orders, except those by job orders. Freight tickets and packing slips will be given to the Fiscal Manager.

Requisitions/Purchase Orders

Supply and Equipment requests (S&E) forms are to be used to purchase all items. The S&E should be filled out completely and include accurate name and address of vendor, individual costs, and total cost. From the S&E, the Fiscal Manager will make the purchase approved by the Director. Phone or online orders are not to be made without prior approval of the Director. Unapproved orders are the responsibility of the person ordering and will not be paid for by BBTC or TCSB.

All purchases of materials classified as potentially harmful substances must be registered on a Material Safety Data Sheet (MSDS). MSDS provides the proper procedures for both workers and emergency personnel for handling or working with a potentially harmful substance. An MSDS includes information such as melting point, boiling point, first aid, reactivity, storage, disposal, protective equipment and spill/leak procedures.

Two master binders will be maintained. One will be kept in Custodian office. The other will be kept in the Fiscal Manager's office. Both the Fiscal Manager and Custodians will be responsible for having a current MSDS sheet for every chemical used at BBTC.

MSDS materials include ALL cleaners, wax strippers, soaps, lotions, hand sanitizers, adhesives, chemicals used in processes in our shops and classes, office supplies such as white-out and lubricating oils for printers and copiers, pesticides, air fresheners, etc. Anything that is not meant to be ingested by humans must have an MSDS sheet on file.

Any request to order MSDS materials with school funds must have a printed MSDS printed sheet attached to the SER for anything that is a chemical. No orders will be placed without the S&E form and an MSDS sheet. ALL purchase order requests must be submitted to the Fiscal Manger who will code for funding and then submit to the Director for approval signature. The Director will not sign any forms without an MSDS sheet and funding code.

The Fiscal Manager will keep a copy in their binder to be kept in the Fiscal Office and an additional copy indicating the room number where the chemical will be housed/used written at the top will be given to the Head Custodian to file into her binder. The binders need to be organized by room number. Staff will be trained in this process.

Per school board policy, any purchases made without prior written approval by an administrator will be subject to payment by whoever placed the order or made the purchase.

Capital Outlay Money (Perkins Purchases)

Major non-expendable item purchase requests for the following school year are to be submitted to the Director by May 15th each year. Items will be purchased out of the Program budget where applicable or will be submitted as part of the next fiscal year's Carl D. Perkins grant.

Depositing Money

Any monies collected must be turned into the Fiscal Manager office on the day collected. Students and/or other patrons should receive a receipt for all monies. The Fiscal Manager will furnish a Monies Collected form to the instructor at the time of deposit. All Monies Collected forms must be kept by the instructor and turned in to the Fiscal Manager at the end of the school year.

GENERAL OFFICE PROCEDURES

Phones: Long distance telephone calls should be made only when necessary and when no other means of communications can suffice. All school phones are for school business only.

Fax: There is a fax machine in the mail office. Faxes that require long distance calls must be recorded on the fax log.

Mail: The mailboxes are located in the teacher work room. Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mailboxes contain confidential information.

Voicemail/Email - Each teacher has voice mail and email capabilities. Please review the instructions and check each twice daily. It is a professional responsibility to ensure that messages are returned consistently and in a prompt manner.

Copy Machine: Faculty and staff should report any problems with the copy machine to the Fiscal Manager. Teachers should bring their own paper. Please let the Fiscal Manager know if materials or toner need to be replenished.

Laminating: The laminating machine must be preheated. It is important to remember to turn the machine off when lamination has been completed.

MAIL AND COURIER SERVICES

Inter-district correspondence is delivered to and from the district office once a day, normally before noon. To send correspondence to another school or office within the district simply place it in a large sealed folder or envelope and clearly mark the name and location of the recipient on the outside. Place in the box located on the Business Office wall. In most cases it will be delivered to that location within 24 hours.

If you wish to mail something through the U. S. mail, prepare it as you normally would, take it to the front office and place it in the outgoing mailbox. The Director's Administrative Assistant will stamp with correct postage. Mail delivered to BBTC for you will be placed in your mailbox.

CLASSROOM LEARNING RESOURCES/LIBRARIES

1. Each instructor should evaluate his/her classroom learning resources/library to determine the need for new and/or additional materials. Any obsolete books/materials should be removed. Additional books and materials should be purchased to update or enhance the respective program's resource material.
2. Instructors should evaluate their classroom resources to determine the need for new and/or additional materials.
3. Instructors should identify and maintain a list of current, relevant websites and instructional resources.
4. Upon your recommendation, preview materials are returned, purchased, displayed or placed on possible purchase status for your inclusion for budget requests.
5. Once purchased, materials are processed and added to the respective inventories.
6. A professional program library is necessary to assist instructors with curriculum design, classroom management and professional growth. Catalogs and supply information are available in the Fiscal Manager's office.
7. Bulletin board materials are available in room A-004.
8. A Career Exploration Lab is available for students in the Small Testing lab. Instructors should notify Liddie Davis to schedule computer time for students.
9. Since employability skills are included in each program's Curriculum Framework, instructors should use an array of instructional materials to cover these important soft skills. Resources are available in the bookroom that can be checked on a first come – first served basis and should be checked out through the Student Services Secretary
10. Instructors are expected to allow students class time to attend employability workshops provided to assist in meeting the curriculum framework requirements and COE Accreditation Standards.

Refer any student you feel needs help in spelling, reading, math, or grammar to function better in your program; needs to obtain a GED® or needs basic academic skills review. Applied Academics for adult students are available for any student needing assistance with basic academic skills to meet the TABE requirements for your programs.

NOTARY SERVICES

Notary Public services are normally available in the Student Services Office from 8:00 until 3:30. Contact the Student Services Office should you need a work-related item notarized.

PROFESSIONAL CTE INSTRUCTOR ORGANIZATIONS

Each instructor is encouraged to join the Florida Association of Career and Technical Educators (FACTE) and the Association of Career and Technical Educators (ACTE). ACTE membership includes \$500,000.00 liability insurance coverage. Dues for these organizations are income tax deductible. Membership forms are available online at FACTE.org.

PUBLICATION GUIDELINES (Council on Occupational Education – COE)

Note: Failure to strictly follow these guidelines may result in the revocation of BBTC's accreditation!

1. In catalogs, brochures, advertisements, web sites, and news releases, any reference made to BBTC's status with COE must be accurate, including the name, address and telephone number of the Commission.
2. When the institution is referring to its status with COE, they must use the appropriate statement which is as follows:
 - COE Seal: The accreditation seal must be used with discretion. It is not to be used for advertising purposes, but rather to identify institutions as being members of a nationally recognized accrediting agency. The seal must be used only on letterheads, catalogs, certificates, diplomas, transcripts, and web sites. If the seal is used on an institution's web site, it must be linked to the Council's web site (www.council.org).
3. Advertising: All media used by an institution must be truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment.
 - a. All advertising seeking prospective students that is placed by the institution, its representatives, or third parties must appear under "instruction," "education," "training," or a similarly titled classification and shall not be published under any "help wanted" or "employment" classification.
 - b. All advertisements placed by the institution or its representatives through direct mail, radio, television, internet, or directories seeking prospective students must clearly indicate that education is being offered, and shall not, either by actual statement, commission, or intimation, imply that prospective employees are being sought.
 - c. Printed bulletins or other promotional information must be specific with respect to the prerequisites for admission to the institution's programs, the curricula, the content of courses, and the graduation requirements.
 - d. The institution must be emphasized more than accreditation in all promotional and institutional materials.
 - e. A record or copy of all promotional and advertising material must be kept on file from one accreditation team visit until the next.
 - f. Media comments which imply that the institution guarantees placement in employment is prohibited.
 - g. An accredited institution assumes the responsibility for all representations made by its recruiting personnel or other employees in procuring students on its behalf.
 - h. Media criticism toward other institutions is prohibited.
 - i. Printed bulletins and other publications must correctly reflect the programs offered.
4. Publication (e.g. catalogs/brochures/pamphlets) – A catalog and/or other official publications, which are published in hard copy or provided online, to provide the information specified below that must be readily available to students, prospective students, and other members of the interested public.
 - a. The publication(s) must contain and accurately depict the following:
 - Institutional mission
 - Admission requirements and procedures
 - Basic information on programs and courses, with any required sequences and frequency of course offerings explicitly stated

- Program completion requirements, including length of time required to obtain certification of completion
 - Faculty (full-time and part-time listed separately) with degrees held and the conferring institution
 - Description of institutional facilities readily available for educational use.
 - Rules and regulations for conduct
 - Tuition, fees, and other program costs
 - Opportunities and requirements for financial aid
 - Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment.
 - National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered
 - Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described
 - Grading system
 - Academic/school calendar
 - Street address and telephone number of each campus of the institution (main campus and each additional permanent site)
 - Institution's student grievance procedure which includes the Commission's mailing address and telephone number
- b. Other publications that make any reference to the institution's status (candidacy or accredited) with the Commission must be accurate and must include the name, address, and telephone number of the Commission. (In lieu of reference to the Commission, the institution may use the following statement. "For information about national and program accreditation, contact the institution.")

