



CTE Career and
Technical
Education



2024 - 2025

Student Handbook

Director's Message

Dear Student,

As BBTC's Director it is my pleasure to welcome you to campus. Whether you are a new student just starting or a returning student eager to resume your training, know that I am thrilled you are part of our community. We are committed to your success and have a proven track record of producing graduates who are successfully employed in high skill/high wage careers.

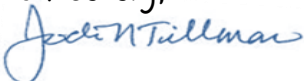
The 2024–2025 Student Handbook provides information about policies and practices that govern our school. And information regarding support services such as financial aid, advisement, scholarships, career placement and counseling. Following these will ensure that BBTC will be a safe and enjoyable place to work and learn. New this year, is an expanded Student Code of Conduct and Behavior Expectation section and the inclusion of the BBTC Disciple Matrix. I strongly encourage you to use this publication as a reference throughout the year. Please familiarize yourself with its contents to ensure you understand your responsibilities.

BBTC has a devoted faculty and staff who have exceptional instructional ability as well as various experiences in their field. Their role is to provide you with the knowledge and skills necessary to increase your potential and bring your desired careers to reality. The entire faculty and staff strive to assist you to achieve your educational and career goals. I trust you will find our educational atmosphere inviting, supportive, caring, and knowledgeable.

I want to reassure you that we work diligently to keep you, our faculty, staff and visitors safe. At BBTC, we work together to embrace our mission to "provide quality education and technical training that will empower each student to reach their potential."

On behalf of our faculty and staff, thank you again for choosing BBTC. I wish each of you success and personal growth. I look forward to the day you receive your diploma and make your official entry into your chosen professions.

Sincerely,



Jodi N. Tillman, Director



TABLE OF CONTENTS

Director’s Message.....	Page 2
Table of Contents.....	Page 3
Directory.....	Page 4
Mission Statement and Motto.....	Page 5
Campus Map.....	Page 6
Calendar.....	Page 7
Accreditation, Notice of Non-Discrimination.....	Page 8
General Information.....	Pages 9-13
• School Philosophy and Purpose, Visitors, Campus Access Policy	
• Institutional Advisory Council, Occupational Advisory Committees, ID Badge, Parking	
• Grading Policy, Graduation, Insurance information, Immunization, Telephones	
• Use of Cell Phones, Dress Code, Use of Social Security Numbers	
• Accommodations, Student Services Office (Counseling, Records/Transcripts/Schedules)	
CTE Program Offerings and Instructor Credentials.....	Page 14
Adult Ed/GED.....	Page 15
Admissions Policy.....	Page 16
Florida Residency and Transfer of Students.....	Page 17
Tuition and Fees/Cost of Attendance.....	Pages 18 -19
Payment Methods and Refund Policy.....	Pages 20-21
Financial Aid/Ability to Benefit.....	Pages 21-23
Ability to Benefit/Veteran’s Benefits.....	Page 22
Basic Skills Requirement.....	Page 24
Placement/Clinicals/Industry Certifications and Licensures/Orientation.....	Page 24
Attendance Policy.....	Pages 25-26
Veteran’s Attendance Policy and Internships.....	Page 27
Transfer of Clock Hours and SAP.....	Pages 28-29
Student Progress Probation.....	Page 29
Withdraw Policy/Withdrawal Refund Policy.....	Pages 30-31
Technology Guidelines.....	Pages 32-33
Plagiarism/Copyright/Cheating Policy.....	Page 33
Student Progression Plan and Code of Conduct.....	Page 34
BBTC Discipline Matrix.....	Pages 35-36
Campus Security Policy.....	Page 37
School Safety/Drug Free School Act/DAAPP.....	Pages 38-40
Jeanne Clery Disclosure-Crime Statistics Act.....	Page 41
Campus Security Annual Report, Safety Drills, Crisis Plan.....	Page 42
Accidents/Injuries, Random Drug Testing Policy.....	Pages 43-44
Students’ Right to Know.....	Page 45
Grievance Process.....	Pages 46-49
Faculty and Staff Contact Information.....	Page 50

Assurance Statement—Certified to be true and correct in content and policy.

Handbook Review

All students are required to acknowledge review/receipt of the student handbook as part of orientation and are responsible for following all policies and procedures contained therein.

Directory

Office Hours

Monday – Friday

8:00 AM – 3:30 PM

Main Switchboard BBTC	850.838.2545
FAX	850.838.2546
Alicia Beshears, Superintendent of Schools	850.838.2500
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

Deidra Dunnell, Area 5

BBTC is administered by the Taylor County School District

Alicia Beshears, Superintendent

Jodi Tillman, Director

Mission Statement and Motto

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



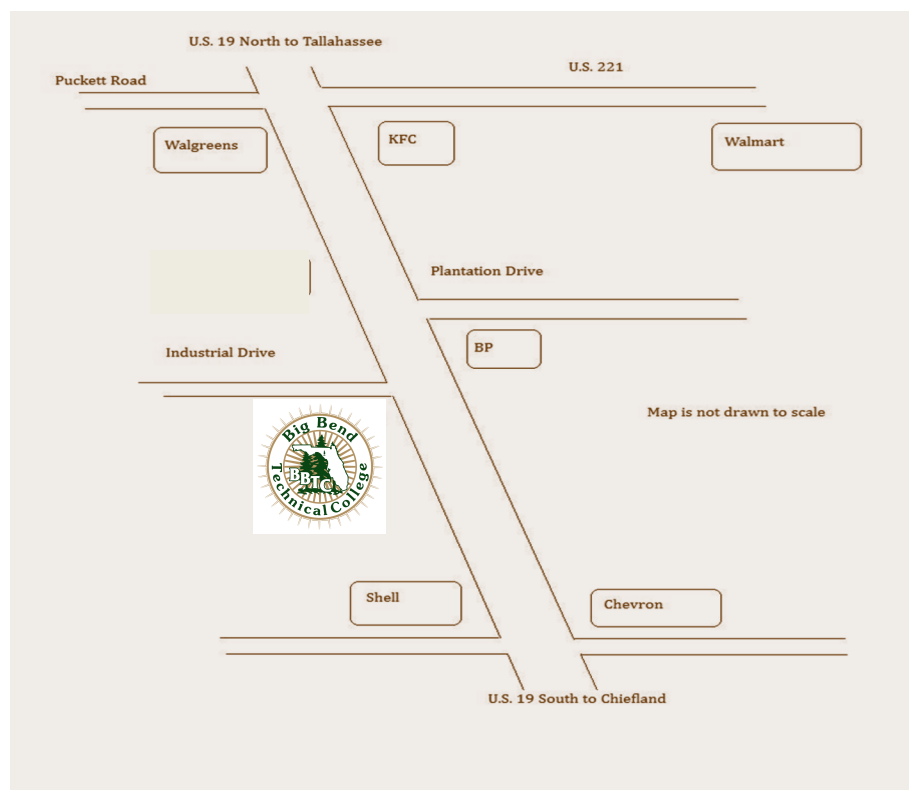
Our motto at BBTC is **“Educate, Empower, Employ!”** and we fully espouse that philosophy. We want every student who comes through our doors to be successful and accomplish their career goals.

Big Bend Technical College

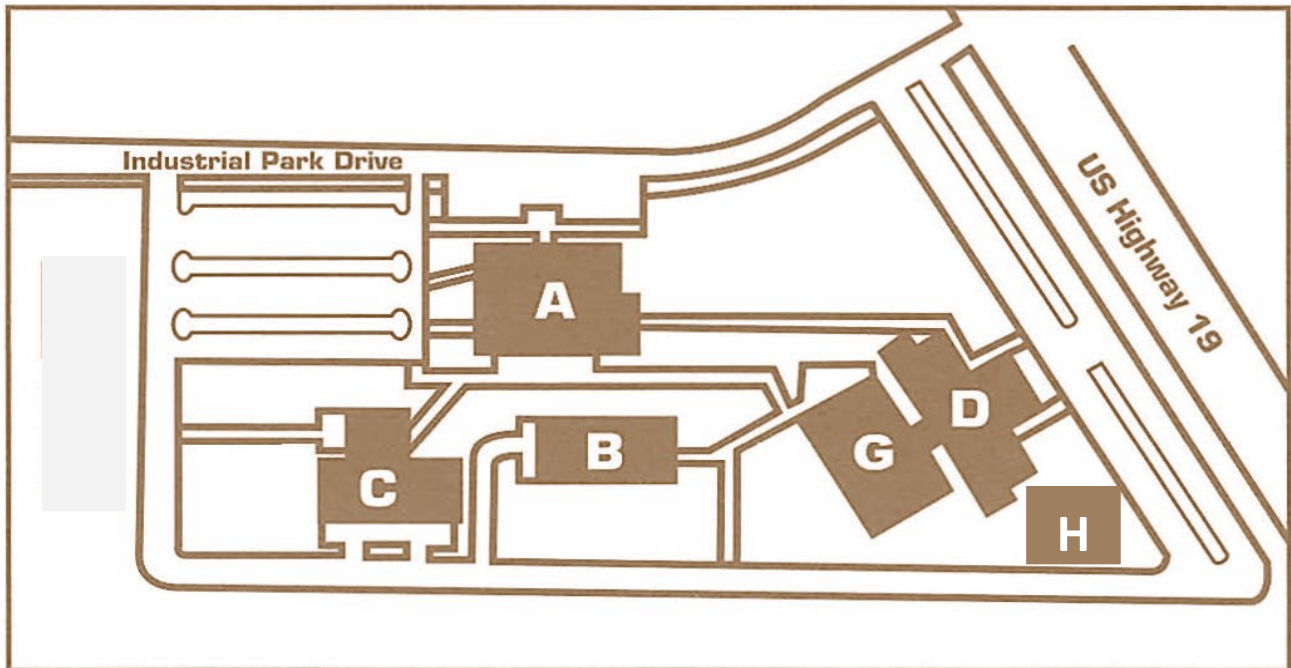
3233 South Byron Butler Parkway

Perry, Florida 32348

Phone: 850.838.2545



Campus Map



- A—Administration, Student Services Office, Adult Education, GED® and Central Receiving
- B—Electrical and Instrumentation Technology I and II
- C—Aluminum Welding & Fabrication, Millwright: (Industrial Mechanic and Installer) I & II, Welding Technology, Welding Technology Advanced and Night Welding
- D—Massage Therapy, Medical Coder/Biller, Patient Care Technician, and Public Safety Telecommunication
- G— Storage
- H— Practical Nursing, Professional Nursing (LPN-RN), and Virtual Reality Lab

Social Media

Facebook — www.facebook.com/BigBendTechnicalCollege/

Twitter — [BBTC@BBTechCollege](https://twitter.com/BBTC@BBTechCollege)

Website — www.bbtc.edu



2024—2025 BBTC Calendar

To be added to the class roster for the 2024-2025 school year, students must register and have paid tuition and fees during the applicable semester registration window.



July 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring 24/25 Registration
Oct. 10, 2024-Dec. 20, 2024

Fall 25/26 Registration
April 1, 2025-Aug. 1, 2025

January 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2024

Su	M	Tu	We	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August
1-6 - First Day for Teachers/Pre Planning
7 - First Day for Students

September

2 - Labor Day Holiday

October

9 - Last Day of 1st Nine Weeks (45)

14 - Staff Professional Learning

November

7 - Dinner Under the Pines

11 - Veterans Day Holiday

25 - 29 - Thanksgiving Holidays

December

2 - Students Return

6 - Chili Cook-off

20 - Last Day of 2nd Nine Weeks (45)

23-31 - Students/Staff Holidays

January

6 - Staff Professional Learning / Student Holiday

7 - First Day Back for Students

20 - Dr. Martin Luther King Day Holiday

February

17 - President's Day Holiday

March

10 - 14 - Spring Break

17 - Students Return

19 - Last Day of 3rd Nine Weeks (45)

April

9 - Career Show

10 - Open House

18 - Holiday/Good Friday

21 - Student/Staff Holiday

May

8 - Awards Day

19 - PN Pinning

22 - BBTC Graduation

23 - Last day for Students / 4th Nine Weeks (45)

26 - Memorial Day Holiday

27-30 - Post Planning



Educate, Empower, Employ!

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	

March 2025

Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	Tu	W	T	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

850-838-2545

www.bbtc.edu

Daily Schedule
8:00-11:00 Class
11:00-12:00 Lunch
12:00-3:00 Class

PCT
AM Class 7:45-11:05
PM Class 12:00- 3:20

Practical Nursing
8:00-11:00 Class
11:00-11:30 Lunch
11:30-3:30 Class

Massage Therapy Spa Schedule
Tuesday & Thursday 12:00 -7:00

Aluminum Welding
7:30-11:30 Class
11:00-12:00 Lunch
12:00-4:30 Class

LPN- RN
As posted in course syllabus

850.838.2545

Educate, Empower, Employ

www.bbtc.edu

Accreditation



The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Suite 325, Atlanta, Georgia (www.council.org) accredits Big Bend Technical College. COE may be contacted at 770.396.3898.

