

Suncoast Technical Education Center Handbook

All visitors must check in at the Administration Office

Main Campus

**4057 California Street
Brooksville, Florida 34604
(352) 797-7091
Fax: (352) 797-7191
www.SunTechEd.com**

Extension Campus

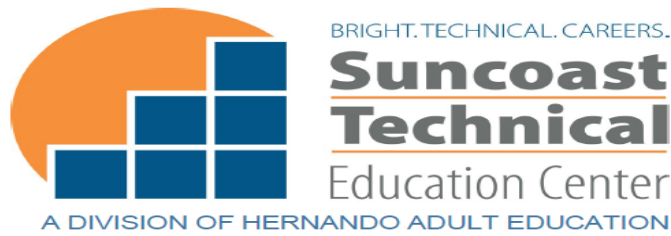
**14075 Ken Austin Pkwy
Brooksville, Florida, 34613**

Administrative Office

**801 N. Broad Street,
Brooksville, Florida, 34601
(352) 797-7091 or (352) 797-7018**

Sophia Watson, Supervisor of Adult & Technical Education

BRIGHT. TECHNICAL. CAREERS.



Mission

The mission of Suncoast Technical Education Center is specialize in developing and promoting innovative programs for our students to meet the evolving needs of the community.

Vision:

Together we will make aspirations a reality.

Guiding Principles:

We believe:

Education is the foundation for a better future.

Family and community involvement are critical to a high quality educational system.

Diverse individuals, ideas, talents, and learning styles strengthen our communities.

All stakeholders share in the responsibility and decision-making as part of supporting student success and school improvement.

Individuals and organizations are accountable for their behaviors and actions.

Commitment to teaching methodologies that foster student engagement, critical thinking, and content mastery will prepare all students to graduate ready for work and further postsecondary education.

Shared purpose, collaboration, commitment to continuous improvement, and an innovative spirit are essential in effective teaching cultures.

Safe, caring environments are essential for learning and the well-being of all students.

High expectations and recognition empower individuals and lead to improved performance.

Aligned expectations and policies that reflect best business practices are essential for success.

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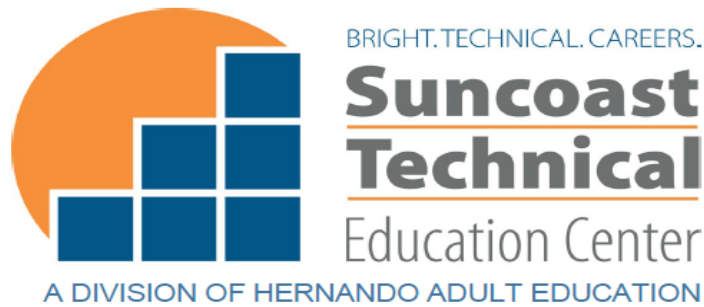
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Dear Students,

Welcome to Suncoast Technical Education Center. I am honored to spend this year with you as you embark on this journey. I am looking forward to this being a very productive year.

Please take time to review this handbook. There is information here that will be useful to begin and end with a successful year.

Suncoast Technical Education Center offers many opportunities for you to gain valuable technical/vocational training. Those who enroll in a technical training program will learn excellent training and employability skills each year. Whether you choose to go directly into the workforce or to go on to another postsecondary training, you will leave our school being empowered to compete with your peers.

On behalf of the faculty and staff at Suncoast Technical Education Center, we look forward to working with you during the 2017-2018 school year.

Sincerely,

Nicola Barlow
Manager of Career Enhancement

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices.

CAMPUS LOCATIONS

Suncoast Technical Education Center has a main campus based at 4057 California Street, Brooksville, FL, 34604. We have an extension campus based at 14075 Ken Austin Parkway, Brooksville, FL, 34613. Enrollment each semester is made at Hernando Adult Education based at 801 N. Broad Street, Brooksville, FL, 34601.

HISTORY

Suncoast Technical Education Center was developed through involvement of interested community members, and collaboration between the Hernando County School District and the Office of Business Development. It was founded in August of 2013 and currently has seven career technical programs (Air Conditioning and Refrigeration – HVAC, Applied Cyber-security, Automotive I, Advanced Manufacturing & Production Technology and Welding Technology. There is a license program in Cosmetology, and short courses in C.N.A. Challenge, Life Insurance Marketing and Certified Logistics Associate. In January 2016 we opened an extension site to house new programs. Visit www.SunTechEd.com for current and new program offerings, course descriptions and site locations.

Suncoast Technical Education Center is a public institution authorized by the State of Florida and operated by the Hernando County School District. Students with disabilities have a right to reasonable accommodations according to Section 504 of the Rehabilitation Act and the ADA.

GENERAL INFORMATION

Accidents and Injuries

In the event of an accident or injury on campus, you should immediately notify the instructor or other Suncoast Technical Education Center personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have First-aid kits, and additional kits are also located in the business office. Emergency medical services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the business office.

