

**2023 – 2024**

**Student Handbook**



***Our mission is to provide high-quality career-educational and training opportunities to meet the current and future high-demand needs of our regional and global skilled workforce.***

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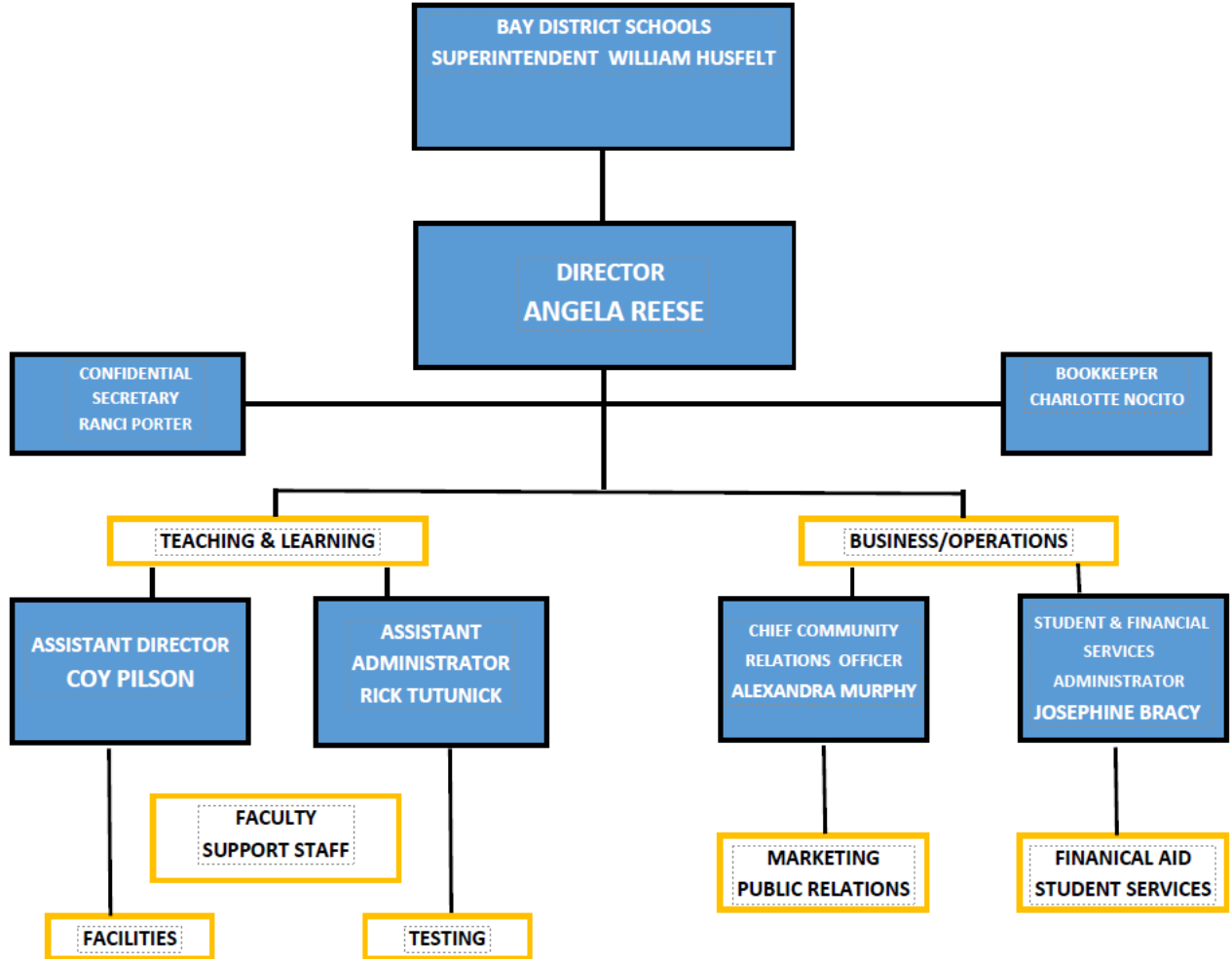
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**\*\*NEED TO KNOW TOP TEN\*\***

1. ID Badges **MUST** be worn at all times.
2. Absences may adversely affect your financial aid.
3. Be on time every day.
4. Dress for success. No house shoes, pajamas, sagging pants, halter tops, exposed midriffs, spaghetti straps, vulgar language, or see through clothing.
5. Smoking/Vaping/Tobacco products are prohibited on campus, in vehicles, and in the parking lot.
6. You must scan in and scan out of class each day including lunch using the Focus Kiosk Scanner.
7. No Food or Drink in classrooms/labs. Eat in designated areas only.
8. All fees are due at the beginning of an enrollment period.
9. Students may be withdrawn for the following reasons:
  - a. Lack of academic progress
  - b. After 6 consecutive absences (GED/ESOL)
  - c. Violation of attendance policy
  - d. Disruptive/inappropriate behavior
10. Each student is responsible for carrying his/her own accident/medical insurance. Tom P. Haney Technical College assumes no liability for medical or ambulance expenses.

# Tom P. Haney Technical College Organization Chart



# Bay District Calendar for Haney Students

(TEN MONTH VIEW)  
2023-2024

| HANEY STUDENT CALENDAR   | Day                  | Month             | Date             |
|--|----------------------|-------------------|------------------|
| <i>First Day of School</i>   | <i>Thursday</i>      | <i>August</i>     | <i>3</i>         |
| Labor Day  | Monday               | September         | 4                |
| Columbus Day <i>(10-Month Faculty &amp; Staff)</i>                       | Monday               | October           | 9                |
| Veteran's Day  | Friday               | November          | 10               |
| Thanksgiving Holidays <i>(10-Month Faculty &amp; Staff)</i>              | Monday               | November          | 20               |
| Thanksgiving Holidays <i>(10-Month Faculty &amp; Staff)</i>              | Tuesday              | November          | 21               |
| Thanksgiving Holidays <i>(10-Month Faculty &amp; Staff)</i>              | Wednesday            | November          | 22               |
| Thanksgiving Holidays  | Thursday             | November          | 23               |
| Thanksgiving Holidays  | Friday               | November          | 24               |
| <b>Christmas Break</b>   |                      |                   |                  |
| <i>Christmas Holidays Begin</i>  | <i>Friday</i>        | <i>December</i>   | <i>22</i>        |
| Christmas Holidays Continued   | Monday               | December          | 25               |
| Christmas Holidays Continued   | Tuesday              | December          | 26               |
| Christmas Holidays Continued   | Wednesday            | December          | 27               |
| Christmas Holidays Continued   | Thursday             | December          | 28               |
| Christmas Holidays Continued   | Friday               | December          | 29               |
| Christmas Holidays Continued   | Monday               | January           | 1                |
| Christmas Holidays Continued   | Tuesday              | January           | 2                |
| Christmas Holidays Continued   | Wednesday            | January           | 3                |
| Christmas Holidays Continued   | Thursday             | January           | 4                |
| Christmas Holidays Continued   | Friday               | January           | 5                |
| <i>Return from Christmas Holidays</i>                                    | <i>Monday</i>        | <i>January</i>    | <i>8</i>         |
| Martin Luther King's Birthday  | Monday               | January           | 15               |
| President's Day <i>(10-Month Faculty &amp; Staff)</i>                    | Monday               | February          | 19               |
| Spring Holidays Begin  | Monday               | March             | 18               |
| Spring Holidays Continued  | Tuesday              | March             | 19               |
| Spring Holidays Continued  | Wednesday            | March             | 20               |
| Spring Holidays Continued  | Thursday             | March             | 21               |
| Spring Holidays Continued  | Friday               | March             | 22               |
| <i>Return from Spring Holidays</i>                                       | <i>Monday</i>        | <i>March</i>      | <i>25</i>        |
| Good Friday <i>(10-Month Faculty &amp; Staff)</i>                        | Friday               | March             | 29               |
| <b><i>Last Day of School for Students (excl Nursing &amp; Cosmo)</i></b> | <b><i>Friday</i></b> | <b><i>May</i></b> | <b><i>24</i></b> |
| <b>HANEY GRADUATION - Tuesday, May 28, 2024</b>                          |                      |                   |                  |
| <i>School Holidays/Closure August 3rd - January 5th</i>                  |                      | 19                |                  |
| <i>School Holidays/Closure January 8th - May 24th</i>                    |                      | 8                 |                  |
| <b>Instructional Days - CTE</b>  |                      | <b>185</b>        |                  |

# Campus Directory

## Building 1

### 1<sup>st</sup> Floor

101 Student Services  
 101 Bookstore  
 101 Counselor  
 101 Financial Aid  
 101 Aviation Coordinator  
 106 Marine Service Technologies  
 111/114 Adult General Ed/ESOL  
 114 Aviation Airframe Mechanics  
 121 Aviation General Maintenance

### 2<sup>nd</sup> Floor

209 Nursing Coordinator  
 202 Practical Nursing  
 211 Assistant Administrator

### 3<sup>rd</sup> Floor

301 Media & Technology Hub  
 302 Success Academy  
 305 Computer Lab  
 308 Bookkeeping  
 309 Data Specialist  
 310 Records  
  
 312, 313, 317 Administration  
 318 CSIT  
 323 Medical Administrative Specialist

130 HVAC/R1 & 2  
 131 Electrician & Electricity  
 137 Aviation Powerplant Mechanics  
  
 140 CareerSource Gulf Coast  
 142 Testing

328 Community Relations  
 329 Massage Therapy

### Building 6

606 Automotive Collision  
 Technology Technician  
  
 613 Automotive Service  
 Technology 1 & 2  
  
 601 Cosmetology

### Building 7

Boiler Room

### Building 8

Welding Technology  
  
 Welding Technology  
 Advanced

### Building 9

Cafeteria  
 (under construction)

# Schedule

## ABE/ GED/ ESOL/ Marine Service Technologies

|                     |                         |
|---------------------|-------------------------|
| 7:45 am – 10:15 am  | Morning                 |
| 10:15 am – 11:15 am | Lunch                   |
| 11:15 am – 1:45 pm  | Afternoon               |
| 7:30 am – 7:45 am   | Teacher Common Planning |
| 1:45 pm -3:00 pm    | Teacher Common Planning |

## Automotive Collision Technology Technician, Automotive Service Technology 1 & 2, HVAC/R 1 & 2/Electrician/Electricity/Computer Systems & Information Technology

|                      |                         |
|----------------------|-------------------------|
| 7:00 am – 12:00 noon |                         |
| 1:00 pm -2:00 pm     | Teacher Common Planning |

## Welding Technology/Welding Technology – Advanced/Medical Administrative Specialist

|                     |                         |
|---------------------|-------------------------|
| 7:45 am – 10:45 am  | Morning                 |
| 10:45 am – 11:30 am | Lunch                   |
| 11:30 am – 2:30 pm  | Afternoon               |
| 7:30 am – 7:45 am   | Teacher Common Planning |
| 2:30 pm -3:00 pm    | Teacher Common Planning |

## Licensure Programs

The Aviation Academy, Cosmetology, Practical Nursing, and Massage Therapy programs have adjusted schedules to meet licensing requirements.