All programs offered at BBTC are approved by the Florida Department of Education's Division of Career and Adult Education.

BBTC is approved for training by the following state approved agencies: National Center for Construction Education (NCCER), the State Approving Agency of the Florida Department of Veteran's Affairs (FDVA), the American Welding Society (AWS), the Florida Board of Health, the Florida Board of Massage Therapy, the American Heart Association, and the Florida Board of Nursing.



Compliance Statement

Notice of Non-Discrimination

The **Florida Educational Equity Act**, chapter 228.2001 Florida Statutes, requires that public education agencies regularly notify staff, students, and applicants for employment, parents, collective bargaining units, and the general public of its policies of non-discrimination. The information below is posted to comply with the requirements of the act.

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. regarding not-discrimination. See 34 C.F.R.100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boys Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodations. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools. Questions, complaints, or request for additional information regarding discrimination or harassment may be sent to: Kiki Puhl- Director of Personnel, 318 N. Clark St. Perry, Fl. 32347: 850-838-2500/ kiki.puhl@taylor.k12.fl.us

General Information

BBTC General Information

Information contained in this handbook/catalog is for information purposes only and should not be construed as the basis of a contract between the student and this institution.

Right-to-Change Catalog Policy

While the provisions of this handbook/catalog will ordinarily be applied as stated, the Taylor County School Board reserves the right to change any provisions listed in this catalog, including, but not limited to entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation or completion of OCPs or Certificate of Completion, fees and charges, financial aid, rules and regulations, and the BBTC school calendar without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students.

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation or a Certificate of Completion.

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, manipulative skills, 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 programs are an integral part of the American way of life and have 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.

Visitors

All visitors to BBTC must register at the main desk in the Student Services Office for a Visitor ID badge. Students are not permitted to bring visitors into their program area without prior permission from a school administrator. This includes dependent children and other family members.

Campus Access Policy

Big Bend Technical College is committed to free access to campus facilities by students and staff consistent with personal safety and preservation of personal property.

General Information Continued

Facility Use by Outside Agencies

The facilities at BBTC are made available to eligible outside organizations that wish to conduct activities on campus. Any individual or agency who wishes to use the facilities should contact the administration office for guidelines, fees and procedures regarding the use of the facilities.

Institutional Advisory Committee

BBTC's accrediting agency (COE) requires the school to establish Institutional Advisory Committee (IAC). 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. The majority of IAC members must be persons who are not employed by the Taylor County School District.

Occupational Advisory Committees

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

Program Offerings

All classes are contingent upon adequate enrollment.

Disability Services

As an Equal Access/Equal Opportunity institution, BBTC assures students with disabilities equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with the Student Services Director at the beginning of the term, preferably not later than the end of the first week.

Identification Badge Requirements and Procedures

Students are required to wear an identification badge for each school year of attendance. Students must go to the Student Services Office to obtain an ID badge during the first three days of class. The cost for a replacement ID in A Building is \$5.00. The replacement cost in Buildings B, C, D and H is \$10.00 (keyless entry).

Parking

Students may not park in unauthorized areas without administrative permission. The west parking lot is designated parking for Aluminum Welding, Welding Tech/Adv., E&I, Millwright, & Adult Ed students. The east parking lot is designated for Public Telecommunications, Professional Nursing LPN-RN, Massage Therapy, Medical Coder/Biller, Patient Care Technician, and Practical Nursing.

Parking is not allowed on the grass. Loitering or **"hanging out"** in the parking lots is strictly prohibited. Vehicles parked on the BBTC campus are subject to searches.

Faculty Statement

As an integral part of the Taylor County School District, BBTC is subject to teacher certification standards established by the State of Florida. Instructors are experienced in their respective occupational programs and strive to maintain high standards in both CTE and Adult Education. Certification is required of all BBTC faculty.

General Information Continued

Electronic Recordings

Electronic recording of classrooms/buses/parking lots for safety and security purposes is an accepted practice in the Taylor County School District.

Grading Policy

At the completion of a course or OCP, the achievement of each student is reported from the instructors to the data entry technician by the following method:

- A - 90—100 percent;
- B - 80— 89 percent;
- C - 70 —79 percent;
- D - 60— 69 percent;
- F - below 60 percent

Certificates of Completion for CTE Programs

Certificates of Completion will be awarded to students who master program performance standards and meet state Computation (Mathematics) and Communications (Reading Language Arts) minimum requirements for that program. Official transcripts are issued upon completion of a CTE program.

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for a GED® and/or CTE certificate program.

Insurance

The district purchases liability insurance for all health science students. Any incidents must be immediately reported to the instructor.

Nondiscriminatory Admissions Policy

It is the intent of the BBTC to ensure equal access to all qualified students who can safely benefit from instructional services regardless of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

Telephones

Telephones located in the offices or the classrooms are for BBTC faculty and staff use only. Students should ask permission from their instructor regarding phone use, if there is a campus wide emergency, all students have permission to dial 9-911 on the school phones.

Cell Phones/Electronic Devices

Florida Statute 1006.07(2)(f) prohibits the use of cell phones during instructional time except when expressly directed by a teacher solely for instructional purposes. Each program shall designate an area for devices during instructional time. Students may use cell phones/electronic devices during scheduled breaks and lunch only. Cell phones/electronic devices may not be used during class time unless directed to do so by the instructor. Cell phone/electronic device use is never allowed during clinicals. Health Science students are prohibited from posting any comments, pictures and/or videos from and/or about any clinical site. Students who violate the cell phone/electronic device policy will be subject to disciplinary actions up to and including dismissal.

The Director or his/her designee shall have full authority to regulate the use of cell phones/electronic device on school campus or at clinical sites. At no time shall BBTC and/or Taylor County Public Schools be responsible for the theft, loss or damage to cell phones or other electronic devices brought onto its property.

General Information Continued

Dress Code

BBTC has a program-specific uniform policy. Each program has a specific color and style. Manufacturing students will receive two shirts with paid tuition per semester. Additional shirts will be available for sale in the Student Services Office Bookstore. Health Science students are required to wear program-specific scrubs.

Scrub colors: PCT - Caribbean Blue, PN - Olive and White, Medical Coder/Biller - Galaxy Blue top and Pewter Gray bottoms, Massage Therapy - Black, Professional Nursing LPN-RN - Hunter Green with BBTC patches

Manufacturing: Millwright - Blue, Welding - Tan, E&I - Gray - all with school logo and program.

Public Safety Telecommunications: Black polo shirt with school logo, khaki work pants (Dickies, Dockers, 501, Carhartt, etc.) appropriate work shoes (Sketchers, tennis shoes, etc.)

Bare midriff, see-through clothing, halter tops, tube tops, tank tops, backless dresses/tops, yoga/spandex pants/leggings unless worn with long tops/tunics, biker shorts, loose pants/shorts that fall below the natural waistline and pajamas are examples of unacceptable appearance and dress. Health Science and Manufacturing programs require specialized footwear. Clothing with words/phrases, symbols, pictures, patches and/or insignia which are offensive, obscene, profane or alcohol/drug related are prohibited. Most programs have additional dress code requirements.

Faculty and staff members are authorized to deny admission to classroom and other areas on campus to a student whose mode of dress fails to conform to the reasonable expectations established in each program. **Under no circumstances will students be allowed to remain on campus if their form of dress in any way disrupts the educational process.**

Use of Social Security Number

Notification of Social Security Number Collection and Use

Taylor County School Board recognizes that an individual's social security number, personal and confidential information 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, personal, and confidential information only for the following purposes: identification and verification; benefit processing; data collection, reconciliation and tracking; tax reporting; criminal background checks; billing and payments; WIOA core program partner; payroll administration; garnishments; state and federal education and employment reporting and/or match; financial aid programs; vendor applications; independent contractors; and employment and volunteer applications. All social security numbers and personal and confidential information 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.

Accommodations for Students with Disabilities

Course Accommodations for Students with Disabilities

Students with physical disabilities and/or learning disabilities are eligible for program accommodations to satisfy admission requirements, course completion or graduation requirements. Postsecondary students must self-identify and request program accommodations through the Student Services Office. Documentation must be provided that failure to meet certain program requirements are related to the disability and does not constitute a fundamental alteration of the program.

Student Services Office

The Student Services Office

The Student Services Office is responsible for processing admissions, providing counseling, financial aid, career guidance, records maintenance and program advising. You may contact the Student Services Office at 850.838.2545.

Counseling

A counselor is available to assist students in making informed choices. Guidance and counseling activities include, but are not limited to: orientation, career assessment, disability services, employment trends, exceptional student counseling, international student counseling, occupational counseling, personal counseling, registration, student records and transcripts.

GED® Testing

BBTC is an approved GED® Testing Center. Tests are administered weekly. Details of testing, costs and dates may be obtained at <https://ged.com/> or by calling 1-877-EXAM-GED (877-392-6433). Students who are under the age of 18 must meet state and district requirements for underage GED® enrollment and testing. GED® records must be obtained at <https://ged.com/>.

Records/Transcripts

Student records are maintained in the Student Services Office and purged and archived after five years. For information on student records and transcripts contact the Student Services Office.

Requests for transcripts must be made in writing to Big Bend Technical College. A request form is available on-line at www.bbtc.edu. The request must identify the student's full name or name at time of enrollment, date of birth, last 4 digits of the social security number, and last date of attendance. A fee of \$5.00 will be charged.

Change of Address

It is the responsibility of the student to notify the Student Services Office of a change of address or other demographic information such as marital status or phone number.

Schedule Changes

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with their instructor first. The instructor will then arrange for the student to speak with the Student Services Director. If the changes are approved, a schedule change with all the appropriate documents, will be completed by the Student Services Director.

Transfer of Credit

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

CTE Program Offerings & Instructor Credentials

Program Clusters

Health Science

- **Massage Therapy**
 - Brian Jeffries, District Certified, Massage Therapy Certification, State of Florida Licensed Massage Therapist
- **Medical Coder/Biller**
 - Heath Pridgeon, District Certified, AA Degree, North Florida Community College, Medical Coding Certificate, Tallahassee Community College
- **Patient Care Technician**
 - Laurie Rice, District Certified, RN BS North Florida College
 - Donna Knight, District Certified, RN AS Tallahassee Community College
- **Practical Nursing**
 - Angie Hughes, District Certified , RN BSN Valdosta State University
 - Lisa Thomley, District Certified, ADN New Mexico State University
- **Professional Nursing (LPN – RN)**
 - Danielle Sadler, District Certified, MSN RN University of West Florida

Law Public Safety & Security

- **Public Safety Telecommunication**
 - Sarah Wierick, District Certified, Certified Public Safety Telecommunicator

Manufacturing

- **Aluminum Welding and Fabrication**
 - Rodney Tomlinson, District Certified, AWS Pending
- **Electrical and Instrumentation Technology 1 and 2**
 - Scot Vaughn, District Certified, AS College of Central Florida, NCCER Certified
 - Alvin Simons, District Certified, AA North Florida Community College, NCCER Certified
- **Millwright I and 2 : Industrial Mechanic and Installer**
 - Luke Mosley, District Certified, NCCER Certified
- **Welding Technology and Welding Technology Advanced**
 - Cecil Gainey, District Certified, DCSD CTE Completer, AWS Certified
 - John Neal, District Certified, TTI PSAV Career Certificate, AWS Certified

Adult/General Education Programs

Instructor—Donna Johnson

Adult Basic Education (ABE)

This program provides literacy instruction for students preparing to enroll in GED® courses. Also, to meet the academic standards of technical training programs at BBTC, local community college, or to prepare for employment.

This course is for students scoring below 5.0 in any area of the CASAS.

Students may exit this program upon demonstrating mastery of the basic skills at the ninth grade level. Adults may enter the ABE for personal development to improve their reading, writing, or math skills.

GED®

A student may earn the State of Florida High School Diploma by successfully passing a national test called the GED® test. Students must be 16 years old with scores above the 9th grade level according to the CASAS to be enrolled in GED®.

This program strives to motivate students not only to obtain a GED® but also to utilize the acquired skills and to achieve CTE training.

The GED® is a battery of four tests in the areas of English Language Arts, social studies, science, and mathematics. Students must be 18 or older to take the GED® exam, unless they have been issued an underage waiver from FLDOE. Students may inquire about this exception through the Student Services Office.

