Contact Information

**Student Services Office**
(Information about Admissions and Programs)
(813) 769-5180, ext. 231

**Financial Aid Office**
(813) 769-5180, ext. 235

**Campus**
2010 East Hillsborough Avenue
Tampa, FL  33610
(813) 769-5180
Fax: (813) 769-5181

Website:  [www.erwin.edu](http://www.erwin.edu)

Publication Date:  July 2016

**Disclaimer:** The announcements, information, policies, rules, regulations and procedures set forth in this Student Handbook are for information only and are subject to review and change without notice. Every effort was made to ensure accuracy at the time of printing. Any policies not addressed in this Student Handbook would follow standard procedures set forth by the Hillsborough County School District.
Institutional Accreditation by:

Council on Occupational Education
Council on Accreditation & School Improvement, Southern Association of Colleges & Schools

The following agencies accredit Erwin Technical College programs:
Accrediting Bureau of Health Education Schools (MA, MLT and ST programs)
Commission on Dental Accreditation, American Dental Association (Dental program)

The following organizations have approved Erwin Technical College programs:
CISCO Networking Academy (Computer Systems & Information Technology program)
Florida Barbers’ Board (Barbering program)
Florida Department of Veterans Affairs, State Approving Agency (All PSAV programs)
Florida State Board of Cosmetology (Cosmetology program)
Florida State Board of Dentistry (Dental Assisting program)
Florida State Board of Massage (Massage program)
Florida State Board of Nursing (Practical Nursing and Nursing Assistant programs)
National Center for Construction Education and Research
(Building Construction, Carpentry, Electricity, Plumbing and Welding programs)
National Automotive Technicians Education Foundation (Automotive program)
North American Board of Certified Energy Practitioners (Solar PV program)

Requests for additional information on the policies, standards, or procedures for institutional accreditation
through the Council on Occupational Education should be addressed to:

Dr. Gary Puckett, Executive Director/President
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898    Fax: (770) 396-3790
www.council.org

Requests for additional information on
Hillsborough County Public Schools District CASI-SACS Accreditation, contact:

Mr. Dennis Holt, SACS Internal Facilitator
Hillsborough County Public Schools
901 E. Kennedy Blvd., Tampa, FL 33602
(813) 272-4932
HILLSBOROUGH COUNTY PUBLIC SCHOOLS MISSION & VISION STATEMENTS

Mission:  To provide an education and the supports that enable each student to excel as a successful and responsible citizen.

Vision:  Preparing students for life.
HCPS CONTINUOUS NOTIFICATION OF NONDISCRIMINATION

The School District of Hillsborough County does not discriminate nor tolerate harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy in its educational programs, services or activities, or in its hiring or employment practices; and it will take immediate action to eliminate such harassment, prevent its recurrence, and address its effects. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Any student(s) or employee(s) found to have engaged in acts of harassment (as mentioned above), will be promptly disciplined. Such discipline may include, if circumstances warrant, suspension or expulsion for students, or suspension or termination for employees.

All school personnel, students, and parents are expected to work together to prevent harassment. Should you believe you or another individual has been subjected to harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identify, sexual orientation, age, disability, marital status, genetic information or pregnancy, you should report the harassment to your school or to:

Dr. Pansy Houghton, Executive Officer, Compliance
Division of Human Resources
901 East Kennedy Boulevard
Tampa, FL 33602
(813) 272-4097
Pansy.houghton@sdhc.k12.fl.us
# TABLE OF CONTENTS

CONTACT INFORMATION ................................................................................................................................. 1
DISCLAIMER: .................................................................................................................................................... 1

INSTITUTIONAL ACCREDITATION BY: .................................................................................................................. 2
SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA ............................................................................ 3
HCPS CONTINUOUS NOTIFICATION OF NONDISCRIMINATION ................................................................ 4

HISTORY ......................................................................................................................................................... 9
NAME CHANGE ............................................................................................................................................. 9

PHILOSOPHY STATEMENTS ............................................................................................................................ 9
MISSION STATEMENT: ................................................................................................................................. 9
VISION STATEMENT: ................................................................................................................................... 9
SCHOOL MOTTO: .......................................................................................................................................... 9

DEPARTMENTS & SERVICES............................................................................................................................ 10
STUDENT SERVICES DEPARTMENT: ............................................................................................................ 10
CAREER PLANNING: ...................................................................................................................................... 10
FINANCIAL AID DEPARTMENT: ..................................................................................................................... 10
THE LEARNING CENTER: ............................................................................................................................. 10
MEDIA CENTER: .......................................................................................................................................... 10
JOB PLACEMENT: ........................................................................................................................................ 10
ADMINISTRATIVE OFFICE: .......................................................................................................................... 10

EDUCATIONAL PROGRAMS .......................................................................................................................... 11
CURRENT PROGRAM OFFERINGS .................................................................................................................... 11
ADMISSIONS .................................................................................................................................................... 12

ADMISSIONS AND TESTING ........................................................................................................................... 12
ADMISSION REQUIREMENTS: ........................................................................................................................ 12
TABE TESTING AND REMEDIATION: ............................................................................................................ 12
TABE EXEMPTIONS: ...................................................................................................................................... 12
FOREIGN APPLICANTS: ............................................................................................................................... 13

REGISTRATION ............................................................................................................................................. 13
TRANSFER OF CREDIT FROM OTHER INSTITUTIONS .................................................................................. 13
CREDIT FOR EXPERIENTIAL LEARNING OR ADVANCED PLACEMENT: .................................................... 13

STATEWIDE COURSE NUMBERING SYSTEM (SCNS) ..................................................................................... 14
TRANSFERRING BETWEEN ERWIN PROGRAMS .......................................................................................... 14
TRANSFER OF CREDIT BETWEEN ERWIN PROGRAMS .................................................................................. 14
CLASS SCHEDULES ....................................................................................................................................... 15

LENGTH OF PROGRAMS AND TUITION CHARGES .................................................................................... 15
TUITION RATES: .............................................................................................................................................. 15
FLORIDA RESIDENTS: .................................................................................................................................. 15

FEES ............................................................................................................................................................... 16
REFUND POLICY ............................................................................................................................................ 16
PSAV PROGRAMS: ........................................................................................................................................ 16
COMMUNITY EDUCATION CLASSES: ........................................................................................................... 16

GROUNDS AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM .. 17

VETERANS’ INFORMATION ............................................................................................................................ 17

SPECIAL SERVICES ....................................................................................................................................... 18
ADMINISTRATIVE ASSISTANCE ..................................................................................................................... 18
CAREER PLANNING...................................................................................................................................... 18
SERVICES FOR STUDENTS WITH SPECIAL NEEDS...................................................................................... 18
THE LEARNING CENTER ................................................................................................................................ 19
TUITION FEES FOR THE LEARNING CENTER: ................................................................................................. 19

ACADEMIC POLICIES ..................................................................................................................................... 20
ATTENDANCE POLICIES ................................................................................................................................ 20
EFFECTIVE DATE OF WITHDRAWALS: .......................................................................................................... 21
RELIGIOUS OBSERVANCES: ........................................................................................................................... 21

VISION STATEMENT: ...................................................................................................................................... 9
FINANCIAL AID DEPARTMENT: ..................................................................................................................... 10
STUDENT SERVICES DEPARTMENT: ............................................................................................................ 10
MEDIACL CENTER: .......................................................................................................................................... 10
ADMISSIONS AND TESTING ........................................................................................................................... 12
ADMISSION REQUIREMENTS: ........................................................................................................................ 12
TABE TESTING AND REMEDIATION: ............................................................................................................ 12
TABE EXEMPTIONS: ...................................................................................................................................... 12
FOREIGN APPLICANTS: ............................................................................................................................... 13

REGISTRATION ............................................................................................................................................. 13
TRANSFER OF CREDIT FROM OTHER INSTITUTIONS .................................................................................. 13
CREDIT FOR EXPERIENTIAL LEARNING OR ADVANCED PLACEMENT: .................................................... 13

STATEWIDE COURSE NUMBERING SYSTEM (SCNS) ..................................................................................... 14
TRANSFERRING BETWEEN ERWIN PROGRAMS .......................................................................................... 14
TRANSFER OF CREDIT BETWEEN ERWIN PROGRAMS .................................................................................. 14
CLASS SCHEDULES ....................................................................................................................................... 15

LENGTH OF PROGRAMS AND TUITION CHARGES .................................................................................... 15
TUITION RATES: .............................................................................................................................................. 15
FLORIDA RESIDENTS: .................................................................................................................................. 15

FEES ............................................................................................................................................................... 16
REFUND POLICY ............................................................................................................................................ 16
PSAV PROGRAMS: ........................................................................................................................................ 16
COMMUNITY EDUCATION CLASSES: ........................................................................................................... 16

GROUNDS AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM .. 17

VETERANS’ INFORMATION ............................................................................................................................ 17

SPECIAL SERVICES ....................................................................................................................................... 18
ADMINISTRATIVE ASSISTANCE ..................................................................................................................... 18
CAREER PLANNING...................................................................................................................................... 18
SERVICES FOR STUDENTS WITH SPECIAL NEEDS...................................................................................... 18
THE LEARNING CENTER ................................................................................................................................ 19
TUITION FEES FOR THE LEARNING CENTER: ................................................................................................. 19

ACADEMIC POLICIES ..................................................................................................................................... 20
ATTENDANCE POLICIES ................................................................................................................................ 20
EFFECTIVE DATE OF WITHDRAWALS: .......................................................................................................... 21
RELIGIOUS OBSERVANCES: ........................................................................................................................... 21

VISION STATEMENT: ...................................................................................................................................... 9
FINANCIAL AID DEPARTMENT: ..................................................................................................................... 10
STUDENT SERVICES DEPARTMENT: ............................................................................................................ 10
MEDIACL CENTER: .......................................................................................................................................... 10
ADMISSIONS AND TESTING ........................................................................................................................... 12
ADMISSION REQUIREMENTS: ........................................................................................................................ 12
TABE TESTING AND REMEDIATION: ............................................................................................................ 12
TABE EXEMPTIONS: ...................................................................................................................................... 12
FOREIGN APPLICANTS: ............................................................................................................................... 13

REGISTRATION ............................................................................................................................................. 13
TRANSFER OF CREDIT FROM OTHER INSTITUTIONS .................................................................................. 13
CREDIT FOR EXPERIENTIAL LEARNING OR ADVANCED PLACEMENT: .................................................... 13

STATEWIDE COURSE NUMBERING SYSTEM (SCNS) ..................................................................................... 14
TRANSFERRING BETWEEN ERWIN PROGRAMS .......................................................................................... 14
TRANSFER OF CREDIT BETWEEN ERWIN PROGRAMS .................................................................................. 14
CLASS SCHEDULES ....................................................................................................................................... 15

LENGTH OF PROGRAMS AND TUITION CHARGES .................................................................................... 15
TUITION RATES: .............................................................................................................................................. 15
FLORIDA RESIDENTS: .................................................................................................................................. 15

FEES ............................................................................................................................................................... 16
REFUND POLICY ............................................................................................................................................ 16
PSAV PROGRAMS: ........................................................................................................................................ 16
COMMUNITY EDUCATION CLASSES: ........................................................................................................... 16

GROUNDS AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM .. 17

VETERANS’ INFORMATION ............................................................................................................................ 17

SPECIAL SERVICES ....................................................................................................................................... 18
ADMINISTRATIVE ASSISTANCE ..................................................................................................................... 18
CAREER PLANNING...................................................................................................................................... 18
SERVICES FOR STUDENTS WITH SPECIAL NEEDS...................................................................................... 18
THE LEARNING CENTER ................................................................................................................................ 19
TUITION FEES FOR THE LEARNING CENTER: ................................................................................................. 19

ACADEMIC POLICIES ..................................................................................................................................... 20
ATTENDANCE POLICIES ................................................................................................................................ 20
EFFECTIVE DATE OF WITHDRAWALS: .......................................................................................................... 21
RELIGIOUS OBSERVANCES: ........................................................................................................................... 21

VISION STATEMENT: ...................................................................................................................................... 9
FINANCIAL AID DEPARTMENT: ..................................................................................................................... 10
STUDENT SERVICES DEPARTMENT: ............................................................................................................ 10
MEDIACL CENTER: .......................................................................................................................................... 10
ADMISSIONS AND TESTING ........................................................................................................................... 12
ADMISSION REQUIREMENTS: ........................................................................................................................ 12
TABE TESTING AND REMEDIATION: ............................................................................................................ 12
TABE EXEMPTIONS: ...................................................................................................................................... 12
FOREIGN APPLICANTS: ............................................................................................................................... 13

REGISTRATION ............................................................................................................................................. 13
TRANSFER OF CREDIT FROM OTHER INSTITUTIONS .................................................................................. 13
CREDIT FOR EXPERIENTIAL LEARNING OR ADVANCED PLACEMENT: .................................................... 13

STATEWIDE COURSE NUMBERING SYSTEM (SCNS) ..................................................................................... 14
TRANSFERRING BETWEEN ERWIN PROGRAMS .......................................................................................... 14
TRANSFER OF CREDIT BETWEEN ERWIN PROGRAMS .................................................................................. 14
CLASS SCHEDULES ....................................................................................................................................... 15

LENGTH OF PROGRAMS AND TUITION CHARGES .................................................................................... 15
TUITION RATES: .............................................................................................................................................. 15
FLORIDA RESIDENTS: .................................................................................................................................. 15

FEES ............................................................................................................................................................... 16
REFUND POLICY ............................................................................................................................................ 16
PSAV PROGRAMS: ........................................................................................................................................ 16
COMMUNITY EDUCATION CLASSES: ........................................................................................................... 16

GROUNDS AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM .. 17

VETERANS’ INFORMATION ............................................................................................................................ 17

SPECIAL SERVICES ....................................................................................................................................... 18
ADMINISTRATIVE ASSISTANCE ..................................................................................................................... 18
CAREER PLANNING...................................................................................................................................... 18
SERVICES FOR STUDENTS WITH SPECIAL NEEDS...................................................................................... 18
THE LEARNING CENTER ................................................................................................................................ 19
TUITION FEES FOR THE LEARNING CENTER: ................................................................................................. 19

ACADEMIC POLICIES ..................................................................................................................................... 20
ATTENDANCE POLICIES ................................................................................................................................ 20
EFFECTIVE DATE OF WITHDRAWALS: .......................................................................................................... 21
RELIGIOUS OBSERVANCES: ........................................................................................................................... 21
Plagiarism: ................................................................. 30
Activities Calendar .......................................................... 30
Attendance – Clocking In/Out ............................................. 31
Bookstore ........................................................................ 31
Books/Supplies: ............................................................... 31
Refunds: ......................................................................... 31
Methods of Payment: ....................................................... 31
Cell Phone Policy: .......................................................... 31
Chemically Impaired or Mental/Physical Illness ................. 32
Civility Statement ............................................................ 32
Civility Statement: .......................................................... 32
Civility Agreement: .......................................................... 32
Harassment: ..................................................................... 32
Cooperative Education – ICE Program ............................ 32
Code of Conduct ............................................................. 33
Disciplinary Actions .......................................................... 34
Probation: ...................................................................... 34
Suspension: .................................................................... 34
Withdrawal: .................................................................... 34
Dress Code: ..................................................................... 34
Drug Policies ................................................................. 35
Drug Testing: .................................................................... 35
Erwin Online – Moodle ..................................................... 35
Financial Matters ............................................................. 35
Tuition Payments: ............................................................ 35
NSF Check Policy: ............................................................ 36
ATM: ............................................................................... 36
Grievance Procedures ....................................................... 36
HCPS Grievance Procedures: ............................................ 36
Institutional Accreditation Agency – Grievance: ............... 37
Honor Roll & Perfect Attendance Awards ......................... 38
Job Placement Assistance ................................................. 38
Jury Duty: ...................................................................... 38
Lost and Found ............................................................... 38
Lunch Information ........................................................... 39
Media Resources ............................................................. 39
Media Center: .................................................................. 39
Orientation: ..................................................................... 39
Computers & Internet Accessibility: ................................. 39
Electronic Research: ....................................................... 39
Virtual Libraries: ............................................................. 39
Medical Issues .................................................................... 40
National Technical Honor Society ................................. 40
Parking: ......................................................................... 40
Personal Property ............................................................. 40
Safety and Security .......................................................... 41
Services Available: .......................................................... 41
Skills USA (Industrial Students’ Organization) ................. 41
Smoking Policy ............................................................... 42
Telephone Messages ........................................................ 42
Tours .............................................................................. 42
Transcripts ....................................................................... 42
Transportation ................................................................... 42
Visitors ............................................................................ 43
Weapons: .......................................................................... 43
Appendix I ........................................................................ 44
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICULATION AGREEMENTS</td>
<td>45</td>
</tr>
<tr>
<td>TEST OF ADULT BASIC EDUCATION (TABE) SCORES</td>
<td>46</td>
</tr>
<tr>
<td>2016-2017 STUDENT CALENDAR</td>
<td>47</td>
</tr>
<tr>
<td>APPENDIX II</td>
<td>48</td>
</tr>
<tr>
<td>STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>50</td>
</tr>
<tr>
<td>SCHOOL SAFETY AND SECURITY</td>
<td>51</td>
</tr>
<tr>
<td>WEAPONS AND DANGEROUS INSTRUMENTS</td>
<td>53</td>
</tr>
<tr>
<td>ELECTRONIC DEVICES</td>
<td>53</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>55</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>56</td>
</tr>
<tr>
<td>RELIGION</td>
<td>56</td>
</tr>
<tr>
<td>CODE OF STUDENT CONDUCT</td>
<td>56</td>
</tr>
<tr>
<td>CLASSIFICATION OF VIOLATIONS</td>
<td>57</td>
</tr>
<tr>
<td>BULLYING</td>
<td>62</td>
</tr>
<tr>
<td>CODE OF STUDENT CONDUCT DEFINITIONS</td>
<td>69</td>
</tr>
</tbody>
</table>
HISTORY

Name Change: D.G. Erwin Technical Center’s name has changed to Erwin Technical College. The School Board of Hillsborough County Public Schools authorized the name change in December 2014, and the Council on Occupational Education approved the change in January 2015. The name change on the transcripts became effective on January 21, 2015.