## Testing 2023-2024

- ASE** **Automotive Service Excellence Exams** is a computer-based test offered by Prometric and are national certifications for master automobile mechanics. Pre-registration with Prometric and payment of testing fees are required. Contact the Testing Center to schedule, 850-767-5508.
- FAA** The **Federal Aviation Administration** requires testing for those involved in the aviation industry. The computer-based aviation exams are offered by PSI/CATS at the Haney Testing Center. Pre-registration and testing fees are required. Contact the Testing Center to schedule, 850-767-5508.
- GED** Haney is a **PearsonVue** test site administering the **GED** every Monday and Tuesday. Pre-registration, scheduling, and testing fees must be completed via MyGED.com prior to arriving for testing.
- TABE/Re-TABE/PERT** **Test of Adult Basic Education** and **PERT** are administered Thursday and Friday at the Haney Testing Center. Pre-registration and testing fees are required prior to the test date. **Re-TABE** is offered to Haney students only. Testing occurs per schedule posted by the Testing Center. Students must be registered for testing by their instructor or Student Services.
- TEAS** The ATI **TEAS** assessment is designed specifically to measure academic preparedness of nursing and allied health program candidates. Please visit Student Services to register.
- MOS/MTA** Certiport testing scheduled by instructor only.
- NCCER** Testing scheduled by instructor only.
- CompTIA** Certification test recommended by CSIT instructor. Schedule test via **PearsonVue**.

# Testing Requirements

All applicants for Adult Basic Education, GED Prep, and Home-schooled graduates are **required** to take the TABE test **before** registering. *You must register for the TABE at least 24 hours before the testing date and payment of the testing fee is due when you register.*

## **CAREER & TECHNICAL EDUCATION (CTE) STUDENTS ONLY**

All applicants for CTE programs that are not exempt from the TABE by Florida Statutes, 1008.30 must pay and register for the TABE test to be taken within six (6) weeks of enrollment date, when registering and paying for your desired program.

You are exempt from the TABE requirement if you:

- Present evidence that you possess an Associate in Applied Science or higher
- Present evidence that college and career readiness for basic skills has been met
- PERT – Reading 106 Writing 103 Math 114
- ACT – Reading 19 English 17 Math 19
- SAT – Verbal 440 Math 440
- Present evidence that you have passed a state, national, or industry certification exam in your area of study
- Present evidence that you received the minimum score on the 2014 GED® Tests: Reasoning through Language Arts and Mathematics Reasoning
- Present evidence that you entered 9<sup>th</sup> grade in a Florida public school in 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma
- Present evidence you are serving as an active duty member of any branch of the United States Armed Services

The TABE test is offered every week. Register for the test by presenting a valid government-issued picture ID, complete the TABE registration form, and pay the testing fee of \$20.00.

**Please arrive at least 15 minutes before testing time and check in at Student Services before proceeding to the Testing Center. You MUST bring your state issued ID the day of the test or you will be turned away.**

# **Welcome to Tom P. Haney Technical College**

## **Mission Statement:**

Tom P. Haney Technical College's mission is to provide high-quality career-educational and training opportunities to meet the current and future high-demand needs of our regional and global skilled workforce.

## **Vision Statement:**

Tom P. Haney Technical College provides education and training to meet the diverse needs of our skilled workforce and is an integral part of regional and global economic growth and development.

## **Non-Discrimination, Equal Employment and Affirmative Action**

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation, national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. 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.

The following person has been designated to handle inquiries regarding non-discrimination policies:

**Holly Buchanan - Executive Director of Human Resources**

buchahd@bay.k12.fl.us 850-767-4100

## **American Disabilities Act**

Congress established the U.S. Department of Education (ED) on May 4, 1980, in the Department of Education Organization Act (Public Law 96-88 of October 1979). Under this law, ED's mission is to "Strengthen the Federal commitment to assuring access to equal educational opportunity for every individual". Bay District Schools comply with the American Disabilities Act.

## Cell Phones/Mobile Devices

The noise from cell phones and/or pagers is distracting to both staff and students in classrooms, labs, offices, and libraries. These areas are also inappropriate sites for personal telephone conversations. In consideration of others and to minimize distractions, phones and pagers should be set to “silent” or “vibrate” inside campus buildings. Personal usage of cell phones and electronic communication devices is prohibited during all class/lab times. Those who violate this policy will be subject to disciplinary action.

**Should a school “lock down” be necessary, all cell phones and pagers must be put in “silent mode” for safety reasons.**

### Personal Electronic Mobile Devices

*(Bay District School's policy 7.211)*

According to Bay District Schools policy (7.211), “personal electronic mobile devices” (PEMD) shall include, but not be limited to, the following: cellular or satellite telephones of any type, pocket PCs, laptops, tablets, and personal data assistants (PDA) owned, used or possessed by a student, but shall not include such devices if owned and provided for use by the district.

Tom P. Haney Technical College will allow adult and high school students to bring their own personal electronic mobile devices (BYOD) (laptops, smart phones, e-Readers, iPads, and etc.) to use at specified times during the school day. It is not mandatory for students to bring their own personal electronic mobile devices.

**NOTE:** Students will bring personal electronic mobile devices to school at their own risk. Neither Tom P. Haney Technical College nor the district will be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated. Neither Tom P. Haney Technical College nor the district will be responsible for virus, malware, or other computer-related issues associated with connecting to the school network.

Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students, or use their device for unlawful purposes will be subject to disciplinary action; up to and including suspension, expulsion, and being reported to local authorities. Using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without prior consent of individuals being recorded is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use devices must be on vibrate or silent mode so that no audible tone is heard. Using PEMDs on campus is a privilege that when violated may be removed. For further information please review the full policy on our web site at [www.haney.edu](http://www.haney.edu)

# Computer Usage

## BayNET Terms and Conditions

Bay District Schools offers an exciting opportunity to expand learning through Florida Information Resource Network (FIRN) and the Internet, for students, staff, and parents. With this opportunity comes the responsibility for appropriate use. Therefore, we request students to carefully read this document and the school board policy prior to completing the online or written application.

## Internet Overview

BayNET is an electronic communications network providing vast, diverse and unique resources. It provides equal access to computing resources to serve public education and promote educational excellence for all Bay District Schools. BayNET facilitates sharing resources, accessing outside information and research, and encouraging technological innovation and worldwide communication through FIRN and/or the Internet.

## Resources

BayNET serves as an electronic superhighway connecting both thousands of computers all over the world and millions of individual subscribers. Students, teachers, staff and parents will have access to:

- worldwide electronic mail
- global information and news
- public domain and shareware computer software of all types
- discussion groups on numerous topics from the environment to music to politics
- access to many libraries, such as university libraries, The Library of Congress, Combined Arms Research Library (CARL) and Education Resources Information Center (ERIC)

## BayNET Warning

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Some material or individual communications may not be suitable for school-age children. Bay District Schools views information gathered from the BayNET in the same manner as reference materials identified and used in the instructional setting. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. The District attempts to protect children from materials of an inappropriate nature. However, it is impossible to control all materials on a global network, and an industrious user may discover inappropriate information.

At school, student access to, and use of, BayNET will be under teacher direction and will be monitored like any other classroom activity. The District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the district, since BayNET access may be obtained outside the school setting.

## BayNET Guidelines

BayNET access is coordinated through a complex association of government agencies and regional and state networks. The operation of BayNET relies heavily on the proper conduct of the users, who must adhere to strict guidelines. It is to be used in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the district. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving a BayNET account. Serious violation of policy will result in disciplinary action appropriate for students or staff.

The signatures on the BayNET application form or digital signature in the Bay Cloud indicate the user has read the terms and conditions carefully and understand their significance.