Integrated Education & Training

IET is a service approach that provides Adult Education and Literacy activities concurrently and contextually with workforce preparation activities, and workforce training for a specific occupation or occupational cluster. For the purpose of educational and career advancement 34 CFR §463.35

This program strives to motivate students not only to obtain a GED® diploma, but to enroll in a career and technical program, simultaneously and continue their education to earn a postsecondary certificate, and industry certification/licensure. In order to be enrolled in the IET course number, students must be recommended by the instructor after a semester of successful GED® coursework. Students must meet specific criteria for enrollment in the GED® IET program and must pay tuition for their CTE program enrollment or be selected to participate in a BBTC Scholarship program.

Academic Skills Building

The purpose of this program is to prepare students for academic, technical and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. Students are enrolled in this course through the Student Services Office as preparation for successful completion of one of our CTE programs.

Enrollment within this program may occur prior or concurrent with enrollment in a CTE program. Students who do not meet the required scores shall enroll in Academic Skills Building program unless documentation is provided stating the student is currently enrolled in an approved alternate public or private school remedial program.

Admission Policy

Admissions Requirements for Career and Technical Education Programs

Admission is open to students who are at least 16 years old. High School students may be dual enrolled in programs with permission of their home school and BBTC.

In order to be added to the class roster in any career and technical education program, students must be registered and have all fees and tuition paid during the registration window in the term they are planning to attend. All fees and tuition must be paid in full (or deferred) prior to beginning class.

All students applying for admission to BBTC must take a basic skills exam as required by Florida Statute 1004.91 and associated State Administrative Rule 6A unless they are exempt (see exemption form). Any student found to lack the required level of basic skills for such program shall be referred to Academic Skills Building for a structured program of basic-skills instruction. A student may not receive a career certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the program. A complete listing of basic skills score recommended entrance and certification requirements is provided elsewhere in this handbook.

If the student is applying for Federal Financial Aid, the student **must have a high school diploma from an accredited high school or a GED®**. Specific programs also require a high school diploma. The prospective student must provide a copy of their official transcript showing the date the diploma was conferred.

Diploma Policy

High school diplomas issued by any publicly funded state or government agency will be accepted for admission. High school diplomas issued by private schools must be accredited and recognized by the Florida Department of Independent Schools and Colleges. A copy of the High School Diploma/GED® must be on file at BBTC.

Students, who complete secondary education in a home school setting, are required to submit the Home School Affidavit form.

Secondary Students (Dual Enrolled)

Secondary students may elect to be dual enrolled at their high school and BBTC. Dual-enrolled students will attend class part-time at their home school and enroll part-time in a Career and Technical Education program on the BBTC campus.

Students must meet the following criteria:

- Have a minimum 2.0 GPA
- Are 16 years old
- Have taken basic skills test (within six (6) weeks of enrollment)

To apply for dual enrollment, students must contact their high school guidance counselor

Approved dual enrolled high school students also receive high school credit for completion of CTE certificate programs and are provided an opportunity to sit for the applicable industry certification(s)/licensure—which in many cases articulate to postsecondary credit in the State College System. Employability skills are included in all CTE certificate programs.

Florida Residency

Florida Residency

To obtain in-state tuition and/or financial aid, proof of Florida residency must be provided. Two (2) copies of the following documents may be used (must be dated 12 months prior to enrollment): Voter's registration, driver's license, automobile registration, bank accounts, rent receipts, tax returns, home mortgages, financial aid and admission documents from previous years, employment documents, student loan notes, need analysis documents, utility receipts, and Florida state identification. For further information please contact the Student Services Office at (850) 838-2545.

Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f)
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)
- Honorably-discharged Veteran of the Armed Forces, Reserve, or National Guard who physically reside in Florida while enrolled in the institution

Who is not eligible to establish Florida residency for tuition purposes?

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form)
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education
- Students who claim independence but cannot document independence
- Certain Visa categories

Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f)
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)
- Any honorably-discharged Veteran of the Armed Forces, Reserve, or National Guard or their dependents who physically reside in Florida while enrolled in the institution

Transfer of Students

Transfer of Students within the School

Students may drop a program within the first five days and enroll in another program on a space-available basis. **The attendance record will transfer to the new program.** Students may contact the Student Services Office for assistance with transfers.

Postsecondary Transfer of Students from Out-of-School

Upon receipt of a transcript from an accredited institution, occupational completion points will be applied to the program of enrollment if comparable. Instructors may require transfer students to prove skill levels prior to awarding additional OCPs through written and/or performance based assessments.

Admission

Admission

1. Complete a basic skills assessment test (if applicable).
2. Schedule a conference with the Student Services Director to discuss test results and class schedule.
3. Complete an application/schedule form in the Student Services Office.
4. Provide documentation of Florida Residency for in-state tuition.
5. Complete all financial aid paperwork before entering into a program.
6. Pay fees.

Cost of Attendance

Approximate Costs of Programs

BBTC is a clock hour technical school. A clock hour is defined as a period of time consisting of a 50 to 60 minute class, lecture, recitation, faculty-supervised laboratory, shop training, or internship period. BBTC's academic year is classified as **900 clock hours and 30 weeks**.

CTE program enrollment costs are broken down by enrollment period. However, our Cost of Attendance (COA) is the estimated full and reasonable cost of completing a full year as a full-time student. Numbers below are an estimate.

Estimated costs for attending BBTC are the sum of the tuition and fees, books and supplies, room and board, commuting expenses and an allowance for personal expenses. Students are expected to budget themselves and live in a fiscally responsible manner.

	Independent Student	Dependent Student	Non-Resident Independent Student	Non-Resident Dependent Student
Tuition & Fees	\$4,761.00	\$4,761.00	\$15,552.00	\$15,552.00
Books & Supplies	\$1,293.00	\$1,293.00	\$1,293.55	\$554.55
Transportation	\$2,006.00	\$2,006.00	\$2,908.00	\$2,908.00
Room & Board (Living Expenses)	\$8,816.00	\$3,518.00	\$8,816.00	\$3,518.00
Personal Expense	\$3,737.00	\$1,998.00	\$3,737.00	\$1,998.00
Totals	\$20,797.00	\$13,761.00	\$29,427.55	\$25,269.55

****Disclaimer:** This is an estimate of tuition books and supplies. Costs may fluctuate throughout the school year. See the programs page in this catalog and/or the financial aid office for more information.

Past Due Accounts

Past Due Accounts

All financial obligations must be fulfilled. Failure to meet obligations may result in the 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.

Transcripts

TRANSCRIPTS

Transcript requests must be submitted to Student Services Office. Transcript request forms are available online at www.BBTC.edu. There is a \$5.00 service charge for all transcript requests. Requests typically take 3-5 business days to complete.

Tuition and Fees

Postsecondary Tuition and Fees

Postsecondary students are assessed tuition and lab fees. The session's tuition and lab fees must be paid (or deferred by the FAA) five (5) business days prior to the start of each session or course start date. Students are not eligible to enroll until all fees are paid or financial aid for the full amount has been verified.

Dual enrolled secondary students pay no tuition, but may need to purchase certain supplies needed for program operation.

Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. CTE Certificate Programs tuition is at a rate of \$2.40 per hour for Florida residents and assessed a rate of \$9.60 per hour for Non-Florida residents. Continuing Workforce Education (CWE) courses are charged at a rate of \$4.80 per hour.

Career Certificate Program students are also assessed an additional \$.48 (instate tuition) or \$1.92 (out-of-state tuition) per hour in school related fees. Rates are based on legislation and are subject to a rate increase pending updates in Florida Legislature. Additional costs include lab fees (varies by program), the purchase of all required texts, uniforms, shoes, license or certification fees, where appropriate, and certain personal materials, tools and equipment as determined by the area of training. All fulltime students pay a non-refundable \$50.00 registration fee and a \$50 facility use fee. All part-time (300 hours per term or less) students pay a non-refundable \$25.00 registration fee and a \$25 facility use fee. This is due upon acceptance into the applicable program.

Fee Due Dates

Tuition and fees are billed by semester and are due in full five days prior to the start of class. No student will be permitted to enroll after the fifth (5th) day of each semester. Each student will receive an itemized invoice per semester.

Veteran Tuition Policies

Penalty Prohibition: Public Law 115-407 Veterans Benefits Transition Act Of 2018 or 38 USC § 3679(e), as amended: The policy indicates that the institution will not impose financial or access penalties on the individual for a minimum of 90 days while awaiting VA payment. In addition, the institution will not require a covered individual to request a student loan to cover the pending VA payment. Students using Chapter 33 benefits will provide a Certificate of Eligibility, a written request to be certified, and/or information needed to properly certify the enrollment. Students enrolled using Veterans Readiness & Employment (Chapter 31) benefits will provide appropriate verification of benefits. It is determined that the institution meets this requirement. Action Required: Provide the notification that is provided to Big Bend's VA students as described in the aforementioned statement.

In-state Tuition (public institutions only): The Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 or 38 USC § 3679(c), as amended. The institution applies Florida Statute 1009.26(13) (14), also known as the Congressman C.W. Bill Young Veteran Tuition Waiver Act (Bill Young Veteran Tuition Waiver), which ensures compliance with 38 USC 3679(c). The Young Veteran Tuition Waiver provides the equivalent of in-state tuition and fees for veterans and beneficiaries who receive VA Educational Assistance from Chapter 30, 31 and 33, and who reside in the state while enrolled at this institution. Action Required: Provide the notification that is provided to Big Bend's VA students as described in the aforementioned statement.

Adult General Education Tuition and Fees

BBTC is required to charge tuition for Adult Education. The fees are as follows: tuition **\$30 per term and a \$15** initial application fee. The tuition fee is the only reoccurring fee the second semester of the school year. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

Payment Methods

BBTC accepts the following methods of payment:

- Cash, Check, Credit Card, Money Order, Cashier's Check. There will be a 3% processing fee for all credit card payments.

Fee Deferment

Eligible students may have fees deferred.

Eligible Fee Deferment

1. When financial aid from a federal or state assistance program is delayed in transmissions to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid.
2. When a veteran or other student eligible for benefits is delayed in the receipt of benefits for payment of tuition fees. The student must request the deferment.
2. When the district has written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, nonprofit organization, or civic organization.

Refund Policy

Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled. CTE Certificate Program refunds shall be permitted only under the following circumstances:

Returning Students

When a student must return to complete a program they will be invoiced a full semester and charged accordingly. If the student completes within the first 9 weeks, they will be refunded for the second 9 weeks. If they go over the 9 week timeframe—no refund will be issued.

Class Rescheduled

In the event BBTC must reschedule a class, course or program, including a change in date or time, tuition, lab and registration fees will be refunded. BBTC will initiate a refund.

Return of Title IV Funds

If a student withdraws on or before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to Title IV for the payment period. The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office.

If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement. For more information, contact the FAA at (850) 838-2545.

Medical Withdrawal

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, a lab fee refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, BBTC will initiate refund.

Refund Policy Continued:

Continuing Workforce Education (CWE) Courses Refund Policy

CWE under 75 hours will not receive a refund of any kind unless the instruction is cancelled or a change is initiated by BBTC.

Death

In the unfortunate event of the death of a student, or a student chooses to withdraw due to the death of the student's child, or spouse, a prorated tuition will be refunded.

Drop/Add

Students who withdraw prior to or during the first week of classes for any CTE Certificate Program will be refunded tuition and lab fees only. Students must withdraw through the Student Services Office. It is the responsibility of the student to provide documentation to the Student Services Office within five business days of the last date of attendance. Upon approval, BBTC will initiate refund.

Financial Aid

Florida Student Assistance Grant Career Education (FSAGCE)

The FSAGCE grant is a state funded grant and is utilized for fees, books and supplies. The FSAGCE grant is a "first come, first serve" grant based on need and availability of funds. All students must apply for the Federal Pell Grant (FASFA), be a Florida resident and enrolled at full time status to be eligible to receive the FSAGCE grant. Eligible students will be offered FSAGCE application based on the outcome of FAA verification and award process. Eligible students may receive a credit (amount determined by the Financial Aid Office and availability of funds) to be applied to their BBTC student account.

Satisfactory Academic Progress

Students will be evaluated a minimum of two times yearly for Satisfactory Academic Progress (SAP). Students who are receiving scholarships and awards must maintain SAP according to the Financial Aid Policies and Procedures provided at the time of enrollment. These policies are independent of individual program standards of progress. Students receiving Pell Grant must meet these minimum requirements to be eligible for payment.