Erwin Technical College is a public postsecondary technical school that is part of the School District of Hillsborough County.

Erwin Technical College can be traced back to 1925, when Dr. and Mrs. Henry W. Brewster played a major role in opening a school, which received their name. Brewster School operated as a vocational school under various names until July 1, 1979, when the Erwin Center officially came into being. All programs at Brewster were transferred to the Erwin Center. Many adult programs were transferred from Tampa Bay Vocational-Technical Center, and several new programs were originated to form Hillsborough County’s first Adult Area Vocational-Technical Center. The center was named after David G. Erwin, who for many years contributed to the development of vocational education in Hillsborough County and Florida as a teacher, principal-director and assistant superintendent.

The Erwin Technical College is comprised of 2 buildings with a total area of approximately 50,000 square feet. An elevator services the second floor of the main building, and public areas are handicapped accessible. Instructional areas include classrooms and laboratories/shops with equipment and supplies necessary for training students in their vocational fields. Computers and wireless Internet access are available throughout the building. A Media Center, equipped with computers, is available on campus.

PHILOSOPHY STATEMENTS

Mission Statement: Erwin Technical College will produce quality, productive team members for the workforce and for the community.

Vision Statement: Erwin Technical College will:
- empower students to take ownership of their education;
- educate students to be highly-trained, productive members of society; and
- provide an environment for the achievement of higher education, focusing on technology, job preparation and personal growth.

School Motto: Learning for Everyone … Whatever it Takes!
Student Services Department: The Student Services Department is the first stop to learn about Erwin Technical College and the technical training programs offered at the school. Program Advisors/Counselors are assigned to specific programs in order to provide students continuity from initial inquiry, through training, to graduation. The office of Student Services works with individuals on career choices, registration, academic advising, counseling concerns, and personal issues. Additional counseling is available with a School Psychologist or School Social Worker. The office is open school days throughout the day and at least one evening per week. For more information and specific hours, call: (813) 769-5180, ext. 231.

Career Planning: The Career Planning area is located in the Student Services suite. Information is provided about Erwin’s training programs through informational materials, school tours and classroom visits, and discussions with advisors and instructors. Information is available about local job markets, pay scales and any limitations imposed by working conditions. Recommendations are then made regarding technical training or upgrading of academic skills.

Financial Aid Department: Financial Aid personnel are available to assist prospective and current students. Erwin Technical College offers a wide range of financial aid to full-time students who qualify. See the Financial Aid section of this handbook for details on the types of financial aid available to those who qualify. The office is open school days throughout the day and at least one evening per week. For additional information, call: (813) 769-5180, ext. 235.

The Learning Center: The Learning Center is a student-oriented lab that offers tutorial resources to help prospective and current students improve basic reading, language, and mathematics skills levels to become workplace ready. Students must meet a set minimum reading requirement to be eligible for assistance in this particular center, to ensure that materials in the lab meet student needs. Information about TABE testing and The Learning Center is available through Student Services.

Media Center: The Media Center, known as the “HUB”, has a variety of materials available for student use. Computers, with Internet accessibility, are available for student use.

Job Placement: As job leads become available through employers, the information about the position is both posted electronically and given in hardcopy format to applicable program instructors. Current students and graduates can access this information through Erwin Online. In addition, instructors often contact recent graduates with potential employment information.

Administrative Office: The Administrative Office provides general information and parking tags, and it is the location where tuition and fees are paid. The school’s main switchboard number is: (813) 769-5180.
Erwin offers job preparation/occupational training programs for students to obtain entry-level employment related to their chosen field, as well as continuing education classes to update or enhance the students' current skills. Erwin’s educational programs are authorized through Hillsborough County Public Schools and the State of Florida Department of Education. Job preparation programs are divided into Occupational Completion Points (OCPs). OCPs are career ladders within programs. All programs at Erwin Technical College are presented in a traditional manner (also called “residential”). Distance learning is not offered. All programs are taught in English.

### CURRENT PROGRAM OFFERINGS

<table>
<thead>
<tr>
<th>PROGRAM TITLE</th>
<th>CLOCK HRS</th>
<th>APPROXIMATE LENGTH (Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Operations</td>
<td>900</td>
<td>10</td>
</tr>
<tr>
<td>Air Conditioning, Refrigeration &amp; Heating Technology (HVAC) Day / Evening</td>
<td>1350</td>
<td>15 / 22</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>1800</td>
<td>21</td>
</tr>
<tr>
<td>Barbering Evening only</td>
<td>1200</td>
<td>19</td>
</tr>
<tr>
<td>Barbering II (Note: Must have valid Florida Cosmetology license) Evening only</td>
<td>300</td>
<td>6</td>
</tr>
<tr>
<td>Building Construction Technologies</td>
<td>1050</td>
<td>12</td>
</tr>
<tr>
<td>Carpentry</td>
<td>1200</td>
<td>14</td>
</tr>
<tr>
<td>Commercial Foods &amp; Culinary Arts</td>
<td>1200</td>
<td>14</td>
</tr>
<tr>
<td>Computer Systems &amp; Information Technology</td>
<td>900</td>
<td>10</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>1200</td>
<td>14</td>
</tr>
<tr>
<td>Dental Assisting Technology &amp; Management – ATD</td>
<td>1230</td>
<td>12</td>
</tr>
<tr>
<td>Drafting (Emphasis: Computer Aided Drafting)</td>
<td>1500</td>
<td>17</td>
</tr>
<tr>
<td>Electricity</td>
<td>1200</td>
<td>14</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>750</td>
<td>9</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>1300</td>
<td>15</td>
</tr>
<tr>
<td>Medical Clinical Laboratory Technician – ATD</td>
<td>1515</td>
<td>16</td>
</tr>
<tr>
<td>Medical Coder/Biller – ATD</td>
<td>1110</td>
<td>12</td>
</tr>
<tr>
<td>Medium &amp; Heavy Duty Truck &amp; Bus Technician 1</td>
<td>1050</td>
<td>12</td>
</tr>
<tr>
<td>Nursing Assistant – Articulated</td>
<td>165</td>
<td>2</td>
</tr>
<tr>
<td>Phlebotomy Evening only</td>
<td>165</td>
<td>5</td>
</tr>
<tr>
<td>Plumbing Technology</td>
<td>960</td>
<td>11</td>
</tr>
<tr>
<td>Practical Nursing Day / Evening</td>
<td>1350</td>
<td>15 / 18</td>
</tr>
<tr>
<td>Solar Photovoltaic System Design</td>
<td>600</td>
<td>7</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>1330</td>
<td>15</td>
</tr>
<tr>
<td>Welding Technology Day / Evening</td>
<td>1050</td>
<td>12 / 15</td>
</tr>
</tbody>
</table>
ADMISSIONS

ADMISSIONS AND TESTING

Admission Requirements: Erwin Technical College is a postsecondary extension of Hillsborough County Public Schools. Erwin’s career-focused training offers adults the opportunity to develop skills for a new career or professional growth. Individual programs have specific admissions requirements, which may include a standard high school diploma (or GED) or other documents. Once prospective students have completed all admissions requirements for their program of interest, they will be placed on a list for the next available starting date of the program, on a first-come, first-served basis.

Completion of a standard, approved, high school program* or the equivalent may be required for individual programs. Note: Any transcripts, diplomas, or degrees from foreign institutions must be translated into English and certified as equivalent to a standard U.S. credential by a licensed foreign credential company. Passing TABE test scores are also required when submitting an international diploma or degree.

*Lists of approved accrediting institutions are available at Erwin’s Student Services office and online at www.erwin.edu.

TABE Testing and Remediation: The Florida Department of Education (FLDOE) has mandated that students enrolled in a postsecondary adult vocational (PSAV) program meet minimum basic academic skill levels in reading, mathematics, and language by the end of their training program in order to receive a Certificate of Completion or Applied Technology Diploma. (Some exclusions apply – see information below or contact Student Services for information.) A chart that shows the required levels, in grade-level equivalents, for each PSAV program offered at Erwin is available in the Appendix of this handbook and the Course Catalog, on the school's website, and in hardcopy in the Student Services office. Most students elect to take the Test of Adult Basic Education (TABE) prior to beginning vocational/technical training and begin remediation, if warranted, in Erwin’s Learning Center. TABE test scores are valid for 24 months.

Erwin offers the TABE test in English, generally twice a week. (Consult the web site or call Student Services for current days and times.) No appointment is necessary, but seating is limited to the first 20 who arrive. Doors are locked once the testing session begins. Applicants should arrive at the main office at least 30 minutes prior to testing. There is a $5 testing fee (cash or money order only). Picture IDs are required and Social Security numbers are requested at the time of testing. Cell phones are not permitted in the testing room. Children may not accompany applicants, since the test takes approximately 3 hours.

If a prospective student does not meet the basic exit requirements for a specific program, he/she is encouraged to begin remediation as soon as possible, while awaiting their program’s start date. Applicants are referred to The Learning Center (TLC) at Erwin for assistance. Test results are used to create an individual education plan for remediation. Students register for The Learning Center on a first-come, first-served basis, as space permits. Information about registering for The Learning Center is available following TABE testing and through the Student Services office. Students testing at or below the fifth (5th) grade level in Reading are referred to other institutions for appropriate classes.

TABE Exemptions: By State statute, the following students are exempt from meeting the TABE exit requirements for their program, if they: (1) entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, (2) possess a college degree at the Associate in Applied Science level or higher from an accredited post-secondary institution, or (3) are currently serving as an active duty member of any branch of the United States Armed Services.
Foreign Applicants: At this time, Erwin does not accept International students. We are permitted to accept non-citizens who hold valid Alien Registration cards or who have received a current INS form I-797C, Notice of Action, noting that they have been fingerprinted and have passed a background screening. Contact Student Services for more details.

REGISTRATION

Applicants who meet admissions requirements for a PSAV vocational training program are invited to attend a registration session approximately six weeks before classes begin. The registration process takes approximately two to three hours, so children should not accompany registrants. Applicants will receive correspondence from the program’s advisor/counselor regarding time and place of the registration session and items to bring. If an applicant does not attend the registration session and does not contact the program’s advisor, his/her seat in the class will be offered to the next applicant on the waiting list.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Transfer of credit will be considered if a student previously attended a postsecondary institution that:

- Is fully accredited by a regional or national accrediting agency recognized by the U.S. Department of Education (USDE), and
- Participates in the statewide course numbering system*, and
- Credit was earned within two years of Erwin program entry.

*For additional information on statewide course numbering participating schools, please visit http://scns.fldoe.org, and see the information below.

A student requesting transfer of credit must submit a copy of his/her official transcript before class begins, preferably at or before program registration. This will ensure that the teacher has sufficient time to review the transcripts, determine the number of credits eligible to be transferred, and calculate the student’s correct entry date.

Students must complete a minimum of 50% of a program at Erwin Technical College. Consequently, no more than 50% of the required clock hours for program completion will be accepted as transfer credit toward graduation from Erwin.

Any student requesting transfer credit who will be receiving financial assistance (V.A., Pell, etc.) should also confer with the Financial Aid Office and/or the VA Certifying Official to discuss any limitations on financial assistance which may result from transferring credits.

Credit for Experiential Learning or Advanced Placement: No credit is offered for experiential learning, and entering students are not placed in advanced classes. “Testing out” of courses is not available, except for Tech Math I and II in certain industrial programs. All students are expected to be enrolled for all clock hours within their program and successfully complete all courses and classes.
STATEWIDE COURSE NUMBERING SYSTEM (SCNS)

Official course numbers at the Erwin Technical College are identified by prefixes and numbers that were assigned by Florida's SCNS. This common numbering system is used by all public postsecondary institutions in Florida. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

The course prefix and each digit in the course number have meaning in the SCNS. The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy". Descriptions of the courses are referred to as "course equivalency profiles". Each participating institution controls the title, level, credit and content of its own courses. Course prefixes and the last three digits of the course numbers are assigned by the Florida Department of Education in Tallahassee. For more information, please visit http://scns.fldoe.org.

TRANSFERRING BETWEEN ERWIN PROGRAMS

A currently-enrolled student who wishes to move to a different program should first speak with the program advisor for his/her current program. Career goals will be discussed and the student will be encouraged to utilize the resources at www.flchoices.org. If the student then desires more information about a different program, he/she will set an appointment with the program advisor for the new program to discuss entrance requirements, TABE levels, start dates, and possible transfer of credit.

Students may enter a maximum of three different programs at Erwin within a two-year period.

TRANSFER OF CREDIT BETWEEN ERWIN PROGRAMS

Credits previously earned at Erwin may be accepted for transfer into another Erwin program if:

- the State course number is identical (example: Basic Health Care Worker, HSC0003, 90 hours), and
- the State course was completed within the past 24 months, and
- the content of the course has not significantly changed, and
- the student received a passing grade in the course.

Students should contact the counselor/advisor for the program they desire to enter. The counselor/advisor will forward the request to the program instructor, who will determine whether the transfer credit is appropriate and meets current course requirements.
CLASS SCHEDULES

Erwin Technical College follows the School District's calendar, including vacation days and early-release days. Most Erwin classes meet from 8:00 a.m. to 2:00 p.m., Monday through Friday, during the normal school year. Generally, classes during the summer session (late May through mid-July) are held Monday through Thursday, 8:00 a.m. to 2:30 p.m. Practical Nursing day programs meet for on-campus instruction from 7:30 a.m. to 1:30 p.m., during the normal school year, with 30-minute longer days during the summer session.

Programs with clinical training components or an externship/practicum as part of the curriculum have varied schedules that require students to attend different days and hours during that portion of their training.

Practical Nursing; Welding; and Air Conditioning, Refrigeration & Heating Technology programs are offered both during the day and in the evening. The Barbering program is evening only.

LENGTH OF PROGRAMS AND TUITION CHARGES

The length of individual programs is based on clock hours. Tuition and fees are set by the district School Board. A Program Summary Information chart, listing full-time PSAV programs offered at Erwin Technical College, clock hours, and approximate months to complete each program, can be found in the Appendix of this handbook, online at www.erwin.edu and in hardcopy in Student Services.

**Tuition Rates:** The 2016-2017 tuition rate for full-time postsecondary adult vocational programs (PSAV) is $2.78 per clock/clinical hour for Florida residents (proof of residency required). Non-Florida residents pay $11.17 per clock/clinical hour for PSAV. All students must pay for the total number of clock hours in their program prior to graduation.

Full-time students will receive a Fee Sheet that indicates when each State Course begins and the tuition that will be due on that date. Self-paying students will receive Statements of Account each month. Self-paying students will pay their tuition in the main office, at the Bookkeeper's window. If necessary, students may make arrangements with the Bookkeeper to make installments by signing a Tuition Deferred Payment form.

Students who expect their tuition will be paid through an agency, scholarship, or financial assistance must work closely with the Financial Aid department throughout their training. If the expected scholarship/grant payments do not come through, the student is responsible for paying his/her tuition prior to graduation.

Tuition rates vary for part-time Continuing Education (CE) classes. See details for individual part-time classes at: www.erwin.edu.

**Florida Residents:** Florida residents are assessed tuition by the clock hour at the current rate approved by the Florida Legislature and set by the School Board of Hillsborough County Public Schools. 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. At registration, all students must complete a Florida residency affidavit and provide documents that prove residency.
FEES

Students enrolled in a PSAV program are charged certain fees at the time of program registration. Students pay a non-refundable $10 application/registration fee, $5 activity fee (the activity fee includes two student I.D. cards and a parking decal), along with required accident and liability insurances charged at the current rate.

Additional costs are specific to each program and may include fingerprinting; drug screening; lab fees; textbooks and supplies; uniforms and shoes; physical examinations; licensing or industry certification fees; and certain personal materials, professional tools, and equipment as determined by the area of training.

During registration, students will receive a Fee Sheet that lists all fees involved in the program, as well as required textbooks and supplies. A copy of a Fee Sheet for each program is also available online at: www.erwin.edu Textbook ISBN numbers are included so that students have the option of purchasing their books in our bookstore or elsewhere. Information on Fee sheets are estimates only and subject to change.

REFUND POLICY

PSAV Programs: Tuition refunds will be processed according to the following district School Board policy in PSAV programs: A student who withdraws from a postsecondary adult vocational (PSAV) program will receive a refund of tuition if the student withdraws on or before 10 percent of the scheduled course hours in the State Course or sequence number have commenced. After 10 percent of the scheduled course hours in the State Course or sequence number have commenced, no refund will be provided. Tuition charges will be reviewed within 30 days of the student’s withdrawal. If a student is entitled to a refund, a check (if the student paid by cash, check, or money order) or credit to the student’s credit card (if a credit card was used for payment) will be processed within 45 days.