1. **Acceptable Use** - The use of a BayNET account must be in support of education and research consistent with the educational goals and policies of the Bay District Schools. Use of any other network or computing resources must be consistent with the rules appropriate to that network. This includes, but is not necessarily limited to, respecting copyrights, respecting users' rights to privacy, avoiding threatening or obscene material, respecting material protected by trade secret, and avoiding reposting personal communications without the author's prior consent. Use for commercial activities, product advertisement, or political lobbying is prohibited.
2. **Privileges** - The use of BayNET is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege. Each individual who receives an account will receive information pertaining to the proper use of the network. School and District administrators will decide what appropriate use is and their decision is final. The District may close an account at any time.
3. **"Netiquette"** - Users are expected to abide by the generally accepted rules of network etiquette. The use of vulgar or obscene language is prohibited. Complete your tasks in a timely fashion. Follow proper correspondence guidelines when using electronic mail.
4. **Warranties** - The Bay District Schools makes no warranties of any kind, whether expressed or implied, for the service provided. The District will not be responsible for any damages suffered, including loss of data. Also, the District will not be responsible for the accuracy or quality obtained through the BayNET INTERNET connection.
5. **Security** - Security is a high priority. Users must report security issues to the system administrator immediately. The use of accounts belonging to other individuals is prohibited. Attempts to use another person's account will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems will be denied access.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or hardware, or software owned by Bay District Schools. This includes the creation of, or the uploading of computer viruses on any computer or server accessible through BayNET.
7. **Updating Your User Information** – Users may be required to provide updated registration, password and account information to continue BayNET access. Employee accounts are valid from July 1 until June 30 of each year. Employees recommended for employment must submit an updated user form on or before May 31 of each year. Student forms are valid for one school year and must be resubmitted at the start of each year.

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

## BayNet Access for Desktop Computers and Wi-Fi

In order to use a Bay District School computer or Wi-Fi, students must complete the **Claim my Account** process.

1. Go to <https://cloud.bayschools.net>
2. Click Staff Claim Policy for drop down menu. Change to **Student Claim Policy**.
3. Enter legal first name, legal last name, and 9 digit student ID number.
4. Read the Student Acceptable Use Agreement and check the box to agree.
5. Read the requirements for the password. Type in a new password two times.
6. Answer THREE of the security questions.
7. Make note of the username given in green.
8. The username (provided) and password you created will be used to log in to school computers and the Wi-Fi for access. Passwords must be updated every 60 days.
9. For additional help contact your instructor or the Media Specialist.

## GMAIL Access

When a student completes the Claim My Account process, a student GMAIL address is automatically generated. This email account will remain open as long as the student is enrolled. The GMAIL username is your generated Cloud [username@baystudent.org](mailto:username@baystudent.org). For example: [xsmitjd@baystudent.org](mailto:xsmitjd@baystudent.org) and the password is the password you created for your desktop and Wi-Fi access.

## Microsoft Office for Students

Microsoft Office is available for **FREE** to Bay District students while they are enrolled in Bay District Schools. This benefit will allow students to install the full Office applications on up to 5 PCs or Macs for free. The following instructions will guide you through the process of obtaining a copy for your PERSONAL windows computer.

This download agreement is between the user and Microsoft. Please pay close attention to any listed support links and phone numbers in case of difficulty during this process. **DO NOT** contact the Bay District Help Desk if you have problems during this download.

1. To start, go to <http://www.office.com/students> and enter your “<username>@baystudent.org”.
2. Click “Get Started”
3. Click “I’m a student”
4. The next screen will instruct you to login to your **baystudent.org** Gmail account to complete the download and install process.
5. If you have never logged in to this email account your teacher needs to contact the BAYNET help desk to get your password reset.
6. In your email you will have the following message. If your address is correct, click “Yes that’s me”
7. Fill out the application that comes up, and click “Start”

8. Remember your password. You can login to the Office 365 home page at <http://portal.office.com> ([username@baystudent.org](mailto:username@baystudent.org)) for support and other information concerning your office account.
9. Uncheck the “Bing” & “MSN” checkboxes, then click “Install now”
10. A Save As window will open. Please save the install file to your Desktop. On your desktop, click on the install file you saved to start the installer.
11. Installation may take up to 20 minutes.
12. **Enjoy your new Microsoft Office!**

## **Graduation Ceremony and Commencement Exercises**

Commencement exercises are held at the end of each academic year. All Career & Technical Education students who complete their program of training during the academic year and have met all state requirements and all GED® students who attended classes at Haney and earned their GED® diploma are expected to participate. Family and friends are encouraged to attend this ceremony. **Graduation will be held on May 28, 2024.**

Career & Technical Education students and GED® students who were enrolled in classes at Haney during the school year are not charged a fee to participate in graduation. Students may call the school or visit the Tom P. Haney Technical College website for more information regarding Graduation.

## **Student Code of Conduct**

Tom P. Haney Technical College is dedicated to the total development of students. Therefore, Tom P. Haney Technical College has the responsibility for protecting individual rights, both academic and personal, including the rights of students and employees. Tom P. Haney Technical College assumes that its students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach; the school believes in treating students as adults. Therefore, Tom P. Haney Technical College reserves the right to discipline any student whose conduct and behavior is undesirable or harmful to the school. In addition to the Tom P. Haney Technical College Code of Conduct and procedures, criminal behavior is subject to criminal charges.

Generally, Tom P. Haney Technical College's disciplinary action will be limited to conduct which adversely affects educational pursuits. It is the student's responsibility to become familiar with the rules and regulations of both the school and the department in which the student chooses to enroll. Failure to do so does not excuse the student from any policy as set forth by the school or the department in which the student is enrolled. The following misconduct subjects the students to disciplinary review:

### ***Misconduct Defined***

A student is subject to disciplinary action by Tom P. Haney Technical College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the school, or off campus at any function which is authorized, sponsored, or conducted by the school or in parking lots adjacent to areas or buildings where school functions are being conducted. Such misconduct shall include the committing of, or the attempt to commit, any of the following offenses:



1. Any form of dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the school.
2. Forgery, alteration, or misuse of school documents, exams, records, vehicle registration, verification, or identification.
3. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
4. Use, possession, or distribution of firearms, knives, weapons, ammunition, fireworks, or any type of explosive or incendiary device or material. Items perceived as weapons are also prohibited. Only duly constituted law enforcement officers on duty may possess firearms on campus.
5. Disorderly or disruptive conduct, including rioting, incites to riot, assembling to riot, reckless endangerment, raiding, inciting to raid, harassment, and assembling to raid school's properties. This offense also includes in-class behavior that unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes but is not limited to, the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Unauthorized destruction, theft, tampering, or disappearance of records, furniture, fixtures, or equipment.
8. Participation in any form of gambling.
9. Unauthorized entry to school facilities.
10. Unauthorized possession of a key to school facilities.
11. Unauthorized interference with the use of or access to a school facility.
12. Failure to promptly comply with directions of school officials or law enforcement officers acting in the performance of their duties as such officials and officers.
13. Violation of any school policy or regulation as published or referred to in the school Catalog/Student Handbook, including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of computers; copyright laws; and use or parking of motor vehicles on the campus.
14. Violation of any federal, state, or local law or ordinance.

### ***Academic Misconduct***

Certain types of inappropriate conduct are defined as "academic misconduct." In an instance of academic misconduct, a student may:

1. Be required to retake an examination, or resubmit an assignment, regarding which academic misconduct is determined by the instructor to have occurred;
2. Receive an "F" on the given exam or assignment; or
3. Receive an "F" for the course. Whether or not academic misconduct occurred, and what classrooms sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter to the Director of Tom P. Haney Technical College.

## Dress Code

Tom P. Haney Technical College expects all students to use mature judgment in their personal dress and hygiene while on campus. One of the major objectives of Tom P. Haney Technical College is to aid students in preparing themselves to secure and maintain professional employment. Students are required to dress and maintain personal hygiene that would be appropriate to the occupations and professions for which they are training. Therefore, all program instructors must make interpretations of proper dress and hygiene for their classroom setting. Instructors have the right to refuse students into class for dress code or hygiene violations. Any student, faculty member, department head, or staff member that has questions concerning proper dress and hygiene should contact Administration. Additionally, some programs may require specific dress code, including uniforms.

## Tobacco and Smoking

Tom P. Haney Technical College is a Tobacco-Free campus. Students are not allowed to smoke or use tobacco in any form, including but not limited to, electronic cigarettes/vaping on the Tom P. Haney Technical College campus. ***Students may not smoke or vape in their vehicles on school property.***

### ***PROHIBITED ACTIONS ON SCHOOL PROPERTY 2.114***

In order to ensure compliance with the Florida Clean Indoor Air Act, to set a positive example for students, and to promote good health for students and employees, no smoking or the use of tobacco products or electronic cigarettes shall be allowed in any facilities or on any real or personal property owned by or under the control of the Bay County School Board. No person shall be permitted to use tobacco products while at a school-sponsored event or on a school trip.

## Student Discipline

*(Bay District School Board Policy 7.203)*

It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds. Schools and teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation, or under the supervision of School Board personnel whether on or off campus. Parents, legal guardians or adult students will be financially responsible for any damage to school property. A student's academic grade shall not be reduced as a disciplinary measure.

Based upon *A Zero Tolerance Policy*, behavior which shall result in suspension and may result in expulsion: possession, sale, use or under the influence of any controlled substance under Chapter 893, *Florida State Statutes*, any counterfeit controlled substance as defined by §831.31, *Florida State Statutes*, model glue, other inhalant, or alcohol shall result in a ten (10) day suspension and expulsion. However, as an alternative to expulsion, a principal may, at his/her absolute discretion, suspend a student out of school for ten (10) days if the student is a first-time alcohol or drug offender who possesses or is under the influence of any substance controlled under §893, *Florida State Statutes*, or is under the influence of model glue or other inhalant or alcohol. This option is only available to the principal for small amounts of a controlled substance which the principal

determines are for the student's individual use and not for distribution, delivery or sale to other students. This option is not available for any felony possession, regardless of quantity. This suspension may be reduced at the absolute discretion of the principal if:

- The student divulges information leading to the discipline or arrest of the person who supplied such controlled substance to him/her, or
- If the student voluntarily disclosed his/her unlawful possession of such controlled substance. Any such information divulged which leads to an arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging such information, or
- The student commits him/herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

Behavior which shall result in a ten (10) day suspension and expulsion and referral for criminal prosecution:

- Homicide (murder, manslaughter)
- Sexual battery
- Armed robbery
- Aggravated battery
- Battery or aggravated battery on a teacher, or other school personnel
- Kidnapping or abduction
- Arson
- Possession, use, or sale of any explosive device
- The unauthorized alteration or changing, or aiding and abetting or participating in the alteration or changing of a student's grades or attendance records.