Bright Futures

BBTC accepts the following Bright Futures Scholarships: Florida Academic Scholars, Florida Academic Top Scholars, Florida Medallion Scholars, Florida Gold Seal CAPE Scholars and Gold Seal Vocational Scholars. Please see the Financial Aid Office for additional information. Prospective students must be accepted and enrolled for at least 180 clock hours per term. Students should apply for the scholarships during the last year of high school.

Other Scholarships

There are other scholarships accepted at BBTC with individual guidelines. It is the student's responsibility to secure these scholarships and provide the necessary documentation to the BBTC Admissions Office. Florida Prepaid is also accepted at BBTC. There are a limited number of additional scholarships available in various programs. See the Financial Aid Office for details.

Financial Aid Continued:

Federal Pell Grant Program

The Federal Pell Grant provides financial aid to eligible students for tuition, lab and registration fees. Eligibility is determined by a Financial Aid Administrator. Students must have a high school diploma or GED®. The Federal Pell Grant supports BBTC CTE programs of 600 or more hours. Students must be enrolled a minimum of 225 hours per semester.

A Free Application for Federal Student Aid (FAFSA) application must be completed online at www.fafsa.ed.gov. Please include BBTC's school code 031008.

Financial Aid Grievance Procedure

A student who wishes to file a complaint regarding their financial aid award may take his/her written complaint to the Director. The Director will investigate the complaint. If the Director finds the student's complaint is merited, appropriate action will be taken. The student will be notified in writing of the case disposition.

CareerSource North Florida/CareerSource Capital Region/CareerSource Florida Crown

Training opportunities are available through select programs funded through CareerSource North Florida that serves Hamilton, Lafayette, Madison, Suwannee and Taylor Counties, CareerSource Capital Region that serves Leon, Gadsden, and Wakulla Counties and CareerSource Florida Crown that serves Columbia, Dixie, Gilchrist, and Union Counties. These programs utilize numerous activities for transitioning a person from unemployment or low-wage employment to gainful, self-sufficient employment. Scholarships provide funding for tuition and books. CareerSource North Florida, CareerSource Capital Region and CareerSource Florida Crown also provides job search assistance, plus various workshops to assist students back to the workforce. Contact CareerSource North Florida at 850.973.9675, CareerSource Capital Region at 850.410.2595 and CareerSource Florida Crown at 352.542.0330

Veteran Benefits

BBTC is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact the nearest Veterans Affairs official and the Financial Aid Office for more information. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 31, Chapter 32 or Chapter 35 will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 33 (Post 9/11) may be provided financial support for education and housing if the individual has at least 90 days of aggregate service on or after September 11, 2001, or was discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the post-9/11 GI Bill. Effective July 1, 2012, the Veterans Retraining Assistance program is also accepted by BBTC. Interested students should contact the nearest Veterans Affairs office for more information. To see if you qualify to receive VA benefits or to find additional benefit information, please visit eBenefits at <https://www.ebenefits.va.gov>.

Ability to Benefit

Generally, to receive Title IV aid, a postsecondary student without a high school diploma or its equivalent must have the same basic skills and abilities as high school graduates.

A student without a high school diploma or its recognized equivalent may establish Title IV eligibility under the ATB provisions if the student meets one of the following:

- Passes an independently administered Department of Education approved ATB test.
- Completes a state process approved by the Secretary of Education

Current Pell Recipient Transfer Students

A student who has received a Pell grant from another school in the current award year is a transfer student. If the prior school disbursed Pell for the current award year, then the expected disbursement at BBTC may have to be adjusted to avoid an over-award.

Students enrolling at BBTC who have previous educational experiences will be required to provide an official transcript indicating both courses taken and grades received at previous institutions.

The instructor and an administrator will meet with the student prior to enrollment to determine what, if any credit will be applicable to the program major at BBTC. For evaluation purposes the instructor and an administrator will consider the timeliness of the training, the pertinence to the courses in the major, and the changes that may have taken place in business and industry since the training was received. After a thorough discussion and applicable assessments, the student will be informed of the school's decision on awarding of transfer credit.

Basic Skills

The basic skills exam (BBTC utilizes the CASAS) is required to be administered to each student who, unless exempt, enrolls in a career certificate program of 450 hours or more to determine his/her functional grade level in computation and communication. Each postsecondary program has minimum levels required for earning a Certificate of Completion that is established by the Florida Department of Education, Division of Career and Adult Education (see below).

Some students, including students with disabilities, students who have earned a standard high school diploma from a Florida Public High School after 2007, students with a private school diploma or home school affidavit, GED® (2014 or later), or a degree at the A.A., A.S., or Baccalaureate level, or an who possess an applicable industry certification or licensure, may be exempt from the basic skills test requirement for program completion. Contact the Student Services Office for the specific details regarding program requirements and basic skills test exemptions.

The test must be taken within 6 weeks of enrollment.

Basic Skills Requirements by Program

Program	Certificate Grade Level Requirements	
	Computation (Mathematics)	Communications (Reading Language Arts)
Electrical & Instrumentation (E&I 1 & E&I 2)	11	10
Massage Therapy	10	9
Medical Coder/Biller	11	9
Millwright (Millwright 1 & Millwright 2)	9	9
Patient Care Technician	10	10
Practical Nursing	11	11
Professional Nursing (LPN-RN)	11	11
Welding Technology/Welding Technology Advanced	9	9

Remediation

Students who do not earn a passing score, must retest until the applicable score is earned. If the score earned indicates a need for remediation, the prospective student will be referred for assistance. Remediation for basic skills may occur prior to or concurrent with enrollment in certificate programs. Students may enroll in the Academic Skills Building program for assistance with remediation. Test takers must wait 60 hours before retaking the test .

Placement /Clinicals/Industry Certifications

Placement

The Student Services Office, as well as instructors, will make every effort to help students obtain a job related to their training. Employers contact BBTC when job openings arise and the school attempts to match student skills to available job openings needs.

Field Trips/Clinicals

Field trips/clinicals are arranged by the instructor to enhance knowledge in the program of study. These off campus trips are pre-approved and scheduled. Students are expected to participate, and attendance is monitored. In most instances students must arrange for their own transportation. **Instructors will not transport students in their private vehicles.**

Industry Certifications/Licensure

Industry credentialing encourages students to work toward earning an industry certification, achieving state licensure, and/or passing an occupational competency assessment while pursuing a postsecondary career certificate. The expectation is that all BBTC CTE students will achieve at least one industry certification/licensure appropriate to the technical training they receive prior to graduation.

Orientation

Student Orientation Program

An important part of success at BBTC is the student's prior knowledge of expectations for involvement in BBTC programs. Knowing how the campus operates, the students' rights and responsibilities, and the staff expectations and desired outcomes for all students is necessary.

All career certificate and adult education students are required to attend a student orientation. The orientation is designed to acquaint the student with campus facilities, services, rules and regulations and to assist the student in adjusting to the new learning environment. Student orientation will take place the second week of instruction. Adult Ed students that enroll after this time will complete Adult Ed orientation with the Career Specialist. All students will be provided with Drug and Alcohol Prevention Program information during orientation. All students will sign a standard acknowledgement document at the completion of their orientation.

Orientation for Continuously Enrolled Students

Each instructor will make continuously enrolled students aware of new policies, procedures or any changes. Instructors must address changes in the Student Handbook and/or rules and policies with continuously enrolled students.

Student Orientation for Specific Programs

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

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

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 prepare students for employment. Attendance policies may be more stringent in some programs. Below are the minimum requirements for all programs.

Mandatory First Day Attendance: Students not present on the first day of class as shown as the entry date on their registration form, may be dropped from their program. Students dropped will be placed on the program waiting list. NOTE: Attendance policies for secondary students are established by the Taylor County School Board.

CTE Attendance Policy

The CTE Attendance Policy is monitored by nine weeks. The following policies apply to full-time and part-time postsecondary students:

- Students are required to maintain 85% attendance in accordance with the school's Satisfactory Academic Progress (SAP) policy ([see pages 20-21](#)).
- Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- There will be no "excused" or "unexcused" absences except for Administratively Excused Absences ([see page 18](#)).
- 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.
- Dual enrolled students who accumulate 10 or more unexcused absences will be dropped from their CTE program and returned to his/her high school. 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.

Tardies will be calculated on a 15 minute cycle: Students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes and 46-60 minutes will be docked 1 hour.

Programs that have federal and state licensure requirements require satisfactory academic progress and attendance more stringent than those outlined above. These programs will provide each student a written copy of the program's satisfactory progress requirements at the beginning of their training.

Documentation for attendance appeals:

- Notes from physicians indicating required absence from school.
- Hospital stay: a statement from the doctor and/or hospital indicating the date of the admission and the date of discharge.
- Court appearance: a subpoena or a letter from the attorney representing the student.
- Death in the immediate family: an obituary, a funeral program or newspaper article about deceased.

Attendance Policy Continued:

Administratively Excused Absences

Typically a student will be given an Administratively Excused Absence when a student has been pre-approved for an absence such as a school function, jury duty, job interview, etc. Only BBTC's Director has the authority to authorize an Administratively Excused Absence. This absence will not count toward the student's attendance.

Leave of Absence

In order for an adult student to qualify for a leave of absence, the student must apply for the leave of absence prior to the requested time. Students must provide a written, signed and dated request, that includes the reason for the request to their instructor. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

The leave of absence will be considered for a period of days, the minimum being five days and no more than thirty school days. If a student does not resume attendance at or before the end of a leave of absence, the institution may treat the student as a withdrawal.

No more than one leave of absence will be granted in a school calendar year. The Student Services Director may consider extraordinary circumstances. Veteran's benefits will be terminated and financial aid payments will be reduced for absences that exceed the allocated amounts. If the student was a Title IV or HEA program loan recipient at a prior school, the student's failure to return from a leave of absence may affect the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

All leave of absences must be approved by the Student Services Director and the instructor. Speak to your instructor and the Student Services Director to apply for a leave of absence.

Examples of Approved Leave of Absence

- Hospital confinement for the adult student, spouse or children;
- Court appearances;
- Death in the immediate family (spouse, children, parents, siblings); or
- Extended illnesses (example: chemotherapy, severe diabetes, an illness that may require numerous trips to the doctor and can be documented).

A leave of absence WILL affect your financial aid status. Pell disbursements are calculated on days attended.

Attendance Kiosks

Attendance Kiosks

All CTE programs 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 instructional time, students must 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 must scan their ID at their scheduled lunch time and again at the conclusion of the lunch period, regardless if they leave campus or not. Additionally, students must scan their ID if they leave class prior to the end of the instructional period, except for a scheduled break. If students leave their respective building during their scheduled AM and/or PM 10-minute break period, they must sign their instructor's in/out log.

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 IDs in or out for a student. Any violation of these policies will constitute tampering with school records and will be handled accordingly.

Veteran's Attendance Policy/Benefits

Most programs at BBTC are approved for veteran's education benefits. Questions regarding eligibility should be directed to the Veteran's Approval Agency of Florida. Persons who are eligible may also contact the Financial Aid Office.

Veteran's Attendance Policy

All students receiving Veterans' Educational Benefits must maintain satisfactory progress in accordance with regularly prescribed standards and policies of Big Bend Technical College. Specific details of Satisfactory Academic Progress are listed below. The Attendance Policy is provided on pages 25-26 of this document as well as on the website. A complete copy of the student handbook is also available on the school website: www.bbtc.edu

Reinstatement

A veteran student must maintain a 2.0 minimum GPA or "C" on each monthly evaluation. One evaluation period with less than a 2.0 grade point average or "C" will place the student on academic probation for one month. If the GPA is below 2.0 or "C" at the end of the probation month, VA benefits will be terminated. Upon completion of the program a certificate of completion is given to the student.

Satisfactory Progress

A veteran will be considered progressing satisfactorily as long as he/she continues to achieve and complete the student performance standards for the program he/she is enrolled; veterans must adhere to the attendance policy described below. A progress report showing completion of specific skills of the course and an alphabetical evaluation (A-Excellent, B-Above average, C-Average, D-Below Average, F-Failing) of the level of completion is recorded on the veteran's course outline and the instructor files a copy of the outline. Information reflecting prior training and showing grades and clock hours earned for the training is secured upon initial enrollment of the veteran and maintained in the veteran's permanent record. This information will be available to the veteran, VA and other schools and agencies upon request.

Unsatisfactory Progress

A veteran will be considered making unsatisfactory progress when he/she receives an evaluation of "D" or "F". If this occurs, the veteran will be given an opportunity for counseling with the instructor and with the Student Services Office to correct the deficiencies. Unsatisfactory progress status must be corrected within a six-week period. If unsatisfactory progress continues after counseling and the specified time, the VA will be notified and the veteran's benefits will be terminated.

Internships

To participate in internships, students must complete ALL appropriate paperwork (including work place signatures) with the Student Services Office and be approved by the instructor and the Director **prior** to beginning the internship.