The following fees will be refunded at 100 percent, if the fees have not already been disbursed to outside agencies: fingerprinting, licensing or industry certification exam, accident insurance, liability insurance, and CPR/first aid certification. All other fees are non-refundable.

No refunds will be made on books, supplies, and materials, unless the school deems them to be unused, current, and needed for resale.

Community Education Classes: A student who cancels registration from a Community Education (CE) course will receive a 100 percent refund of tuition, provided the student notifies the school at least one school day prior to the class start date. Tuition charges will be reviewed within 30 days of the student’s withdrawal. If the student is entitled to a refund, a check (if the student paid by cash, check, or money order) or credit to the student’s credit card (if a credit card was used for payment) will be processed within 45 days.

No refunds will be made on books, supplies, and materials, unless the school deems them to be unused, current, and needed for resale.
**GROUND AND PROCEDURES FOR CANCELLATION OR TERMINATION OF A PROGRAM**

When the school finds it necessary to cancel or terminate a program, currently enrolled students, as well as those who have applied to that program, will be notified as soon as possible. Every effort will be made to continue the program for a sufficient period of time (known as “teach out”) so that currently enrolled students may have an opportunity to complete the program. When this option is not viable, students will be counseled and assisted with enrollment into other programs available at Erwin Technical College.

**VETERANS’ INFORMATION**

Erwin Technical College is approved for training of qualified veterans and their dependents. Veterans’ and other students will be responsible for initiating all documentation for Veterans Administration (VA) education benefits. The student will need to submit required VA documentation at the time of program registration. Evaluation of prior postsecondary training, experience, or education is required. Transcripts must be provided at the time of registration. The school application process and registration must be completed before a student can be certified and start receiving benefits.

Industrial Cooperative Education (ICE) training may be available to veterans enrolled in certain industrial programs. However, the veteran should be aware that participation in cooperative training could result in a reduction of education benefits. Veterans should see the VA School Official in the Financial Aid office for additional information.

The VA Work Study program is not available at Erwin due to the lack of VA-related work necessary to establish such a program.

Veterans are expected to adhere to the same attendance, academic progress, and conduct policies and procedures as stated in the Erwin Student Handbook and individual Program Guide for each program. Each grading period, attendance and grades are reviewed by the VA School Official. If a student does not maintain satisfactory attendance and/or grade point average, their VA education benefits will be terminated. The student must establish satisfactory attendance and grades for a minimum of one nine week grading period before the school can submit a recertification of enrollment. The Veterans Administration will be notified promptly as to the last date of attendance for a veteran. Records are retained in the veteran’s file for audit purposes.

Chapter 32, 35, Sections 901 and 903 are sent a certification of attendance form at the end of each month for which payment is due. This form must be signed and returned to VA before payments are released. Chapter 30, 1606 & 1607 starting the last day of each month, may verify enrollment for that month via Web Automated Verification of Enrollment (WAVE) at www.GIBILL.va.gov, Interactive Voice Response (IVR) at 1-877-823-2379, or by calling a GI Bill representative at 1-888-442-4551. Verification of pursuit to receive monthly benefits is not required for Chapter 33.

All of the policies stated above also apply to dependents eligible for benefits related to their parent(s) or spouse.
SPECIAL SERVICES

ADMINISTRATIVE ASSISTANCE

School administrators (principal and assistant principals) are available to help you. However, please observe the following steps to seek resolution before bringing your issue or concern to an administrator:
First, speak to your instructor. If you feel your issue or concern remains unresolved, please see the department head for your program. If you feel your issue or concern remains unresolved, please see your program advisor/counselor, then an administrator.

CAREER PLANNING

Career planning and academic advising is provided, through the Student Services department, to help individuals choose or confirm realistic career goals.

Information is provided about Erwin’s training programs through discussions with program advisors/counselors and visits to the classrooms. The Career Planning Center also provides information concerning local job markets and pay scales. Program advisors/counselors discuss hiring stipulations in certain industries (such as clean driving and/or arrest records, required drug screenings, and ability to lift heavy objects, etc.) that could keep graduates from obtaining employment in certain vocational areas. Recommendations are then made to prospective students regarding which postsecondary adult vocational training programs may suit them best.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

Student Services program advisors/counselors are available to discuss the needs of students with disabilities. Students must self-identify their needs and provide current documentation and vocational recommendations from professionals as to their limitations and expected reasonable accommodations. We encourage students to meet with Erwin staff before entering programs so that we may plan accordingly. Certain special needs may preclude a student from participating in clinical/externships or from getting hired in certain industries. Student Services program advisors/counselors are available to discuss these considerations with prospective students.

Students with special needs may request accommodations through The Learning Center before TABE re-testing. Students with special needs need to submit valid documentation (which must be recent) with vocational recommendations to assist with the creation of an adult individual education plan, if needed and requested.

Erwin is a two-story building with wide corridors and an elevator that accommodates wheelchairs. The Learning Center is equipped with special equipment for vision impaired and hearing impaired students. An interpreter for hearing impaired students is available evenings in The Learning Center, with advanced notice.
THE LEARNING CENTER

The Learning Center provides tutoring and support services for Erwin's PSAV training programs. Individualized remediation plans are made to assist students who are studying to improve their TABE scores prior to or during their enrollment in PSAV programs at Erwin. The Learning Center staff is available to provide continuing support once students are enrolled in technical training.

The Learning Center is a student-oriented lab that offers the resources necessary to help students become workplace-ready. Students must meet the minimum reading requirements to be eligible for assistance and to ensure that materials in our Lab meet student needs.

These services are provided:

- Tutorial remediation to increase basic skills
- TABE re-testing for students enrolled in Erwin's PSAV programs
- Continued academic support for students enrolled in occupational training
- Internet access

All instruction is individualized and self-paced. Enrollment is open entry, open exit. Day and evening classes are offered on a space available basis.

*Tuition Fees for The Learning Center:* Tuition for The Learning Center is $45 per block and must be paid at the time of registration. There are two blocks per year. Block one is January 1 through June 30. Block two is July 1 through December 31.
ATTENDANCE POLICIES

Students are expected to attend every scheduled school day unless an emergency exists that prevents attendance. All absences and tardies will be classified as non-documented. Certain programs have stricter guidelines, as indicated in their Program Guide, which supersede the policies below. However, programs may not increase the number of allowable absences or tardies than are allowed by school policies, below.

Erwin Technical College follows the School District’s calendar, including holidays and early-release days. The regular day school schedule is Monday through Friday from 8:00 a.m. to 2:00 p.m. (These times vary during the Summer Session.) Evening school hours vary by program. The Practical Nursing program’s day hours are from 7:30 a.m. to 1:30 p.m. when students are in the classroom. Clinical hours for Practical Nursing and Allied Health students vary.

1. Tardies and half-day absences are defined as follows: A tardy is 1 – 59 minutes missed and a half-day absence is 60 or more minutes missed in any morning, afternoon, or evening instructional block.

2. After the 10th absence in a program, the instructor will fill out and submit a student referral form. After the 10th tardy in a program, the instructor will fill out and submit a student referral form. The student will be counseled and placed on attendance probation.

3. Students may accumulate no more than 15 days of absence (in any combination of half and full days) in a 12-month period. The next time a student is absent (60 or more minutes in any session), the student may be withdrawn. He/she may petition the Academic Affairs Committee (AAC). (See AAC and Re-entry policies in this handbook.)

4. Students may accumulate no more than 15 tardies in a 12-month period. The next time a student is tardy (1 – 59 minutes), the student may be withdrawn. He/she may petition the AAC. (See AAC and Re-entry policies in this handbook.)

5. Upon the completion of one year in a program, three additional absences and three additional tardies per grading period will be allowed for programs that exceed one year.

6. For programs of less than one year, the number of grading periods in the program will be multiplied by 3 absences or 3 tardies per grading period to determine the maximums.

7. The number of absences or tardies may be limited by the student's ability to maintain satisfactory academic progress. If absences or tardies prevent satisfactory academic progress, a student will be subject to withdrawal.

8. Students who find it necessary to leave school during the school day must obtain permission from the classroom instructor and/or clinical supervisor.

9. Students absent six (6) consecutive days without contacting their instructor (No Call – No Show) may be withdrawn. He/she may petition the AAC.
**Effective Date of Withdrawals:**

1. Withdrawal for 6 consecutive days no contact = the next school day
2. Student notifies staff of intent to withdraw = last day of attendance
3. Graduation = last day of the final course in the program

**Religious Observances:** Absences and tardies due to observance of an established religious holiday will not count against total allowable absences and tardies in a student’s program. Students observing religious holidays on scheduled school days should see their instructor prior to the absence to determine if documentation is needed. Any student who believes that he/she has been unreasonably denied an educational benefit due to his/her religious belief or practices may seek redress through the established grievance procedures.

**Make-up Work:** Students will have an opportunity to make up any tests, quizzes, or work missed due to absences or tardies as a result of administratively-approved, nonscheduled, religious holidays. Absences/tardies due to religious holidays will be noted on the attendance record, but they will not be counted toward determining accumulated absences or tardiness for withdrawal.

**GRADING SYSTEM**

**Grading Periods:** The school year is divided into five grading periods. Grades are submitted by the teachers approximately every 9 weeks. Students are issued report cards for Erwin classes completed within that grading period. The grading system is as follows, with the letter grade and the corresponding weight: A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00.

A Certificate of Completion or Applied Technology Diploma (ATD) is awarded upon completion of all courses and all requirements within a program. Transcripts are prepared and may be requested in the Main Office or online at www.erwin.edu.

**Clock / Credit Hours:** PSAV programs are offered in clock hours. Credit hour equivalencies are available to assist students who wish to matriculate to other postsecondary institutions. In accordance with federal guidelines, thirty (30) clock hours equal one credit hour.

**GRADE POINT AVERAGE**

All Erwin Technical College students will be awarded letter grades in all Erwin classes scheduled to be completed during the grading period. Grades and their corresponding weighting for GPA purposes are shown on the chart on the next page.

**Calculation of Grading Period GPA:** A student's grading period GPA will be calculated by adding all quality points earned for classes completed during that grading period and dividing by the total number of credit hours assigned to the classes completed during that grading period. There are four grading periods (approximately 9 weeks in length) and one summer term (about 7 weeks in length). However, this will vary according to the current SDHC calendar.

**Calculation of Cumulative GPA:** A student’s overall, cumulative GPA will be calculated by adding all quality points for classes completed in the program of study and dividing by the total number of credit hours assigned to all classes completed during that program of study.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Weight</th>
<th>Remarks</th>
<th>Percentage and/or Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
<td>60-69% Considered the lowest passing grade</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
<td>0-59%</td>
</tr>
<tr>
<td>WP</td>
<td>N/A</td>
<td>Withdrawn Passing</td>
<td>Will be used when a student who is passing withdraws before the end of the grading period. The class must be completed upon re-entry.</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawn Failing</td>
<td>Will be used when a student who is not passing withdraws before the end of the grading period. The class must be repeated upon re-entry.</td>
</tr>
<tr>
<td>X</td>
<td>N/A</td>
<td>Transfer / Test Out</td>
<td>Will be used when credit is given for courses/classes transferred from other schools or other Erwin Technical College programs or as a result of testing out, when permitted.</td>
</tr>
</tbody>
</table>

**Retakes:** Any class that is failed must be retaken and passed. If a student receives an “F” in a scheduled class, and the student is permitted to remain enrolled, the student must retake that class in the next available grading period following the term in which the “F” was earned. Both the original “F” and the retake grade are shown on transcripts, and both grades are calculated in the overall GPA. Students may retake a class only once. If the class is not passed on the second attempt, the student may be withdrawn.

**Minimum Satisfactory GPA:** To remain in good standing, a student must maintain an overall, cumulative GPA of 2.0. (See additional information under Satisfactory Academic Progress section.) Only students in good standing will be eligible for a certificate or diploma.

**Minimum Academic GPA – Erwin Academic Probation:** A student will be placed on academic probation if the student’s cumulative GPA falls below 2.0. To clear an academic probation, the student must raise his/her cumulative GPA to a 2.0 or better during the next grading period.

**Minimum Academic GPA – Erwin Academic Withdrawal:** A student failing to raise his/her cumulative GPA to 2.0 or better during the next grading period will be subject to withdrawal for academic reasons.

A student who is withdrawn may petition the Academic Affairs Committee (AAC) for re-entry. Students who are withdrawn for academic reasons shall follow the established policy for re-entry which states students may re-apply for admission after sixty (60) school days or when the conditions set forth by the AAC are complete. If re-entry is approved, it would take place when the Erwin class in which the student was studying at the time of withdrawal is offered again, on a space-available basis.
PROGRESS REPORTS (REPORT CARDS)

The school year is divided into five grading periods. Grades are submitted by the teachers approximately every 9 weeks. Students are issued report cards based on grades earned in all classes completed during that grading period. Progress reports (Report Cards) will be distributed to students, through their program instructor, approximately three weeks after the end of the previous grading period.

GRADUATION REQUIREMENTS

A Certificate of Completion or Applied Technology Diploma or transcript from a training program at Erwin will be issued only when a student has:

- Achieved a satisfactory score on the TABE (Basic Skills Exam), when required, and
- Satisfactorily completed all courses required in their training program, and
- Achieved an overall, cumulative GPA of 2.0 or better at the end of their training, and
- Cleared all financial obligations incurred at the school.

To receive a diploma or certificate, a student must complete an exit interview process and obtain all applicable signatures on an Application for Graduation. The students will be notified about procedures and deadlines. The name on the diploma or certificate must be the same as the name on student records.

**Diploma Honors Designation:** Students completing a program with a 3.5 overall, cumulative GPA or better will have honors status noted on their diplomas.

ARTICULATION AGREEMENTS

The Erwin Technical College has agreements with several institutions which make it possible for an Erwin graduate to receive college credits toward an Associate’s Degree in certain college programs. The receiving schools ultimately make the final decision regarding credit acceptance, and students are responsible for initiating the request with the college they wish to attend. An official transcript will be forwarded to the appropriate institution(s) upon our receipt of the formal transcript request in Erwin’s Registrar’s Office. Please see the current Articulation Agreements Chart in the Appendix of Erwin’s Course Catalog, on the school’s website, or in hardcopy in Student Services.

Many state community colleges and private institutions will “bridge” or “transition” graduates of accredited institutions (such as Erwin) without individual school-to-school agreements. We strongly suggest that Erwin graduates inquire about transfer credits before pursuing further education.

All programs classified as having an Applied Technology Diploma (ATD) are designed by the Florida Department of Education for credit to transfer to community colleges or State colleges in Florida offering the same program progression.
EMPLOYMENT GUARANTEE DISCLAIMER

Erwin Technical College makes no guarantee and provides no warranty in reference to securing employment upon completion of a job preparatory program. Successful completion of a job preparatory program at Erwin Technical College provides students with the education necessary for an entry-level position in his/her chosen field. An employability skills unit is a component included in the curriculum for our job preparatory programs.

The school will assist students with job placement as follows: As job leads become available through employers, information is made available to students (who are completing or who have graduated from the program) through his/her instructor and through postings available via the “Job Placement Assistance” link on the homepage of the Erwin Online website: www.erwinonline.org.

WITHDRAWALS

Students who are absent six consecutive days without contacting their instructor will be withdrawn the next school day.

Students who voluntarily withdraw, or are procedurally withdrawn by virtue of Erwin’s attendance, academic or behavioral policies, from the same program two times will not be re-admitted into that program for a third attempt.

Students may enter a maximum of three different programs at Erwin within a two-year period.

Refer to the Student Program Guide for information specific to each program.

RE-ENTRY OF FORMER STUDENTS

Students who wish to re-enter the same program at Erwin Technical College will submit a new registration form and an application for re-admission. Students must be withdrawn a minimum of sixty (60) calendar days before re-applying. The Academic Affairs Committee (AAC) will review the application and render a decision.

Generally, a student may re-enter only when the State course and Erwin class in which the student was enrolled at the time of withdrawal is offered again. Re-entries are on a space available basis. Students may be required to retake certain Erwin classes they already may have passed if the instructor so determines. Students re-entering nursing and allied health programs may need re-do fingerprinting, drug testing, CPR/First Aid training, etc.

Students may enter the same program only twice (the initial enrollment and one re-entry).

If the student was withdrawn due to excessive absences/tardies, he/she will re-enter on an attendance contract to be determined by the Academic Affairs Committee.

Students are to take care of any outstanding account balances and make good any NSF checks before re-entry will be allowed.

TABE scores must be current. (TABE scores are valid for 24 months.)

Previously approved financial aid, grants, and scholarships are not automatically reinstated. All re-entries should contact Erwin’s Financial Aid office. In order to receive veterans’ benefits, veterans and their dependents must also contact the VA School Official in Erwin’s Financial Aid office and the Veterans Administration to make necessary arrangements.
Erwin Technical College offers a wide range of financial aid to full-time students who qualify. Financial Aid counselors are available to assist in exploring these many options. The Financial Aid office is open school days and at least one evening each week. Please call (813) 769-5180, ext. 235 to verify current hours.

Full Consumer Information and Gainful Employment information is available on Erwin Technical College’s website:  www.erwin.edu

To Apply for Financial Aid: All students applying for any type of financial assistance at Erwin Technical College must apply online at: www.fafsa.ed.gov  Erwin Technical College’s Federal code is:  005594. For details on eligibility and applications, visit Erwin’s Financial Aid department or call (813) 769-5180, ext. 235.