Behavior which shall result in a ten (10) day suspension, expulsion for no less than one (1) full year and a referral for criminal prosecution:

- Possession, use or sale of a firearm or weapon. If a firearm or weapon is found in a student's vehicle either at school or at a school sponsored event, the student shall be considered to be in possession of the firearm or weapon if it is determined by the principal, based upon evidence, that the student knew of the presence of the firearm or weapon. The School Board specifically waives the exception in §790.115(2) (a) (3) for purposes of student and campus parking privileges.
- Any threat, regardless of the location from which it is made, to throw, project, place or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, or the making of a false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive involving school or school personnel's property, school transportation, or a school-sponsored activity.

Any item that may not be possessed or used by a student under this policy shall be confiscated by the director. If appropriate, the prohibited item shall be given to the proper law enforcement agency. Otherwise, if possession of the item is legal, the item shall be given to the student's parent or guardian after the conclusion of all disciplinary action against the student.

## **Academic Integrity Pledge**

Ethical behavior is important to the foundation of Tom P. Haney Technical College's educational system. Students will be asked to make a simple honor pledge: "I pledge on my honor that I have neither given nor received any unauthorized assistance on this assignment/examination." Learning necessitates personal challenge and support, with individual students doing their own work under the tutelage of instructors

## **Student Detention, Search & Seizure**

*(Bay District School Board Policy 7.204)*

Any member of the instructional or administrative staff may temporarily detain and question a student when there is reasonable suspicion that the student has committed, is committing or is about to commit a violation of law or School Board policy.

If reasonable suspicion exists, including proper identification by a drug dog and its trainer, that a student is concealing stolen, prohibited, or illegally possessed substances or objects (contraband) on his/her person, within his/her locker or other storage place, or vehicle owned or operated by the student, then the director, or a school employee designated by the director, may search the student, his/her locker or other storage space, or his/her vehicle owned or operated by the student.

## **Insurance**

Tom P. Haney Technical College and the Bay District Schools are not responsible for providing any insurance coverage for students who sustain injuries on campus. It is recommended that each student carry his/her own accident insurance. The center assumes no liability for medical or ambulance expenses. Should an accident occur, your teacher will ask you to complete an Accident Report. All accidents occurring on campus should be reported immediately to a school employee. The Director's office will be contacted to complete a student accident form.

## **Bullying, Harassment, Or Cyberstalking 7.207**

It is the policy of the School Board of Bay County, Florida (the "District" or "School Board") and Tom P. Haney Technical College, 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 and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

**Bullying** 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 a student or adult, 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:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

**Harassment** means any threatening, insulting, or dehumanizing gesture, or use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
3. Has the effect of substantially disrupting the orderly operation of a school.

***Bullying and Harassment*** also encompasses:

1. 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.
2. 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:
  - a. Incitement or coercion
  - b. 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 and/or Center
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

## **Sexual Harassment and Discrimination Policy**

Tom P. Haney Technical College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, genetic information, sexual orientation, marital status, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on school property and while engaged in any school-sponsored activities as referenced by *Bay District Schools Policy 2.111 and 2.133*.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the school community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the school. A nondiscriminatory environment is essential to the mission of the school. A sexually-abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the school maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the school shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society.

Administrators, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for all students. For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Harassment of employees or students by non-employees is a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to Administration.

The employees of Tom P. Haney Technical College determine the ethical and moral tone for the school through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between school personnel of different ranks which involve partiality, preferential treatment, or the improper use of position shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom the instructor has responsibility, between any supervisor and an employee, or between a school employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship who shall be held accountable for unprofessional behavior. This policy encourages faculty, students, and employees who believe that they have been the victims of discrimination or sexual harassment to contact the Director of Tom P. Haney

Technical College. Any reprisals shall be reported immediately to the Director of Tom P. Haney Technical College or to the Superintendent of the area in which the incident or alleged incident occurred.

### **Sex Offenders/Predators**

In accordance with state statutes, registered sexual predators and sexual offenders must register with the Department of Law Enforcement. Convicted sex offenders from out of state must register in Florida within 48 hours of establishing residence.

The Florida Department of Law Enforcement has set a web site for interested parties to search their database. This database may be used to find sex offenders and predators by either name, address, city, county, or zip code. That site is:

<http://offender.fdle.state.fl.us/offender/homepage.do>

FDLE has also established a toll-free number (1-888-FL-PREDATOR) or (1-888-357-7332) that allows the public to request information about Sexual Predators and Sex Offenders living in their communities and around the state. Requests may be made between the hours of 8am and 7pm, Monday through Friday.

### **Definition of Sexual Harassment**

As referenced in *Bay District Schools Policy 2.133*, sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students and employees. The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972. **Title IX is a federal law**, enacted in 1972 states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Title IX protects people from discrimination based on sex in educational programs or activities that receive financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on participation in unwelcome conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

**Cyberstalking** as defined in s. 784.048(1)(d), F.S., 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.

## **Procedures for Reporting**

The Director of Tom P. Haney Technical College, or his designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director

or the Director's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Director or the Director's designee.

Any member of the school community who believes that he or she has been the victim of bullying, cyberstalking, sexual harassment or illegal discrimination may bring the matter in writing to the attention of any administrative personnel. When a written complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Director of Tom P. Haney Technical College, who shall coordinate the investigation of such complaints. The Director shall notify the District Director of Human Resources if the complaint pertains to an employee of Bay District Schools. Any student, employee or applicant who believes they have experienced discrimination, sexual misconduct or harassment should contact the Title IX Coordinator at [bay.k12.fl.us/title-ix](http://bay.k12.fl.us/title-ix).

The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs. The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment or discrimination complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.

It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt but no longer than 60 days. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis, with a view toward protecting the interest of both parties.

The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

### ***Formal Action***

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.
2. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the institution.
3. In the event of complaints against employees, the Director will notify the accused in writing of the complainant's decision to take formal action. Formal action will consist of the procedures as set forth below.
4. The original and two copies of grievance must be filed with the school Director (depending on the complainant's work area assignment) within 30 calendar days following the date of alleged violation(s). The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all documents.

**NOTE:** If the last day for filing a notice of appeals falls on either Saturday, Sunday, or a legal holiday, the complainant will have until the close of the first working day following the weekend or holiday to file a notice of appeal.



### **Criminal Referrals**

All felonies and violent misdemeanors, whether committed by a student or adult and delinquent acts that would be felonies or violent misdemeanors if committed by an adult, shall be reported to law enforcement. This shall include reporting of actual or suspected child abuse, abandonment or neglect; knowledge of sexual battery by one student upon another student, regardless of whether the sexual battery occurred on school property; or reporting of substance abuse as specified in School Board Policy 7.305.

The school principal shall be responsible for ensuring that all school personnel are properly informed as to their responsibilities and rights, including immunity from liability if reporting in good faith, regarding crime reporting, that appropriate delinquent acts and crimes are properly reported, and that actions taken in cases with special circumstances are properly taken and documented. The Superintendent or his/her designee shall, at the request of the Department of Children and Families (DCF), act as liaison between DCF and the child protection team as defined in §39.01, *Florida State Statutes*, in cases of child abuse, abandonment, or neglect or in unlawful sexual offenses involving a student.

## **Accidents**

Students should report accidents to the teacher as soon as possible. In the case of serious injury, the teacher will notify an administrator immediately. The director's office will be contacted to complete a student accident form. In case of an extreme emergency, dial **911**.

## **Campus Security**

The mission of the Tom P. Haney Technical College's Security Department is to provide a safe learning, teaching, and working environment. The Security Department requires its personnel to exercise the highest degree of discretion, human relations and community problem-solving skills. The Tom P. Haney Technical College's Security Department exists to protect life and property, manage emergencies, maintain a successful parking and traffic system, prevent crime, and be a general service to the school community. We want to fulfill these responsibilities in a professional and pleasant manner. The Security Department works in cooperation with other local agencies which have jurisdiction for the campus. Tom P. Haney Technical College is patrolled by deputies from the Bay County Sheriff's Department and officers of the Lynn Haven Police Department.

### **Telephone Numbers:**

**Emergency 911 . . . . .DIAL "911"**

**Campus Switchboard . . . ."0"**

**Campus Security Office . . .767-5513**

**The National Suicide Prevention Hotline: 1-800-273-TALK (8255)**

**Local Crisis Hotline: (850) 522-4485 or 1-888-785-8570**

## Campus Crime Statistics Disclosure

The information contained in this disclosure document is provided by Tom P. Haney Technical College in compliance with the Student Right-to-Know and Campus Security Act. Tom P. Haney Technical College is required to publish and distribute an annual security report. The required disclosure information is contained in the Catalog and Student Handbook. The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes which must be reported are:

- Murder: the willful (non-negligent) killing of one human being by another.
- Forcible and non-forcible sexual offenses: a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, non-forcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.
- Robbery: the taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- Aggravated assault: an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
- Burglary (breaking and entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.
- Motor vehicle theft: the theft or attempted theft of a motor vehicle.