In most cases, students must have completed a minimum of 60% of their program to be eligible for an internship.

Transfer of Clock Hours

BBTC shall accept and classify transfer clock hours earned 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 placement of the student.

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

- A review of the student's 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 clock hours or grade placement from non-accredited sources.

BBTC will provide prompt and accurate transcript services for students entering or leaving the school. Requests for transcripts must be made in writing to Big Bend Technical College. A request form is available on-line at www.bbtc.edu. The request must identify the student's full name and name at time of enrollment, date of birth, social security number and last date of attendance. A fee of \$5.00 will be charged.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is essential to maintaining eligibility for Title IV financial aid disbursements. Student's Academic Progress will be checked when hours and weeks within the payment period have been met and prior to subsequent disbursements for students enrolled in programs one academic year or greater every nine weeks and at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

Satisfactory Academic Progress for CTE Students is defined as:

- 1) Adult students must maintain a **MINIMUM GRADE EVALUATION OF 70%** as determined by the student's individual program on all theory, clinical or shop performance during each evaluation period. Some programs may require a higher numerical value for minimum satisfactory progress rating (Qualitative).
- 2) Adult CTE students **must maintain 85% attendance**. Completing the REQUIRED NUMBER OF COMPETENCIES within the time frame as defined by individual program guidelines for the evaluation period. The 85% rule refers to the quantity of work completed for on-time program completion. Therefore, if a student's work is satisfactory, but he or she is behind schedule in completing the program's competencies, he/she cannot be reported as satisfactory for SAP reporting (Quantitative). See attendance policy for dual enrolled students.

Once financial aid is awarded, in order to continue to receive financial aid, a student must be making satisfactory progress. A student is normally considered to be making satisfactory academic progress if he/she is making a cumulative grade of "C" (a numeric grade of 70%) or above (qualitative measure) and is making timely progress toward the attainment of a Program Completion Certificate (quantitative measure). Satisfactory Academic Progress is evaluated at the end of each payment period.

Student Awareness of School Policy regarding Satisfactory Academic Progress

The SAP policy is located in the Student Handbook, the Financial Aid Office and on the website: www.bbtc.edu

When a Student fails to meet Satisfactory Academic Progress (SAP)

At BBTC there is no academic probation or warning upon the determination of unsatisfactory academic progress. Students acknowledge notice of unsatisfactory academic progress and the forfeiture of scheduled financial aid payment by signing the Satisfactory Academic Progress Report form. Failure to achieve satisfactory academic progress at the end of a payment period will result in the forfeiture of federal Title IV funding for the following payment period.

SAP Continued

When an instructor's report shows unsatisfactory progress either quantitatively, qualitatively or both, the FAA will first meet with the instructor to review the student's situation. The student will then be counseled by the instructor and the FAA as to the consequences of the lack of satisfactory academic progress.

Reinstatement of financial aid will be granted when a student achieves a satisfactory academic progress report for the subsequent term of enrollment for which no grant aid was awarded. Determination of SAP achievement is given by either the BBTC Student Services Director or Director.

Returning Students who failed to meet SAP

- If returning to same program, the student will be unsatisfactory until SAP status is achieved and no aid will be awarded.
- The SAP status of a student at a different Postsecondary school will not affect the awarding of aid.

Proof of the above guidelines will be collected from instructors confirming the student's name, program and progress toward academic achievement.

Student Progress Probation

STUDENT PROGRESS PROBATION

The purpose of probation is to clearly define expectations for students having difficulty in order

Student Progress Probation:

The goal of academic probation is to provide opportunities for improvement and success and to prevent students from falling beyond and not meeting SAP .

The following steps must be followed:

1. In an effort to prevent the student from having to placed on probation, the instructor will meet with the student and begin the Academic Self-Assessment Form to determine the reason for the grade deficiency and/or lack of progress.

Students who fail to improve and/or meet SAP

A student must progress at a rate that will enable him/her to complete the program within the DOE specified length (hours). Each instructor will provide a projected timeline of competency expectations to the students upon enrolling. Students not achieving a minimum grade of 70% in each program course based on the timeline, shall be placed on probation.

At the first sign of a student falling behind, the instructor 2. Completion of the Academic Probation Form by the teacher and the student to include strategies developed to assist the student. The Academic Probation Form must be signed by the student and the instructor. A student's refusal to sign does not negate the requirements of the document.

If, after the designated time period (150 hours or completion of the following course, whichever comes first), the deficiency has not been corrected, the student may be withdrawn by an administrator upon recommendation of the instructor. The student shall be referred to counseling to explore other career possibilities.

- Students enrolled in an OCP of less than 150 hours who fail to met SAP will be given a "I" (incomplete) in their current course and will have up to 10 school days to meet SAP.

Failure to meet SAP in the allotted probation period will result in the student being withdrawn.

Withdrawal Policy

Withdrawals

Students wishing to withdrawal from a program or course before the end of the enrollment period must notify their instructor and the Student Services Office as soon as possible. The instructor will initiate a withdrawal form and send it to the Student Services Office. The Student Services Office will withdrawal the student (see Refund Policy). If receiving financial aid, the student must notify the Financial Aid Office immediately of the reason for withdrawing, noting the last day of attendance. **Failure to do this may disqualify a student for future financial aid and/or leave an outstanding balance that must be reconciled before any future enrollments.**

Administrative Withdrawal

Adult students may be withdrawn immediately by the administration for the following reasons:

- Discipline referral
- Unsatisfactory progress
- Drug and/or alcohol use on campus
- Attendance issues
- Cheating
- Violating clinical rules/inability to complete clinicals
- Behavior or act that endangers students, staff and/or faculty or other inappropriate actions as determined by the administration
- Felony arrest and/or misdemeanor charges involving a weapon

Note— please reference to discipline matrix for a more comprehensive list.

Students who have been withdrawn from a program for behavior or acts that endanger students, staff or faculty or other inappropriate actions that disrupt the learning environment of the class or campus will be denied future admission to BBTC.

When a student is withdrawn from a program, the Financial Aid Administrator (FAA) has 30 days from the withdrawal date to complete appropriate paperwork. With the completion of appropriate paperwork; BBTC's Fiscal Manager and the District Finance Office have 15 days to return applicable monies to the United States Department of Education (USDOE).

The following outlines the withdrawal procedures the FAA follows:

- The FAA receives notice of withdrawal
- The student's attendance is printed for the entire payment period the student is currently enrolled.
- The student's attendance is calculated. All **scheduled** hours are counted that the student could have attended up to the last day the student attended class.
- Withdrawal paperwork is completed and it is determined whether the student owes funds to BBTC or if the student is owed funds.
- If a student owes BBTC a balance, the student is notified in writing at the student's last known address. A copy of the letter is placed in the student's Financial Aid and Academic records.
- In some instances, the student may owe funds to BBTC and the USDOE. These students will be advised of both debts in writing.
- The FAA turns in the results of The Return to Title IV funds calculation to BBTC's Fiscal Manager and the District Finance Office. This office will facilitate the return of funds (if necessary).
- If student has an overpayment owed to the USDOE and has not paid the balance within 45 days from the date of the letter sent to the student informing them of the overpayment, the FAA reports this information to the National Student Loan Data System (NSLDS).
- If the overpayment is with the USDOE and the student has not made payment arrangements with BBTC, the USDOE is notified of the overpayment via the NSLDS.
- If the student has money due to them, the FAA places their file in the following month's disbursement.

Withdrawal Policy Continued

Post-Withdrawal Disbursements

If the student receives less Pell Grant monies than the amount earned, BBTC will make a disbursement of the earned aid that was not disbursed if student has met all eligibility requirements. Big Bend Technical College will credit a student's account with a post withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. BBTC will notify the student within 30 days of the withdrawal as to the amount of Title IV disbursement funds available. Big Bend Technical College will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the funds will then be returned to the Federal Pell Grant Program.

Program Re-Entry Policy

If a student is withdrawn from a program for violating the attendance policy, the student may not re-enroll the next semester and must wait until the following enrollment period, on a space available basis to re-enroll.

Students receiving Federal Title IV (Pell) must meet with the Financial Aid Administrator to establish Pell eligibility. Students must re-enter the same program that the student was withdrawn from and satisfy the deficit in hours of instruction in which the student received Federal funds to attend. A satisfactory Student Progress Report must be received by the BBTC Financial Aid Administrator from the instructor after the deficit hours have been attended. At that time, a new FASFA (Pell Grant) application must be submitted.

Withdrawal Refund Policy

Refund Policy for Withdrawals

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% of the total scheduled class hours. The drop period begins with the entry date on the Class Schedule/Receipt.

Effective July 1, 2002, any currently enrolled student at BBTC who is called to, or enlists in active military service, shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. 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, lab fees, and facility fees paid.

Registration 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 applies to all Title IV (Federal Pell Grant) recipients.

Technology Guidelines

Technology

District-provided computers shall not be used for personal or financial gain or for the benefit of private, “for profit” or “not-for-profit” organizations or for any commercial or illegal activity.

The student will not place any software on the district-provided computer without permission from the designated technology contact at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g. no illegally duplicated software). The student will be financially responsible for lost or damaged computers and/or software.

District-provided anti-virus software must be on all computers at all times for maximum protection against viruses. Students will adhere to the computer use agreement they signed during the admission process.

Access to information technology is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, access to the network may be revoked. Some violations may also constitute a criminal offense and may result in school disciplinary action up to and including withdrawal from the program and/or legal action.

1) Acceptable Use

- Must be in support of education and research consistent with district policy
- Must be consistent with the rules appropriate to any network being used/accessed; school and district administrators will make the final determination as to what constitutes acceptable use and their decision is final.

2) Netiquette

- Be polite
- Do not use vulgar or obscene language
- Use caution when revealing personal information
- Electronic mail is not guaranteed to be private, and is subject to Florida's Public Records Law
- Do not intentionally disrupt the network or other users
- Abide by generally accepted rules of network etiquette

3) Security

- Do not reveal your account password or allow another person to use your account
- If you identify a security problem, notify a system administrator immediately
- Do not show or identify a security problem to others
- Do not use another individual's account. Attempts to log on as another user will result in the cancellation of privileges

Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Users may not connect computer equipment that is not School Board property to the network without prior authorization from the MIS Department.

4) Penalties

Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and any other District disciplinary options, including criminal prosecution and/or dismissal from the program.



Technology Guidelines Continued

5) Unacceptable use

Unacceptable uses of electronic facilities include but are not limited to:

- Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy
- Using profanity, obscenity or other language which may be offensive to another user
- Violating copyright law
- Activities that do not adhere to the District's mission, such as chain letters
- Partisan political activity, political or religious advocacy, or activities on behalf of organizations having no affiliation with Taylor County Schools
- Unauthorized fundraising or similar activities, whether for commercial, personal or charitable purposes, unless specifically authorized by the Superintendent or his/her designee
- Accessing, storing, processing, displaying, possessing, printing, or distributing offensive or obscene material such as pornography, hate literature, sexually offensive or other inappropriate information
- Annoying or harassing another person, such as by sending undesirable e-mail or displaying uninvited web sites or by using lewd or offensive language in an e-mail message.
- Making racist or sexist comments or any other statements which demean a person because of his/her race, sex, sexual orientation, national origin, age, disability, color, or religion
- Any other usage that may create a potential legal liability for the district or compromise the school district in any way

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida and the United States of America.

Plagiarism, Copyright and Cheating Policies

The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as his/her own. Whether a student copies an assignment, downloads a paper from an internet site, uses AI to generate an assignment, or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. All students shall abide by the provisions of United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.).

Students who are involved in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.

Students who cheat on industry certification or licensing exams will forfeit the testing fee(s) and be removed from the testing area. An incident report will be filed with the testing agency to determine if the student will be allowed to test again.

All students are expected to fulfill the principles and standards of academic honesty. Cheating on tests, projects, or papers is cause for formal disciplinary action. Instructors who suspect cheating will meet with the student immediately to state their observation and concern and notify the Director of the discovery and conversation. Based on an investigation of the incident, a determination will be made by the Director as to the seriousness of the charge. The Taylor County School District shall abide by all provisions of the copyright laws. The Taylor County School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials. Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or District office.

Penalties for cheating are outlined in the BBTC Discipline Matrix.

Student Progression Plan

STUDENT PROGRESSION PLAN

The District Student Progression Plan is the guiding document which outlines the rules BBTC follows to ensure the appropriate progression of students through Adult Education programs within the district. The plan in its entirety may be referenced at: <http://www.taylor.k12.fl.us>

Sections that pertain specifically to BBTC include:

- Requirements of a Standard Diploma
- General Educational Development (GED®) - Examinations for State of Florida High School Diploma
- Grading Scales

Code of Conduct

Student Conduct and Behavior

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. BBTC's rules and policies apply to all students enrolled in CTE, adult and continuing education.