Canceled Classes Due to Inclement Weather

In the event weather conditions are such that travel to and from Suncoast Technical Education Center would be hazardous or extreme temperature presents a problem of safety or comfort, the education center may be closed for the day or delayed in opening.

Emergencies

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, you must follow the directions provided by the instructor. In case of emergency situations requiring evacuation, you should follow evacuation routes that are posted by every designated exit. In other emergency situations, you should go to the designated safety areas inside the buildings as directed. An emergency contact will be requested upon application to Suncoast Technical Education Center.

Name, Phone Number or Address Change

Phone numbers are required as they are used to notify students in the event of an emergency or school closure. Please keep the office notified in case of a change of name, phone number or address so that accurate records may be maintained.

Statement of Nondiscrimination

Suncoast Technical Education Center prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age, genetic information, or disability in any of its programs, services or activities.

If you are disabled and require reasonable accommodation to participate in an adult education class you must request such accommodation prior to enrollment.

TUITION AND FEES

Postsecondary students are assessed tuition and lab fees. The session's tuition and lab fees are discussed during the enrollment period and are payable upon registration, and have an approved payment plan. Certain programs require the purchase of supplies, insurance, tools and uniforms. Generally, items purchased are used in employment after graduation. 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. The current resident tuition rate is \$2.92 per clock hour. For non-resident the rate is \$11.17. There is also a \$5 student ID fee, and a non-refundable Registration fee of \$30. Information on the cost of individual programs may be obtained on the Suncoast Technical Education Center website at www.SunTechEd.com.

Payment for program tuition is made at the time of registration at Hernando Adult Education based at 801 N. Broad Street, Brooksville, Florida, 34601. Payment of installment plans can be made at the business office, 4057 California Street, Brooksville, Florida, 34604 also. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Students will be dropped from the class if payments are not received by the first day of class. Non-payment of agreed upon payment plan installments will result in automatic withdrawal from the career-technical program and all tuition paid to-date and fees will be forfeited. Class books will be returned or the cost of the book will be billed to the student at the stated purchase rate when the book is signed for. Re-entry into a Suncoast Technical Education Center program may be allowed as long as any outstanding amounts are paid.

CODE OF CONDUCT

It is the goal of Suncoast Technical Education Center to provide an educational opportunity for all. In order for this to occur, it is necessary that the education center environment be free from disruptions that interfere with each person's right to learn and the teacher's responsibility to teach. Instructors will provide individual program rules.

If you consistently violate the education center's policies you may be administratively withdrawn from the program without entitlement to reimbursement.

You will be expected to comply with the legal and ethical standards of the education center. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action and / or withdrawal. Specific instances of misconduct include, but are not limited to: knowingly furnishing false information to Suncoast Technical Education Center, theft, vandalism, bullying, and/or causing mental and/or physical harm to another person. Where applicable, misconduct includes cheating, plagiarism, forging or altering Suncoast Technical Education Center documents and/or academic credentials. Anyone, who feels his/her rights have been denied, pursuant to this policy, is entitled to due process.

Attendance

Suncoast Technical Education Center strives to provide the best educational opportunities possible to prepare students for their chosen occupation. **Students are to be on time and attend all classes**, consistent with attendance expectations in the workplace. Our attendance expectation is that students will be present 90% of the time. However, Suncoast Technical Education Center recognizes there may be times when students cannot attend school due to extreme circumstances. In that case the student must notify the instructor to inform of his/her absence. In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy. For postsecondary students, there are no excused or unexcused absences. You are present or you are absent. Time missed due to arriving late or leaving early count toward absences. Instructors will round up to the nearest quarter hour when recording tardiness or leaving early. Students whose attendance falls below 70% of the scheduled clock hours will have their position in the program reviewed for withdrawal. Students who are withdrawn due to excessive absences will not be entitled to reimbursements. Students must sit out the remainder of the session and may re-enroll in the next session with the Administrator's approval. If a student's attendance is between 70% and 79.9% of the scheduled clock hours at the end of a semester they will be placed on academic probation for the next semester. They will have until the end of the next semester to bring their attendance above the 80% threshold. Failure to achieve the 80% threshold by the semester end when on probation will result in withdrawal. A withdrawn student must wait until the next enrollment period to request to re-register. Only regularly scheduled class hours are reported for attendance. Make up time is not accepted.

Cell/Digital Phones and Pagers

In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during classroom hours. You will not be permitted to use cell phones while class is in session. An office phone is available in the Administration office for emergencies.

Check Writing Policy

If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a minimum processing fee of \$25.00 or the

maximum amount allowed by law. Suncoast Technical Education Center uses Check Care for collection action on all returned checks. A copy of their graduated charges is available on request.

Dress Code/Uniforms

The technical programs may require uniforms. If applicable, you will be expected to comply with uniform requirements. The instructor will provide specific information. You will be expected to comply with safety apparel requirements.

Under no circumstances will anyone be allowed to remain on campus, regardless of program, if their manner of dress in any way disrupts the educational process.