### ***Criminal Offenses On-Campus***

1. Murder/Non-negligent manslaughter = 0
2. Negligent manslaughter = 0
3. Sex offenses – Forcible = 0
4. Sex offenses – Non-forcible = 0 (Including only incest and statutory rape) = 0
5. Robbery = 0
6. Aggravated assault = 0
7. Burglary = 0
8. Motor vehicle theft = 0
9. Arson = 0

## **HIV and AIDS**

*(Bay District School Board Policy 7.303)*

Epidemiologic studies show that HIV is transmitted via contact with the body fluids of an infected person. Since there is no evidence of casual transmission by sitting near, living in the same household, or laying together with an individual who has HIV infection, the following guidelines have been developed with the guidance of members of the medical community for the School Board of Bay County, Florida.

All students diagnosed as having HIV or AIDS including clinical evidence of infection with the AIDS-associated virus (HIV) and receiving medical attention, are able to attend regular classes. However, if a student so diagnosed evidences any one of the following conditions, the Superintendent, or designee, will convene a Case Conference Committee for the purpose of making recommendations on the most appropriate educational placement of the student.

- Manifestation of clinical signs and/or symptoms which indicate progression of illness from COVERT (HIV infection only) to OVERT status (AIDS Related Complex) or from OVERT status to DISABILITY (AIDS or Acquired Immune Deficiency Syndrome) or from DISABILITY to DEBILITATION (late stage disease).
- Demonstration of risky or harmful behavior to self or others.
- Unstable or decompensated neuropsychological behavior
- Presence of open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where occlusion cannot be maintained.
- Impairment of gastro-intestinal and/or genito-urinary functions such that control of internal body fluids cannot be maintained.

## **Trespassing on School Property**

Any person who enters or remains upon the school campus without obtaining authorization through Student Services commits a trespass upon the school grounds. Any student who enters the school campus and is currently under suspension or expulsion commits a trespass and is guilty of a misdemeanor. (*§810.097, Florida State Statutes*) It is a felony of the third degree for a person who is trespassing upon school property to bring onto, or to possess any weapon or firearm. (*§810.095, Florida State Statutes*)

## **Weapons**

In accordance with the Gun-Free School Zones Act of 1990, employees of the District, parents of students, and visitors (with the exception of law enforcement officers) shall not possess, discharge or attempt to discharge a weapon as described in School Board Policy 7.203 on any facilities or real or personal property owned by the School Board. An employee, parent or visitor in violation of this policy shall be referred to law enforcement for possible criminal prosecution. Students shall be subject to the provisions of School Board Policy. 7.203.

## **Visitors**

All visitors to the school must provide a valid form of photo identification and sign in at Student Services located on the 1<sup>st</sup> floor of Building 1 (Administration). All visitors must present a valid ID that will be processed via the

RAPTOR system as a district mandated background check. **Guests are not permitted to join students on campus during class, breaks, or the lunch period.**

## Identification Badges

Students are issued an identification badge that **must be worn at all times while on campus**. Badges are to be worn on the upper torso and may be clipped to clothing or attached to a lanyard. **Replacement badges are available, for a fee of \$5.00 plus tax, should a student be on campus without his/her badge.**

## Vehicle Use/Parking Policy

*(Bay District School Board Policy 7.307)*

Rules and policies listed below **must be followed** in order to maintain driving/parking privileges on Tom P. Haney Technical College's campus. **Parking permit/decals are included in the registration fee. Cost of replacement parking permit/decals is \$5.00 plus tax.**

1. The parking lot and all other areas of the campus are Bay District School's property. Students should drive with caution when on or near campus, obeying all speed limits and other traffic laws. **The speed limit in the parking lot is five (5) miles per hour.**
2. Students are to park in the designated parking areas only. Students who park in unauthorized areas may lose the privilege of parking on campus and/or the vehicle may be towed.
3. **No loitering around vehicles in the parking area(s). Students shall not occupy vehicles during class, between classes, or before/after school, except as they arrive and leave for the school day.**
4. **No smoking in vehicles while on school property. No smoking on school property.**
5. Vehicles on campus are subject to search by authorized personnel, including law enforcement canine units on routine campus visits, upon reasonable suspicion that the vehicle may contain illegal substances or weapons (i.e., alcohol, drugs, and/or weapons of any kind).
6. The parking decal will be used to help locate the vehicle owners in case the need arises. This also will be helpful if a vehicle has the lights on, is leaking fluid, or is involved in a minor accident with another vehicle when the owner is not present.
7. **The parking decal MUST be displayed on/in the vehicle while parked on campus.**

## **Medication**

***(Bay District School Board Policy 7.305)***

Medications must be registered on Bay District School Board Physician's Form and be dispensed according to the physician's or other licensed practicing health care provider's instruction. This form must be filed in the student's record in Student Services. The location for dispensing medication at this center is in Student Services.

- The parents or legal guardians must provide written permission for the school staff to assist in the administration of medication to the student. The statement must also explain the necessity for administering the medication during the school day.
- The medication must be brought to the school by an adult. The medication must be in the container displaying the prescription.
- When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key.

**All persons authorized to administer medication shall receive specific training from health personnel of the County Health Department.**

# STUDENT SERVICES

## Academic and Career Counseling

Counseling is an essential element in career preparation to assist students in identifying career goals and selecting appropriate training programs. Explaining the demands of the academics involved in the career education program is an important part of the counseling process. Our Student Services counselors are available to assist with information about the career options and help you with a self-appraisal to identify your preferences. Student interests, aptitudes, and long-term goals are considered when developing the student's program of study. Along with student-specific academic and career related needs, counselors can assist students in developing skills for goal-setting, test-taking and conflict resolution. Student Services counselors may also provide the student with referral for additional needed services.

Tom P. Haney Technical College's counselors are available for academic advising and creating a career education plan that will help foster success in the program and in future employment. For more information, come by our office or contact a counselor at 767-5500.

## Admission & Registration Policy/Procedures

Tom P. Haney Technical College provides multiple opportunities to enroll each academic year. Admissions is open to all qualifying students (students with a minimum of a high school diploma, GED, or home-school certification, if program requires). To receive Title IV funds (Pell Grants), a student must have a high school diploma, GED or home-school certification, (additional information may be requested to confirm the validity of high school education). Detailed program information may be found in our course catalog as well as online at [www.haney.edu](http://www.haney.edu).

## General Admission Procedures

### Items Needed at Registration:

- ✓ Completed Tom P. Haney Technical College Online Application
- ✓ Test of Adult Basic Education (TABE) results. ***If exempt from TABE, proof of exemption is required.*** All applicants that were home-schooled are required to provide TABE results.
- ✓ If under the age of 21 and never enrolled in Bay District Schools, need proof of immunizations.
- ✓ Florida Residency Declaration form with 2 (two) proof of residency documents (for in-state tuition rate) for Career & Technical Education (CTE) students.
- ✓ Valid government issued photo identification and Social Security card (excluding military ID)
- ✓ Copy of unofficial transcripts, from high school, GED, or college/technology center(s) attended for CTE students only.

**Payment Methods:** (refer to Tuition Schedule for rates)

- ✓ Cash, check, debit or credit card
- ✓ Pell Grant
- ✓ VA Education Benefits
- ✓ Florida Prepaid (please bring account number)
- ✓ Florida Bright Futures
- ✓ Scholarship
- ✓ Other sources

*All fees (tuition, lab, registration, student activity fee, etc.) must be paid at the time of registration. Unless exempt, out-of-state tuition rates apply to CTE students who do not meet Florida residency requirements. According to Florida Statute §1009.25 tuition and fee exemptions apply for youth who were in custody of the Department of Children and Families (DCF). Please see a counselor in Student Services for more information.*

## **Drop/Add Period**

The CTE drop/add period is considered the first 10 school days of each semester and enrollment period at Tom P. Haney Technical College. Tuition costs only will be refunded on a pro-rata basis.

ABE/GED/ELL drop/add period is considered the first three (3) days of each ABE/GED enrollment month or the first three (3) days of the semester. Tuition costs only will be refunded within this three (3) day drop/add period.

Non-refundable fees for both CTE and ABE/GED/ELL are: registration and activities fees.

## **Academic Expectations-CTE Programs**

Many programs at Tom P. Haney Technical College offer students the ability to complete their coursework independent of other students in the class. This allows students the opportunity to complete a program in less than the hours stated for that program. Programs are based on a foundation of standards and benchmarks to measure progress toward the goal of program completion. **If receiving financial aid funds, please check with the Financial Aid office when nearing your program completion to determine financial implications.**

## **Academic Expectations-ABE/GED/ELL Programs**

Students that do not complete work or sleep in class are in violation of pace of progression and will be withdrawn from Tom P. Haney Technical College.

## Teacher-Student Ratio

Tom P. Haney Technical College has a sufficient number of faculty members to fulfill its mission and operate its programs. The student to teacher ratio used as a benchmark in the career and technical programs is 25:1. The student to teacher ratio used as a benchmark in the Adult Basic Education (ABE), GED, and English Language Learner (ELL) programs is 20:1.

## Social Security Numbers

Every student is requested to provide the district with his/her Social Security Number. The District shall include the Social Security Number in the student's permanent records and shall use an identification number that is not a Social Security Number. Tom P. Haney Technical College will comply with regulations and laws regarding transmitting and storage of Social Security Numbers.

## Grading Scale

Tom P. Haney Technical College is a certificate-granting institution. At the satisfactory completion of various predetermined points in a program and at the satisfactory completion of a program, students receive certificates for their accomplishments.

CTE programs at Tom P. Haney Technical College considers a grade "C" and below to be below minimum standards for business/industry. **A 2.0 cumulative grade point average is required to meet Satisfactory Academic Progress and to graduate.**

### Grading Scale

| Grading Scale   | GPA | Interpretation                              |
|-----------------|-----|---|
| A – 100%-90%    | 4.0 | Exceeds business/industry standards         |
| B – 89% - 80%   | 3.0 | Meets business/industry standards           |
| C – 79% - 70%   | 2.0 | Below desirable business/industry standards |
| D – 69% - 60%   | 1.0 | Unacceptable business/industry standards    |
| F – 59% - below |     | Failure                                     |

## Unsatisfactory Progress

Unsatisfactory progress is defined as a student taking over 150 percent (150%) of the scheduled hours to complete/pass each course. A warning of unsatisfactory progress will be given in writing by the program



instructor when a student has taken over 125 percent (125%) of the scheduled hours to complete/pass each course. If a student takes over 150% of the scheduled hours to complete/pass a course, he/she may be withdrawn after administration review. If significant improvement is not made by the end of the 30 days, he/she may be withdrawn after administrative review.