In order to ensure the strict compliance of these guidelines, publications of the school or any of its programs must be approved by the Grants Facilitator and Recruiter (GFR). To gain approval, instructors should submit all proposed publications to the Director along with a completed "Publications Standards Compliance Form".

Publication Protocol

1. Any and all publications or website content must be approved by Director prior to submission.
2. The Grants Facilitator and Recruiter (GFR) is responsible for all publications. All publications shall be submitted to the GFR for review and must approved prior to being published.
3. The GFR will review publication or website content for accuracy and content before printing or posting on website.
4. If changes are needed in the document, the GFR will confer with the document author to go over the changes.
5. The GFR will stay abreast of accrediting and governing agencies regulations and guidelines.
6. The GFR will strive to maintain consistency in BBTC publications and website content that will be released to the public.
7. All recruitment activities used by the institution must be truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment.
8. Any pictures showing students and or instructors at work must show the students and instructors wearing the proper safety equipment and represent actual BBTC situations.
9. A Photo/Media Release Form must be signed by the underage student and parent/guardian; it will be kept on file prior to using photo/media of the under aged student.

SOCIAL SECURITY NUMBERS (District Policy)

Notification of Social Security Number Collection and Use

Taylor County School Board recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, as required by Florida Statute 1008.386, the Board must request that each student enrolled in the district provide his or her social security number and must use the social security number in the management information system.

TCSB collects social security numbers only for the following purposes: Identification and verification; benefit processing; data collection, reconciliation and tracking; tax reporting; criminal background checks; billing and payments; payroll administration; garnishments; state and federal education and employment reporting; financial aid programs; vendor applications; independent contractors; and employment and volunteer applications. All social security numbers are protected by federal regulations and are never released to unauthorized parties.

Additionally, Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the social security number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for BBTC to collect the social security number of every postsecondary student enrolled. A student may refuse to disclose his/her social security number to BBTC but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services. **Tax Form 1098 will only be provided, when applicable to students who provide their Social Security number.**

Social Security numbers may be collected from students to be used as:

- Student identification numbers as required by 1008.386 F.S.
- Facilitate the processing of student scholarships, college admission and other applications; and
- For other purposes when consent of the parent or adult student is granted.

SOCIAL SECURITY NUMBERS

I. Collection

- A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- B. The District shall collect the social security number of each applicant and employee for the following reasons:
 1. Identification and verification;
 2. Benefit processing;
 3. Data collection;
 4. Tax reporting; and
 5. Criminal background checks.
- C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

V. Release to Commercial Entities

- A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.
- B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been

received during the preceding year, the District shall report that information.

WINDOW DISPLAY CASES

Display cases are available by request for any instructor wishing to showcase their program/students. Requests should be submitted to the Director indicating the location of the case and dates of the display. All displayed materials must display the most current, relevant materials.



INSTITUTIONAL POLICIES

Section II

INSTITUTIONAL POLICIES

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Principles of Professional Conduct for the Education Profession in Florida

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a

hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended

STUDENT CODE OF CONDUCT (Discipline Matrix)

Student Conduct and Behavior - Discipline Matrix

Enrollment at BBTC is voluntary. Once admitted to the school, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his/her legal rights. Students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The Taylor County Public Schools Code of Student Conduct (Discipline Matrix) applies to all students enrolled in CTE and adult and community

education. The Student Code of Conduct (Discipline Matrix) is available on-line at the following link: www.taylor.k12.fl.us

A copy has been included in your Employee Resource Manual. If you need assistance, please speak with the Director's Administrative Assistant. It may be beneficial to you to take a few minutes to review the document when you have a chance.

COMPLIANCE STATEMENT NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

Taylor County School District Equity Statement:

The Taylor County School Board complies with all state statutes, including statutes on veteran's preference and the Florida Education Equity Act, as well as all federal statutes, including the Americans with Disabilities Act. The Taylor County School Board does not discriminate against any applicant for employment or admission, whether student or employee

If you wish to file a complaint alleging any violation of this Act, notify:

Kiki Puhl, Personnel Director Phone: 850.838.2500
Taylor County School Board
318 North Clark Street
Perry, FL 32347

Americans with Disabilities Act

BBTC complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. BBTC 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.

A "**DISCRIMINATION GRIEVANCE AFFIDAVIT**" is located in the Appendix of this manual for the use of anyone who feels they may have suffered discrimination. Grievance procedures may be found in the District Procedure Manual for the filing of grievances.

STUDENT PROGRESSION PLAN

The District Student Progression Plan is the guiding document which spells out the rules we follow to ensure the appropriate progression of our students through the K -12 and Adult Education programs within the district. The plan in its entirety may be referenced at: <http://www.taylor.k12.fl.us/shared.content/student.progression.plan.pdf>

There is information interspersed throughout it that deals with K -12 grades, and therefore BBTC's Dual Enrolled high school students. Sections that pertain specifically to BBTC include:

- Requirements of a Standard Diploma
- General Educational Development (GED®) - Examinations for State of Florida High School Diploma
- Grade Forgiveness Policy
- GPA Requirements for Participation in Extracurricular Activities
- Reporting to Parents and Grading Scales

The Table of Contents for the Student Progression Plan follows:

TAYLOR COUNTY SCHOOL DISTRICT STUDENT PROGRESSION PLAN

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- Reporting Student Progress
- Grade Level Performance Definitions
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- Timing of Promotion/Retention
- Notification of Parents
- Choice and Student/Parent Rights
- Grade Placement for Transfer Students
- Home Education
- Florida Virtual School
- Acceleration Options
- Student Records
- Attendance Regulations
- Policies Governing K – 12 Attendance
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PERSONNEL ISSUES

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Specific Assignments	
Buses, Student Transportation	Liddie Davis
Business Office Management	Jodi Tillman/Sandy Hendry
Calendar	Melissa Smigiel
Daily Schedules	Liddie Davis
Data	Sandy Hendry/Kathy Bracknell
BBTC Discipline	Jodi Tillman
Exceptional Student Education (ESE)	Sandy Hendry
Facilities	Jodi Tillman, Pam Revels, Dale Krejcar, John Claverie
Fundraisers	Jodi Tillman, Nicole Latham
Guidance	Sandy Hendry
Occupational Advisory Councils	J. Tillman/Program Instructors/Liddie Davis
Safety Committee	Jodi Tillman, Kris Kuhl, Melissa Smigiel, SRD
Institution Advisory Council	Jodi Tillman
Special Activities & Field Trips	Jodi Tillman, Nicole Latham
Teacher/School Related Support Person of the Year	Jodi Tillman
Technology	Must submit district work order
Textbooks	Nicole Latham

**EMPLOYEE ASSIGNMENTS
ADMINISTRATION**

Director	Jodi Tillman	MS Science	University of Florida
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FACULTY

FULL-TIME			
PROGRAM AREA	INSTRUCTOR	CERTIFICATION/ DEGREE	INSTITUTION
Adult Education	Ruben Lewis	BS	Florida State University
	Donna Johnson	Education Specialist	Nova Southeastern University
Diesel Maintenance Technician, Diesel Systems Technician 1	Monroe Morgan	District Certified	Taylor Technical Institute
Electrical and Instrumentation Tech I and II	Scot Vaughn	AS/District Certified	College of Central FL
Electronic Systems Technician	James Poppell	District Certified	Taylor Technical Institute
Massage Therapy	Dana Dreyer	CC/District Certified	Erwin Technical College
Medical Coder/Biller	Heath Pridgeon	AS/District Certified	North Florida Community Florida
Millwright I and II	Tony Philmon	District Certified	TCSB
Nursing Assistant, Patient Care Technician, Phlebotomy	Donna Knight	RN, AS District Certified	Tallahassee Community College
Patient Care Technician	Laurie Rice	RN AS/ District Certified	University of New York
Practical Nursing/Director	Danielle Sadler	RN BS/MSN District Certified	University of West Florida
Practical Nursing	Lisa Thomley	RN / ADN District Certified	New Mexico State University
Student Services Director	Sandy Hendry	MS in Educational Leadership	Florida Agricultural and Mechanical University
Welding Technology/Advanced	John Neal	District Certified	Taylor Technical Institute
Welding Technology/Advanced	Cecil Gainey	District Certified	Dixie County School

STAFF

PROGRAM AREA	STAFF MEMBER
Administrative Assistant to Director/CTE Lab Assistant	Liddie Davis, AA – NFCC
Fiscal Manager/Payroll	Nicole Latham, BA Baker College
Custodian	Dale Krejcar
Custodian	Pamela Revels
Custodian	John Claverie
Data Technician	Kathy Bracknell, AS Polk State College, BA Warner Southern College
Financial Aid Administrator	Kris Kuhl, BS, Florida Gulf Coast University
Student Services Secretary	Melissa Smigiel, AA Daymar Institute
Grants/Testing Coordinator	Debra Caley, BS University of North Florida

EMPLOYEE PERSONNEL FILES

Certificate information is maintained in the Director's Administrative Assistant's office on each employee. The employee's personnel file is located at the district office. Documents are not placed in files without employee knowledge. Employees are welcome to view the contents of their file at any time upon request.