Financial Aid Eligibility: Financial Aid eligibility is established based on the number of clock hours specified in each training program. Tuition and other fees may be deducted from award payments, based on students’ signed approval. (If a student does not wish to sign an approval to deduct tuition, the student will sign a Tuition Deferred Payment form indicating how and when tuition will be paid.) Students will be provided with a yearly award letter that outlines the financial assistance they are eligible to receive and the approximate disbursement date of their first check.

Payment Periods of Enrollment: Students will receive the balance of their award (after tuition, books, and fees have been deducted, if applicable), for one or two payment periods in each award year, based on the starting date of their current enrollment. A driver’s license or state-issued photo ID must be shown when picking up a disbursement check. Students must attend class the day their Pell disbursement check is picked up.

On-going Grading Periods of Enrollment: An overall, cumulative Grade Point Average of 2.0 or more is considered Satisfactory Academic Progress for future payments. An overall Grade Point Average (GPA) of below 2.0 at the end of their first complete grading period of enrollment will place a student on automatic Financial Aid Warning. (See more information in “Standards of Academic Progress for Disbursement of Financial Aid” section.)

TYPES OF FINANCIAL ASSISTANCE

Federally Funded Title IV Grants: (Students must have a standard high school diploma or GED) from a regionally-accredited school. (A list is on file in the Student Services department.)

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

State Funded Grants:

- District Financial Aid
- FSAG - Florida Student Assistance Grant
- FWEP - Florida Work Experience
- Florida Bright Futures
Indian Affairs: Please call 1-800-322-9186 for information.

Workforce Investment Act: (new title: Career Source Tampa Bay): Persons residing within Hillsborough County should call (813) 930-7400 for information. Pasco-Hernando County residents should call One Stop Centers in New Port Richey, Dade City, or Brooksville. Polk County residents should call (863) 683-5627.

Veterans Administration: All Erwin full-time programs are approved for veterans training. When the applicant has completed the enrollment procedures, Erwin’s VA Certifying Official will notify the VA by forwarding appropriate forms.

Vocational Rehabilitation: The Department of Health and Rehabilitative Services (HRS) sponsors eligible disabled students who need training or retraining to secure suitable employment. For detailed information, please call (813) 930-7494.

Other Sources of Assistance: Other agencies and programs that have provided financial assistance to Erwin students are: CARIBE, Florida Prepaid College Fund, Project Opportunity, Tampa Housing Authority, INVEST scholarships, and employer scholarships. See the Financial Aid office for additional information on these programs.

Loans – Not Available: No loans are processed through Erwin Technical College. Erwin reports enrollment to the National Loan Data Base System in order to defer previous student loans.

**STANDARDS OF ACADEMIC PROGRESS (SAP)**

**FOR DISBURSEMENT OF FINANCIAL AID**

A student is considered to be making satisfactory academic progress if he/she successfully completes course hours (clock hours), achieves a specific cumulative grade point average (GPA), and does not exceed the maximum time limits to complete his/her course of study. Students’ Satisfactory Academic Progress (SAP) will be checked prior to each financial aid disbursement. (No SAP is required prior to the first financial aid disbursement in a program.)

- Students must maintain an overall, cumulative GPA of at least 2.0 on a 4.0 scale.

- Students are allowed up to 150% of the scheduled clock hours to complete their program, but they may only receive financial aid for 100% of the program hours. Thereafter, the student must self-pay for any additional hours needed to finish the coursework and complete their program.

- Students must complete the required number of competencies within the time frame as defined by the individual’s program guidelines for the evaluation period.
Students’ Rights & Responsibilities with SAP

All students are responsible for maintaining Satisfactory Academic Progress (SAP) in their course of study. Students who fail to maintain SAP will need to abide by the following guidelines in order to regain their Federal Student Financial Aid eligibility:

**Proof of SAP:** Documentation of the above guidelines will be collected from instructors, department heads, or other authorized individuals on a Satisfactory Academic Progress form, or by other official Erwin forms of communication. Documentation will include student name, program, and confirmation of progress meeting above guidelines.

**SAP - Financial Aid Warning:** Satisfactory progress is checked at the end of each payment period. Students who are below a 2.0 cumulative GPA will be placed on Financial Aid Warning. A school may do this without appeal or any other action by the student. Warning status lasts for one payment period, during which the student may continue to receive FSA funds.

**SAP - Financial Aid Probation:** Students who are still failing to make satisfactory progress after the Financial Aid Warning period will lose their aid eligibility, unless they successfully appeal and are placed on Financial Aid Probation.

**Appeals, Financial Aid Probation, and Academic Plans:** When a student is in danger of losing FSA eligibility because he/she failed to make satisfactory progress, he/she may appeal that result to the SAP Committee on the basis of: injury or illness, the death of a relative, or other special circumstances. The appeal must explain why he failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. The school determines that he/she should be able to meet the standards after the subsequent payment period or if an academic plan has been developed that, when followed, will ensure that he/she will meet the standards by a specific time. Students who fail the satisfactory progress check after the end of the probationary payment period may only continue to receive aid if they successfully appeal, or there is a developed academic plan, and they are meeting its requirements. For specific instructions, see an advisor in Erwin’s Financial Aid department and consult the Consumer Information section on www.erwin.edu

**Academic Probation Status, Denial Status, and Reinstatement of Financial Aid:** Probation status will not prevent a student from receiving financial aid. The probationary period (one grading period, approximately nine weeks) is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the Satisfactory Academic Progress standards after the probationary period, denial status will be imposed. Denial status will prevent the student from receiving any Federal Title IV, state, or institutional financial assistance for the future enrollment, until such time as the student meets all Satisfactory Academic Progress standards. A student’s financial aid will be reinstated once he/she meets all Satisfactory Academic Progress standards.

**Each Term of Enrollment:** If a student meets the above guidelines, they are in compliance with the Satisfactory Academic Progress policy.

**Reinstatement of Financial Aid Eligibility:** Students must achieve a Satisfactory Academic Progress Report, as defined above, for the payment period following the forfeiture of aid.
PELL GRANTS

Maximum Eligibility: Starting with the 2012-2013 school year, a student may receive a total lifetime maximum of 6 years of Pell grants (known as 600%), combining all postsecondary institutions the student has attended. Erwin’s Financial Aid department will monitor each Pell student’s status and will notify any students who are nearing their maximum lifetime allotment.

Students can monitor their status by logging into the National Student Loan Database (NSLDS) student edition.

If a student reaches 600% of Pell eligibility, no further Pell disbursements can be made through Erwin or any other postsecondary institution.

Policies for Return to Title IV: Federal financial aid (Title IV funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grants withdraws after beginning a program, the amount of Title IV grant assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student received less Federal Student Aid than the amount earned, a post-withdrawal disbursement will be made.

For complete policies, please reference the Consumer Information section on Erwin’s website: www.erwin.edu or speak to a counselor in the Financial Aid department.

Discontinuation of Ability-to-Benefit Eligibility: Federal guidelines have changed regarding Ability-to-Benefit eligibility. Students who began a program at Erwin on July 1, 2012, or after, who have never attended Erwin or another postsecondary institution, or who cannot prove (with documentation) that they previously had attended a postsecondary institution as an ATB student will not be eligible to receive a Federal Pell Grant to attend Erwin.

A student who enrolled in a program at Erwin prior to July 1, 2012, and qualified as ATB student (by passing an ATB exam or by successfully completing 225 hours of instruction) will be allowed to continue to receive Federal Pell funding, when qualified to do so.

ATB exams will not be given to students at Erwin after July 1, 2012, nor will students be able to complete 225 hours of instruction to meet the eligibility requirement for ATB after July 1, 2012, in order to receive a Federal Pell Grant.
SCHOLARSHIPS

Scholarship information is available in the Financial Aid office. When scholarships are available, students will be notified on the morning announcements. Printed information about those Scholarships will be available in the Financial Aid Information Center.

Students may also wish to visit www.fastweb.com. This website provides free information on scholarships that match each student’s personalized profile. (Beware of scams. If you have to pay a fee to get money or apply for a scholarship, it is probably a scam.)

SPONSORING AGENCIES

There are many agencies that sponsor students at Erwin Technical College. Students are encouraged to check with individual agencies to determine the criteria for qualifying. Some of these agencies are:

- CARIBE (813) 231-1972
- Hillsborough County Social Services (813) 231-1639
- Tampa Housing (813) 253-0551
- Vocational Rehab (813) 930-7494
- Veteran’s Administration 1-888-442-4551
- WIA (Career Source Tampa Bay) – Hillsborough County (813) 930-7400
- WIA (Career Source Tampa Bay) – Pasco-Hernando County (813) 377-1300, ext. 3431
- WIA (Career Source Tampa Bay) – Polk County (863) 683-5627
ACADEMIC AFFAIRS COMMITTEE (AAC)

Due Process: The Academic Affairs Committee (AAC) is designed to permit a student or staff member the opportunity to review concerns involving a student's attendance, academic performance, or behavior. The AAC also ensures all students will receive due process in disciplinary matters.

If a currently-enrolled student desires an AAC meeting, that student is to contact the teacher. The teacher will contact the staff members who will comprise the committee and set up a meeting time. The instructor will notify the student of the time and place of the meeting.

If a previously-enrolled student desires an AAC meeting, the student may contact the appropriate program advisor or an assistant principal to set up the meeting.

The AAC is comprised of an administrator, and at least two of the following individuals: the program instructor, the student's program advisor/counselor, and/or department head. A student may petition the AAC to review circumstances that may have affected the student's training process. These circumstances may include a student's attendance, academic or clinical performance, or classroom behavior. The student and any individual the student designates may attend the review. Following the AAC's review, recommendations will be made concerning the student's future educational plans.

ACADEMIC DISHONESTY

In an attempt to clarify possible misunderstandings, Erwin's faculty and staff have developed some definitions and examples of two types of academic dishonesty: cheating and plagiarism.

Cheating: is defined as giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be used in determining a grade.

Plagiarism: or literary theft, is appropriating the literary composition of another person, including parts, passages, or language of that writing, and passing off that material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student.

As with other violations of serious student misconduct, cheating and plagiarism will result in disciplinary action. Any student caught cheating or plagiarizing will receive a zero for that assignment, test, etc., and may involve additional disciplinary actions.

ACTIVITIES CALENDAR

A calendar for school activities is kept in the Administrative Office. Any organization planning an activity must clear it with the Administrative Office before scheduling an event.
ATTENDANCE – CLOCKING IN/OUT

Students use their badges to clock in and out for each session on a dedicated computer in their classroom. The computer records the exact minute the student scanned his/her badge. Students are to clock in, and be in their seats prepared to begin, before the start of each session. Only the student whose name is on the badge may use it to scan. Students may only use the computer/scanner in their classroom; they may not use the scanner in any other room on campus. Because accurate attendance and scanning locations are critically important for recordkeeping purposes, disciplinary actions will be taken if these rules are broken.

BOOKSTORE

The bookstore is open daily during scheduled school days from:

- 7:15 a.m. - 8:00 a.m.
- 10:00 a.m. - 12:00 noon
- 1:15 p.m. - 2:15 p.m.

Books/Supplies: Textbooks and classroom supplies are available for purchase in the bookstore. Erwin T-Shirts are available for sale in a variety of styles and colors.

Refunds: Returns can be made only if the book is unused, current, and needed for resale. After five (5) working days, a refund check may be picked up from the bookkeeper in the main office. Refunds are available only for self-paying students.

Methods of Payment: Cash, checks, or credit cards are accepted as payments. To write a check, a Florida driver’s license is necessary.

An approved Fee Sheet or voucher, issued through Financial Aid, is necessary to purchase items from the bookstore for students using scholarship or grant funds (including Pell) to pay for purchases.

CELL PHONE POLICY

Cellular phones must not interrupt class. Follow the guidelines below. Abuse of these policies will result in disciplinary action.

- Calls may not be received or placed in the classroom/shop/laboratory.
- Phones will be in silent mode during class hours.
- Phones may be on your person or in your purse; not on your desk.
- Calls and texting will be done during approved breaks and lunch, not during class times.
- Phones must not be on your person during a test.
- An instructor should be informed of an expected emergency call.
- Blue Tooth and similar devices are not allowed to be worn in class.
CHEMICALLY IMPAIRED OR MENTAL/PHYSICAL ILLNESS

Based upon behavior or reasonable suspicion indicative of chemical abuse, emotional illness, and/or any other conditions (including contagious diseases) that affect the student's suitability or ability to complete the program, the student will be referred for intervention or evaluation (at the student's expense).

This intervention or evaluation should be made by a qualified health professional, and a written recommendation should be submitted to Student Services as to the safety and suitability of the continuance of the student in his/her Erwin program.

CIVILITY STATEMENT

_Civility Statement:_ In order to provide a safe, caring and orderly environment, Hillsborough County Public Schools expects civility from all who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

_Civility Agreement:_ All PSAV students are given a copy of this statement during registration to sign that states: “My signature below signifies that I have read the Hillsborough County Public School Civility Statement and agree to abide by the rules. I acknowledge that I have reviewed the Student Handbook and Program Guide and agree to abide by the policies and procedures.”

_Harassment:_ It is the policy of the School Board of Hillsborough County Public Schools to maintain an education environment which is free from all forms of unlawful harassment, including sexual harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. See School Board policy 1362 – Anti-Harassment at: http://www.sdhc.k12.fl.us/policymanual/detail/47

COOPERATIVE EDUCATION – ICE PROGRAM

Industrial Cooperative Education (ICE) is available in some industrial programs to provide qualified students experience in their chosen vocation through on-the-job training linked with classroom instruction. Students attend classes until they have completed a minimum 50 to 75 percent of their course work before entering the workforce, via the ICE program, on a part- or full-time basis. Students must pay for the full hours in the program, including ICE hours.

Credit toward graduation may be earned when course competencies are met on-the-job. Each work-based activity will have a written instructional plan for students, specifying the particular objectives, experiences, competencies, and evaluations that are required. An on-site employer representative will be responsible for guiding and overseeing the students’ learning experiences and participating in the students’ written evaluations. The program’s instructor and an administrator will work with the on-site employer representative to oversee the ICE program.

Qualifications for the ICE program are based on the following factors: program instructor’s agreement and recommendation, grade point average, and attendance. Students receiving financial aid must see a Financial Aid counselor before beginning ICE.
CODE OF CONDUCT

Common courtesy is the code of the Erwin Technical College (ETC). Students are expected to refrain from causing interruptions that affect the learning experiences of others. Examples of interruptions include, but are not limited to: sleeping in class, side conversations during instruction, talking on a cellular device, use of profanity, harassment, etc.

1. All students are expected to conduct themselves in an acceptable manner and reflect the goals and purposes of ETC in their campus behavior.

2. Cheating and plagiarism are serious offenses which will result in a zero for the assignment, test, etc., with the possibility of suspension or withdrawal. Cheating is defined as giving or taking of information or materials with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade. Plagiarism, considered literary theft, involves copying/passing off answers, ideas, or words of another as one’s own.

3. Possession of, sale and/or being under the influence of alcohol or narcotic drugs, including marijuana, is a violation of Hillsborough County School Board Policy (Section C-4, 7 and 8). Students found violating this policy are subject to withdrawal and referral to the appropriate law enforcement agency.

4. Possession on school property, and/or school activities, of knives, firearms, weapons, ammunition, and/or other explosive devices is prohibited. Violations of this policy may result in suspension and other disciplinary action and/or referral to law enforcement agencies.

5. MAJOR STUDENT VIOLATIONS: The following are very serious violations and will likely result in suspension, with a possibility of withdrawal. Some of the following also result in law enforcement personnel being involved. This is not an all-inclusive list.

   a. Threatening, assaulting, battering, or physically injuring students or school personnel.
   b. Theft, extortion, damage, or misuse of school and private property.
   c. Noncompliance with instructions of administrators, teachers, or other school personnel.
   d. Unlawful protest, marches, and picketing.
   e. Anyone contributing to the delinquency of a minor.
   f. Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities.
   g. Use of profane or abusive language.
   h. School disruptions.
   i. Carrying or using weapons and dangerous instruments.
   j. Sending false fire alarms or bomb threats.
   k. Vandalism and defacing school property.
   l. Inappropriate use of attendance scanning devices (scanning in for another student and/or asking another student to scan in for you).
DISCIPLINARY ACTIONS

**Probation:** is an official warning that the student is in violation of Erwin Technical College’s policies and that continued enrollment depends upon satisfactory attendance, performance, or behavior during the period of probation.

**Suspension:** is the temporary removal of a student from Erwin Technical College’s campus for a period not to exceed ten days. A student who is suspended will receive a zero grade for any test or quiz given during the time of suspension. Days suspended are reported as regular absences and are counted in the accumulated total absences for withdrawal purposes.

**Withdrawal:** is the removal from a program due to academic failure, clinical failure, attendance, or behavior issues. A student who has been withdrawn may request an AAC meeting to determine guidelines for re-entry at a future date. See “Re-entry” and “AAC” information, above.

DRESS CODE

All students and visitors entering our building must abide by these policies set forth by Hillsborough County Public Schools and Erwin Technical College:

- Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and are not allowed. Lace-up shoes shall be tied.
- Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. (This includes see-through or mesh garments.)
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt over it.
- Underwear shall not be visible.
- Clothing shall not expose the mid-chest area.
- Clothing not properly fastened or with tears that are indecent shall not be worn.
- Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- All pants shall be secured at the waist.
- Men’s shirts shall have sleeves.
- Shorts are not permitted. Women may wear mid-calf length capris, if acceptable in the student’s program of study.
- Mini skirts or mini dresses are not permitted.
- Hemlines shall be no shorter than fingertip length.