## Administrative Withdrawals

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

- Discipline referral, and/or drug and/or alcohol abuse
- Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration

Students may reapply for admission.

## Non-Administrative Withdrawals

Students who withdraw for non-administrative reasons, (violation of attendance policy, unsatisfactory progress, medical or family issues, employment, etc.) may reapply for admission. Students must provide a copy of official transcripts from all colleges/universities/technical schools attended since last term of enrollment. Students reapplying for licensure programs must meet with program instructor/director to determine date of re-admittance and prior credit earned, if applicable.

*If a student is voluntarily or involuntarily withdrawn from a CTE or Licensure program and is eligible for re-admission, the following applies to Pell grant recipients. Per the school's refund policy, the student must first pay in full any balance due caused by the withdrawal, out-of-pocket, before being re-admitted.*

**If returning within 180 days of his/her withdrawal date**, the student is immediately eligible to receive all Pell funds that were returned when the student ceased attendance. The student retains his or her original eligibility for that payment period and is treated as though he or she did not cease attendance. Once the student completes the payment period for which he/she has been paid by Pell, he/she becomes eligible for subsequent Pell funding, if required Satisfactory Academic Progress (SAP) is attained by the end of that payment period.

**If returning after 180 days of his/her withdrawal date**, the student will receive credit for hours previously earned, per program director/instructor recommendation. The student will start a new payment period when he or she reenters. The hours remaining in the program are treated as if they are the student's entire program. The number of payment periods and length of each payment period are determined by applying the rules in the appropriate part of the definition of a payment period to the hours remaining in the program upon reentry.

## Prior Credit/External Transfers

Students enrolling who have previously taken educational courses, either at HTC or another institution, may be given credit for courses taken which will reduce the required program clock hours needed to obtain certification. Instructors may meet with students prior to enrollment or within the first two weeks to review educational experience to determine what, if any, prior credit will be applicable to the program due to prior work experience/training/education. **For evaluation purposes, the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the program, and the changes that may have taken place in business and industry since the experience or training was received.** Students should provide a copy

of transcript(s) to support prior courses taken. After a thorough discussion between the instructor and student, the instructor will determine the remaining hours needed in the program.

If prior credit is granted, an "Evaluation of Prior Credit" form is completed by the instructor, signed by the student, and signed/approved by Administration. The original form will remain in the student's file and copies distributed to other departments needing the information. **The Financial Aid Office will adjust overall program hours required and notify appropriate departments for tuition cost adjustment.**

## Internal Transfers

Students currently enrolled in a program at Tom P. Haney Technical College wishing to transfer to another program may apply prior to transfer to another program within the first 10 school days of the enrollment period. All internal transfers are considered by Administration on an individual basis providing space is available and admission requirements are met.

*Title IV (Pell) students who change programs will be treated as transfer students with funding adjusted based on federal guidelines. All withdrawal and refund policies at HTC will be applied and new fees will be the student's responsibility.*

Students completing a program must wait until the next registration period before returning to attend a different program at Tom P. Haney Technical College; however, exceptions may apply with Administration approval.

## Transcripts

There are two types of transcripts: incoming and outgoing.

The **incoming transcript** documents educational history for students who have attended other schools prior to enrolling at Tom P. Haney Technical College. Students who have attended another school prior to Tom P. Haney Technical College may request their transcripts be sent directly to Tom P. Haney Technical College. There may be a fee assessed by the sending school.

An **outgoing transcript** is a listing of a student's educational history while attending Tom P. Haney Technical College. An outgoing transcript is sent to another school subsequent to attendance at Tom P. Haney Technical College.

To request an official transcript from Tom P. Haney Technical College to another school, students must complete a Transcript Request form and pay the associated fee (see the current Tuition and Fee Schedule). The official transcript will be sent directly from Tom P. Haney Technical College to the receiving school.

## Bookstore

The Tom P. Haney Technical College bookstore is provided for the convenience of all students enrolled. The bookstore keeps a limited stock of books, supplies, and some educational accessories.

## Transportation

Bay District Schools does not provide transportation for students of Tom P. Haney Technical College. Trolley stops are located convenient to our facility.

## Appeals for Refunds

A student who discontinues enrollment and submits a written request at any point in the semester will receive a tuition refund ***of the amount paid by the student*** (excludes Pell, VA, CareerSource, FL Prepaid, etc.) for any of the circumstances noted below:

- Written documentation of call to active military duty or change of military station.
- Death of the student or member of the student's immediate family (parent, spouse, child, sibling).
- Illness of the student or of a dependent person of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.
- Documented administrative error by Tom P. Haney Technical College.

Written requests for tuition refunds under the Tuition Refund Policy, along with supporting documentation, should be submitted to Student Services. **Under no circumstances will a refund request be accepted more than two (2) weeks after the end of the semester/enrollment period.**

## Grade Appeals Process

1. The student may appeal in writing to the instructor, who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action complained of.
2. If the consultation with the instructor does not resolve the appeal, a student may appeal to the school academic administrator by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action complained of.
3. If the student is not satisfied with the decision of the academic administrator, the student may appeal in writing to the Director. Absent extraordinary circumstances, this request for review must be filed within

six weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. The decision of the Director shall be final.

## **Residency Appeals – CTE Students Only**

Any CTE student who is denied Florida residency for tuition purposes or residency reclassification may appeal the decision through a written petition to Administration via Student Services. The burden of providing clear and convincing documentation justifying reclassification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his/her parent.

Administration must render to the student the final residency determination in writing, advising the student of the reasons for the determination. The decision of the Administration will constitute final action.

## **Grievance/Appeal Policy & Procedures**

Tom P. Haney Technical College believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction or discipline are as follows:

1. Informal. A student should first take a complaint to the person(s) involved and try to solve the problem informally.
2. The student must give the Director of Tom P. Haney Technical College a written and signed Student Grievance Form. The complaint form is located on the school's website or can be obtained from Student Services. This complaint should describe the problem and give all the facts and a suggested solution. The form must be given to the Director by the next school day.
3. If the student does not agree with the Director's decision, the appeal, as described in Step 2, may be sent to the District Superintendent. This has to be done within three (3) days after the Director's decision.
4. If the student does not agree with the Superintendent's decision, the appeal may be sent to:

Executive Director  
Accrediting Commission of the Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: (800) 917-2081 Fax: 770 396-3790  
<https://council.org/>

Students also have the right to file a complaint with our state authorizing agency, which is the Florida Department of Education, by contacting:

Career and Adult Education,  
325 West Gaines Street, Suite 734,  
Tallahassee, Florida 32399-0400  
Phone: 850-245-0446 / Fax: 850-245-9052  
Email: [CareerandAdultEd@fldoe.org](mailto:CareerandAdultEd@fldoe.org).

## Adult Basic Education/GED Attendance Policy

- All students registered in class are expected to attend.
- Students are to sign-in/out of class daily using Kiosk.
- FOCUS will be the final authority in determining the attendance and absences for each student.
- **Students will be dropped after 6 consecutive days absent from class.**
- It is the responsibility of the student to know the attendance policy. It is the responsibility of the student to be aware of all absences and keep up with them.

### Students, who are dropped during the semester (Aug or Jan), cannot re-enroll until the beginning of the next semester.

- In the event of the need for extended leave, students must withdraw from Tom P. Haney Technical College. **There is no Leave of Absence for ABE/GED/ESOL students.**

## CTE & Licensure

- **Students are expected to attend their scheduled class, at the scheduled time each day.**
- Absences will be counted from the first day of the scheduled class.
- ***Time missed due to late arrivals and early departures will be counted as absences. There is no GRACE PERIOD.***
- CTE students are allowed to be absent 10% of their current enrollment period scheduled hours. If absent hours **exceed 10%** the student will be notified of the attendance policy violation and will be withdrawn. **Licensure programs attendance requirements are detailed below.** *Additionally, students receiving VA Benefits attendance will be measured monthly and will be based on ten percent (10%) of the scheduled hours for each month (See VA Attendance Measures for more details).*
- Program training/testing, in-field training/testing, pre-employment testing, and school approved activities will be counted as class attendance with documentation provided to Student Services by the program instructor.
- **FOCUS will be the final authority in determining the number of hours attended and absent for each student.**
- A hardship exemption may be granted in rare or extenuating circumstances as determined by the Director of Tom P. Haney Technical College.

### Licensure Programs Attendance Requirements:

- **Aviation Airframe Mechanics** – cannot miss more than 25 hours in each 450-hour course.
- **Aviation Powerplant Mechanics** – cannot miss more than 25 hours in each 450-hour course.
- **Cosmetology** – cannot miss more than 40 hours of the 1,200 hour program
- **Massage Therapy** – cannot miss more than 24 hours of the 750 hour program
- **Practical Nursing** – cannot miss more than 30 hours of the 1,350 hours program

***If absent hours exceed the hours allowed above, the licensure student will be notified of the attendance policy violation and will be withdrawn.***

*It is the responsibility of the student to be aware of all absences and keep up with them.*

## Leave of Absence Policy – CTE Non-Licensure ONLY

Students expecting extended absences should request a Leave of Absence (LOA) at least three (3) days prior to the expected absences. A LOA is a temporary interruption in the student's enrollment in the program. **A LOA may not be less than seven (7) calendar days or exceed 30 days within an enrollment period.** Only one (1) LOA may be approved per enrollment period. *An additional LOA for extenuating circumstances beyond the students' control may be approved with supporting documentation.*

When requesting a LOA, students must offer Tom P. Haney Technical College a reasonable expectation that he or she will return to school. A LOA may be requested for the following reason(s):

- Medical/Illness (self or immediate family member)
- Family Emergency/Death (immediate family member)
- Military Service (self)

***Immediate Family Member*** means a student's child, stepchild, grandchild, parent, stepparent, grandparent, spouse, qualified domestic partner, sibling, mother-in-law, father-in-law, son-in-law and daughter-in-law.