It is the responsibility of each individual to provide the school with a copy of his/her latest certification/certificate. It is also each educator's responsibility to keep track of the expiration dates on his/her certificates and to make certain he/she has met all the requirements for re-certification. Recertification paperwork should be submitted in ample time for renewal before the expiration. Lack of certification may result in the dismissal of the instructor or administrator.

GRIEVANCE PROCEDURES

SECTION A - The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time-to-time, arise affecting the welfare or working conditions of employees.

1. The terms defined here will have reference only to the grievance procedures section of this contract.
 - a. Contract Grievance: This term will refer to a written allegation by a grievant that a section(s) of this contract has been violated as it relates to the employee.
 - b. Grievant: This term will mean a teacher(s) eligible for Association membership or the Association, if appropriate, who files a grievance.
 - c. Employers: This term will refer to the School Board and its agents.
 - d. Days: this term will refer to working days exclusive of holidays and weekends.

SECTION B - Whenever an employee has a grievance, every effort shall be made to arrive at a satisfactory solution of the problem on an informal basis. Should the employee desire to have an Association representative be present, the Association shall have the right to decline or be at all discussions pertinent to the grievance. Upon adjustment of a grievance, the Grievant and Association shall be notified.

In order for a grievance to come within the scope of the grievance procedure, it must be filed within 20 days of the day of the event giving rise to the grievance, or of the date when the Grievant could reasonably have been expected to have knowledge of the grievance.

Where information proceedings do not result in a solution, resort shall be made to the more formal procedures provided herein on the form set forth, signed by the Grievant and representative of the Association. The grievance procedure for any employee shall be as follows:

STEP I: The Grievant shall submit to the administrator, a copy of the grievance form made available at each employee's work site or as exemplified in Appendix D. If the grievance involves more than one school building, it may be filed with the Superintendent or designee. Within five (5) days of receipt of the grievance, the administrator shall meet with the Association representative and Grievant to resolve the grievance. The administrator shall indicate the disposition of the grievance, in writing, within five (5) days after such meeting and shall furnish a copy thereof to the Grievant. If the grievance, due to its nature is beyond the scope of the administrator to resolve, the grievant may request that the administrator waive the five-day period and immediately proceed to the next step. Any agreement to waive such time period shall be in writing.

STEP II - If the Grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) days of such meeting, or ten (10) days from the date of filing, whichever shall be later, the grievance shall be submitted to the Superintendent. Within ten (10) days, the Superintendent or his/her designee shall meet with the Association Representative and Grievant and shall indicate the disposition of the grievance, in writing, within five (5) days of such meeting and shall furnish a copy thereof to the Grievant.

STEP III - If the Grievance remains unresolved at the conclusion of STEP II, it may be submitted for binding arbitration at the request of the Grievant, and/or Association, provided written notice of the request for submission to arbitration is delivered to the Superintendent within five (5) days from the date of the Superintendent's written response in Step II. Within ten (10) days after the date of the written request for arbitration, a committee of Board or its designated representative and the Grievant, or the Employee's designated representative, shall make every reasonable effort to agree upon a mutually acceptable arbitrator within the time period set forth herein. If such agreement is not reached, the American Arbitration Association of the Federal Mediation and Conciliation Service, in accordance with its rules, which rules shall likewise govern the arbitration proceedings, shall select the arbitrator. The decision of the arbitrator shall be final and binding on both parties.

SECTION C - The arbitrator shall not have the right to amend, take away, modify, add to, or disregard any of **the provisions of this Agreement.**

SECTION D – The Board and the Association shall not be permitted to assert in such arbitration evidence not previously disclosed to the other party.

SECTION E – The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

SECTION F – The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In case of other incapacity, such as emergencies or prior engagements, the time limits may be extended by agreement of both parties. When such grievance meetings and conferences are held during school hours, all employees whose presence is required shall be excused, with pay for that purpose.

SECTION G - Adjustment of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

SECTION H – A grievance that has been filed in writing before the expiration of this contract shall be processed according to the above procedures.

SECTION I - There will be no discrimination against any teacher based upon that teacher’s initiating, processing, or participating in any way in the grievance procedure.

JOB DESCRIPTIONS

Administrative and faculty job descriptions are found in the Job Description and Organizational Chart Booklet located in the office of the Director’s Administrative Assistant.

In general, the job description of any instructor of CTE or Adult Educational Program is to transfer the knowledge, skills, attitudes and abilities to their students that they will need to be successful in their chosen vocation. The instructor assumes responsibility for his/her physical facilities and provides occupational and/or general education to all students in order to develop social competency and employability skills that lead to successful employment.

The general job description of all other employees at BBTC is to provide the necessary support services to the students and faculty to enable their success. Accordingly, each employee will work within the scope of their responsibilities to complete all assigned responsibilities as needed to carry out the mission of BBTC.

LEAVE (See Policy Manual 7.0)

An employee who experiences an **“unforeseen”** absence from duty for any reason shall notify the Administrative Assistant to the Director as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible. It is the responsibility of each employee to notify the Director of any **“anticipated”** absences as far in advance as possible. In case of emergencies, notification must be made to the Director by 7:00 a.m. of the morning the absence is to occur.

As soon as any staff or faculty member knows that they will be absent from their job, they will notify the Director as soon as possible by submitting the appropriate leave form to the Director. Leave forms will be signed and sent to the Director’s Administrative Assistant so a substitute can be secured to fill your position. It is also the employee’s responsibility to notify the appropriate administrator of his/her plans to return to work as soon as a return date is known. Failure to notify administration of an absence in a timely manner may result in administrative disciplinary actions.

All staff and faculty members are asked to refrain from requesting non-emergency leave on days immediately before or after a school holiday.

Procedures for Leave:

As of August 2014, hard copy leave forms shall be turned into the Director. Individual leave requests will be processed first by the Director and then by the Fiscal Manager for payroll purposes.

Everyone will be responsible for filling out their own leave form in its entirety. Once the leave form is filled out, it must be submitted to the Director before it is submitted to the Payroll/Business office for processing. At which time, your leave request will go through the final processing procedures.

UNPAID LEAVE

Any leave request which would cause an employee to receive unpaid leave must obtain prior approval from the Director. The only exception will be during an emergency when time constraints on procedures cannot be met. If you have any questions about the procedures/process, please contact the Payroll/Business Office at 850-838-2585. For more information on employee leaves, refer to the Taylor County School District Policy manual.

LEAVING SCHOOL PREMISES DURING WORK HOURS (other than during lunch)

When leave is necessary for school or personal business during the school day, please be certain to do the following:

1. Notify Director
2. Ensure your class is covered
3. Follow sign out procedures

Note: All employees must sign in and out when leaving the campus during their lunch break.

THE INSTRUCTOR AND SCHOOL ARE HELD LIABLE FOR ACCIDENTS OR INJURIES THAT MIGHT OCCUR IF THE CLASS IS LEFT UNATTENDED. FAILURE TO FOLLOW SIGN-OUT PROCEDURES WILL RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION.

PAYROLL DEDUCTIONS

Deductions for the following items may be taken from your paychecks:

1. Federal Income Tax
2. Social Security
3. Insurance Premiums
4. Payroll Deductions (Contact the Payroll Department at the District office if you have questions.)

BBTC WORKDAY

The normal instructional work schedule is from 7:45 a.m. to 3:15 p.m. five days per week with one hour for lunch unless otherwise determined.

All 12-month employees are schedule for an eight-hour day with start and end times reflective of responsibilities.

All personnel are expected to model punctuality and report to work on time. Faculty should be in their classrooms ready to begin class at 8:00 a.m.

Employees who will be late should call the Student Services Secretary prior to 7:30 a.m. All employees are to sign in and out daily as well as any time during the workday if they are leaving campus. A sign out sheet is kept in the Mail Room.

INSTRUCTOR SCHEDULE (DAY CLASSES)

Daily work hours for the instructional staff are from 7:45 a.m. until 3:15 p.m.

1. Instructors are to be at their workstations by 8:00 each morning
2. Classes begin at 8:00 regardless of late buses and are dismissed at 3:00 p.m.
3. The lunch break of 60 minutes for BBTC instructors is provided during the school day
5. The periods from 7:45 a.m. – 8:00 a.m. and then 3:00 to 3:15 are for planning, paper grading, assembling materials needed for the next day's class, campus meetings and other constructive activities that will improve your program
6. Instructors in the Health Science programs may be required to work alternate hours depending upon student/class needs and schedules
7. At no time should any students be left unattended and/or unsupervised in classroom or shop/laboratory areas.

INSTRUCTOR SCHEDULE (EVENING)

Instructors are responsible for opening their classrooms and seeing that they are locked before leaving the campus. Evening schedules vary depending on the program or course being offered. The evening hours for GED® and Welding are:

Adult Ed/GED® – Monday – Thursday (Perry site) 3:30 p.m. – 6:30 p.m. Steinhatchee site Monday – Tuesday
4:00 p.m. – 7:00 p.m.
Welding Monday – Thursday 6:00 p.m. – 9:15 p.m.