Video cameras have been installed throughout the buildings on the BBTC campuses. Video and audio devices have been installed on district buses. Students may be filmed and the videotapes may be used to determine violations of the Code of Conduct. Only authorized school personnel may view a video/audio recording when the need arises due to the protection and privacy of other students .

The Code of Conduct and Discipline applies to all students enrolled in BBTC. The code is in effect on Taylor County School Board owned or controlled property and whenever students are under the official supervision of BBTC employees, including but not limited to: field trips, extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other official means of transportation.

A student may be subject to BBTC disciplinary sanction when he or she commits an act or acts away and apart from school that can be shown to pose a threat or danger to the safety of other students, staff, or school property and/or that the act or acts will prevent the orderly delivery of the instructional program.

BBTC Discipline Matrix

1.	<p>Disruption of a school function</p> <p>Serious disruption</p>	<p>1st offense – 1-day suspension 2nd offense – Withdrawn from program</p> <p>Withdrawn from program</p>
2.	<p>Assault and/or battery on any person on campus</p> <p>Note: Self Defense – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self-defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. Retaliation is not self-defense.</p> <p>Threatening to fight/disrupt campus, Inciting a fight/disruption</p>	<p>Withdrawn from program, law enforcement notified</p> <p>Withdrawn from program</p>
3.	<p>Bullying/Hazing/Harassment (including the use of social media/ text messaging, etc.) intimidating; threatening; harassment; including threats made by written note, electronic text or internet social media.</p>	<p>Withdrawn from program</p>
4.	<p>Arson, making a bomb threat, tampering with emergency equipment <u>i.e.</u>, cameras, fire extinguishers, phones, smoke detectors or sensors, unwarranted intentional pulling of a fire alarm</p>	<p>Withdrawn from program, law enforcement notified</p>
5.	<p>Breaking and entering/Burglary into a school property. Entering and/or remaining in a building and/or school property other than assigned school grounds without permission during or after school hours</p>	<p>Withdrawn from program, law enforcement notified</p>
6.	<p>Possession of weapons or firearms (F.S. 790.115), lookalikes, imitation, or dangerous objects which can be used to do bodily harm (all knives or pocketknives with over 2 ½ inch blades are included). Brandishing a knife of any kind – anywhere on campus including vehicles. Threatening use of a weapon.</p>	<p>Withdrawn from program, law enforcement notified</p>
7.	<p>Possession, use, sale and/or distribution of and/or being under the influence of alcohol and/or drugs including lookalikes and/or sale of and/or possession of paraphernalia. Possession of unauthorized medication</p>	<p>Withdrawn from program, law enforcement notified</p>
8.	<p>Use of tobacco, electronic and/or synthetic smoking products</p>	<p>1st offense – 1 day suspension, confiscation of product 2nd offense – Withdrawn form the program</p>
9.	<p>Sexual misconduct - indecent proposition or contact touching, pornographic materials or devices on campus, indecent exposure sexual contact, including intercourse, without force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner</p>	<p>Withdrawn from program, law enforcement notified</p>

BBTC Discipline Matrix Continued:

10	Vandalism, defacing and/or destructing school property	Withdrawn from program, law enforcement notified
11	Willful and open disobedience in a challenging manner, refusal to follow directions/rules	1 st offense – 1 day suspension 2 nd offense - Withdrawn from program
12	Extortion and/or blackmail	Withdrawn from program, law enforcement notified
13	Theft, robbery, stealing or accessory to such. Buying and/or selling stolen property. Possession of stolen property	Withdrawn from program, law enforcement notified
14	Forging and/or altering official documents, intentionally making false accusations (examples - clinical documents, Doctor's notes, internship papers, etc.)	Withdrawn from program, law enforcement notified
15	Open display of gang related material, activity and/or signs	Withdrawn from program, law enforcement notified
16	Improper computer use. Unauthorized entry into any computer system, altering, deleting system files, downloading/viewing inappropriate materials	Withdrawn from program
17	Careless/reckless driving on campus	Referred to SRO, loss of vehicle access to campus the remaining of the school year
18	DRS Dress Code/shoe violation including profane, offensive, illegal, derogatory signs and symbols worn on clothing, jewelry, etc. F.S. 1006.07(2)(d)1 students are prohibited from wearing clothing that "exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment" Health science students will not be allowed to enter clinicals unless properly attired in their respective program's scrubs.	1 st Offense – verbal warning, must clock out and return with proper dress. 2 nd Offense - Withdrawn from program Zero for the clinical and must make-up the clinical at the teacher's discretion
19	Leaving campus without permission, clocking out without permission Dual enrolled students skipping class	1 st offense – marked absent for the applicable session, receive zeroes for any work missed 2 nd offense - Withdrawn from program Offense will be reported to the student's home school for applicable disciplinary action
20	Cheating, copying, plagiarizing, using an unauthorized materials,	1 st offense – receive zeroes for assignment Note: a zero may create a situation where the student's grade falls below SAP and may result in withdraw due to failure to meet SAP. 2 nd offense - Withdrawn from program
21	Students may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes.	1 st offense – Warning, loss of workforce points 2 nd offense – 1 day suspension 3 rd offense – Withdrawn from the program

Note: The BBTC Discipline Matrix is meant to outline consequences for misconduct . Please note the matrix is subject to change.

Campus Security Policies

Zero Tolerance for School Related Violent Crime

It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The Taylor County School Board and Administration are determined to provide an environment that is drug-free and protect students' health, safety, and civil rights.

The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, in achieving this goal. Although education and prevention are the preferred means of achieving safe schools, there must be a clear statement of policy that violence in schools will not be permitted.

The school district will invoke the most severe consequences provided in the Florida Statute and in the Student Code of Conduct (Discipline Matrix) in dealing with students who engage in violent criminal acts on school property, on school sponsored transportation, at school bus stops, on school buses or during school sponsored activities. Violent criminal acts include, but are not limited to, the following offenses:

- Homicide (murder, manslaughter)
- Sexual Battery
- Armed Robbery
- Aggravated Battery
- Battery or aggravated battery on a teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession or use of a firearm or other weapon
- Possession or use of any explosive device

Federal Gun Free School Zone Act

Policy of Zero Tolerance FS 1006.13. (2) The zero tolerance policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of no less than one (1) full year and to be referred to the criminal justice or juvenile justice system.

- Bringing a firearm or weapon, as defined in Chapter 790, to school, to any school function, or onto any school sponsored transportation, or possessing a firearm at school.
- Making a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel's property, school transportation or a school sponsored activity.

Policy for Reporting Crimes and Other Emergencies

It is the policy of BBTC that incidents of criminal action or other emergencies occurring on campus be reported to the closest school personnel who will then report directly to the Director or designee. The college will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees and guests. In the case of allegations of serious criminal acts, the college will seek the assistance of law enforcement authorities. Serious criminal acts include but are not limited to murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary and motor vehicle theft.

Campus Warning Policy

In the event that a situation arises, either on or off campus, that is judged by the Director and/or designee to constitute an ongoing or continuing threat, a campus-wide warning will be issued. This warning will be over the intercom and/or campus wide public announcement system. Anyone with information warranting a warning should report the circumstances to the Director and/or designee by telephone at (850) 838.2545 ext. 223/232 or in person in the school administration building.

School Safety

School Safety

Students must self-report any arrest to the Student Services Director within 48 hours of the arrest. Any student formally charged with a felony or a misdemeanor involving a weapon will be suspended until the student provides proof that the charges have been dismissed and/or the disposition of the charges meet an acceptable outcome for the student to return. If the student is enrolled in a lock-step program (PCT, PN, LPN to RN) the student will be withdrawn.

Drug Free School Act

Federal Drug-Free School Act

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

BBTC Drug-Free School Summary Statement

Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by BBTC students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Taylor County Public School owned and controlled property or as part of any of its activities.

Any BBTC student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Department of Education.

Drug and Alcohol Prevention Policy

Drugs and Alcohol

Student Notification—Notification of the information contained in the DAAPP will be distributed to all currently enrolled students on or before October 1st of each year.

The use of illicit drugs and the unlawful possession and/or use of alcohol are wrong and harmful. The illegal use, possession, or sale of alcoholic beverages or controlled substances, as defined in Chapter 893 (Drug Abuse Prevention and Control) by any student while such student is upon school property or in attendance at a school function is grounds for suspension, expulsion, or imposition of other disciplinary action by the school, and may result in criminal penalties being imposed.

Policies concerning the use, possession, or sale of alcoholic beverages or controlled substances as defined in Chapter 893 will be presented/distributed through the school orientation to all teachers, school personnel and students at the beginning of each school year.

ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL

It is the intent of the Taylor County School Board and Administration to make it very clear that there is zero tolerance relating to drugs and alcohol. Disciplinary action will be taken in matters involving possession, usage, delivery and/or sale of drugs or alcohol on school property, on school sponsored transportation, at school bus stops, on school buses or during school sponsored activities.

Drug and Alcohol Prevention Policy Continued:

ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL Continued:

Controlled drugs and narcotic substances include those substances listed in Chapter 893 of the Florida Statutes, and any prescription drug in the possession of anyone other than the individual for whom the drug or narcotic was prescribed will also violate school policy and subject the student to disciplinary and criminal action.

The School Board always retains the right to review each case on its merits and circumstances and determine the appropriate penalty notwithstanding the minimum set forth herein.

The following words and phrases shall have the following meanings, unless the text requires otherwise:

- “Alcoholic beverages” means distilled spirits and all beverages containing one-half of one percent of alcohol by volume.
- “Drugs” means cannabis, the seed thereof, and the resin extracted from any part of the plant, narcotics, barbiturates and related sedatives, cocaine, hallucinogens, amphetamines, minor and major tranquilizers, and any other drug that is listed as a substance in Chapter 893, Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamin, stimulants such as “No Doze”, and the various mail order caffeine stimulants that are shaped to look like various prescription amphetamines.
- “Sale” means the actual constructive, or attempted transfer from one person to another for any consideration whatsoever.
- “Giving” means the actual constructive, or attempted transfer from one person to another without remuneration whatsoever.
- “Second Offense” means any second offense during a given school year while in membership in Taylor County Schools.
- “Controlled Substance” means any substance named or described in Schedule I through V of Florida Statutes 893.03. This statute covers laws regarding the manufacture, distribution, preparation, or administration of substances.

Any student who sells, gives, possesses, uses, or is under the influence of any alcoholic beverage, counterfeit, controlled substance and/or drugs, on the school grounds, or at any school sponsored activity shall be removed from their respective program and may not return for a period of one year. At that time, a student may re-enroll but will be subject to every random drug test conducted during the student’s enrollment at the student’s expense.

The appropriate law enforcement agency shall be notified immediately in each instance where a student is found in violation of this policy.

School personnel are required to report to the Director or his/her designee any suspected unlawful use, possession, or sale by a student of any controlled substance, as defined in FS 893.02; any counterfeit controlled substance, as defined in FS 831.31; any alcoholic beverage as defined in 561.01(4).

School personnel are exempt from liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student.

ZERO TOLERANCE FOR SMOKING AND TOBACCO PRODUCTS

All students, employees and visitors are prohibited from smoking, using or having any form of tobacco and/or nicotine products in their possession on school property or at any school activity and notices to that effect shall be posted. This policy includes e-cigarettes, smokeless tobacco products or any item resembling tobacco or tobacco products.

Tobacco items will be confiscated on the first offense and the student will be suspended for 1 day. A second offense will result in removal from the program.

Drug and Alcohol Prevention Policy Continued

DRUG AND ALCOHOL PREVENTION

Effects of Drug/Alcohol Abuse

Psychological dependence -This is a mental or emotional adaptation to the effects of the drug. The abuser not only likes the feeling of the drug and wants to re-experience it—he/she feels he/she cannot function normally without the drug.

Physical dependence - This is an adaptation whereby the body learns to live with the drug, tolerates ever-increasing doses, and reacts with certain withdrawal symptoms when deprived of it.

Medical complications (vary depending upon the drug used) - Medical complications may include: nervousness, anxiety, sleep disorders, muscle aches/spasms, vomiting and other gastrointestinal disorders, mental abnormalities, and changes in blood pressure/temperature/breathing rate, changes in heart rate/rhythm, cardiac arrest, convulsions, hallucinations, stroke, death, or many other dangerous conditions.