Hair shall be clean and neatly groomed. Head coverings (hats, caps, do-rags, etc.) shall not be worn in the building unless required for religious observance or health-related reasons.
Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school shall not be worn. Wallet chains (or spiked or other potentially threatening belts or jewelry) shall not be worn.

Uniforms are required in some programs and specific policies are in place. Students are notified of the uniform style and color requirements at registration. Policies are listed in each Program Guide.

**DRUG POLICIES**

Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities, is a violation of Hillsborough County School Board Policy (Section C-4, 7 and 8). Students found violating this policy are subject to withdrawal and the involvement of the appropriate law enforcement agency.

**Drug Testing:** A random drug screening test will be done (at the student's expense) in Nursing and Allied Health programs. If the first test (done near the beginning of the program) shows positive, the student may re-test once (at the student's expense). If the results for the second screening are positive, the student will be withdrawn. Students failing the second screening must wait at least one year (from the date of screening) before applying for re-entry.

Drug screening test results must be negative and remain negative for the student to continue in the program. In addition, clinical agencies may impose routine/random drug toxicology screening requirements (at the student’s expense) as a condition of a student's participation in clinical experiences in their facilities. If such testing is imposed, the student must submit the results to the program instructor prior to beginning or continuing the clinical rotation, and the clinical facility’s decision on whether or not a student may enter their facility is final.

**ERWIN ONLINE – MOODLE**

Erwin Online is an electronic platform utilized by Erwin Technical College to disseminate general and course-specific information to students. The software platform used is Moodle. The terms Moodle and ErwinOnline are often used interchangeably by students and staff. In the Orientation packet, students will receive an instruction sheet detailing how to set up a Moodle account.

Many teachers use Moodle to electronically post assignments and give quizzes. Various departments post important information for students, such as: available scholarships, current job openings, and job placement helps. There are many general topics available to students, including an Orientation to our Media Center (“The HUB”), Voter Registration details and links, Copyright/Plagiarism information, and Constitution/Citizenship Day facts and links.

**FINANCIAL MATTERS**

**Tuition Payments:** Tuition is due on the first day of each accounting period. Tuition may be paid in installments throughout the accounting period, but tuition must be paid in full by the last day of each accounting period. Accounting periods for the 2016-17 school year are: August 1 – December 31, January 1 – June 30, and July 1 - 31. Statements will be sent to self-paying students each month.
Students who are expecting federal funds (Pell, etc.) or an agency/scholarship to cover their tuition must check with the Financial Aid department to be certain all paperwork is complete. If for any reason the expected funding does not come through, students are responsible for paying their own tuition under the same date parameters outlined above.

**NSF Check Policy:** All checks must include the following: check writer’s or business’ name and local address, and the student’s identification number. Checks will be submitted only one time to the maker’s bank. If the check is returned due to non-sufficient funds, it will automatically be routed to a collection company contracted by the School District to handle returned checks.

It is important to note that students whose accounts are given to the collection agency will not be able to write checks at any establishment that employs the services of the collection agency contracted by the district, including non-school related businesses. The originator will have to make payment to the collection agency, and if repayment is not received, the person’s name may be entered onto the District’s NSF list, and the District will no longer accept their checks. Only money orders will be accepted from the individuals whose names appear on that list until the collection agency notifies the District that NSF checks have been satisfied.

**ATM:** An ATM machine is located on the first floor, in the center hallway.

**GRIEVANCE PROCEDURES**

A grievance is a situation occurring in the course of the school's operation which causes students to consider themselves legally wronged. Schools are responsible for providing procedures for the expression and resolution of grievances (see HCPS procedures below).

Students who believe they have been aggrieved should first take their complaint/concern to their program advisor/counselor and request that a Pre-Grievance Conference be scheduled with the Program Counselor/Advisor, the Program Instructor, and an Administrator.

If the grievant is not satisfied with the results of the Pre-Grievance conference, he/she should see the Principal’s Secretary to receive a copy of the Hillsborough County Public Schools Formal Grievance form (SB60801 form). The grievant should complete items 1 – 7 and attach a written statement, as stated below.

The Principal will investigate the alleged incident and talk to the necessary witnesses. The Principal will complete the requirements for a Level 1 Grievance and will respond, in writing, to the grievant within 10 school days from the date the form was received at the site.

See the grievance form procedures, provided below, for details regarding additional recourse.

**HCPS Grievance Procedures:** The official procedure for filing a written, formal grievance within Hillsborough County Public Schools is listed below:

A grievance subject to this procedure is a complaint of an alleged violation of federal, state or local laws applicable to the School Board including, but not limited to, claims of unlawful discrimination, harassment, retaliation, or violation of specific School Board policy(ies) or procedures(s). All other complaints may be addressed to the appropriate principal, immediate supervisor, or site administrator. The grievance process is not intended to replace other processes available because of various laws.

Pre-Grievance Conference: When an individual feels that he or she has a complaint or grievance (as defined above) he/she shall discuss the complaint or grievance with the individual, the principal of the
school, the immediate supervisor, or that person’s supervisor as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis.

Completing a Formal Grievance Form (SB60801, Rev. 01/2010 form): Request the official grievance form from the Principal’s secretary. These are the instructions that are printed on the back of the form:

Submit completed form and attachments to:
- Original: General Manager of Employee Relations/Equity Coordinator
- Copy 1: Principal or Site Administrator’s office
- Copy 2: Grievant

1. Person(s) filing a Level 1 grievance must complete items numbered 1 – 7 of the Grievance Form and attach a written statement (see item number 6). A copy should be retained by the grievant. A grievance shall be presented within 60 days after the aggrieved person knows of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered waived. A Level 1 grievance must be precluded with a “pre-grievance conference.”

2. Person receiving the grievance form shall complete item number 8.

3. The principal or site administrator rendering the Level 1 decision shall respond in writing to the grievant within ten (10) school or work days from the date the form was submitted/received at the site.

4. The principal or site administrator rendering the Level 1 written response must complete item 9 of the form and forward a copy with attachments (see items 6 and 10) to the grievant and to the General Manager of Employee Relations/Equity Coordinator at the address above within ten (10) school or work days from the date they received the Level 1 decision from the principal or site administrator.

5. Person(s) wishing to appeal their grievance to Level 2 must complete the “Level 2 Grievance” section of the Formal Grievance (see items numbered 11 and 12) and submit documents to the General Manager of Employee Relations/Equity Coordinator at the address on the previous page within ten (10) school or work days from the date they received the Level 1 decision from the principal or site administrator.

6. Person(s) wishing to appeal their grievance to Level 3 must complete the “Level 3 Grievance” section of the Formal Grievance (see item 13) and submit documents to the General Manager of Employee Relations/Equity Coordinator at the address on the grievance form within ten (10) school or work days from the date they received the Level 2 decision from the Superintendent.

**Institutional Accreditation Agency – Grievance:** If after exploring all possible solutions to a problem with the School District staff, a student may contact the Accrediting Commission of the Council on Occupational Education. Inquiries should be addressed to:

Dr. Gary Puckett, Executive Director/President
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898
FAX: (770) 396-3790
http://www.council.org
HONOR ROLL & PERFECT ATTENDANCE AWARDS

Students who have completed sufficient credits, earning all A’s during a grading period, will be listed on the Principal’s Honor Roll. The student’s report card must show they have earned at least 5 credit hours (equivalent to 150 clock hours) during that grading period to be eligible. All grades recorded for that grading period must be A’s.

Because programs and classes begin throughout each grading period, a student may not have 5 credit hours appearing on his/her report card for some grading periods. When this happens, the student is not eligible for Principal’s Honor Roll status for that grading period. (For instance, a student may start a program well into a 9-week grading period and may not be enrolled long enough to earn 5 credit hours during his/her first grading period. Or, a student may be enrolled in long classes which may not finish during the grading period, so 5 credit hours do not appear on his/her report card for that grading period.)

Perfect Attendance for a grading period is also based on at least 5 credit hours appearing on a student’s report card. Students who meet that criteria, and who have no tardies and no absences recorded on the report card for that grading period will be classified as having achieved “Perfect Attendance” for that grading period.

Students who are eligible for Principal’s Honor Roll and those eligible for Perfect Attendance will receive an award certificate for each grading period they achieve those designations.

JOB PLACEMENT ASSISTANCE

The school will assist students with job placement as follows: As job leads become available through employers, this information is made available to students (who are completing or who have graduated from the program) through his/her instructor and through postings available via the “Job Placement Assistance” link on the homepage of the Erwin Online website: www.erwinonline.org.

JURY DUTY

Time spent serving on jury duty will not count against a student’s allowable absences in a program, provided these guidelines are followed: (1) Students must give their instructor a copy of the jury summons as soon as it is received. (2) If a student is required to report for jury duty, he/she must request an attendance verification letter, with a date/time stamp, (provided in the jury waiting room) at the end of service and provide a copy of that letter to the instructor. (3) If classes are still in session when a student is released from jury duty, the student is to report back to campus.

Other court-related issues, such as a student’s personal legal matters or a subpoena to testify in a court case, do not fall under the guidelines above. Those types of absences are personal and will count against a student’s allowable absences in a program.

LOST AND FOUND

All articles found on campus are to be turned in to the Administration office. Lost articles not claimed may be disposed of after 30 days.
LUNCH INFORMATION

Food, beverages, and snacks are to be consumed in the cafeteria or in the outside patio area, not in classrooms or hallways. All students are responsible for cleaning their eating area. Trays, dishes, silverware, and trash should be returned to the proper areas.

Vending machines are available in the cafeteria and in some hallways. Students may leave campus during their lunch break.

As part of their training program, students in the Culinary Arts program prepare and sell food in the Pavilion area of the cafeteria many Thursdays and Fridays during lunch.

MEDIA RESOURCES

Media Center: Erwin’s Media Center/Library is called “The Hub”. It is located on the second floor and is open during posted hours throughout the week. An instructor experienced in operating the Media Center is available two days a week. The school’s technology resource staff member is available throughout the week for technology assistance. Erwin Technical College is a member of the American Library Association and the American Association of School Libraries.

Magazines are ordered through the Media Center upon request of program instructors yearly and are delivered directly to the program. Various materials are available for student check-out, including fiction, non-fiction, reference books, and magazines. Back issues of some magazines are archived. Most books and audio media can be checked out for two weeks. Student copiers are available in the second floor hall area, outside The Hub, at a cost of 5 cents per copy. A change machine is located in the same area.

Orientation: An orientation to Erwin’s Media Center/Library is available on ErwinOnline (Moodle), Erwin’s electronic platform at: www.erwinonline.org The Media Center orientation is in the General category, under Media Center.

Computers & Internet Accessibility: Computers with CD capability and Internet accessibility, are available in every program, as well as in The Hub. Erwin also has three computer labs available for teachers to use for class activities. Erwin Technical College has open wireless Internet available throughout the building for students to use the school’s computers or their own Internet-compatible devices.

Electronic Research: Most students conduct research electronically. Located in the Media Center section on Moodle/ErwinOnline are links to the power of the virtual library. By using this rather than hard copy reference books (which can be out of date before publishing is complete) in a physical library, the virtual library provides cutting edge information.

Virtual Libraries: The school district has many resources and links available for Career and Technical research through their website: http://www.sdhc.k12.fl.us

Direct links are as follows:

For the school district’s Career and Technical Virtual Library:
http://galepages.con/erwintech

For the school district’s entire electronic media collection:
http://www.sdhc.k12.fl.us/doc/list/library-media-services/resources

Access to pharmaceutical information:
www.pdr.net
MEDICAL ISSUES

Students who become ill or injured while on campus are to notify their instructor before signing out and leaving campus.

Students should notify their instructor each morning if they will be absent. See your instructor for preferred method of contact. Students must keep in mind that school policy states that students be withdrawn from their program after six days of no-contact.

For the safety of the student, classmates, and staff, students experiencing certain medical conditions (illnesses or injuries) will be required to have a medical release from a physician which states there are no limitations of activity or assignment before they will be allowed to return to school and participate in class, lab/shop, or clinical experiences. This includes students who are contagious, infectious, or have any limitations in physical activity (such as a recent surgery or pregnancy, etc.)

NATIONAL TECHNICAL HONOR SOCIETY

To be considered for nomination to the Honor Society, a student must have a cumulative grade point average (GPA) of at least 3.5 out of a possible 4.0. Candidates must have completed at least 30% of his/her program, and a minimum of two grading periods. Students must also have demonstrated leadership skills, service to others, above-average interpersonal relationships, and good attendance, and be recommended by their instructor. A student could not have been on attendance or academic probation, suspended for any reason, or withdrawn for academic reasons within the past two years. See additional information on www.erwinonline.org.

PARKING

Student vehicles driven to school must be registered in the Administration Office. A parking hangtag will be issued that must be displayed in the vehicle at all times the vehicle is on campus. Unauthorized vehicles will be towed away at the owner's expense.

Parking areas are designated for staff, students, and visitors. The primary student parking lot is located across 20th Street on the west side of the building. Limited student parking spaces are available on the east side of the campus (by the cafeteria) and in the eastern half of the front parking lot. The western half (first 7 rows) of the front parking lot is for staff and visitors. Observe all posted signs. Maximum speed limit on the school grounds is 10 miles per hour.

No one will be permitted to loiter in the parking area during school hours. Sitting in cars is not permitted at any time, including during lunch breaks.

PERSONAL PROPERTY

Students are responsible for keeping up with their personal property and textbooks. You can help in the following ways:

- Do not leave books or personal property lying around.
- Report all missing items to the Administration office.
- Check with the Administration office for missing items that have been turned in.
- If you observe anyone taking items that do not belong to them, report it immediately.
- Do not carry large sums of cash.
- Do not bring unnecessary electronic devices to school.
SAFETY AND SECURITY

In accordance with federal policy, a Campus Safety and Security brochure is published each year that lists campus crime statistics for the previous three years. Also included in the brochure are safety policies and procedures and safety tips. These brochures are provided to new students during Orientation and are available throughout the campus. Students, staff, and guests are invited to provide input and suggestions on safety and security processes and procedures. See the Assistant Principal for Administration in the Main Office.

All personnel receive Emergency Action Checklists which outline School District procedures to be followed in the event of an emergency. Emergency drills, such as Fire Drills and Tornado Drills, will be held periodically. An alarm will sound when evacuation of the building is necessary. Evacuation maps are posted in all rooms. Students should move quickly, calmly, and quietly out of the building and proceed to designated areas during evacuations.

East and west doors are to be locked after 4:00 p.m. Students are not to prop open those doors. All staff and students are to wear school-issued picture ID badges at all times they are on campus. Badges are to be worn above the waist with the photo visible.

Keep all valuables on your person or secure them, out of sight, in locked vehicles.

Erwin Technical College has full-time security. Immediately report to the Administrative office or the nearest staff member any suspicious activity. Also report any non-students (any person without a school-issued ID badge) observed in the back hallway on the first floor or anywhere on the second floor. Make your instructor and Administrators aware of any potential domestic problems you may be experiencing, in case someone comes to campus looking for you. No information is given to callers or visitors regarding a student’s whereabouts.

SERVICES AVAILABLE

The following programs offer limited services for Erwin students, school district staff, and the public:

- Automotive Repair (813) 769-5180, ext. 253 Call during school hours
- Barbering (813) 769-5180, ext. 291 Call after 5:00 p.m., Mon - Thurs
- Computer Repair (813) 769-5180, ext. 221 Call during school hours
- Cosmetology (813) 769-5180, ext. 291 Call Wed, Thurs, or Friday
- Dental Clinic (813) 238-7725 Call during school hours

SKILLS USA (INDUSTRIAL STUDENTS’ ORGANIZATION)

Students enrolled in Industrial programs are encouraged to participate in SkillsUSA. Regional competitions among postsecondary students in other vocational schools are held in Hillsborough, or a surrounding county, in February. First place winners, and often second and third place winners, are eligible to compete at the State level several weeks later. First place State winners are eligible to compete at the national level in June.
SMOKING POLICY
There will be no smoking and no use of tobacco products inside the building, in designated non-smoking areas, nor near doors/entrances to the building.

Electronic cigarettes may not be used inside the building, in designated non-smoking areas, nor near doors/entrances to the building.

The state law on a smoke-free workplace will be enforced.

Students who do not observe this policy will be subject to disciplinary action. Please use the provided receptacles for cigarettes. The receptacles are located in the designated smoking permitted area. Smoking is only permitted outside, on the northwest side of the building.

TELEPHONE MESSAGES
Students should inform all relatives and friends that they should not be contacted at school unless an emergency arises. In case of emergency, they should call the Administrative Office: (813) 769-5180. Phone calls will not be transferred to students and messages will only be taken when the nature of the emergency is known. The main office will notify students to return their emergency call.

TOURS
Many times during the school year we are visited by groups of students from other schools, school officials, educators from other school systems, and prospective students. Please extend all courtesies to these guests. All arrangements for group tours are scheduled through the Student Services Office.

TRANSCRIPTS
To obtain a transcript of school records, a Request for Transcript Form must be submitted to the Administration Office. The form is available from the receptionist or online at: www.erwin.edu. Requests cannot be taken by telephone. The student's account must be cleared, with no outstanding debts to the school, in order for the transcript or other school records to be released. The first transcript is free after graduation. The fee for each additional transcript is $2.