1. Instructors are to be at their workstations and begin class on time.
2. Instructors should remain in the classroom until all students have gone and make certain their program area is locked/secured.

INSTRUCTOR TEACHING CERTIFICATIONS

The School Board authorizes issuance of School District Certificates to substitute instructors, full or part-time adult education instructors, and full-time and part-time non-degreed career and technical education instructors. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

District CTE Certifications are issued for those CTE programs that are not covered by State Certifications areas. For more information go to http://www.fldoe.org/edcert/cert_types.asp

1. The following types of Full-time Certificates shall be issued at the non-degreed CTE level.
 - a. Non-degreed instructional personnel will be issued a three-year (3) Temporary Certificate upon receipt of fingerprint clearance from the FDLE and FBI, and verification of appropriate occupational experience as specified in Florida Statutes and School Board Procedures.
 - b. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.
 - c. New CTE teachers must complete prescribed online FACTE CTE courses to meet their requirement for a District issued Professional Certificate.
 - d. To renew a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit to include at least one (1) semester hour in teaching students with disabilities (SWD) must be earned during each renewal period to renew your certificate. One hundred twenty (120) inservice points in an approved Florida master inservice program or equivalent shall be considered equivalent to the six semester hours. If inservice points are used at least one half must be specific to the area of renewal.
 - e. CTE teachers must hold the applicable CTE Industry certification and/or state licensure in their perspective program.

It is the responsibility of each instructor and administrator to ensure they have a valid professional certificate at all times. Certificates are good for five years and must be renewed before they expire. Failure of an instructor or administrator to maintain a valid teaching certificate may result in the loss of their job. Each individual should carefully track their in-service and professional education training points to ensure that each are recorded and credited to them so they can be used towards the renewal of their certificate. Failure to do so could result in a situation that results in a lack of the earned credits necessary for the renewal of your certificate, leading to the loss of your job.

WORKMAN'S COMPENSATION AND ACCIDENT REPORTS

FILING A WORKERS' COMPENSATION CLAIM

It is the responsibility of every employee to report a work-related injury/illness as soon as it happens to his/her supervisor and work-site benefit contact and to complete a *First Report of Injury or Illness* form at that time. The benefit contact will assist the employee to complete the form and will offer medical attention, if needed, at an approved workers' compensation treatment site. The employee will be provided with a copy of the First Report of Injury or Illness Form. The Director's Administrative Assistant will supply you with all Workers' Compensation Information.

MEDICAL ATTENTION

When an employee requires medical treatment the benefit contact person will complete a Medical Authorization for Treatment Form for the approved primary treatment site. The authorized treating physician will evaluate and treat

the employee and will give him/her an *Injury Status Report* which must be returned to the benefit contact and supervisor. There is no cost to the employee for medical attention.

REFERRAL TO SPECIALIST

If an employee needs to be referred to a specialist for additional treatment, the authorized treating physician will request the referral and approval from United Self-Insured Services. All specialty treatment must be authorized by United Self-Insured Services.

PRESCRIPTIONS

Prescriptions for drugs can be filled at the designated site at no cost to the employee. The *First Report of Injury or Illness* should be presented when the prescription is filled.

STUDENT ACCIDENT/INJURY

Students are not covered by Workman's Compensation. However, if a student should have an accident or injury, notify the Director's Administrative Assistant immediately, regardless of the severity of the injury and prepare student accident forms. In case of serious injury, the student should be taken to a doctor or the hospital immediately and his/her parents or emergency contact notified if applicable.

CLASSROOM PROCEDURES

Section IV

CLASSROOM PROCEDURES

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Attendance Policy

Good attendance is an important key to success in the job world. Business and industry can function only when their employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits to prepare students for employment. Attendance policies may be more stringent in some programs. Below are the minimum requirements for all programs.

Please consult the Student Handbook for attendance policies.

Attendance Kiosks

All CTE programs will utilize attendance kiosks to monitor attendance and instructional hours. Each student will be responsible for scanning their own student id card. To earn credit for a block of instruction time, students will scan in at the start of each instructional period and must scan their id when leaving. To avoid being marked tardy, a student must scan their id prior to the published start time for the class. Students who scan their id to leave before dismissal without prior written approval from the Director will be considered absent for the entire period/session.

Students will scan their id when leaving for lunch, upon returning and any other time when leaving campus. Any student who willfully scans in or out for another student will face disciplinary action up to and including dismissal from the program. Instructors must not scan id's in or out for a student. Any violation of these policies will constitute tampering with school records and will be handled accordingly.

Leave of Absence

Please consult the Student Handbook

Transfer of Credit

Please consult the Student Handbook

Satisfactory Academic Progress (SAP)

Please consult the Student Handbook

Uniform Transfer of Credit Florida DOE Rule 6-1.099

Please consult the Student Handbook

Veteran's Attendance Policy/Benefits

Please consult the Student Handbook

Adult Education/GED® Attendance

A student who is enrolled in the Adult General Education Program is expected to attend every class. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.

A student will be withdrawn after six consecutive absences. Absences and/or withdraws are reported to the Department of Motor Vehicles for any student under the age of 18 (See below).

Driver's License Suspension

Any student under the age of 18 who withdraws from school will be reported to the Florida Department of Highway Safety and Motor Vehicles pursuant to Section 322.091, Florida Statutes. The student will be notified by DMV that his/her driver's license will be suspended for non-compliance of required school attendance.

A student must attend 30 consecutive school days with no absences or receive their high school or GED® diploma to re-establish eligibility for a driver license. DMV link—<http://www.flhsmv.gov/ddl/truant.html>

CHECKOUT PROCEDURES

Adult postsecondary students must:

- a. Notify your instructor of your intent to leave.
- b. Follow your instructor's sign out procedures.

Students who sign out must leave campus immediately and may not take other students who have not signed out with them. Adult students may not take minor students out of class or off campus unless they are a family member and/or have permission from the student's parents (or guardians) to leave with the minor student.

Minor students may not leave campus with an adult student or anyone other than a parent or guardian unless the Director or their designee has the parents' or guardian's written permission to release the student to the adult in question.

TARDIES

1. Instructors are required to keep accurate records of attendance.

ABSENCES

- CTE Students are required to maintain 85% attendance in accordance with the school's Satisfactory Academic Progress (SAP) policy (see page 37-38).
- There will be no "excused" or "unexcused" absences except for Administratively Excused Absences (see page 35).
- Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed days (documentation will be required). It will be the responsibility of the student to complete classroom and/or clinical training that is missed due to absences.
- Adult GED® students will be withdrawn after 6 consecutive absences. Students can re-renter one time per semester.
- Dual enrolled students who accumulate 10 or more unexcused absences in a grading period will be dropped from their CTE program and returned to his/her high school at the end of the grading period. Students being returned to his/her high school for attendance may appeal to the BBTC administration.

Upon being withdrawn from class for absences, it is the student's responsibility to contact the Student Services Office by the end of the next school day after being withdrawn, if the student wishes to appeal. A date will be scheduled for the student to meet with the Attendance Appeals Committee. The student must provide all documentation excusing the absences. If the student fails to schedule an appeal, he/she will be dropped from the program and withdrawn from school (refer to Program Readmission Policy). Students will not be permitted to have more than one Attendance Appeals Committee meeting per school year. An absence after the appeal meeting that occurs during that same term will constitute the student being dropped from their program.

ELECTRONIC ATTENDANCE PROCEDURES

Instructors are to use FOCUS as the official electronic attendance system. Attendance is to be taken and recorded in FOCUS daily. Additionally, instructors are always expected to also maintain a hard copy of their attendance. A printed electronic version is acceptable as a hard copy. All records must be current.

REPORTING OF ABSENCES (Instructor Record Book)

State statutes have always maintained that the instructor's grade book is the final authority in the reporting of grades and attendance.

1. Attendance must be recorded daily in the record book and in focus. Attendance is to be taken daily and corrections are to be posted before the end of the workweek.
2. Each month teachers will be provided with an attendance verification form on which to verify all students' absences, both dual enrolled and adult. Teachers must cross check the dates against their own records and note any discrepancies. Completed forms are to be signed and returned to the Student Services Director within 3 business days.
3. The Department of Education requires that absences and tardiness be reported in a certain manner. When maintaining a hardcopy attendance book, use the following key for reporting absences.
 - XXXX - Hours and Minutes Present
 - A - Absence Excused
 - U - Absence Unexcused
 - EA1 - First Day New Student Enters Class
 - RA1 - First Day Returning Student Entered Class
 - WXX - Last Day Student Present - Refer to State Codes

CLASSROOM MANAGEMENT

When arranging classrooms, instructors and staff should keep the following items in mind.

Safety

1. A clear 3-foot corridor must be maintained around all exits, including the emergency escape. No more than 30% of the wall space may be covered with combustibles (paper, etc.)
2. Sufficient clearance should be maintained between furniture configurations to allow safe passage and ease of movement.
3. Clutter not only increases the potential for accidents, studies have shown that in stressful situations clutter adds significantly to the stress. To reduce your stress, minimize the clutter in your office, room, or workspace.