Learning Disorders - Adolescents are particularly vulnerable to the effects of drugs. Drugs threaten normal development in a number of ways:

1. Drugs can interfere with memory, sensation, and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others.
2. Drugs interfere with the brain's ability to take in, sort, and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received.
3. Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug.

Help is Available!

Taylor County Sheriff's Office
(Non-Emergency)
850-584-4225

City of Perry Police Department
(Non-Emergency)
850-584-5121

Alcoholics Anonymous of N. FL
850-224-1818

Apalachee Center for Human Services
1421 Old Dixie Highway
Perry, FL 32347
850-584-5613

Florida Runaway Hotline
1-800-621-4000

Substance Abuse & Mental Health Services Administration (SAMSSA)
1-800-662-4357

Big Bend Area Narcotics Anonymous
850-227-2321

Florida's Abuse Regional Hotline
1-800-962-2873
Greenleaf Center
2209 Pineview Drive
Valdosta, GA 31602
229-506-7977
Open 24 hrs .a day/ 7 days a week

Turn About Inc.
1344 Cross Creek Cir # 2, Tallahassee, FL 32301
850-671-1920

Al-Anon Family Groups
850-222-2294

Domestic Violence Hotline
1-800-799-7233

Florida Alcohol & Drug Abuse Association (FADAA)
316 E. Park Ave.
Tallahassee, FL 32301
850-878-2196
(HOURS: 8:00-4:30 M-F)

Department of Juvenile Justice
1719 S. Jefferson Street
Perry, FL 32347
850-838-3660

Refuge House—24 hr. Hotline
850-681-2111

Twelve Oaks Alcohol & Drug Recovery
2068 Health Care Drive
Navarre, FL 32566
888-480-3445

Tallahassee Counseling Center
850-617-6333 (or dial 211)

Disc Village
1012 Jefferson Street
Perry, FL 32347
850-223-1003

Capital City Youth Services
2407 Roberts Ave.
Tallahassee, FL 32310
850-576-6000

Jeanne Clery Disclosure—Crime Statistic Act

Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics

The JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & CAMPUS CRIME STATISTICS ACT requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. that are reported to campus security authorities or local law enforcement agencies, including incidents of sexual assault, domestic violence, dating violence and stalking. The annual report is available at <https://ope.ed.gov/campusafety/#/institution/details>

Criminal Offense	2020	2021	2022	2023
A. Murder/Non-negligent manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
C. Sex Offenses– Forcible	0	0	0	0
D. Sex Offenses– Non-forcible	0	0	0	0
E. Robbery	0	0	0	0
F. Aggressive Assault	0	0	0	0
G. Burglary	0	0	0	0
H. Motor Vehicle Theft	0	0	0	0
I. Arson	0	0	0	0

In addition, as a school that participates in Federal Student Aid Programs BBTC is required to create and disseminate policies describing the protections, resources and services available to victims to help them safely continue their education. This information will be available on the school’s website and through the school’s orientation program. When an incident of this nature is reported to school administration, law enforcement will be notified.

Timely Warning Reports will be made to all stakeholders through the Intranet Information System (FOCUS) on the log in portal page for staff and students.

Any criminal action(s) and/or sex offense(s) committed on BBTC’s campus will be reported to Taylor County Sherriff’s Department by the Director. The Director will immediately notify the Taylor County Sherriff’s Department, the Superintendent of Schools and the District Human Resource Director. If there is an immediate threat to the health or safety of the students and/or employees occurring on campus, emergency notification will be made utilizing the campus wide intercom system.

Emergency response and evacuation procedures are provided to all staff and students at the beginning of each term and are posted in each room on campus. Quarterly drills to test emergency response and evacuation procedures are conducted. Drill results are documented and maintained on file at the institution and the District Office that describes the exercise, the date, and time.

Campus Security Annual Report

Campus Security—Annual Report

The following annual report is in compliance with the Federal Financial Aid Regulations as published and revised as of June 30, 1995.

Visitors must check in at the front office. Students must also scan their id badge anytime they intend to leave before the regular scheduled time. Dual enrolled secondary students must be checked out by a parent or guardian.

1. Crime reports are handled by the SRO. In the event a crime and/or emergency happens on campus, students and staff are asked to call 911 and then report the incident to administration. Each month a fire drill and active shooter drill is conducted.
2. Written information on sexual assault, dating and/or domestic violence, stalking, rape awareness, and abuse is available through the Student Services Office, on the BBTC website, and through informational posters. This information is presented in the student orientation, which includes awareness prevention and procedures for reporting. Various agencies outside of the institution assist in the counseling and support services.

Safety Drills

Fire, Tornado, Active Shooter and Lockdown Drills

Regulations require that fire drills, inclement weather drills, active shooter drills and lockdown practices be held periodically throughout the school year. Each drill has specific procedures and warnings. Please take note of the following guidelines:

- Every drill is to be taken seriously
- A drill can take place at any time
- All students should follow the exact procedures for each drill
- Students should follow the instructor's lead to maintain safety and security in case of an actual event

Note: To report a false alarm is a criminal offense.

Crisis Plan

In the event of a dangerous situation involving people in a life or death conflict, actual death or hostage, a comprehensive plan of action is in place to deal with such matters. This will be reviewed during student orientation or by the classroom teacher during the first week of class. Should an extreme situation arise, please dial 911 and notify your instructor or the nearest staff member immediately.

Accidents/Injuries

Accidents/Injuries

If you become ill or have an accident while on campus, report it to your instructor or a member of the school staff immediately. Emergency medical services will be obtained if necessary. Instructors are required to file accident reports the day of any accidents that occur in their classroom/lab areas.

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

Drug Testing Policy

Student Drug Testing Policy

The Taylor County School Board recognizes the use of alcohol and illegal drugs interferes with education and work processes and compromises the safety and well-being of staff and students. BBTC is a drug free environment and therefore, no BBTC student, staff or faculty shall unlawfully manufacture, distribute, dispense, possess, be under the influence of or use on the campus or clinical/internship sites, alcohol, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of these substances, as well as any other controlled substance defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and by the regulation (21 CFR 1300.11 through 1300.15).

This policy is a proactive approach designed to create a safe, orderly, healthy and drug free environment. Law enforcement will be called if any drugs and/or drug paraphernalia and/or alcohol are found on BBTC campus, or if a student exhibits characteristics of being under the influence. Students that appear under the influence or who are found to be in possession of paraphernalia will be required to submit to a drug test upon notification.

Please be aware that BBTC utilizes the Taylor County Sheriff Office and Perry Police Department K9 services to conduct random searches of the campus. Alerting by the K9 will result in an immediate search and drug test.

Procedures

Postsecondary students, dual enrolled secondary students, parents/guardians (where applicable) and school officials will be informed of the policies and procedures involved in the random drug-testing program at the beginning of each school year. A copy of this policy will be provided to each student.

Each student shall sign and return a notarized consent form permitting the school to conduct drug testing. The consent form must be signed by the adult postsecondary student or student and parent/guardian (where applicable). This form must be completed during the registration process for students to enroll.

At the discretion of the Director or designee, students may be randomly tested at any time during the school year. Selection for random testing will be by lottery drawing from a list of participating students. The Director or designee and vendor shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process. Students who have been chosen randomly to be tested have the right within twenty-four (24) hours of the random drug test to furnish the Director or designee a list of prescription and/or over-the-counter medications the student may have taken prior to being tested.

Procedures for Sample Collection and Test Results

Samples will be collected at a mutually convenient time established by the vendor and the Director/designee. Students providing samples will be given as much privacy as possible while providing the samples.

A portion of the sample shall be used for the initial test. If the initial test renders a negative test result then no further analysis will be conducted. If the initial test renders a positive result, then a report without the student's name and bearing only a number with which to identify the student will be sent to the Medical Review Officer (MRO).

The MRO will receive each report of a positive result and will be supplied with information to determine the correct name of the student whose identifying number appears on each positive test result report. Prior to verifying a positive result, the MRO shall attempt to contact the student whose name coincides with the identifying number on the positive drug test report and his/her parent/guardian (where applicable) to afford them the opportunity to confidentially discuss the test results with the MRO and to provide the MRO with the student's medical history and any other relevant biomedical information, including the use of any prescription or non-prescription medication that would assist the MRO in determining whether the MRO should verify the test results as positive.

Random Drug Testing Policy Continued

Procedures for Sample Collection and Test Results Continued:

If the MRO determines that the test results should be deemed negative, then no further action shall be taken and the student's test result along with all other previous test results will be reported to the director or his/her designee as a negative result. If the MRO confirms a positive test result as reported by the vendor, the MRO shall submit that positive drug test result to the Director or his/her designee.

Test results are kept by the Director, secured in a locked file, and maintained separately from the students' cumulative records and discipline files. Test results shall be transferable among campuses within the Taylor County School District. Files of students will be destroyed upon the student's program completion, or if the student is no longer in the Taylor County school system.

Positive Test Conference

The Director or his/her designee shall schedule a Positive Test Conference with the student and his/her parent/guardian/custodian where applicable and other school personnel as deemed necessary to discuss any positive test results and the consequences.

The parent/guardian or adult postsecondary student has five (5) school days from the positive test conference to request in writing to the Director that the remainder of the sample is tested. The five-day window to request the remainder of the sample be tested begins the day after the Positive Test Conference. This test will be at parent/guardian (where applicable) or the adult postsecondary student's expense. If the second analysis renders a negative result then no further action will be taken and all records pertaining to a positive result will be expunged.

If the parent/guardian or adult postsecondary student does not request the second test or if the second test is positive, then the Procedures in the Event of Positive Result shall be implemented.

Procedures in the Event of First Positive Result

- The student shall be ineligible to participate in all program activities at BBTC for one year from the date of the positive test conference, OR:
- The student shall be placed on a Leave of Absence not to exceed thirty (30) school days. The student will be given the opportunity to submit a negative test result, at their expense, anytime during the Leave of Absence in order to re-enter their program of study.
- PCT, Practical Nursing, and Professional Nursing students that test positive will be withdrawn and may not re-enter their current program or any other future Health Science program.

Once a student has an initial positive test result, he/she must be tested in all future random drug testing for the remainder of his/her enrollment at BBTC.

Second Positive Test Result

The student shall be ineligible to participate in all CTE program activities for one year from the date of the second positive test conference.

Refusal to Submit to Random Testing

If a student has signed the consent form refuses to be tested for alcohol or drugs, the student shall be immediately suspended from all CTE program activities at BBTC for one year from the date of refusal.

At the end of the one-year suspension, if the student wishes to re-enroll, the student shall be required to submit to a drug test and render a negative result in order to participate in any CTE program activities. The test will be done at the expense of the adult postsecondary student or his/her parent/guardian (where applicable).

Student's Right to Know

Student Procedures for reporting alleged cases of discrimination and/or race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression grievance

Harassment of any kind (race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression) – whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students – is illegal and will not be tolerated. If you feel you are being harassed, contact a school official.

Harassment and Grievance Policy

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

1. The grievant must be presented, in writing, to the Director a Student Grievance Form (see page 48) and which must include the precise nature of the grievance. These statements must be signed and dated. In the event the allegations are against the Director, the grievant shall be presented to the district's Director of Personnel.
2. All grievances will be handled confidentially. In no circumstance will information concerning a grievant be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a grievance to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.
3. Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation. For those complaints presented to the Director, the complainant may request that an additional review be conducted by the district's Director of Personnel.

Bullying

Bullying of others is not tolerated at BBTC. A student found to be bullying others will be withdrawn. Bullying is specifically addressed in the Taylor County Public Schools Student Code of Conduct. Individuals found to be bullying other students, will be dealt with accordingly. All BBTC students and staff have the right to enjoy a safe and healthy environment where cooperation and positive interactions are expected, and people and property are valued.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to schools that receive funds under an applicable program of the US Dept. of Education. <https://studentprivacy.ed.gov> FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31): • School officials with legitimate education interest; • Other schools to which a student is transferring; • Specified officials for audit or evaluation purposes; • Appropriate parties in connection with financial aid to a student; • Organizations conducting certain studies for or on behalf of the school; • Accrediting organizations; • To comply with a judicial order or lawfully issued subpoena; • Appropriate official in cases of health and safety emergencies; the State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual method of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. HTC chose to comply with this notification through this handbook. For additional information, you may call 1-800-872-5327. Individuals who use TDD may use the Federal Relay Service. Questions may be asked at: www.ed.gov/answers. Or contact in writing by using the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-852

Grievance Process

When a student feels that he/she has a grievance, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When a resolution cannot be reached, students can resort to the more formal procedures as provided herein.

Definitions

Grievance: A dispute or alleged dispute initiated by a BBTC student arising out of the interpretation of a BBTC or Taylor County School Board policy, or alleged discrimination on the bases of race, color, national origin, sex, age, disability, marital status, sexual orientation, or genetic information (and any other protected class included in the District's nondiscrimination policies).