TRANSPORTATION
It is the student's responsibility to provide his/her own transportation to school, clinical facilities, and job sites assigned during the training program.

HART monthly bus passes are available in the Administrative office for Erwin students to purchase at a discount.
VISITORS

Children are not to accompany Erwin students to school. School board policy permits only registered students to be on campus. Visitors to the campus must report to the Administration office. A visitor's pass will be issued to those persons having legitimate business with the school. It is the responsibility of Erwin Technical College students to notify their guests of the visitor's permit requirements and procedures. Persons on campus without a visitor's pass will be asked to leave. If a second violation should occur, law enforcement personnel may be summoned to remove the trespasser from campus.

WEAPONS

Weapons of any kind are forbidden anywhere on campus, including parking lots. Individuals with concealed weapons permits are reminded that it is illegal to have a gun on school grounds, including locked in a vehicle parked in a school parking lot. If a weapon is seen or reported, law enforcement personnel will be called immediately, and the student will be subject to arrest and expulsion from school.
<table>
<thead>
<tr>
<th>Erwin Program</th>
<th>A.S. or A.A.S. Degree Program</th>
<th>College</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Operations</td>
<td>Office Administration</td>
<td>Statewide Community Colleges (FL)</td>
<td>6</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>Automotive Service Management Technology</td>
<td>Statewide Community Colleges (FL)</td>
<td>19</td>
</tr>
<tr>
<td>Building Construction Technologies</td>
<td>Building Construction Technology</td>
<td>Statewide Community Colleges (FL)</td>
<td>3</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Building Construction Technology</td>
<td>Statewide Community Colleges (FL)</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Foods &amp; Culinary Arts</td>
<td>Culinary Management</td>
<td>Statewide Community Colleges (FL)</td>
<td>24</td>
</tr>
<tr>
<td>Dental Assisting Technology &amp; Management – ATD**</td>
<td>Dental Assisting Technology and Management AS</td>
<td>Statewide Community Colleges (FL)</td>
<td>50</td>
</tr>
<tr>
<td>Medical Coder/Biller – ATD**</td>
<td>Health Information Management or Office Administration – Medical Office Specialization</td>
<td>Statewide Community Colleges (FL)</td>
<td>26</td>
</tr>
<tr>
<td>Medical Clinical Laboratory Technician – ATD**</td>
<td>Medical Laboratory Technology</td>
<td>Statewide Community Colleges (FL)</td>
<td>40</td>
</tr>
<tr>
<td>Plumbing Technology</td>
<td>Building Construction Technology</td>
<td>Statewide Community Colleges (FL)</td>
<td>3</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Registered Nursing</td>
<td>Statewide Community Colleges (FL)</td>
<td>10</td>
</tr>
</tbody>
</table>

Florida Community and State Colleges have additional admission requirements and may impose time constraints on awarding transfer credits. Please contact the institution of interest for their specific requirements.

**ATD (applied Technology Diploma) guarantees transfer of credit statewide to any community or junior college offering the same program, pursuant to conditions of the Florida Department of Education Articulation Agreements.
## TEST OF ADULT BASIC EDUCATION (TABE) SCORES
### 2016 – 2017

<table>
<thead>
<tr>
<th>Programs</th>
<th>R</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Operations</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Air Conditioning, Refrigeration &amp; Heating Technology</td>
<td>9</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Automotive Services Technology</td>
<td>9</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Barbering</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Barbering II (must hold Cosmetology license)</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Building Construction Technologies</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Carpentry</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Commercial Foods &amp; Culinary Arts</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Computer Systems &amp; Information Technology</td>
<td>9</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>9</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Dental Assisting Tech &amp; Management – ATD</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Drafting</td>
<td>9</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Electricity</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>10</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Medical Clinical Laboratory Technician – ATD</td>
<td>11</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Medical Coder/Biller - ATD</td>
<td>11</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Medium &amp; Heavy Duty Truck &amp; Bus Technician 1</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Nursing Assistant (Articulated)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Plumbing Technology</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>11</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Solar Photovoltaic System Design</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>11</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

R = Reading  
L = Language  
M = Mathematics
# School Days

**Erwin Technical College**

## 2016-2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2016</td>
<td><img src="calendar-august.png" alt="Calendar" /></td>
</tr>
<tr>
<td>September 2016</td>
<td><img src="calendar-september.png" alt="Calendar" /></td>
</tr>
<tr>
<td>October 2016</td>
<td><img src="calendar-october.png" alt="Calendar" /></td>
</tr>
<tr>
<td>November 2016</td>
<td><img src="calendar-november.png" alt="Calendar" /></td>
</tr>
<tr>
<td>December 2016</td>
<td><img src="calendar-december.png" alt="Calendar" /></td>
</tr>
<tr>
<td>January 2017</td>
<td><img src="calendar-january.png" alt="Calendar" /></td>
</tr>
<tr>
<td>February 2017</td>
<td><img src="calendar-february.png" alt="Calendar" /></td>
</tr>
<tr>
<td>March 2017</td>
<td><img src="calendar-march.png" alt="Calendar" /></td>
</tr>
<tr>
<td>April 2017</td>
<td><img src="calendar-april.png" alt="Calendar" /></td>
</tr>
<tr>
<td>May 2017</td>
<td><img src="calendar-may.png" alt="Calendar" /></td>
</tr>
<tr>
<td>June 2017</td>
<td><img src="calendar-june.png" alt="Calendar" /></td>
</tr>
<tr>
<td>July 2017</td>
<td><img src="calendar-july.png" alt="Calendar" /></td>
</tr>
</tbody>
</table>

- **Early Release:** Mondays (Aug 15 – May 22)
  - Students leave at 1:00 pm.
  - No lunch break

- **Summer Schedule:** May 30 – July 13
  - Students hours 8:00-2:30
  - 30 minute lunch break

School resumes August 9, 2017

*Rev. 7/20/16 sn*
APPENDIX II

Erwin Technical College is part of Hillsborough County Public Schools.

There are four technical colleges under the auspices of the school district:

- Brewster Technical College  (813) 276-5448  http://www.brewster.edu
- Erwin Technical College  (813) 769-5180  http://www.erwin.edu
- Learey Technical College  (813) 769-2123  http://learey.mysdhc.org

The school district is governed by the School Board. Policies applicable to students attending Hillsborough County Public Schools are available in the 2015-2016 Student Handbook found at: http://www.sdhc.k12.fl.us/assets/pdf/studenthandbook.pdf

While that Student Handbook is written with students in grades K – 12 in mind, some general information about the school district and policies from that handbook that may apply to adult students are contained on the following pages.

“Preparing Students for Life”

Hillsborough County Public Schools
Excellence in Education

901 East Kennedy Boulevard  •  Tampa, Florida 33602
813-272-4000
All Hillsborough County Public Schools are fully accredited by the Southern Association of Colleges and Schools (SACS)/AdvancED. The district has maintained a productive relationship with (SACS)/AdvancED since 1914, and we have been recognized for our pursuit of excellence in education and dedication to the goal of achieving success for all students. SACS/AdvancED District Accreditation assures that all people, processes, departments, and operations in the school system work in concert to increase student learning and organizational effectiveness.

The Hillsborough County School Board is in the process of updating its policies and procedures.

### Strategic Plan Summary

To provide an education that enables each student to excel as a successful and responsible citizen.

To become the nation’s leader in developing successful students.

<table>
<thead>
<tr>
<th>Values</th>
<th>Mission</th>
<th>Strategic Objectives</th>
<th>Strategic Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equality and Opportunity</td>
<td>Continuous Improvement</td>
<td>Student Achievement 1.1 Improve student achievement</td>
<td>Human Resources 2.1 Recruit, develop, support, reward and retain teaching</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.2 Demonstrate consistent free and effective bullying, financial, methods, and aggression, while</td>
<td>Financial Management 3.1 Align financial resources to support the district’s strategic goals a highly effective, diverse workforce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.3 Challenge, motivate and support all students with an appropriate curriculum</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2.2 Align the performance management system with the district’s priorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial Management 3.1 Align financial resources to support the district’s strategic goals a highly effective, diverse workforce</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Health and Safety 4.1 Promote a culture of safety and respect that is from harassment,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3.2 Demonstrate best demonstrating best practice in all areas of safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4.2 Promote a culture of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Healthy</td>
</tr>
</tbody>
</table>

The Hillsborough County School Board is in the process of updating its policies and procedures.
Student Rights and Responsibilities

(HCPS Policy 5780)

School Program
The total purpose of the school program and the personnel who support that program in any way is to provide for the maximum personal and educational development of each and every student who attends and is affected by that program.

Students have the right to:
- a meaningful curriculum that shall meet their immediate and future needs;
- voice their opinions in the development of their curriculum;
- pursue their education under competent instruction;
- take part in in-school (instructional) activities.

Students have the responsibility to:
- attend all classes regularly and on time;
- contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- complete all classroom assignments and meet requirements for all class objectives;
- respect the rights of others and respect the views and backgrounds of those that differ from their own;
- meet the approved criteria required for participation in instructional;
- follow classroom, school, and all Hillsborough County Public Schools’ rules and procedures in the classroom, or school.

Grades
Students have the right to:
- be informed by the school of their academic progress;
- have periodic reviews of their instructional achievement by the school staff;
- academic marks in each class that represent fairly and impartially their academic progress in that class;
- have the opportunity to periodically review their marks with their teacher;
- be graded on their progress and class work;
- follow the established grievance procedure adopted by the School Board in cases of disagreement concerning grades assigned.

Students have the responsibility to:
- attend class regularly and on time;
- perform all tasks required for the successful completion of the course;
- complete all classroom assignments to the best of his or her ability to earn the best possible grade;
- cooperate with the teacher to provide a good learning environment in class;
- refrain from cheating or plagiarizing on all tests and work assignments.

Consultation
Students have the right to:
- seek consultations with special services personnel (Social Worker, Counselor, School Psychologist) in the areas of vocational opportunities, personal and social development, and educational planning;
- through consultation, be informed of all special student support services available in their school;
- through consultation, be informed about the availability of community services to help them with their counseling needs.

Students have the responsibility to:
- take advantage of the special support services available to them and offer assistance in the continuous improvement of those services. Appointments are made in advance, unless the concern is one of an emergency nature;
- along with parents or guardians, inquire about additional counseling services available in the community to assist students with special needs.

NOTICE: HCPS collects your Social Security number for the following purposes: identification and verification, employment qualification, tax reporting, benefits and retirement processing, unemployment compensation, and state reporting to the Department of Education. Social Security numbers are also used as a unique numeric identification within some of our systems and may be used for search purposes. (April 1, 2009)
School Safety and Security

Civility

(HCPS Policy 0110, 1380, 3380, 4380)

In order to provide a safe, caring, and orderly environment, Hillsborough County Public Schools expects Civility from All who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

Unacceptable Behavior
- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

Student Recourse
- Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a school district employee who will follow established procedures for review and resolution of the reported incident.

Parents & Members of the Public Recourse
- Any individual subjected to unacceptable behavior may bring his or her concerns to the attention of an immediate supervisor who will follow established procedures for review and resolution of the reported incident.

District Employee Recourse
- Any employee subjected to unacceptable behavior may bring his or her concerns to the attention of the authorities / immediate supervisor who will follow established procedures for review and resolution of the reported incident.

This Civility statement was developed after gathering input from ALL, which includes district employees, students, parents and members of the public. Compliance with this endeavor shall foster a safe, harassment free educational community and shall provide all students the opportunity to acquire the knowledge and skills necessary to realize their potential.
Helpful Safety Hints
(HCPS Policy 5500)

DO:
- Keep your hands to yourself.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel uncomfortable.
- Report all incidents of bullying behavior.

DON'T:
- Touch anyone without his or her permission.
- Keep interacting with someone after they have told you to stop.
- Make remarks that may cause another person to feel stressed, scared, or intimidated.

Comprehensive Emergency Plans
- Principals formulate individual school safety plans using samples from the district emergency plan to address potential hazards or crises at their site.
- All schools and sites have an Automated External Defibrillator (AED) and trained operators. All administrators, all teachers, and all bus drivers have emergency action checklists.
- It is each school's responsibility to remain proactive by promoting a learning environment free of crime, violence, discrimination, and the effects of drugs and alcohol.

School Security Services
- School Security Services provides 24-hour-a-day protection and service to the school community. Its officers are well equipped and prepared to handle school site disruptions, threats to school personnel, trespassers, property damage, theft, vandalism, and burglary.
- School Security Officers also conduct random metal detection searches in our schools on a regular basis. In addition, officers provide counsel and general guidance on safety and security measures and concerns. School Security has Officers permanently assigned to 58 school sites.

School Resource Officers/Deputies
- Law enforcement officers from the Hillsborough County Sheriff's Office and the Tampa Police Department are permanently assigned to secondary schools and some elementary schools. These officers perform general law enforcement duties, present law-related education programs, and attempt to identify students displaying early signs of delinquency, and serve as a referral resource for students, faculty, and parents.
Weapons and Dangerous Instruments
(HCPS Policy 5500, 5772)

KEEP OUR SCHOOLS SAFE

- A student shall not possess, handle, or transport weapons. **Students violating this policy are subject to suspension, expulsion, and/or arrest.** (see Code of Student Conduct Definitions, Weapons: guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, billy clubs, nunchakus, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, dangerous instruments, toy guns, or anything that resembles or could be considered a weapon on school grounds and on school buses, at school bus stops or at school related activities.)
- Florida Statute 1006.13(3) (a) Any student who is determined to have brought a firearm, weapon, or destructive device, as defined in Chapter 790, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than one full year and referred for criminal prosecution (see Code of Student Conduct Definitions, Firearms).

DRUGS/ALCOHOL ARE NOT ALLOWED IN SCHOOL

CRIME STOPPERS 1-800-873-TIPS

Electronic Devices
(HCPS Policy 7540.03)
Bring Your Own Device (BYOD) Program/Personal Digital Devices

- Hillsborough County Public Schools is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop the resource sharing, innovation, communication skills, and tools that are essential to both life and work in the 21st Century. Beginning with the 2014-2015 school year, the district’s schools will offer a Bring Your Own Device (BYOD) program that allows students to wirelessly access the Internet for limited educational purposes as directed by a teacher or administrator. Students granted access to the district’s network/Internet services from any device will be governed by Board Policy 7540.03, related administrative guidelines, and the Student Code of Conduct. For BYOD purposes, a device is any district-provided or personally-owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearable (e.g. Google Glass, smartwatches), iPods touches (or similar), and e-readers.
- With school or district staff approval, students may use their own devices at school to participate in instructional activities, access and save information from the Internet, collaborate with other learners, and utilize productivity tools and instructionally appropriate apps loaded on their devices. Because personal devices will not be able to access internal district resources such as file and print servers, documents created should be saved to removable media such as flash drives or to a cloud storage location.
- Students who choose to bring their personal devices must use the “HCPS guest” filtered wireless public network ONLY while on campus. When logging onto the “HCPS guest” wireless network, students will be required to accept the district’s Acceptable Use Policy (AUP) for network access. All Hillsborough County Public Schools networks are filtered for the safety of users, in compliance with CIPA requirements. Any attempt to circumvent safety filters or “hack” district technology in any way is expressly prohibited.
- Non-wireless access to the district’s network, such as through Ethernet cable, by personal devices is prohibited. Use of broad-band networks, provided by cellular carriers via device or hotspot is also prohibited while on Hillsborough County Public Schools property. Know that users have a limited right to, nor should they have an expectation of, privacy in the content of their personal files and records of their online activity while on the district network. Access to the “HCPS guest” network is a privilege and administrators and faculty may review files and messages at any time to maintain system integrity and ensure that the users are acting responsibly. If reasonable belief exists that a student has violated the terms of this agreement, or other district policy, the student’s device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action as determined by Hillsborough County Public Schools.
- Personal devices can only be used in approved areas and students must comply with staff directives regarding the use of technology devices. Using functions on electronic devices in any manner that disrupts the educational
environment or violates the AUP will be subject to disciplinary action. Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited. Cell phone conversations during the school day are prohibited unless under the supervision of staff personnel.

- Students bring personal devices to school at their own risk. The district will not be held responsible if a device is lost, stolen, or misplaced, including those that have been confiscated. Moreover, the district will not be responsible for technical support of personal devices, beyond providing necessary district specific connectivity and login information. Please make sure devices are fully charged when bringing them to school, as they cannot be charged at school, unless specific permission is granted.

- Use of personal devices is never a requirement and will not impact student grades. In instances where a device is required for an assignment, students without a device of their own will be provided one by the district/school site.

Digital Citizenship

- Digital Citizenship is defined as the norms of appropriate, responsible behavior with regard to technology use. By embracing technology and to explore its various forms, students have a responsibility to model proper digital etiquette in using technology. Although the following list provides a good foundation for proper Digital Citizenship, it is by no means exhaustive. If you have any doubt about whether a contemplated activity is acceptable, consult your teacher or administrator.

- Cyberbullying
  - Students must not engage in cyberbullying activities:
    - Mean text messages or emails
    - Rumors sent by email or posted on social networking sites
    - Sending or posting embarrassing pictures or videos through text messages, email, or websites
    - Creating fake profile
  - Students must report any suspicion of cyberbullying to a teacher or administrator.