Control

1. Prepare and display your discipline plan in a prominent place.
2. The most effective form of control results from having your students actively engaged in routine (planned) activities from the time they arrive until the time they leave your class. Develop routines to ensure total student participation in the learning process as soon as they arrive in your classroom each day.
3. Teachers are responsible for providing bell to bell instruction.
4. Teachers are responsible for directly supervising students. No students should ever be left unattended during the class period. Teachers should call the front desk if emergency coverage is required.

Custodial Services/Maintenance

1. Please remember that we have limited custodial services on non-student days. Do not leave items that may rot in the trash.
2. If you have maintenance or custodial need, let the Director know. Facility work orders are to be completed online
<https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=247754413&ServiceLogin>

Furniture/Equipment Needs

The Director is the administrator in charge of facilities and, therefore, oversees furniture and equipment needs for your offices and classrooms. Should you have a need, email the Director, or place a written request in their mailbox. Please do not expect them to remember what you say as they are walking down a hallway unless you send a note or email reminder.

In addition, please do not remove any inventoried items from your room without first clearing it with the Director, completing an inventory adjustment sheet and sending it to the Fiscal Manager. Inventoried items have district identification stickers on them and must be accounted for annually.

Work orders should be submitted electronically through the district work order request system - <https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=247754413&ServiceLogin> .

Work orders to address technology should be submitted through the district technology work order process - <http://www.taylor.k12.fl.us/employees/technology/work.order.aspx> .

Pedagogical Principles

1. Classrooms and CTE laboratory areas should be arranged so that all students can see and hear presentations clearly.
2. Allow for movement in your room. Studies show that allowing movement increases students' attention span and retention rates. Even simple movement, like turning in the desk from one teaching wall to the other as the instructor changes from an overhead presentation to the marker board or a video presentation, may enhance learning.
3. Desks do not need to be in neat rows, but all students should be seated in such a way that their position naturally lends itself to following your instruction.
4. Arrange seating in such a way to enable easy proximity control of your students.

Internship Forms: See Appendix

Internships allow job sites to become an extension of the classroom and laboratory training students receive. The employer must agree to hire (for wages) the student and to provide the training experiences the student needs in order to complete or compliment a student's CTE program. It is the instructor's responsibility to evaluate the student's progress, work skills, and employability skills and to compare them to the available job, work setting and employer needs to determine if and when an internship agreement is in the best interest of the student, employer and CTE program.

The responsibilities of the instructor include:

1. Determining if a match exists between the employer needs, student's hard and soft skills, and the training required to advance the student through the program.
2. Preparing and executing the paperwork, including:
 - a. Preparing an Internship Training Agreement
 - b. Prepare the Internship Training Plan
 - c. Gaining the Director's approval for the internship agreement and plan
 - d. Preparing and picking up the Monthly Time Sheet and Student Rating Scale at the beginning of each month
 - e. Turning in the originals of all documents to the Student Services Office prior to the start of the internship
 - f. Maintaining all documentation for a minimum of three years
3. Visiting the work site (at least) monthly to offer instruction or assist with problems which occur in connection with the work experience.
4. Providing any in-school related instruction as necessitated by the internship experience.
5. Documenting student mastery of applicable standards.

The responsibilities of the student include:

1. Demonstrating an employable attitude by working with the instructor and employer to ensure that all training objectives identified in the training agreement are achieved
2. Accurately complete the Internship - Monthly Time Sheet and having the proper employer representative verify their accuracy (as documented by their signature)

3. Assisting the employer in tracking the competencies (skills) learned and verifying them on the Internship Training Plan
4. Meeting all of the work-related expectations of the employer
5. Notifying the instructor of any problems that may jeopardize the success of the training experience (i.e. lack of expected skills, cancellation of construction contracts, disagreements, etc.)
6. Notifying the instructor within 24 hours or the first workday of the next school week if the student loses or quits their job
7. Paying all applicable tuition

The responsibilities of the employer include:

1. Carefully selecting a student to match their needs
2. Verifying (or having the appropriate employee verify) and sign the *Monthly Time Sheet*
3. Completing the instructor provided *Internship – Student Rating Scale* monthly for the instructor to pick up along with the time sheet
4. Communicating with the student/employee and instructor any problems you are experiencing with respect to their work ethics, quality of their work, or other weaknesses that may jeopardize their employment or their ability to complete their training plan
5. Notifying the instructor immediately if the student’s employment should terminate or the student quits

When an instructor feels there is an appropriate match between employee and student the execution of an internship agreement and plan may be warranted. The instructor must complete the following steps:

1. Select the most appropriate *Internship Training Agreement* form. Print and prepare the form for the collection of signatures
2. Develop and prepare an appropriate *Internship Training Plan*
3. Prepare the *Monthly Time Sheets* and *Student Evaluation Scales* for use
4. Meet with the Director and gain his/her approval (signature) before executing the training agreement and training plan
5. Meet with the student and employer and execute the forms. The instructors should stress their willingness to assist to resolve problems and the need for accurate and timely reporting
6. Turn in all associated paperwork to the Student Services Director
7. Follow up with telephone calls and site visits. A site visit should be conducted at least once a month to deliver and pick up and deliver the monthly time sheets student evaluation scales
8. If the student is a minor the instructor must verify that the internship will not violate any rules regarding *Child Labor Laws*
9. Upon the completion of the internship, the instructor must complete the internship form indicating the date of return
10. All forms must be kept on file during the duration of the training agreement. Upon completion or termination of the training agreement the originals of all paperwork shall be turned in to the Student Services Director to be maintained for a period of not less than 3 years

In summary, a complete agreement/training packet shall consist of a minimum of the following:

1. An Internship Training Agreement
2. An Internship Training Plan
3. Monthly Time Sheets
4. Monthly Student Evaluation Scales

BEHAVIORAL EXPECTATIONS (See Discipline Matrix)

<http://www.taylor.k12.fl.us/shared.content/board.policies/discipline.matrices/discipline.matrix.pdf>

Students are expected to understand that BBTC is preparing them for the workforce and as such should conduct themselves accordingly.

Remember that the purpose of corrective action is to turn performance around by continuing to identify problems, causes, and solutions. If you can accomplish it in a positive and constructive way, you will send a message that you are out not to punish, but to help the employee become a fully productive member of your work unit.

Guiding Principles

In carrying out corrective action be sure to:

- Maintain a professional manner by keeping the corrective process confidential between you and the student
- Make a careful diagnosis of the problem to determine whether corrective action is appropriate
- Provide specific examples of performance discrepancies or work policy or procedural violations so the student fully understands what needs correction
- Allow the student ample opportunity to explain so that you have all the facts
- Make sure discipline is the appropriate tool. Would coaching or performance appraisal be sufficient to get the student's attention?
- When you take corrective action, make sure the punishment fits the crime
- Help the student improve performance by providing specific recommendations and requirements
- Communicate clearly so the student understands the consequences if performance or conduct does not improve

GRIEVANCE PROCEDURE FOR STUDENTS

Please consult Student Handbook

GRADING SYSTEM – Grading, Official Transcripts and Report Cards

All teachers must keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in the electronic gradebook through FOCUS. Because we have an electronic gradebook system, which includes parent access, it is imperative that you keep current on your grading and keep it updated. Grades and mastered competencies should be updated AT LEAST once per week. Your failure to do so will be reflected in your Performance Based Teacher Evaluation.

Report cards will be generated through FOCUS. Nine weeks and Semester letter grades and numerical averages should reflect the overall grade a student has earned for the term. Grades should be submitted for all dual enrolled secondary students to the Student Services Director within 24 hours of student course completion.

Students and parents should not be surprised when they receive quarter/semester grades. Please keep them informed and up to date about progress or lack thereof. If "extra credit" projects are used, this opportunity should be extended to every student, not just to those who may wish to make up for a poor test score or project. Do not make the mistake of thinking that only a fixed percentage of students can receive A's, B's, etc.

At times, some students will require special grade checks either from the Director, Student Services Director or Financial Aid Administrator. Quick responses to these checks are important.

Student grades are electronically filed through the FOCUS program. A printout of the electronic grade book is to be turned into the office at the end of the school year to be kept on file for future reference. Complete and accurate

grading is a must; grade keeping should be such that other school personnel can interpret the grades in absence of the teacher.

Grades are used for the purpose of communicating student progress towards mastering curricular standards. Therefore, items that skew this information by artificially inflating or deflating grades should not be included. There should be no "extra credit" or points given for behavioral elements such as attendance, bringing supplies, participation, etc... It is the goal of BBTC to reflect in the grading portion of the grade book those things that are directly related to academic/CTE achievement.

A = 90-100 (Outstanding Performance)

Student performance exceeds business or industry expectations for entry level employments. A certificate of completion will be awarded upon completion of the program.