### Financial Aid Recipients

Students receiving the Federal Pell Grant please note: Any change in enrollment will affect the status of your financial aid and may result in an overpayment (or delay in payment) of federal funds. Please visit with Student Services/Financial Aid personnel to determine how a LOA will affect your award.

Students receiving Veterans Education benefits please note: Any change in enrollment will affect the status of your benefit and may result in a student debt. Please visit with Tom P. Haney Technical College's Certifying Official in Financial Aid to understand how taking a LOA may affect your benefit.

**You MUST check in at Student Services upon returning from a Leave of Absence with required documentation!**

Request for Leave of Absence (LOA) forms are available in Student Services. Completed form should be submitted to Student Services. Students will be notified, via instructor, email or telephone, of approval or denial of request prior to one (1) school day of requested leave when possible. Student Services representatives will update FOCUS as needed. Leave of Absence request forms will be maintained in students' files. **NOTE: Students who do not return on the date specified on the LOA request form will be withdrawn.**

**No Leave of Absences Allowed for Licensure Programs or ABE, GED or ESOL**

## **Career Planning and Placement Services**

At Tom P. Haney Technical College, our priority is you! Our highly trained staff is dedicated to help every student make their career dreams a reality. The Career Specialist and Guidance Counselor will help students explore career options, prepare for their job search and develop their employability skills.

Services include:

- Career Assessment
- Career Counseling
- Interviewing Preparation
- Job Placement Assistance
- Job Search Strategies
- Mock Interviews
- Soft Skills/Dress for Success Workshops
- Resume & Cover Letter Assistance/Workshops
- Networking/Advisory Opportunities
- General Counseling

Our staff looks forward to working with you during every step of your career development, throughout and beyond your time here at Tom P. Haney Technical College.

## **Media & Technology Hub**

The HTC Media & Technology Hub is staffed by a Media Specialist, and hours are 7:30 a.m. to 3:00 p.m., Monday through Thursday and 6:45 AM to 1:45 PM on Friday. The Hub is located on the 3<sup>rd</sup> floor of Building One (1) in room 301. Students and staff have full access to this service during business hours

Wi-Fi Internet access, BDS technology account help (password and claiming CLOUD accounts), and assistance with Bay District Schools (BDS) and Bring Your Own Device (BYOD) technology are available. Access to a computer lab can be scheduled. Textbook check-out for dual enrolled high school students and GED students is also located here. Technical support is provided to include curricular and instructional materials, access to online instructional tools, and support for virtual instruction and meetings. The Media Specialist collaborates with classroom teachers to ensure availability, security, and proper maintenance of portable multimedia equipment used in all program areas.

An ITV studio broadcasts scrolling announcements and job opportunities on monitors across campus throughout the day.

## **Success Academy for Integrated Education Training**

**Building 1, Room 302**

**Hours: Monday through Thursday 6:45 AM - 10:30 AM, Friday 6:45 AM - 12:00 PM**

The Haney Success Academy is a free tutoring program that works with individual students through in-person instruction and online tutoring to meet basic skills goals in mathematics, language, and reading related to industry-specific occupational and employability training and program completion testing. All students in a



career technical education (CTE) program must meet basic skills requirements in order to graduate and earn a certificate as a program completer. The basic skills requirements include minimum passing levels on exams such as TABE 11/12 (Test of Adult Basic Education), the PERT (Postsecondary Education Readiness Test), or GED in the areas of math, language, and reading. The Success Academy targets students who have not met basic skills requirements, those who request additional help with program curriculum (such as passing NCCER Construction Math), or CTE students who wish to earn their GED. Tutoring services are free and conducted by two Florida certified instructors. Self-paced online software that can be accessed 24/7 is available.

## 2023-24 Tuition & Fees Schedule\*

| Career & Technical Education  |                |                 |
|---|----------------|-----------------|
|   | Resident       | Non-Resident    |
| Tuition Costs (per clock hour)  | \$ 2.44        | \$ 9.78         |
| Financial Aid Fee (per clock hour)  | \$ 0.24        | \$ 0.97         |
| Capital Improvement Fee (per clock hour)  | \$ 0.12        | \$ 0.48         |
| Technology Fee (per clock hour)   | \$ 0.12        | \$ 0.48         |
| <b>Total Tuition &amp; Fees (per clock hour)</b>  | <b>\$ 2.92</b> | <b>\$ 11.71</b> |
| <b>Lab, Online Access &amp; Std Testings Fees</b> <span style="float: right;"><b>VARIES BY PROGRAM</b></span> |                |                 |
| Registration Fee (per enrollment period)  | \$ 25.00       | \$ 25.00        |
| Student Activity Fee (per enrollment period)  | \$ 20.00       | \$ 20.00        |

| Adult General Education (GED & ESOL)                   |          |
|--|----------|
| <i>(Resident &amp; Non-Resident Fees are the same)</i> |          |
| Tuition Costs (per semester/half year)                 | \$ 45.00 |
| Initial TABE Assessment <i>(required GED)</i>          | \$ 20.00 |
| Registration Fee (per semester/half year)              | \$ 25.00 |
| Student Activity Fee (per semester/half year)          | \$ 20.00 |

| Other Fees (As Applicable)  |          |
|---|----------|
| Initial TABE Assessment   | \$ 20.00 |
| Class Schedule Change**   | \$ 15.00 |
| Copy of Official Transcript   | \$ 10.00 |
| Replacement Certificate of Diploma  | \$ 15.00 |
| Replacement ID Badge  | \$ 5.36  |
| Replacement Parking Decal   | \$ 5.36  |
| <i>**Fee waived if change due to achievement of required TABE results</i> |          |

\* Tuition and fees, are subject to change by the Florida Legislature and Haney administration.

NOTE: Registration and Student Activity fees are **NON-REFUNDABLE**.

## General Financial Aid Information

**Financial Aid** is any grant or scholarship, loan, or paid employment offered to help a student meet his/her post-secondary educational expenses. The purpose of the financial aid program at HTC is to provide monetary assistance to students who can benefit from further career and technical education, but who cannot do so without assistance. The amount of **financial aid** that a student receives is determined through federal, state and institutional guidelines and may be awarded from one or any combination of sources. Aid received from grants and scholarships need not be repaid, loans must be repaid. Sources of financial aid at Tom P. Haney Technical College are the Federal Pell Grant, Florida Student Assistance Grant, Florida Work Experience Program, Florida Bright Futures Scholarship, Veterans' Affairs Education Benefits, Vocational Rehabilitation, WorkForce Investment Act Program, and various other institutions and private scholarships. The U.S. Department of Education has an informative web site at [studentaid.gov](http://studentaid.gov) for more information.

It is the policy of Tom P. Haney Technical College to award federal financial aid in accordance with federal regulations and guidelines pertaining to the type of assistance requested.

## Types of Student Financial Aid

### ***Tom P. Haney Technical College Scholarships***

The **General Scholarship Fund** and the **Tom P. Haney Technical College Financial Aid Fee Fund** are used to assist students in paying for tuition, fees, books, and supplies. Any current or prospective student, who has unmet financial need, may apply for assistance to start or continue a program. Scholarship application packages are available in the Financial Aid and Student Services offices. The application should be returned to Students Services/Financial Aid when completed. Applications are reviewed monthly and applicants will receive notification of award or denial by email, telephone, or verbal communication.

The **Tom P. Haney Foundation** was formed specifically for the purpose of providing direct support to the students of the Tom P. Haney Technical College. The scholarship plan is for any Tom P. Haney Technical College post-secondary student in Bay, Gulf, and Franklin counties. Application information is available in the Student Services office at Tom P. Haney Technical College. Applications are screened by the HTC Scholarship Committee, but the final selections are made by the Foundation's Board of Directors. The scholarship is limited to tuition and books. For more information refer to the foundation website at [haneyfoundation.org](http://haneyfoundation.org).

### **WorkForce Innovation and Opportunity Act (WIOA)**

The WIOA at Tom P. Haney Technical College provides scholarships for occupational skills training and counseling for students with limited financial resources. Throughout the State of Florida, local workforce boards offer WIOA-funded employment and training programs through CareerSource job centers.

CareerSource Gulf Coast (the regional job center serving Bay, Gulf and Franklin counties) operates a Workforce Training Center at Tom P. Haney Technical College. Students may call (850) 481-1297 and ask to speak with a Career Manager. Our Career Managers are located on campus in Building 1. The office is open Monday through

Wednesday, 7:30 a.m. to 3:30 p.m. More information is available through the CareerSource Gulf Coast. You may call (850) 872-4340 or visit the website at [www.careersourcegfc.com](http://www.careersourcegfc.com).

## **State Scholarships/Grants/Programs**

### ***Florida Bright Futures Scholarship***

Florida Bright Futures is a Florida scholarship program available to high school students who meet post secondary enrollment requirements. *Bright Futures* pays tuition and fee for eligible students, award amounts vary based on the type of award the student is eligible to receive. Current information on *Bright Futures* scholarship eligibility, enrollment and award amounts may be found at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

### ***Florida Student Assistance Grant-Career Education (FSAG-CE)***

The Florida Student Assistance Grant-Career Education is a need-based grant for eligible Florida residents enrolled in a technical or vocational certificate program. Award amounts vary and are dependent upon institutional funding received from the state of Florida. Recipients of this grant must have completed a *Free Application for Federal Student Aid* (FAFSA) to be eligible for consideration. Grant award recipients will be determined by the Financial Aid office.