- Digital Footprint
  - A digital footprint a.k.a. digital shadow is permanent information that a student places on the web, normally through social media, and is both searchable and can be copied and used by others elsewhere. A digital footprint can be a blog, picture, comment, graphic, etc. that represents the reputation of the student based upon the participation of the student using web activities. These activities along with the digital identity create a web reputation or web profile.
  - Be thoughtful in what you post online, as it will be with you forever and may have devastatingly negative consequences.
  - Students should not engage in active or passive Internet browsing resulting in a digital footprint.
    - Passive - Accepting cookies or tokens from unknown or unsecure websites.
    - Active - Entering personal data on unknown or unsecure websites.

- Self-Image and Identity
  - A digital identity is the characteristics that a student uses to represent themselves using social media. Examples of these characteristics would be an e-mail address, a home address, telephone number, birthdate, social security number, age, gender, ethnicity, height, hair and eye color, etc. These characteristics along with the digital footprint create a web reputation or web profile.
  - Be thoughtful in what you post online, as it will be with you forever and may have devastatingly negative consequences.
  - Students should properly represent themselves while online and should adhere to activities that will protect their reputation.
  - Students should not provide personal information or monetary information to unknown or unsecure websites.

- Relationships and Communications
  - Students should adhere to Digital Ethics for online interactions
    - Use appropriate language in the use of text messages, email, online discussions and blogging.
    - Do not send email that would be considered SPAM.
    - Do not use inappropriate or blank Subject line information.
    - Do not forward chain e-mail.
    - Do not provide personal or contact information to strangers or persons that you do not know well.
- **Credit and Copyright**
  - Students should not engage in plagiarism or self-plagiarism activities.
  - Students should not violate existing laws governing Copyright and Fair Use.

- **Information Literacy**
  - Students should evaluate the quality, credibility, and validity of websites and provide proper credit and citing techniques.

- **Internet Safety**
  - Students should only use appropriate websites and will notify district personnel of inappropriate websites.

- **Privacy and Security**
  - Students should create and use *strong* passwords and adhere to privacy policies. A strong password is a word or phrase of at least 8 characters that is easy to remember but reasonably hard to guess and consists of numbers, letters, and special characters.
  - Students should not share personal passwords.
  - Students should not use the passwords of others.

**Telecommunication Safety and Services**  
*(HCPS Policy 7540, 7540.01, 7540.03, 7542)*

- The school district maintains an Internet content filter. All Internet access by all students must utilize this filter in order to restrict student access to material harmful to minors as defined in the Children’s Internet Protection Act (CIPA). Public school student use of telecommunications services, through district equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors. Unauthorized users of the Internet will be subject to disciplinary action. Email use by students is not allowed without specific instructional purposes and must be monitored at all times for appropriate content. This use requires prior approval by the Superintendent or designee to assure compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA). Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including, but not limited to, cancellation of privileges. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA). FERPA requirements will be communicated annually to parents and students.

**Student Use of School Telephones**

- Students will not be called from class to take a telephone call; however, emergency messages will be taken for students.

**Dress Code**  
*(HCPS Policy 5511)*

- The dress and grooming of students shall be that which contributes to the health and safety of the individual and which is non-disruptive of the educational activities and processes of a school. The definition of appropriate dress shall vary with the age of the student, the program of instruction, and the heating/cooling system of the building.

  - **Students have the right:** to dress as they choose as long as their dress meets the approved dress and grooming regulations, does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health or safety of themselves or others.

  - **Students have the responsibility:** to dress and groom in such a manner so as to reflect cleanliness, modesty, safety, and good taste; become familiar with and adhere to approved dress and grooming regulations of the School Board of Hillsborough County.

- **Senate Bill 228 (Commonly Known as the “Baggy Pants” Bill)**
In the 2011 Legislative Sessions, Florida's legislature passed, and Governor Scott signed into law, changes to sections 1006.07 and 1006.15 Florida Statute requirements for District Codes of Student Conduct (commonly known as the Baggy Pants Bill). In these sections are new school board requirements to include in the code of conduct, "an explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment." The new law provides penalties for students who wear clothing that exposes underwear or body parts in an indecent or vulgar manner. Lastly, the law includes adherence to the Dress Code and Code of Student Conduct as a condition for participation in extracurricular activities.

Principals have been instructed to share the new law and consequences with students, parents, and staff.

- As outlined in a memo dated July 15, 2011, from the Florida Department of Education, the consequences outlined above are for "wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment".
- Clothing that disrupts the orderly learning environment includes clothing that exposes underwear or body parts in an indecent or vulgar manner and clothing with sexually suggestive, drug or alcohol-related or otherwise offensive wording or graphics.
- Districts will be required to impose these penalties as outlined in the bill. No other statute prescribes penalties for Code of Conduct offenses.
- School Boards cannot override described penalties in the law.

**Attendance**

*(HCPS Policy 5200, 5230)*

**Students have the right to:**
- physically attend a public school;
- attend a Technical or Special Education Center when they qualify and are accepted for enrollment;
- receive information concerning attendance policies;

**Students have the responsibility to:**
- attend classes daily and on time unless circumstances beyond their control prohibit;
- upon completion and filing with their school an "Intent to Terminate Enrollment" form and an exit interview;
- abide by School Board attendance policies;

**Religion**

*(HCPS Policy 2270, 5223, 5225, 5780)*

**Students have the right to:**
- study, examine, discuss, criticize, or support religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education;
- release time from school to observe religious holidays;
- practice their religion.

**Students have the responsibility to:**
- not endanger the physical health or safety of themselves or others or disrupt the educational process;
- develop tolerance and respect for the beliefs of others;
- inform school officials about any religious practices or beliefs that may be in conflict with school rules or regulations;
- decide for themselves whether or not they wish to take part in any religious activity. We uphold the constitutional standard of separation of church and state.

**Code of Student Conduct**

*(HCPS Policy 5500, 5600)*

**Introduction and Philosophical Basis**
- Hillsborough County Public Schools seeks to provide a safe and equal learning opportunity for each of its students, regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping
condition, sexual orientation, gender identity, or social and family background. Each school must be free from
disruption that would interfere with the teachers’ right to teach and the students’ right to learn. Hillsborough County
Public Schools recognizes that students have certain constitutional rights to which they are entitled, which shall not
be limited, except by law. Therefore, Hillsborough County Public Schools has established the following Code of
Conduct that students must follow, and schools must enforce uniformly. In addition, all schools in the district shall
develop comprehensive discipline policies in accordance with the individual plans of School Advisory Councils.
Hillsborough County Public Schools will not tolerate behavior that disrupts or interferes with the education of other
students. We offer assistance to parents and guardians in the form of guidance services, peer mediation/conflict
resolution, and other school and community resources in order to ensure a safe and hospitable environment.

- **Students are responsible for** understanding and adhering to this Code of Conduct and the individual discipline
  plans of each school.

- **School personnel are responsible for being** aware of the specifics of the code and applying them appropriately.
  Schools are responsible for conveying information regarding individual school policies and procedures to students
  and parents.

### Classification of Violations

#### Level One – Zero Tolerance Offenses

**Offenses include, but are not limited to, the following:**

- arson;
- aggravated battery;
- battery on, threat or intimidation of a School Board employee, or agent;
- bomb threats or general threats to school population;
- breaking/entering of School Board property;
- false fire alarms;
- gang related activities;
- homicide;
- kidnapping;
- major disruption to a school function;
- misrepresentation of facts resulting in public slander toward School Board employee or school;
- motor vehicle theft;
- passing counterfeit money;
- possession, sale, purchase, or use of alcoholic beverages;
- possession, use, or sale of a firearm, bombs, explosives or a weapon;
- possession, use, sale, distribution, purchase, or being under the influence of a controlled substance;
- possession or purchase of over 20 grams of marijuana;
- robbery;
- sale, distribution, or purchase of any substance represented by a student as being a controlled substance;
- sexual battery (attempted or actual) or lewd and lascivious;
- threats/intimidation;
- use of a non-weapon as a weapon;
- willfully and knowingly attempting to do bodily harm to a School Board employee, agent or student;
- grand theft.

**CONSEQUENCES INCLUDE:**

- report to law enforcement agency as appropriate which could result in arrest and prosecution or civil citation;
- sanctions.
- withdrawal from programs

#### Level Two – Other Major Offenses (Serious Acts of Misconduct)

**Offenses include, but are not limited to, the following:**

- battery on, threat or intimidation of a student;
- bullying;
- computer/Internet misuse;
• defiance, disrespect or profanity directed at School Board employees, agents, or students;
• falsely reporting incidents of bullying/harassment (sexual or otherwise);
• fighting;
• larceny or theft (misdemeanor/petty theft);
• property offenses against School Board employees, agents, or students that when referred to law enforcement could result in criminal charges;
• pattern of continuous disobedient/disruptive behavior;
• physical attack;
• possession or purchase of any drug paraphernalia;
• possession of less than 21 grams of marijuana;
• possession or use of tobacco or tobacco products;
• possession or use of e-cigarettes;
• sexual assault;
• sexual harassment;
• sexual offenses;
• trespassing;
• vandalism.

Consequences Include:

• sanctions;
• withdrawal from programs

Consequences of fighting include:

• sanctions;
• withdrawal from programs
• actions taken clearly in self-defense without prior physical or verbal involvement shall not be considered an intentional act.

Consequences of vandalism of any School Board facility include:

• restitution;
• withdrawal from programs
• report to the appropriate law enforcement agency, shall be subject to arrest and prosecution.

Consequences of sexual harassment and bullying include:

• withdrawal from programs

Level Three – Other Offenses

Examples of Level Three Offenses:

• horseplay which leads to aggressive behavior;
• acts of misconduct that interfere with orderly classroom procedures, school functions, or a student’s own learning process;
• violations of the dress code;
• plagiarism/cheating;
• unauthorized display or use of cell phone/electronic devices;

Examples of possible consequences for Level Three Offenses:

• consultations with administrative personnel;
• counseling by special services personnel or by teachers;
• referral to school administration;
• report to law enforcement as appropriate; may be subject to arrest and prosecution or civil citation;
• restitution;
• withdrawal from programs

Examples of plagiarism and cheating:

• participating in using, copying, or providing another student with any test answers, answer keys or another person’s work representing it to be his or her own work (plagiarism);
use of a cell phone during a test or quiz is considered cheating.

Consequences of plagiarism and cheating include:
- a zero for the assignment;
- any work cheated on will not be allowed to be made up.
- withdrawal from programs

Search and Seizure
(HCPS Policy 5771)
Students have the right:
- to privacy and shall be free from unreasonable search, as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health, and property of the school, students, and staff;
- to privacy of their personal possessions unless there is reason on the part of the Principal or his or her designee to believe that the student is concealing a weapon, illegal drugs or other material that is inappropriate or dangerous to himself or herself, others, or property;
- to be given prior notification of any searches except in case of emergency.

Students have the responsibility:
- to not carry, possess or conceal any material that is prohibited by law; to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

Guidelines
- Students and visitors are subject to random metal detector searches as approved by the School Board as defined in this section.

General Rules for Student Searches by School Officials on School Property:
- Students have a constitutional right to be protected from unreasonable searches by public school officials.
- The unique nature of the public school environment and the fact that students have lower privacy expectations at schools than in other public places means that the rules governing student searches by public school officials are different from the rules governing searches in other public places.
- Student searches by school officials and school safety officers on public school property or school buses and at school, events must be based on reasonable suspicion.

Defining Reasonable Suspicion:
- “Reasonable Suspicion” means that the person initiating the search has a well-founded suspicion – based on objective facts that can be articulated – of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

Authority to Initiate a Student Search: Reasonable Suspicion
- To initiate a lawful search, a public school official must have a reasonable suspicion of all of the following:
  - a crime or school-rule violation has been or is being committed;
  - a particular student has committed a crime or school-rule violation;
  - physical evidence of the suspected crime or school-rule violation is likely to exist; and
  - physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or school-rule violation.

Search in School Buildings or On School Property
(HCPS Policy 5771)
By School Administrators:
- The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. Principals, therefore, have the right and duty to inspect and search students’ lockers, desks, students’ or non-students’ automobiles if the Principal reasonably suspects, upon information received from law enforcement or otherwise, that drugs, weapons, dangerous, illegal, or prohibited
matter, or such stolen goods are likely to be found in the student’s possession. The Principal does so in exercise of the school’s duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings.

By Law Enforcement at Request of School Authorities:

- Administrative — If public health or safety is involved, upon request of a principal who shall be present, law enforcement officers may make a general search for drugs, weapons or items of an illegal or prohibited nature, of students’ lockers and desks or students’ or non-students’ automobiles.

By Law Enforcement Officer without Request of School Authorities:

- Normally, law enforcement officers may not search students’ lockers, desks, or automobiles unless they have a search warrant and may not search a student’s person in school unless the student is under arrest. However, there are specific exceptions contained in Florida Statute (probable cause or stop and frisk).

Interviews in Schools For Investigative Purposes (HCPS Policy 5540)

By School Administrators or Designee:

- School officials have the right and duty to interview students when investigating school-related incidents, committed during school hours or on school property without prior notification or presence of parents.

By Law Enforcement Officer at Request Of School Authorities:

- A principal may exercise his or her discretion in determining whether to request assistance of law enforcement in investigating school-related incidents, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located. If a principal requests assistance, a law enforcement officer may conduct a general investigation within the school building and interview students as possible witnesses in school during the school day. The Principal or his or her designee shall be present during the interview. If the investigation focuses on a particular student as a prime suspect of crime, the Principal and the law enforcement officer shall follow the general guidelines set forth herein with respect to interview, search, and arrest.

By Law Enforcement without Request of School Authorities:

- It should ordinarily not be necessary for law enforcement officers to interview students at school during school hours for unrelated crimes committed outside of school or crimes committed in school during school hours for which assistance has not been requested. If the law enforcement deems circumstances make it necessary to interview students at school, the law enforcement agency shall first contact the Principal regarding the planned visit and inform him/her of the probable cause to investigate within the school and obtain his/her approval. The law enforcement agency may appeal to the Superintendent’s Office if it is deemed that approval was unreasonably withheld. Attempts shall be made to contact the parent.

Interview of Suspects In Schools (HCPS Policy 5540)

By School Administrators:

- If a student is a suspect or is accused of a crime committed in the school during school hours or on school property at any time, a principal may interview the student without the presence of parents and without giving the student constitutional warning regardless of the source of information, if breach of school discipline, health and safety of the student or student body, or presence in the school building or grounds of illegal matter is involved. If a student is a suspect or is accused of a crime not involving the foregoing or if interview of a particular student is law enforcement instigated, the interview of such student by a principal may be deemed “state action,” the student may be deemed “in custody,” a parent shall be notified, and constitutional warnings shall first be given to the student before a statement is taken. In any event, the voluntariness of any admission or confession of the student shall later have to be established in any criminal prosecution, juvenile court proceeding or school expulsion proceeding.

By Law Enforcement at Request of School Authorities:

- If a principal has requested assistance by a law enforcement agency to investigate a crime involving his/her school building or his students, the law enforcement officer shall have permission to interview a student in school during school hours. The Principal or his/her designee shall be present during the interview. Administrative - If the interview
by the law enforcement officer is at the request of the Principal for the purpose of enforcing school discipline, because the health and safety of the student or student body is involved, or the presence in school buildings or grounds of illegal matter, the law enforcement officer may interview the student without giving the student constitutional warnings. Although efforts shall be made to notify a parent of the student, the interview may proceed if the parent is unavailable or unwilling to attend. Criminal - If criminal prosecution is contemplated by law enforcement or the Principal, interviews shall not commence unless a parent/guardian or responsible adult is present. Before the interview, the law enforcement officers shall advise the student of the nature of the crime for which he or she is a suspect, and Miranda warnings (rights) will be given in accordance with Florida Statutes. The school official cannot, on behalf of the student, waive those rights. If the parent and the student waive these rights, the interview may commence. The principal will keep a log of the steps followed by law enforcement.

**By Law Enforcement Without Request of School Authorities:**

- Ordinarily, it should not be necessary for law enforcement officers to interview student suspects in school during school hours for unrelated crimes committed outside of school hours or crimes committed in school during school hours, for which assistance has not been requested. If law enforcement deemed circumstances make it necessary to interview students at school, the law enforcement officer shall first contact the Principal regarding the planned interview and inform him/her of the probable cause to investigate within the school and obtain his/her approval. The law enforcement officer shall not commence the interview until the approval is obtained. The law enforcement officer may appeal to the Superintendent’s Office if it is deemed that approval was unreasonably withheld. Upon obtaining approval, law enforcement shall follow the procedures as defined above in “By Law Enforcement on Request of School Authorities”.

**Arrest by Law Enforcement Officers:**

- Ordinarily, it should not be necessary for law enforcement officers to arrest or take custody of students during school hours at school for crimes committed outside of school hours. No law enforcement officer shall arrest or take custody of any student in school during school hours unless upon lawful request by the Principal or unless the officer has “probable cause” to arrest for a violent felony, has an arrest warrant for a violent felony, or juvenile commitment order from a judge for an immediate appearance. In cases where the student is to be taken into custody, the law enforcement officer shall first contact the Principal and advise him/her of such fact. The student shall first be summoned to the office by the Principal. The services of a school law enforcement officer in making an arrest, if available, should be requested by the arresting officer. In emergency situations, where the commission of a crime or offense involving felony or breach of the peace in school has been witnessed by a law enforcement officer, or if the law enforcement officer is in “hot pursuit” of the student for such crime, the officer has the legal right to take direct and unhindered action in schools. The Principal must be notified of the action as soon as possible.