B = 80-89 (Above Average Performance)

Student performance meets business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

C = 70-79 (Average Performance)

Student performance meets the minimal business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

D = 60-69 (Below Average Performance)

Student performance does not meet business and industry expectation for entry level employment. Although a "D" meets district high school requirements to earn credits toward the completion of high school, if the student completes the program with a "D" or "F" average (or an "I") no certificate of completion will be awarded.

F = 59 and Below (Failing)

Indicates performance failure. Student performance does not meet business and industry expectations and will not receive a certificate of completion. An "F" does not meet district requirements for high school students to earn credits toward the completion of high school.

I = Incomplete

A grade will not be issued unless/until the student completes the work required by the instructor. An incomplete grade must be satisfied by the student making up the necessary work within five days or the incomplete reverts to a grade of "F."

Grade Point Values: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F and I = 0. High school students earn a weighted value (an additional 1 point) for all CTE passing grades when calculating their overall high school GPA.

SATISFACTORY PROGRESS FOR DUAL ENROLLED STUDENTS

An incomplete grade must be satisfied by the student making up the necessary work within 5 days or the incomplete reverts to a grade of "F".

A student earning a grade of "F" (0-59) in a dual enrolled CTE Program will be put on academic probation for the next grading period. A grade of "F" for the period of probation will constitute suspension from the respective dual enrolled CTE Program.

Research indicates that there is a high correlation between punctuality and attendance in school and punctuality and attendance on the job. Business and industry can function profitably only when their employees are working on the job - the same is true in the classroom.

Grades will be awarded at the completion of each course. High School students enrolled in longer courses will be graded at the end of each term. All students will be progress monitored throughout the program by instructors and financial aid staff members. Most financial assistance requires students to maintain a "C" or above average.

GRADUATION INFORMATION

BBTC graduation will be held at the conclusion of the Spring Term. A student must have completed a program during the current school year to participate in graduation.

Deadlines will be set annually for graduation and dates will be provided. The Student Services Office will direct graduation events. Your help is needed to make this graduation a special event for BBTC and your students. Our graduates deserve to be recognized and congratulated for their accomplishments at BBTC. Please encourage your students to participate in the ceremony.

All faculty and staff are expected to attend graduation.

WITHDRAWALS FROM PROGRAMS

Adult Education (ABE-GED®) Student Withdrawals

1. Instructors are to continue reporting students absent until they notify the Student Services Office that they have withdrawn the student by submitting a Change of Status Form. Adult students are to be withdrawn the sixth consecutive day absent by turning in the Change of Status Form to the Student Services Office. Instructors are to submit a change of status form to the Student Services Office regardless of how a student withdraws.
2. All students are required to have an exit interview before leaving school. No certificate is to be issued without an exit interview.
3. Instructors are to complete the student evaluation and permanent record cards after students have withdrawn. The forms are to be placed in permanent records.

EXIT INTERVIEWS

Instructors are responsible for formally tracking their students upon completion (or leaving) of their programs. Accordingly, there is an "Exit Interview Form" in the appendix of this handbook for instructor use. Instructors are to maintain accurate placement and follow up records until a student is successfully employed, or for a period of two years, whichever comes first. A permanent file should be created and maintained each school year (July 1 through June 30) in each instructor's office for students leaving during that year with the exit interview and resultant employment information recorded for future use and auditing purposes. Copies of this information should be forwarded to the Registrar upon their request.

FIELD TRIPS – Section 4.0 of TCSB Policy Manual

Request for a field trip should be made, to the Director, prior to the date planned for the trip. Transportation arrangements must be made for the use of a school bus through the Director's Office a minimum of TWO WEEKS in advance of the date needed. Keep in mind that buses are not always available, and when conflicts occur it is entirely possible you will not be able to secure a district bus.

Field Trip Release forms must be given to dual enrolled high school or minor/dependent students. The students must obtain the signature of their parents/guardians. Dual enrolled high school students must obtain the signature of their respective high school principal in order to be eligible to participate. There is a form for each purpose. The instructor will ensure that BOTH forms are returned and filed in the office before the trip is taken. No student is to take part in a trip without having both forms completed. Forms should be given to the students early enough to prevent last-minute questions concerning approval.

The Director must be given ample notice before a trip is made (ONE WEEK).

Field trips are charged against individual programs. Costs will be determined through the transportation office and will include mileage, salary and meals for the driver if appropriate. These charges are deducted from the budget or internal account of the program. (Due to the varying cost of fuel, the cost per mile is subject to change without notice. See the Fiscal Manager for the latest amount.)

Field trip permission form <http://www.taylor.k12.fl.us/shared.content/forms/tcsb60-field.trip.form.pdf>

TEXTBOOKS

Dual Enrolled High School Students

Instructors will keep documentation of the issuance and return of textbooks. Students who do not return textbooks will be charged the replacement cost of the book.

Career Certificate Postsecondary Students

Adult students are required to purchase their textbooks, supplies and materials or defer them against Financial Aid funds if they are eligible. Adult students are not issued free textbooks. Instructors will furnish adult students with a list of required textbooks, supplies and materials which may be purchased or deferred at the Business Office. This list needs to be updated just prior to the beginning of each semester. Textbooks are ordered only at the request of the instructor. Instructors who are anticipating a change in books need to check at the Business Office to see how many of the current books are on hand and develop a plan to use those books. When integrating a new text in your program, provide the Business Office with title, author ISBN number, publisher and edition. Include the same information for study guides, etc. Instructor examination (complimentary books) may be ordered through purchase orders from the Business Office.

Inform students who are on financial assistance other than PELL to get a voucher from their agency before coming to purchase their books. If they are PELL eligible, please have the student get a book voucher from Financial Aid. Cash, checks and vouchers are methods of payment accepted by the Business Office.

Processing and Handling

1. Textbook Funded Books (TFB)
 - a. These are books which are purchased with funds allocated by the State Department of Education. These books must be on the list of State adopted texts or approved for purchase as outlined on DOE regulations.
 - b. TFB books will not be issued to adults. Books for adult students may be purchased from the Business Office or an outside vendor.
 - c. TFB books will be ordered and processed by the Fiscal Manager and routed directly to the instructors. Textbooks will be issued to students on a book card in accordance with instructions and inventoried by the office.
 - d. High Schools students will be required to sign for their textbooks.
2. Internal Account Books (IAB)
 - a. Books which are purchased with BBTC internal account funds will be for resale or loan to students.
 - b. All IAB books will be ordered and processed by the Business Office. The Business Office will retain all books to be resold to students. All books to be issued to students will be sent to office for inventory and placed on the inventory sheet before being sold to students.
 - c. All book purchases will be made in the Business Office.
 - d. Instructors must supply a booklist to be purchased as well as the number of books to be sold.
 - e. Prices will be set by the Fiscal manager. Instructors ARE NOT to quote textbook prices unless approved by the Fiscal Manager.

All IAB books issued will be inventoried by the office annually.

STUDENT AFFAIRS

Section V

STUDENT AFFAIRS

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CTE Program Selection

The Student Services Office will explain the TABE test results and counsel with each student to assist them in selecting the most appropriate career choice. Career exploration options are available to students to explore career opportunities and evaluate CTE program choices. Upon the selection of a CTE program, students may be asked to interview with the instructor and may enroll in the CTE program of their choice on a space available basis.

Financial Aid Counseling

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial aid. Prior to course start date all tuition and fees must be paid or accounted for.

Note: Financial Aid approval does not automatically result in admittance into BBTC.

CTE Dual Enrollment

Eligible high school students are allowed to enter Postsecondary CTE Programs at the beginning of each semester with approval from administration. Some courses are not available to high school students. Please check with a high school counselor or BBTC Student Services Office staff for more information.

CTE Enrollment

Adult students may only enroll in CTE programs during the published enrollment windows. Patient Care Technician and Practical Nursing programs limit starting enrollment to the fall enrollment window due to the unique requirements of the program's coursework.

Please see the individual program sections for enrollment information specific to each program. Contact the Student Services Office if you need additional information concerning admissions.

Waiver Procedure

Florida Statute 1004.91 requires that a student may not receive a certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the program. Any student that declares a learning disability, and believes the disability may be causing them to be unable to demonstrate successful completion of the TABE examination, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may exempt the basic skill requirement by earning an industry certification in the program field.

To be eligible for a waiver the student must have taken a subtest of the examination at least four times and not received a passing score and have otherwise demonstrated proficiency in the course work in the same subject area. A waiver will be considered only after the student has been provided the appropriate test accommodations and/or other administrative adjustments needed to accurately measure the student's proficiency in the subject area measured by the examination.

Reference: FS 1004.91 & FS 1008.29 (3, 4, 5, & 6)

RESIDENCY

For the purpose of assessing tuition, a student shall be classified as a Florida or non-Florida resident. A Florida Residency Classification form must be submitted with application before a student will be considered for enrollment. A student meeting the requirements indicated on the classification form will be classified as a Florida resident for tuition purposes.

Any honorably discharged Veteran of the Armed Forces, Reserve, or National Guard who physically reside in Florida while enrolled in the institution will be charged tuition based on Florida residency.