Grievant: A BBTC student who has been directly affected by the alleged application or misapplication of a school procedure or district policy or one who has allegedly been discriminated against.

Time Limits

The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between parties.

Grievance Process

The grievance process is outlined in the Grievance Process Overview found on the following page.

Should a grievant wish to process a grievance beyond the school level, he/she may do so by contacting:

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

State and Federal Contact Information

If the grievant is not satisfied with the results of the formal school and District procedure, he/she may utilize other means for resolution as provided by law and may contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30346
Phone: 800.917.2081 or 770.396.3898

Florida Department of Education
Office of Inspector General
325 West Gaines Street, Suite 1201
Tallahassee, FL 32399 850.245.0403

Legal Proceedings

In the event of litigation, all BBTC staff and students are under federal and state civil rules of procedure that require disclosure and allow search of all computer hardware and software.

This includes, but is not limited to, school or district computers, laptops, printers, cell phone, and other electronic equipment. Any attempt to damage or destroy evidence embedded in any of these will cause severe civil and criminal penalties (legally know as spoliation claims).

GRIEVANCE PROCESS OVERVIEW



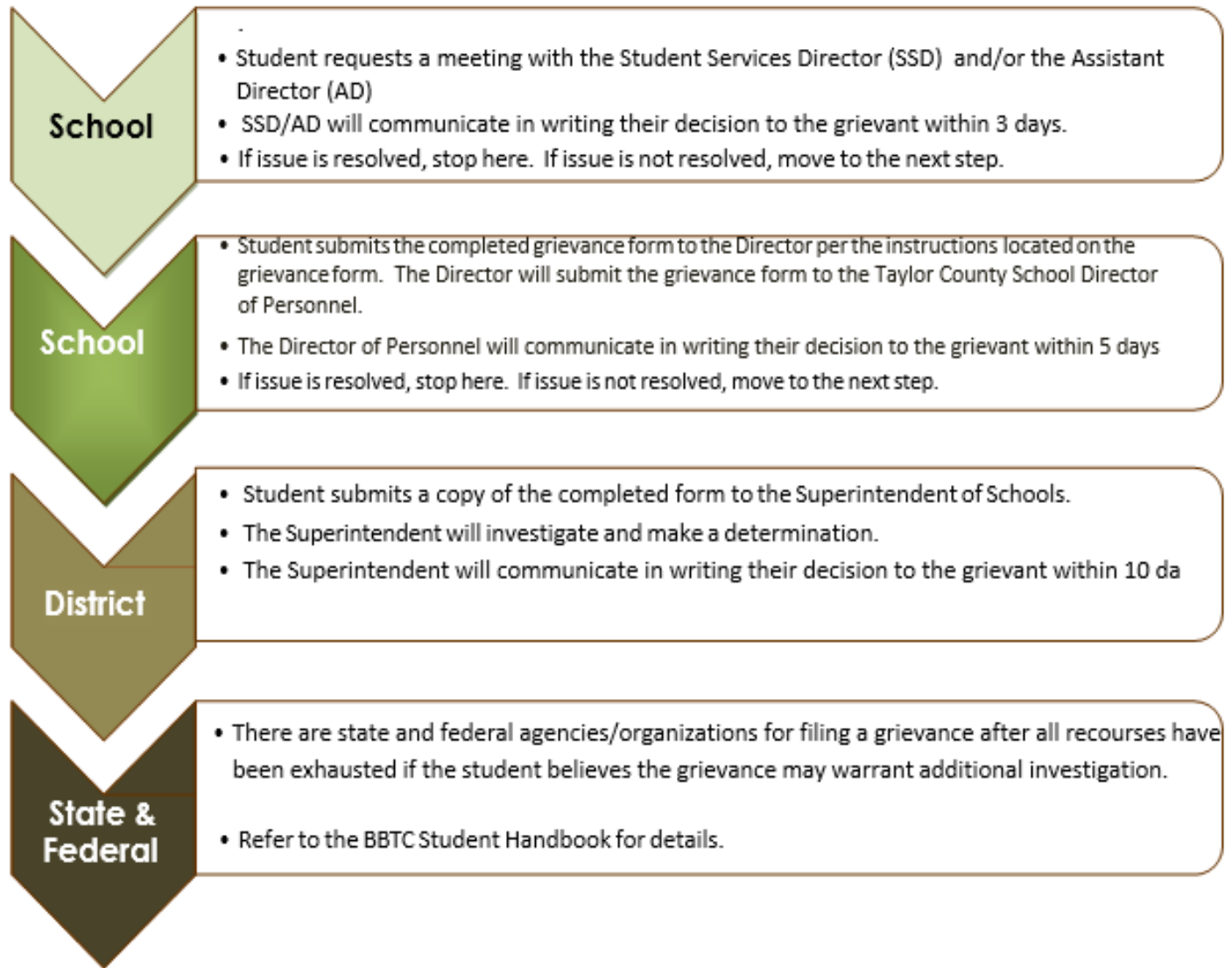
For the full grievance policy and procedures, refer to the BBTC Student Handbook. The grievance form is available at www.bbtc.edu.

GRIEVANCE PROCESS OVERVIEW

Discrimination/Harassment



Note: Individuals filing a discrimination and/or harassment grievance may start at any level in the process.



For the full grievance policy and procedures for disability services, refer to the Taylor County School Board Policies. The grievance form is available at www.BBTC.edu

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law regarding not-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boys Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodations. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools. Questions, complaints, or request for additional information regarding discrimination or harassment may be sent to: Kiki Puhl- Director of Personnel, 318 N. Clark St. Perry, Fl. 32347- 850-838-2500/ kiki.puhl@taylor.k12.fl.us



STUDENT GRIEVANCE FORM

3233 S. BYRON BUTLER PARKWAY • PERRY, FL 32348 • TEL 850.838.2545 • WWW.BBTC.EDU

INSTRUCTIONS: Before completing this form, please read and follow the grievance procedures provided in the BBTC Student Handbook. Submit the form at the BBTC Student Services Office or email to Shelbi.McCall@taylor.k12.fl.us. Note: the same form may be used at all school and district levels.

STUDENT INFORMATION

Last Name: _____ First Name: _____

Instructor: _____ Program: _____

Phone #: (____) _____ - _____ Email: _____

INCIDENT DETAILS

WHO (Person(s) involved in incident)	WHEN (Date/Time)
WHERE (Location of incident)	WITNESSES (If applicable)
ACCOUNT OF INCIDENT	
<p>Students are encouraged to first attempt to resolve the issue with an informal meeting with the individual(s) involved in the incident. Has there been an informal meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No Note: individuals filing a discrimination and/or harassment grievance may start at any level in the process.</p> <p>Describe the incident and/or policy you believe may have been violated in detail below. Use additional sheets if necessary.</p>	
PROPOSED SOLUTION/OUTCOME	
<p>Describe any corrective action or outcome you hope to achieve because of filing this grievance? Use additional sheets if necessary.</p>	

SIGNATURE

I understand by signing this form, I am giving BBTC permission to contact school officials, other agencies and/or persons in efforts to conduct a thorough investigation. I hereby attest the information provided is true, correct, and complete to the best of my knowledge.

STUDENT SIGNATURE* _____ DATE: _____

*(Parent/Guardian signature required if student is under 18 or adjudicated incompetent)

OFFICE USE ONLY

Level: Instructor Resolved: Yes/No Date: _____ Initialed: _____ Asst. Dir Resolved: Yes/No Date: _____ Initialed: _____

Dir. Resolved: Yes/No Date: _____ Initialed _____ DOP Resolved: Yes/No Date: _____ Initialed: _____

Supt. Resolved: Yes/No Date: _____ Initialed: _____ Final Resolution Date: _____

The School Board of Taylor County, Florida does not discriminate in admission or access, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law, regarding non-discrimination. See 32 C.F.R. 200.10; 32 C.F.R. 200.11; 32 C.F.R. 200.26, in addition, the School Board provides equal access to its library, clubs and other designated youth groups. This holds true for all students who are interested in participating in extracurricular programs and/or other extracurricular school activities. See 32 C.F.R. 200.5. Disabled individuals seeking reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are requested to notify the administrator at the school/campus at which the event or service is offered to request reasonable accommodations. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools. Questions, complaints, or request for additional information regarding discrimination or harassment may be sent to: K&P-90, Director of Personnel, 3233 S. Perry, R. 32345-9000-2500/9000@taylor.k12.fl.us

Contact Information

Administration

Director — Jodi Tillman

Jodi.Tillman@taylor.k12.fl.us

Assistant Director — Shelbi McCall

Shelbi.McCall@taylor.k12.fl.us

Directors' Admin. Assistant — Liddie Davis

Liddie.Davis@taylor.k12.fl.us

Fiscal Manager — Nicole Latham

Nicole.Latham@taylor.k12.fl.us

Student Services Office

Student Services Director — Sandy Hendry

Sandy.Hendry@taylor.k12.fl.us

Financial Aid Administrator — Kris Kuhl

Kris.Kuhl@taylor.k12.fl.us

Student Services — Lindy Brock

Lindy.Brock@taylor.k12.fl.us

Data Technician — Terri Clover

Terri.Clover@taylor.k12.fl.us

Testing Coordinator/Grants Coordinator — Debra Jenkins

Debra.Jenkins@taylor.k12.fl.us

Placement Coordinator — Lindsay Aman

Lindsay.Aman@taylor.k12.fl.us

CTE Programs/Instructors

Health Sciences

- Massage Therapy — Brian Jeffries
- Medical Coder/Biller — Heath Pridgeon
- Patient Care Technician — Donna Knight
- Patient Care Technician — Laurie Rice
- Practical Nursing — Angie Hughes
- Practical Nursing — Lisa Thomley
- Professional Nursing (LPN-RN) — Danielle Sadler

Brian.Jeffries@taylor.k12.fl.us

Heath.Pridgeon@taylor.k12.fl.us

Donna.Knight@taylor.k12.fl.us

Laurie.Rice@taylor.k12.fl.us

Angie.Hughes@taylor.k12.fl.us

Lisa.Thomley@taylor.k12.fl.us

Danielle.Sadler@taylor.k12.fl.us

Law, Public Safety & Security

- Public Safety Telecommunication — Sarah Weirick

Sarah.Weirick@taylor.K12.fl.us

Manufacturing

- Aluminum Welding — Rodney Tomlinson
- Electrical & Instrumentation 1&2 — Scot Vaughn
- Electrical & Instrumentation 1&2 — Alvin Simons
- Millwright 1 & 2 — Luke Mosley
- Welding Technology/Welding Tech Advanced — Cecil Gainey
- Welding Tech/Welding Tech Advanced/Night Welding — John Neal

Rodney.Tomlinson@taylor.k12.fl.us

Scot.Vaughn@taylor.k12.fl.us

Alvin.Simons@taylor.k12.fl.us

Lukeus.Mosley@taylor.k12.fl.us

Cecil.Gainey@taylor.k12.fl.us

John.Neal@taylor.k12.fl.us

Adult Education/GED®

Instructor — Donna Johnson

Donna.Johnson@taylor.k12.fl.us

Non Instructional Staff

Custodian — Debra Freeman

Debra.Freeman@taylor.k12.fl.us

Custodian — Edna Fletcher

Edna.Fletcher@taylor.k12.fl.us

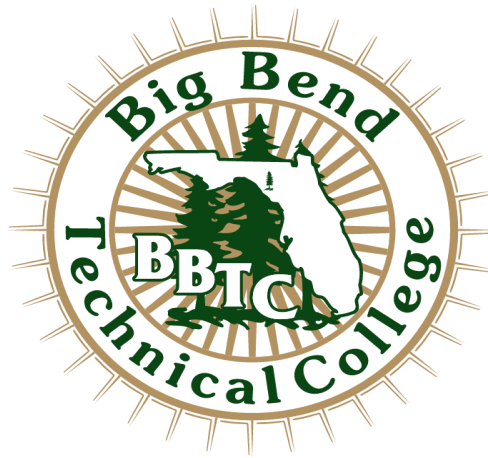
Head Custodian — Dale Krejcar

Dale.Krejcar@taylor.k12.fl.us

School Resource Deputy — Gregg Gulbrandsen

Gregg.Gulbrandsen@taylorsheriff.org

Thank you for choosing BBTC!



3233 S. Byron Butler Parkway

Perry, Florida 32348

Phone: 850.838.2545

Fax: 850.838.2546

<https://www.bbtc.edu>

Jodi Tillman, Director

Alicia Beshears, Superintendent of Schools