**Use of Canine**

- A “canine sniff” of a person or object is not a search for constitutional purposes. A trained drug-sniffing dog may be walked around school lockers, school grounds, or vehicles in the school parking lot without violating any student’s constitutional rights—provided that students themselves are not being detained (without reasonable suspicion) while the dog is sniffing. For example, walking a drug-sniffing dog around a student’s car in a school parking lot while the student is in class is permissible; however, detaining that same student in the school parking lot, without reasonable suspicion, while a drug-sniffing dog walks around the student’s car is not permissible.

- An alert by a trained drug-sniffing dog that drugs are present in a particular location provides school officials and law enforcement officers alike with probable cause to conduct a search of the person or place to which the dog alerted. Vehicles brought on school grounds by students are subject to the same criteria for searches as students’ personal belongings. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination of the privilege of bringing a motor vehicle onto school premises.

**Use of Metal Detectors**

- The possession or use of weapons on school grounds represents an unwarranted disruption to an orderly learning environment and interferes with the rights of all those in schools who desire a safe educational setting. While individualized suspicion is not required for an administrative search with metal detectors, under no circumstances shall metal detectors be used for the purpose of biased searches (for example, based on gender, race, ethnicity, physical appearance, manner of dress or association with any particular group) or the checking of persons or students who might be suspected of having violated other school rules. A pre-established plan that randomly selects persons
to be searched shall be used. These random, unannounced searches shall be conducted on campuses on a regular basis, and normally, only on students. While all district employees with proper identification are not subject to these searches, all visitors are subject to search. Furthermore, prominently posted signs shall advise persons on the premises that they are subject to search for weapons by metal detectors. Any person found to be in possession of a gun, dangerous weapon or other illegal contraband as prohibited in the Florida Statutes, shall be referred for arrest to local law enforcement authorities. Additionally, students in violation are subject to disciplinary action up to and including expulsion. Law enforcement participation in random searches is strictly limited to effecting arrests or other criminal situations that might occur as a result of a metal detection search operation. All other prohibited items that students possess on campus (for example, pagers, MP3 players, radio) may be confiscated. In addition, students may face disciplinary action. Persons who refuse to submit to a search consistent with these guidelines shall not be searched. The site administrator shall evaluate the circumstances to determine the proper course of action.

Use of Social Media:

- Prevalent in student cultures is the use of social media outlets. When students use social media to threaten other students, faculty, or staff, which has a direct effect on school property, school security, may be requested to conduct a "home visit" and/or law enforcement may be involved which could result in criminal prosecution.

HELP KEEP YOUR SCHOOL SAFE
BULLYING IS NOT ALLOWED IN SCHOOLS
Report a Bully at www.sdhc.k12.fl.us

(HCPS Policy 5517.01)

- It is the policy of Hillsborough County Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

Definitions:

Bullying

- "Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
  - teasing
  - threat
  - intimidation
  - stalking
  - cyberstalking
  - physical violence
  - theft
  - sexual, religious, or racial harassment
  - public or private humiliation
  - destruction of property; and
  - social-exclusion

Examples or types of bullying include, but are not limited to:

- physical - punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling;
- verbal - hurtful name-calling, teasing or gossip;
- emotional (psychological) - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure;
- sexual - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as bullying;

- cyber-bullying - the use of information and communication technologies such as email, cell phone, and text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student’s ability to receive an education.

- Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communication, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

- Cyberstalking as defined in F.S.784.048(1)(d), means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

- Within the scope of the District means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

- “Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:
  - places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
  - has the effect of substantially interfering with a student's education performance, opportunities, or benefits; or
  - has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also encompasses:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - incitement or coercion;
  - accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
  - acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
- “Harassment” or “bullying” also includes electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) directed toward a student(s) or staff member(s) that causes mental or physical harm or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Expected Behavior

- The district expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high quality education in a uniform, safe, secure, efficient, and high quality system of education.
- The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers
serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

- The school district upholds that school-related bullying or harassment of any student or school employee is prohibited:
  - during any education program or activity conducted by a school site’s education institution;
  - during any school-related or school-sponsored program or activity;
  - on a school bus or at a bus stop of a school site’s educational institution; or
  - through the use of data or computer software that is accessed through a computer, computer system, or computer network of a school site’s education institution.
- Bullying may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully(ies).
- An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined in the dictionary as meaning, “to pay back (an injury) in kind”. When a person is accused of having engaged in an inappropriate action, especially bullying, the common reaction of that person is to be angry and want to pay the victim back (retaliate). Retaliation must not occur.

- Some examples of retaliations are:
  - attempting to discuss the matter in any way while it is under investigation;
  - spreading rumors;
  - following the person;
  - becoming physical in any way;
  - destroying property;
  - using the telephone or any other electronic or written form of communication to retaliate in any way;
  - ostracizing.
- Therefore, allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of
  - the victim and/or any individual(s) who reports an incident(s) of bullying.

Ways to Report a Bully:

- verbally to an adult at school
- on a Bullying Reporting Form located in the Guidance Office
- via email to school administrator or district office
- via a telephone call to school administrator or district office
- online at the district’s website at http://www.sdhc.k12.fl.us/bullyprevention/
- Crime Stoppers (1-800-873-8477)

IF YOU ARE THE VICTIM OF BULLYING:

- Clearly tell the bully(ies) to stop.
- Don’t ignore the incident. Immediately report the incident to someone at school or seek peer mediation at school. Tell your parent(s)/guardian(s).
- If the bullying continues after you have clearly told the bully(ies) to stop, make a written record of the incident including date, time, witness, or witnesses, and parties involved in the incident.
- Report the incident immediately to an adult who has authority over the bully(ies); for example: teacher, school counselor, assistant principal, or principal.
- Avoid being alone with the person(s) who has attempted to bully you in the past.
- If you are the victim of bullying or you feel uncomfortable reporting this fact to adult personnel at your school, con- tact someone on the following list:
  - Report a bully at www.sdhc.k12.fl.us/bullyprevention/
  - Guidance Services, - Elementary/Middle School 273-7330, High School 273-7346;
  - School Social Work Services, 273-7090;
  - Psychological Services, 273-7095;
  - Area Leadership Director for your school. The phone number is available at your school;
  - Assistant Superintendent of Administration, 272-4000.
TO MINIMIZE THE RISK OF BEING ACCUSED OF BULLYING

DO:

- Keep your hands to yourself.
- Remember that NO one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying behavior you have witnessed to appropriate school personnel.

DON´T:

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being inappropriate and has clearly told you to stop.
- Make remarks that may cause another person to feel oppressed (stressed, scared, intimidated).

Harassment
(HCPS Policy 5517, 5517.01, 5517.03)

- Harassment is when a person continually teases, annoys, threatens, or insults another person in either a verbal, physical, or written manner. Sexual harassment is when a person bothers another person using sexual words, pictures, gestures, or conduct that the other person would find offensive. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive.
- Harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as the School Board. The Board will not tolerate harassment activity by any of its students or employees.
- Harassment occurs when a person subjects another person to any unwelcome conduct on account of sex (or race, origin, religion, etc.) on school property or at a school-sponsored event. Persons who engage in such conduct will be subject to a range of punishment. The School Board will not tolerate harassment at any of its sites or activities. Consequences for proven allegations of harassment are addressed in Level Two – Other Major Offense.

- Sexual harassment includes but is not limited to the following:
  - verbal harassment or abuse of a sexual nature;
  - subtle pressure for sexual activity;
  - repeated remarks to a person with sexual or demeaning implication (for example, a person’s body, clothes or sexual involvement, display of sexually suggestive objects, pictures, or written materials);
  - discrimination because of real or perceived sexual orientation/gender identity or expression thereof.
- Harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- Personnel at all levels are responsible for taking corrective action to prevent harassment at any of the School Board’s sites or activities. An individual has the legal right at any time to raise the issue of harassment with appropriate site and/or district personnel without fear of reprisal. Allegations of harassment will be promptly investigated, giving due regard to the need for confidentiality. Information relative to the prevention and correction of harassment shall be provided in writing to personnel and students.
- A person is being harassed if one or more of the following are occurring, and this behavior is unwanted and unwelcome:
  - sexual comments, jokes, or gestures;
  - suggestive comments;
  - being "sexually rated" by an individual, for example, on a scale from 1 to 10;
  - being pressured to go out with someone;
  - being the recipient of whistles, jeers, or catcalls;
  - being touched, grabbed, or pinched in a sexual way;
  - being intentionally brushed up against in a sexual way;
  - spreading sexual rumors about a person;
  - having clothing pulled in a sexual way;
  - being shown, given, or left sexual pictures, photographs, illustrations, messages or notes;
• being forced (because of their location) to view centerfolds, photographs, posters, or drawings of a sexual nature;
• having one’s way blocked in a sexual way;
• others placing messages or graffiti written about that person on a computer screen, bathroom walls, in locker rooms, or any other public site;
• being forced to kiss someone;
• being forced to do something sexual other than kissing;
• being called gay, lesbian, or any other term that denigrates sexual identity;
• having clothing pulled off or down;
• being spied on while dressing or showering;
• requesting sexual favors;
• continually teasing, annoying, threatening, or insulting another person in either a verbal, physical, or written manner;
• teasing annoying, threatening, or insulting.

Those being harassed should take the following steps:
• Clearly tell the harasser to stop.
• If the harassment continues, make a written record of the incident including date, time, witness or witnesses, and parties involved in the incident.
• Report the incident immediately to an adult who has authority over the harasser. For example: teacher, school counselor, assistant principal, or principal.
• Report the incident immediately to your parent(s) or guardian.
• If harassment continues or you feel uncomfortable reporting this fact to adult personnel at your school, contact someone on the following list:
  ◦ Guidance Services, Elementary/Middle School 273-7330, High School 273-7346;
  ◦ School Social Work Services, 273-7090;
  ◦ Psychological Services, 273-7095;
  ◦ Area Leadership Director for your school. The phone number is available at your school;
  ◦ Assistant Superintendent of Administration, 272-4000.

Confidentiality must be maintained as much as possible during any harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example, you do not maintain confidentiality if you tell your friends that John Doe or Jane Doe harassed you.

Retaliation is defined in the dictionary as meaning, “to pay back (an injury) in kind”. When a person is alleged to have engaged in any harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation must not occur
• Some examples of retaliation are:
  ◦ attempting to discuss the matter in any way while it is under investigation;
  ◦ spreading rumors;
  ◦ following the person;
  ◦ becoming physical in any way;
  ◦ destroying property;
  ◦ using the telephone, mail or a computer to retaliate in any way.

TO MINIMIZE THE RISK OF BEING ACCUSED OF HARASSMENT

DO:
• Keep your hands to yourself.
• Think before you speak.
• Avoid/minimize contact with harasser.

DON’T:
• Touch anyone in an inappropriate way.
• Keep asking a person to go out with you after he/she has said “No.”
• Be in a room alone with a person with the door closed.
• Make remarks that have sexual overtones or implications.
IF YOU HAVE BEEN HARASSED: DO:

- Tell your problem to an adult who can help you figure out what to do to resolve the situation.
- Avoid being alone with the person who has harassed you.

DON’T:

- Think that if you just ignore the problem, it will go away.

Open Displays of Affection
(HCPS Policy 5500)

Open displays of affection are NOT permitted on school grounds and may result in disciplinary action.

Due Process
(HCPS Policy 2260.02, 3139, 5611, 9130)

- Another name for due process is fairness of procedure. A basic ingredient to due process of law is that one who is not satisfied with a decision may appeal it to a higher authority.
- Students must have proper notice of the infraction, an opportunity to be heard, and the hearing must be conducted fairly. Students shall be informed of school rules that have been violated, either orally or in writing, by a school official. They shall be given the right to present evidence or witnesses concerning the charges.
- Basic ingredients or steps to be followed in guaranteeing due process:
  - have PROPER NOTICE of the charge or complaint being made against them;
  - have the OPPORTUNITY TO KNOW the specific charges or complaints;
  - be given a FAIR AND IMPARTIAL HEARING and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing;
  - have had prior OPPORTUNITY TO KNOW that their actions were in violation of established rules and regulations;
  - be advised that they have the RIGHT TO APPEAL to the next higher authority if not satisfied with the action or decision rendered at their hearing.

Alcohol and Drug Policy

- SCHOOL DISTRICT OF HILLSBOROUGH COUNTY DRUG FREE POLICY
  (HCPS Policy 5530)
    - Possession of, sale, and/or being under the influence of alcohol or narcotic drugs (including marijuana) is a violation of Hillsborough County School Board policies and procedures. Students found violating these policies are subject to withdrawal and referral to the appropriate law enforcement agency.
    - The unlawful possession, use, or distribution of illicit drugs and alcohol by students on any campus is strictly prohibited. Local, state, and federal laws prohibit the unlawful use, manufacture, possession, control, sale, and dispensation of any illegal narcotic or other drugs. These laws carry penalties for violations, including monetary fines and imprisonment.

- Alcohol/Other Drug Assistance Programs
  (HCPS Policy 5531)
    - Numerous programs are available in the Hillsborough County area to help students and employees deal with substance abuse related issues. Federal laws insure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner.
For information about drugs and alcohol or where to go for help, contact the resources listed below. Contact your insurance company regarding coverage.

**Self-Help Support Groups**
- ACOA (Adult Children of Alcoholics) 813.253.0506
- AL-NON (Families and Friends of Alcoholics) 813.881.9372
- ALCOHOLICS ANONYMOUS 813.933.9123
- NARCOTICS ANONYMOUS 813.879.4357

**Community Resources**
- ACTS (Alcohol Community Treatment Services) 813.246.4899
- DACCO (For Drug Treatment) 813.384.4000
- HILLSBOROUGH COUNTY CRISIS CENTER 813.964.1964
- MENTAL HEALTH CARE (MHC) 813.272.2244

**National Resources**
- BACCHUS (Student Organization) 303.871.0901
- Cocaine Hotline 800.262.2463
- Drug Abuse Hotline 800.821.4357
Code of Student Conduct Definitions

(HCPS Policy 5500)

- **BEHAVIOR MANAGEMENT PLAN:** The system or procedure expected of students to follow in all classrooms related to rules.

- **BULLYING:** Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual’s school performance or participation.

- **BYOD** (Bring Your Own Device): This program allows students to wirelessly access the Internet for limited educational purposes

- **CHEATING:** The act of or the intent to fraudulently deceive.

- **COMPUTER MISUSE:** Inappropriate use including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software and entering or distributing inappropriate or unauthorized files; vandalism of computer equipment.

- **CONSEQUENCES:** What happens when you break a rule.

- **CONTROLLED SUBSTANCE:** Any medication, drug, or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel using School Board procedures.

- **CUMULATIVE RECORD:** Records maintained on a student for each year they are in school.

- **DEFIANCE:** Blatant refusal to follow legitimate and reasonable directive.

- **DISRESPECT:** Gross display of a lack of respect, regard, or esteem toward another person.

- **DISRUPTION ON CAMPUS:** Disruptive behavior that poses a serious threat to the learning environment or school event, health, safety, or welfare of others.

- **ELECTRONIC DEVICES (DIGITAL):** Any district provided or personally owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearable (e.g. Google Glass, smartwatches), iPod touches (or similar), and e-readers. Under teacher or administrator approval and supervision, students are able to wirelessly access the Internet for limited education purposes. Use of broadband networks, provided by cellular carriers via device or hotspot is prohibited while on Hillsborough County Public School property.

- **ELECTRONIC DEVICES (NON-DIGITAL):** Any radios, tape players, laser pointers, or other unnecessary devices deemed potentially disruptive. Students bringing any of these for a class project must make arrangements with the teacher or assistant principal for safekeeping. The school shall not accept the responsibility for personal property or money.

- **FALSE FIRE ALARMS AND BOMB THREATS:** Intentionally activating a false fire alarm or turning in a false bomb threat (automatically shall be recommended for expulsion).

- **FIREARMS:** Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term “firearm” does not include an antique firearm unless the antique firearm is used in the commission of a crime.

- **FORGERY:** The making of a false or misleading document with the intent to deceive or defraud.

- **GAMBLING:** Any participation in games or activities of chance for money and/or things of value.

- **GANG-RELATED ACTIVITY:** Any activity or behavior that indicates involvement with a gang such as hand signals, graffiti, gang attire, and wearing of colors.

- **HARASSMENT:** Using repeated unwelcome remarks to annoy, demean, or ridicule another.
- **PLAGIARISM**: An act of stealing or passing off the ideas or words of another as one's own; the use of a created production without crediting the source; literary theft; presenting as new and original an idea or product derived from existing source.

- **PROFANITY**: Disrespectful language or gestures that are deemed vile, vulgar, or debasing.

- **TARDY**: Late for school or class.

- **THREAT/INTIMIDATION**: (Instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent – an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear – or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

- **VANDALISM**: The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

- **WEAPON**: Any dirk, knife, metallic knuckles, slingshot, billie, tear gas gun, electronic weapon or device, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife.

- **WILLFUL DISOBEDIENCE**: Deliberate failure to follow directions given by a School Board employee, agent, or established rules and regulations of a school.

- **ZERO TOLERANCE POLICY**: It is the intent of the legislature to promote a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety, and to encourage schools to use alternatives to expulsion or referral to law enforcement agencies by addressing disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice; or similar programs.