CERTIFICATE REQUIREMENTS

A *Program Certificate of Completion* will be awarded to students that successfully complete the CTE program of enrollment and meet the state required academic levels.

DRESS CODE FOR STUDENTS

Since the primary purpose of BBTC is to prepare students for employment, students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for the occupation for which they are training. Program instructors will provide specific guidance to all students enrolled. All programs require students 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.

Appropriate attire for the workplace is an essential part of career and technical education. The word "appropriate" shall be defined to include **cleanliness, safety, modesty and good taste**. All instructional personnel shall give helpful, guidance on these matters. A student will be asked to change apparel if inappropriate. BBTC will comply with Taylor County School Board Policy when concerning Dress Code. A copy of the policy is available upon request.

STUDENT SERVICES OFFICE

Registration

The registration process and schedule for each semester will be disseminated to faculty, staff and students through memos. All entering students are required to take the Test of Adult Basic Education (TABE) prior to enrolling unless exempted. Students who want fees deferred based upon Pell Grant or other forms of financial aid, must have the Pell application processed and transmitted through the Financial Aid office and/or all other financial aid documentation processed through the prior to enrolling.

Request for Social Security Numbers

School districts shall maintain sufficient information, to include social security numbers for adult students enrolled in a postsecondary program so that they can be located after they have either withdrawn or completed a program of study. Rule 6A-1.0955, FAC. Each Social Security number received for this purpose shall become a part of the student's permanent records, both manual and computerized.

It is requested that all students have a social security number to be provided at the time of registration for any course. Students who choose not to release their social security number upon enrollment will be issued a student identifier number which shall be used for the purposes of tracking their records and reporting information pertinent to state reports to the State Department of Education.

BBTC employees will strictly follow both District and BBTC policies concerning the collection and use of social security numbers. This policy may be found in the "Institutional Policies" section of the Faculty/Staff Handbook.

Student Transfer Policy

BBTC shall accept and classify transfer credits earned or grade placement from schools that are accredited by a recognized national, regional or state accrediting agency without further validation based on the school's policies and procedures governing such offerings. The school's policies and procedures are designed to ensure proper academic placement of the student.

A school may accept credits or grade placement from non-accredited schools when validated by one or more of the following procedures:

- A review of the student's academic record, an analysis of a sending school's curriculum, a review of a portfolio of student work or through an assessment of scholastic performance.

The receiving school must maintain policy and procedures to govern the acceptance of credit or grade placement from non-accredited sources.

Internal Transfer of Students

A student desiring to transfer within the school from one program to another program should discuss the request with his or her counselor. Such transfers must be approved by the instructor to whom the student is transferring, a designated Student Services Office staff member and, if applicable, the agency funding the student's program costs.

Eligible students are permitted one program transfer per semester for a total of two per calendar year.

In all cases the BBTC will be the final authority on transfer credit. Acceptance of credit completed at another institution will be in compliance with Florida Statute 1007.24(7).

Exceptional Student Education (ESE)

ESE is a term that is used to identify students who possess significant identified learning difficulties or have been identified as gifted learners by a team of educational, mental or medical health specialist. As such, these students qualify for special school services. Their needs must be carefully identified, monitored and met by a wide variety of modifications and adaptations to the teaching/learning environment. It is incumbent upon all the faculty and staff of the school to see that the needs of these students are met. Accommodations and strategies indicated on student IEPs or 504 plans are not optional.

By law, each instructor is responsible for ensuring these accommodations or strategies are provided for the ESE or 504 students in his/her classroom. It is our goal to do whatever it takes to both assure and ensure that these students are provided services to benefit from BBTC programs.

Tuition and Fee Schedule

The tuition and fee schedule is available at the Student Services Office. Program cost sheets are included in the Student Handbook.

Tuition Refunds

Refund Policy for Withdraws

Full-time students qualify for a full refund of tuition/supply fees providing the withdrawal occurs within the first five class sessions of the semester (18 weeks). 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 5 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 classes who are unable to attend, must notify the school a minimum of 48 hours before the scheduled class to qualify for a refund.

Effective July 1, 2002, any currently enrolled student at BBTC that 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. Students shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawal from the course or courses with a full refund of tuition and lab fees paid. The initial application fee, charges for books and supplies purchased through the bookstore and the student identification badge are not refundable. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The Title IV Fair and Equitable Refund Policy apply to all Title IV (Federal Pell Grant) recipients.

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 to BBTC. The services of a professional collection agency may also be invoked. The responsibility of attorney's fees or collection fees fall on the debtor.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Medication may be administered to dual enrolled students during the time they are attending school, only under the following conditions:

1. The parent or guardian must provide the Director with a written statement giving permission for administration of medication to the student. The statement must also explain the necessity for administering the medication during the school day. A physician must sign the authorization.
2. The medication must be provided to the Director or their designee in its original container and must contain instructions regarding proper dosage.
3. The Director must secure the medication under lock and key in a designated location at all times other than when being administered.
4. The medication must be administered by the Director or by a person or persons specifically authorized by him/her.
5. All persons authorized to administer medication shall receive specific training from health personnel of the County Health Department. The training of such personnel shall be incorporated each year in the School Health Services Plan.

PLACEMENT AND FOLLOW-UP PROCEDURES

The placement of all graduates and early leavers in worthwhile jobs related to their CTE training is the ultimate objective of all programs at Big Bend Technical College. The school recognizes that it has an obligation to provide all students with certain services which will assist him or her in obtaining employment. The placement processes will be a joint effort involving the administration, the instructor, and the student. The placement procedures are designed to provide this assistance without relieving the student of his or her ultimate responsibility for obtaining employment.

Placement Resources

1. CareerSource North Florida
2. Job listings - A continually updated listing of job openings from the public and private sector of the State of Florida
3. Student Referral System - Contact with potential employers to arrange application and job interviews
4. Student Information System - Documentation of student past employment history and present skill level for future job referral, permanent record and evaluation by instructor
5. Telephone directories of cities from the surrounding area
6. Chamber of Commerce listings of businesses in several southern states
7. Advisory committee members and each program instructor
8. Personal and professional contacts with local area business and professional people in the public and private sector with all staff members
9. Linkage with colleges, universities, and other institutions where students may gain additional programs
10. Recruiters of the Armed Services

Placement Procedures

1. CareerSource North Florida
2. Assist instructors and students in obtaining information concerning employers in areas of interest.
3. Maintain contacts with business leaders throughout the area. Arrange for industrial recruiters to visit the campus when deemed beneficial to both parties.
4. Maintain information on institutions (colleges, universities, etc.) where the student can obtain additional preparation.
5. Ensure that all the completers and leavers complete an exit interview form before issued a certificate.

COURSE COMPLETION AND WITHDRAWAL PROCEDURES

1. Teachers will post all grades through Focus. Grades will be maintained on a weekly basis. Grades will be posted by the instructor:
 - a. Adult
 - At the completion of a course and prior to turning in a drop/add form.
 - b. Dual Enrolled
 - Whichever comes first – Completion of a course or the end of the semester. A drop/add form is required only at completion of a course. The proper withdrawal code should be included.
2. A drop/add form is required only at the completion of a course or when additional hours are required.
 - a. AGE must complete drop/add forms at the end of each term.
 - b. A drop/add form must be on file at the end of the year (EOY) for all students that were enrolled during the school year.
3. The drop/add form should include the grade that was posted by the instructor.
4. A transcript will accompany all drop/add forms for students withdrawing from a program area or BBTC.
 - a. A transcript must be on file at the end of the year (EOY) for all students that were enrolled during the school year.
5. The Student Services Office will process drop/add forms including dates and check all documents for accuracy.

Posting of Postsecondary Students' Grades:

Within 24 hours of a student's completion of the applicable standards associated with an OCP/CTE Course, instructors must post standards grades in FOCUS and notify the Data Technician of the student's earning the respective OCP and/or completing the applicable CTE course. The Data Technician will then complete the student or schedule them into the next course and/or OCP in the Program sequence. This will insure accurate documentation of student's hours of completion and attendance.

Posting of Dual Enrolled Secondary Students' Grades:

Instructors are to fill out the appropriate forms at the conclusion of each course. Grades are posted at the completion of each course. Grades for all dual enrolled students are to be sent to the Student Services Director.

SAFETY

Section VI

SAFETY

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SAFETY

In addition to our moral obligation, you as an instructor can be held accountable in the event of an accident. We must insist for our protection as well as the students' that good safety practices are followed. Do not look the other way when you see a student doing hazardous things. Correct them on the spot.

The following safety procedures will assist you in your teaching activities:

1. Before any program begins, conduct an in-depth safety instructional session so that each class participant fully understands safety rules. The results of the safety test must be maintained and filed. Students not passing should not operate any equipment.
2. Display safety procedures on bright, readable and clear signs.
3. Provide parents/guardians and students with outlines of safety procedures.
4. Make sure that all equipment is operating as recommended by the manufacturer or as modified by written School Board Policy.
5. Determine the safety equipment needs (fire extinguisher, fire blankets, safety glass, etc.) and make sure they are present and instructions on use have been given before program begins.
6. Be current on first aid procedures. Have a first aid kit and other first aid assistance available for immediate use.
7. Do not turn your class supervision responsibilities over to other individuals without discussing all safety procedures.
8. Should an emergency require you to leave, do not leave classroom or laboratory without obtaining coverage from another staff member.