Suncoast Technical Education Center prepares students to enter the job market. Therefore, students should dress in accordance with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area. However, the following minimum requirements apply:

- Hard-soled and closed toed shoes must be worn in all occupational areas. Sandals, flip-flops, open toe shoes and bare feet are not permitted. **NO EXCEPTIONS.**
- For safety and/or health reasons, students will follow established safety procedures and practices acceptable to their occupation. For example: Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length, remove jewelry, wear safe clothing.

Driving/Parking Privileges

Parking is provided in designated areas for Suncoast Technical Education students. Parking in areas other than designated student parking lots is prohibited. The speed limit of 15 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

Identification Badges

You will be required to have your ID badge in possession while on campus.

Illegal Substances and Prescription Drugs

The use of illegal substances and drugs, including alcohol, is detrimental to the educational process. Use and/or possession of these substances on campus **will not be tolerated** at Suncoast Technical Education Center and will be dealt with severely, including but not limited to suspension, mandatory referral to legal authorities, and referral for community agency counseling services.

You are encouraged to leave prescription and non-prescription medications at home. If you must bring a medication on campus it must be prescribed to you and contained in its original container with the

prescription clearly labeled on the bottle. Certain prescription medications can be dangerous when using equipment.

Internet Policy

Suncoast Technical Education Center adheres to the Hernando County School Board Policy regarding internet usage which is displayed upon sign on.

Respect and Civility Policy Statement

We believe that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all at Suncoast Technical Education Center will reach their goals.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

Therefore:

Suncoast Technical Education Center staff will treat all students enrolled, fellow staff members and members of the public with respect and will expect the same in return.

- Suncoast Technical Education Center staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
- Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

Satisfactory Academic Progress (SAP)

Students must maintain an overall grade of 70 percent or higher in all theory, clinical, and/or shop performance during each evaluation period and complete the minimum number of competencies within the pacing guide for each program for the evaluation period. Some programs have higher standards and student must adhere to these standards to make Satisfactory Academic Progress.

Proof that the above guidelines are implemented will be collected from instructors confirming the students' name, program, and progress toward academic achievement.

Search of Person

You may be subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the Suncoast Technical Education Center campus.

Shop & Lab Safety

Safety and safe practices are of utmost importance at Suncoast Technical Education Center. You are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow shop and lab safety rules you may be dismissed from the program.

Tobacco Use

No one shall be permitted to possess, use or distribute any tobacco product, including the use of e-cigarettes. This prohibition will apply 24 hours per day, year-round, on all campuses and in all facilities. This shall include the use of any tobacco product in a privately owned vehicle on Suncoast Technical Education Center property. There are penalties for violation of this policy.

Law Implemented: 386.201 through 386.209, F.S.

Weapons

Anyone who has, carries, or conceals any gun, pistol, sword, knife, razor or other weapon on campus or in a vehicle parked on Suncoast Technical Education Center's campus will be withdrawn from Suncoast Technical Education Center and is subject to having criminal penalties imposed.

SERVICES TO STUDENTS

Access to Your Records

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05, which can be picked up in the Administrative office.

Awards Ceremony

Suncoast Technical Education Center conducts an awards and graduation ceremony each spring. Anyone who is completing a program will be invited to participate. Friends and family are invited to attend, but the number of available tickets may be limited.

Complaint/Grievance Procedure

You are encouraged to resolve an informal complaint/issue at the classroom level. If you have a complaint that cannot be resolved at the classroom level, the student should present the complaint to the Manager of Career Enhancement. If the complaint cannot be resolved with the Manager, you should present the complaint to the Supervisor of Adult & Technical Education. Grievances may also be registered with COE (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350.

Counselor

Suncoast Technical Education Center has a Counselor available if you need to discuss class and/or personal issues and concerns. Appointments can be made with the business office.

Drop/Add Period for Technical Programs

1. A 100 percent refund shall be made if the student drops the class prior to the first class meeting.
2. A 75 percent refund shall be made if the student drops the class within the first 5 business days of the semester.

Individuals withdrawing from a program within the first five days of the term must notify the Manager of Career Enhancement in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.

Refunds due to course cancellation will be at one hundred percent (100%).

Refunds, when due, are made within thirty (30) days of the last day of attendance. The refund will be mailed to the person who made the payment. No refunds are available for General Education programs. NO refunds will be given on registration fees, books, supplies, insurance, testing or other fees.

Progress Reports

Progress Reports are issued at the end of each term to everyone enrolled in a technical program. Reports will be issued according to the Suncoast Technical Education Center school calendar.

Transcripts & Access to Your Records

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05. If you have completed a program you may contact the business office for a copy of your transcripts. All requests are to be made by completing the Transcript Request form. Request forms are available in the business office or can be downloaded from www.hcsb.k12.fl.us/studentrecordsrequest. Same day service is not available. Transcripts will be provided only when your financial obligation has been cleared.