The above precautions are essential to you in case that a civil suit is brought as the result of some incident in your classroom or laboratory.

Emphasis is placed on good work habits and the avoidance of hazards in all industrial situations. Uses of essential protective devices such as safety glasses for students participating in certain laboratory and shop activities are required. Extreme styles in clothing and hair may be contributing factors in causing accidents in some shop areas. In all cases, each shop's rules will be followed. Bulky sleeves, ties, necklaces, etc. (inappropriate shop wear) should be avoided in lab situations where equipment is in use. Strict precaution should be taken with flammable liquids. Remember safety is for your protection.

No student will be allowed to operate equipment unless authorized by the instructor. All students are expected to return tools, equipment, etc. in good condition or pay for any damage or loss.

ACCIDENT AND INJURY REPORTING PROCEDURES

Accidents and injuries of school personnel, students, and guests must be reported immediately to the Director. Should the Director not be available, report the accident to the Director's Administrative Assistant at ext. 224. The employee witnessing the accident, or supervising the area where the accident occurred, must fill out an accident report form at that time and turn it in to the Main Office immediately. **All accidents must be reported to the Office of the Superintendent within 24 hours.** For more information concerning policies on accidents and injuries please check out the District Policy Book. The book may be viewed by going to the District Web site. Accident Report forms may be picked up in the Director's Administrative Assistant's office.

AUTOMATIC ELECTRONIC DEFIBRILLATION DEVICE, LOCATION

An automatic electronic defibrillation device (AED) is in Building "A" outside of the Administrative Suite and in the main hallway of the "C" building should you need the device.

EVACUATIONS

Railroad or Highway Accident

In the event it becomes necessary to evacuate the premises of Big Bend Technical College due to a railway or highway accident involving caustic, inflammable, or noxious materials that would endanger the health or life of the students and personnel at BBTC, the following instructions will be carried out:

1. The Director will inform all personnel to evacuate the premises immediately and give the course of evacuation based on the wind direction at the time. The course of evacuation will be approximately 90 degrees from up-wind or down-wind from the accident. There will be no need of evacuation if the wind direction is from the southwest around to the southeast quadrant unless a wind shift is anticipated.
2. All students will be under the supervision of the instructor to which they are assigned at the time of the evacuation notice and will remain under such supervision until the evacuation is accomplished.
3. Students and personnel will immediately evacuate the campus in an orderly manner and follow the instructions given by the Director in charge at the time of the accident. All personnel and students will stay off the hard surface of streets and roads during the evacuation.

Fire Drills

Fire Drills will be conducted monthly. All students & staff will evacuate your building and proceed to the designated area. Classes need to stay together, and teachers should have roll books with them and take attendance after arriving at their designated area. **No one is to cross Industrial Drive**

Fire drills will include the whole campus at the same time

Students and staff may return to class when the "ALL CLEAR" signal/instructions are given

Staging Areas for Fire Drills

A-B & GED® – Grassy area between 'A' bldg. & Industrial Drive

C – Grassy area by the Pumping Station

D – North end - Grassy area between gazebo and Industrial Drive, South end - South end of D building parking lot

G – South end of D building parking lot

Lockdown/Active Shooter Procedures – Basic Protocol

1. Call 911 – Director or Designee will notify all staff via all-call system
 - Notify staff, designated person will monitor and direct emergency vehicles
 - Staff will lock doors
 - Crisis Intervention Team Members report to designated areas

Crisis Intervention Team Designated Areas: **Primary Responsibility is the Safety of our Students**

	Primary	Secondary
a. Recorder/Note document of events	Director's Admin. Asst.	Grants Facilitator
b. Traffic Coordinator	Financial Aid Admin	Custodian
c. Public Relations Coordinator	Director	Student Services Director
d. Logistics Recorder (Notes of where injured are transported)	Student Services Secretary	Fiscal Manager
e. Building Access	Custodian	Custodian

Observation Areas:

NORTHEAST & SOUTHEAST	Custodian	PCT Instructor
NORTH & SOUTH	Custodian	Adult Ed Instructor
NORTHWEST & SOUTHWEST	Grants Facilitator	Welding Instructor

2. Call Superintendent

3. STAFF PROCEDURES:

- **LOCK ALL DOORS (Note - doors should remain locked at all times)**
- INITIATE ALICE (Alert, Lockdown, Inform, Counter, Evacuate) PROCEDURES
- DIRECT STUDENTS TO SAFEST AREA (Hard Corner) WITHIN BUILDING OR EXIT BUILDING IF EXITING IS THE SAFEST OPTION

Director or Designee will notify all staff when LOCK DOWN INCIDENT and/or DRILL is over

TORNADO DRILLS

Levels of Response:

1. Tornado ***WATCH*** (Weather conditions are favorable for a tornado—*severe weather*)
2. Tornado ***WARNING*** (Tornado(s) have been sighted in the area)

Tornado Protection Procedures: DROP and COVER (demonstrate and practice this with all students)

Response Procedures:

Tornado Watch Advisory

- Assigned staff members--visually monitor weather conditions and report changes to administration (Student Services Secretary)
- Monitor the Weather Alert Radio & Faxes from District (Admin Assist.)
- Evacuate all portable classrooms if conditions deteriorate
- Be prepared to implement tornado protection procedures to "Tornado Warning"

Tornado Warning Advisory

- Continue to monitor weather conditions
- Sound the tornado alarm (Announce "*Tornado Warning*" over the PA system) telephone instructors without intercoms.
- Implement tornado protection procedures (***DROP & COVER***)

ALL CLEAR (After tornado emergency/warning has passed)

- Sound the all clear (Announce "*All Clear*" over the PA system. Let instructors without intercoms know by telephone).
- Continue to monitor weather conditions
- Evaluate site and act as required (Administration)
- NOTIFY SUPERINTENDENT or DESIGNEE(S)

All drills will be announced

FACILITIES

Section VII

FACILITIES

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FACILITIES

The school facilities include the physical plant and possessions of the school. The Director is the administrator in charge of facilities. Should you have a special need, such as extra desks, chairs, or tables in your room, contact the Director via email or telephone.

The Director also coordinates the custodial services. If you should have a special need with custodial services, email the request. If it is urgent, notify the Director or the main office and an attempt to contact administration by radio will be made. The Director will oversee work orders that are submitted to the District Maintenance Department. If you have a condition that may be considered a safety hazard, contact the Director immediately.

CUSTODIAL

General

The cleanliness of your classroom must be a joint effort on the part of you, the students and the custodial staff. It is the responsibility of the students and instructors to keep the classroom, restroom, shop, and surrounding area as clean as possible.

Food and Drinks

Food and drinks should not, under any circumstances, be allowed in classroom or shops. Please ask your students' cooperation in leaving their trash in an appropriate trash receptacle.

PARKING

Student Parking Areas

Students are permitted to park in non-marked designated parking areas. There are areas which students are restricted from parking. (See list of no parking areas.)

Non-Student Parking Areas

1. All areas designated Faculty, Visitors, and Handicapped
2. All loading zone areas
3. On the grass or sidewalks
4. In or around any shop areas

Dual Enrolled/High School Parking

Students who provide their own transportation may park only in the regular student parking areas. HIGH SCHOOL STUDENTS DRIVING THEIR OWN CARS MUST HAVE PERMISSION FROM THEIR HIGH SCHOOL PRINCIPAL AND THEIR PARENT/GUARDIAN.

1. Students are NOT to go to the parking area for any reason during school hours without permission of their instructor; nor are they allowed to loiter there after arriving at BBTC or during lunch and breaks.
2. Students should remember that being allowed to drive to and from BBTC is a PRIVILEGE, not a RIGHT. Any student who cannot comply with these reasonable regulations will have this privilege taken from him/her.

Faculty, Staff and Visitor Parking

Faculty and staff will park in designated spaces nearest their program. Visitors may park in front of the Administration Building.

No parking in or around any shop or classroom area or on grass or sidewalks will be permitted unless during brief periods of loading and unloading of materials.

Handicapped Parking

Handicapped parking spaces are provided near the entrance of each building. These spaces are clearly marked and are for handicapped persons only.

Directory

Office Hours

Monday – Friday 8:00 AM – 3:30 PM

Main Switchboard BBTC	(850) 838-2545
FAX	(850) 838-2546
Dr. Danny Glover Jr., Superintendent of Schools	(850) 838-2500
Exceptional Student Education	(850) 838-2536
Transportation Department	(850) 838-2505

Taylor County School Board Members

Bonnie Sue Agner, Area 1

Brenda Carlton, Area 2

Jeannie Mathis, Area 3

Danny Lundy, Area 4, Chairman

Deidre Dunnell, Area 5

BBTC is administered by the Taylor County School District

Dr. Danny Glover Jr., Superintendent

Jodi Tillman, Director