## ***Loans***

**At present, Tom P. Haney Technical College does not participate in any student loan programs.**

## **Federal Grants**

### ***Pell Grant (Title IV)***

The purpose of the Pell Grant is to provide funds to qualified students who demonstrate financial need that will assist them in obtaining the benefits of a post-secondary education. Students enrolling in a Pell-eligible certificate program should complete and electronically submit a *Free Application for Federal Student Aid* (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Paper applications are also available by calling the Federal Student Aid Information Center at 1-800-4-FED AID. To designate Tom P. Haney Technical College to receive your FAFSA information use School Code **010826**.

To be eligible for Title IV aid, students must have earned their high school diploma or GED. A Pell award is a grant provided for educational costs and does not have to be repaid unless the student has been over awarded. Eligibility is determined by student and/or family financial status per the U. S. Department of Education regulations.

Federal financial aid funds are awarded with the expectation that students will complete the entire program. Students “earn” a percentage of the funds disbursed with each day of class attendance per award year.

The amount of federal aid the student receives depends on the student’s Expected Family Contribution (EFC), cost of attendance, enrollment status, enrollment date, and whether the student attends school for a full academic year. (Academic year is defined as 900 or 1050 clock hours). The federal government provides an annual Pell Payment Schedule for use in determining Pell Grant award amounts. Students must maintain satisfactory attendance **and** satisfactory academic progress (SAP) to remain eligible for federal financial aid at Tom P. Haney Technical College. **It is the student’s responsibility to know and understand the attendance and**

**satisfactory academic progress policies for federal student aid and that these policies may differ from each program's policies.**

### **Transfer Students – Pell Grant Award**

If a student has received a Pell grant from another school in the current award year, the Financial Aid Office will perform a review of the student's financial eligibility for any funds available during the award year.

### **Return to Title IV (R2T4)**

The Federal "Return of Title IV Funds" legislation requires that when a student completely withdraws on or before completing 60% of the enrollment or payment period, the amount of financial aid (federal grants and loans) earned must be calculated. Tom P. Haney Technical College must return unearned funds for which it is responsible for as soon as possible but no later than 45 days after the date of determination of a student's withdrawal. **The only Title IV programs offered at HTC that are covered by this law are the Federal Pell Grants.**

When a student withdraws during the payment period or period of enrollment the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. The withdrawal date, official or unofficial, is the student's last day of attendance. If the student received (or HTC or parent received on student's behalf) less assistance than the amount that was earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by HTC and/or the student.

The amount of assistance that was earned is determined on a pro-rata basis. For example, if a student completed 30% of the payment period or period of enrollment, he/she earned 30% of the assistance that was originally scheduled to be received. Once the student has completed more than 60% of the payment period or period of enrollment, he/she has earned all the assistance that was scheduled to be received for that period.

If the student did not receive all of the Pell grant funds that were earned, he/she may be due a Post-withdrawal disbursement within 45 days. HTC will automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees and other institutional charges per student signed authorizations/agreements with HTC.

If the student received (or HTC or parent receives on student's behalf) excess Title IV program funds that must be returned, HTC must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the Title IV program funds. Any amount of unearned grant funds that must be returned is an overpayment. If after the R2T4 and Tom P. Haney Technical College's refund calculations are applied to the student's account and it results in a credit balance, the credit balance will be disbursed as soon as possible but no later than 14 days after the date of the R2T4 calculation.

The federal requirements for Title IV program funds when a student withdraws is separate from the HTC/Bay District Schools refund policy. Therefore, the student may still owe funds to the HTC to cover unpaid institutional charges. HTC may also charge the student for any Title IV program funds that the school was required to return.

**Additional information is available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).**

**Note:** If a program has a summer break, the student is still considered as enrolled in HTC. However, the student must complete a form indicating his/her intent to return for the completion of their program when it resumes in the fall. If the Intent to Return form is not completed, R2T4 calculation will be performed.

### **Satisfactory Academic Progress (SAP)**

As a Title IV institution, Federal regulations require Tom P. Haney Technical College to have a Satisfactory Academic Progress policy in place that ensures financial aid recipients (students) are moving through their academic program at a reasonable rate and are making progress toward their certificate. Tom P. Haney Technical College uses this same policy to measure satisfactory academic progress for all students.

### **SAP Policy**

Tom P. Haney Technical College measures SAP in three areas: Grade Point Average (GPA), Completion Ratio (Pace), and Maximum Time Frame. **Students must meet the requirements in ALL THREE areas each payment period to maintain Pell eligibility.**

Satisfactory progress will be monitored by the Financial Aid Office and will be evaluated at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. Incomplete courses, withdrawals, and repetitions are not considered when calculating pace or GPA UNLESS the student was withdrawn and is returning within 180 days of his/her prior enrollment. Prior credit is considered in the pace calculation. Tom P. Haney Technical College does not give students "Incomplete" grades. Per review results, the student will be assigned one of three financial aid statuses: meets SAP, Warning, or Suspended. A fourth financial aid SAP status of "Probation" can be assigned upon a student's written appeal approval by the HTC Appeals Committee.

### **Satisfactory Academic Progress Measurements:**

- **Qualitative:** Grade Point Average -Students must successfully complete the coursework associated with the clock hours in the payment period(s) with a passing grade of C (70% or 2.0 GPA) or higher based on specific program requirements.
- **Quantitative:** Completion Ratio (Pace)-Students must complete at least 67% of the clock hours they attempt each payment period and overall.
- **Quantitative:** Maximum Time Frame-Students must successfully complete their coursework within 150% of the clock hours needed for their program to maintain Pell eligibility.

### **Satisfactory Academic Progress Statuses:**

- **Meets SAP:** Assigned to a student who is currently meeting SAP in all measures.

- **Warning:** Assigned to a student who fails to make SAP at the end of a payment period. Conferred to students automatically without any action taken by the student. Students will continue to be eligible for Pell for one payment period. *Students in the Licensure programs may not qualify for Warning status if the program requirements cannot be achieved.*
- **Suspended:** Assigned to a student who fails to make SAP for the second consecutive payment period. A student in this status is **NOT** eligible for the Pell award. The student will be notified in writing of the assignment of this status and must sign notice and return it to the Financial Aid Office. The student may submit a written appeal to the Financial Aid Office, which will be reviewed by the Appeals Committee, to request “Probation” status. Students will be notified in writing of the decision of the Appeals Committee. The decision of the Appeals Committee is **final**.
- **Probation:** Assigned to a student who has submitted a written appeal and it has been approved. A student in this status is eligible for Pell for one payment period. Only one appeal is allowed per enrolled certificate program. If a student does not meet SAP during the probationary period, he/she is no longer eligible to receive the Pell award.

### **Satisfactory Academic Progress Appeal Process**

Students who have experienced extenuating circumstances beyond their control that prevented them from meeting SAP may appeal their status. SAP appeal forms are available in the Financial Aid Office.

The student must submit a written appeal within five (5) school days of receiving “Suspended” status notice. The appeal must state why the student failed to make SAP and what has changed in the student’s circumstances that will allow the student to make SAP by the next review. The appeal request must have documentation attached to support the validity of the extenuating circumstances. The student will be notified of the Appeals Committee decision within five (5) school days of receiving the appeal request.

Approved appeal requests will be assigned financial aid status of “Probation” and students will adhere to that status’ requirements.

If a student’s appeal request is Not Approved, he/she must pay any unpaid fees to the school, and can either continue enrollment as a self-payer for one payment period or withdraw from the program. Students will not owe tuition charges during the appeal review process UNLESS he/she continues enrollment after losing Pell eligibility.

Extenuating circumstances beyond a student’s control include, but are not limited to:

- Medical condition or serious illness of student or immediate family member.
- Death of an immediate family member.
- Call to military duty.
- Jury duty or mandatory court appearances.

# Veterans Affairs Education Benefits

## Student General Information

Tom P. Haney Technical College welcomes veterans and their dependents. If you are or have been a member of the military, you or your dependents may qualify for financial assistance from your military branch or service-connected associations. Active duty members and retirees should contact their branch's payroll department for information about financial assistance and relief societies within their branches. U.S. veterans are eligible to participate in the U.S. Department of Veterans' Affairs Educational Benefits Program (VA.GOV).

### Benefits

Tom P. Haney Technical College participates in the U.S. Department of Veterans Affairs Educational Benefits Programs. VA programs are as follows:

- Post-9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill® – Active Duty (MGIB-AD/Chapter 30)
- Montgomery GI Bill® – Selected Reserve (MGIB-SR/Chapter 1606)
- Survivors' and Dependents' Educational Assistance Program (DEA/Chapter 35)
- Vocational Rehabilitation & Employment (Chapter 31)

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [Trademark Terms of Use - Education and Training \(va.gov\)](#)*

1. In accordance with Title 38 US Code 3679(e), Tom P. Haney Technical College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9-11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Tom P. Haney Technical College **will not**:
  - Prevent the student's enrollment;
  - Assess a late penalty fee to the student;
  - Require the student to secure alternative or additional funding;
  - Deny the student access to any resources (access to classes, libraries, or other facilities) available to other students who have satisfied their tuition and fee bills to the school.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

*Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.*

- Provide a written request to be certified



- Provide additional information needed to properly certify the enrollment as described in other school policies (provide a copy of you or your sponsor's DD 214
2. In accordance with federal requirements established in 38 United States Code § 3679(c), Florida Statute 1009.26, Section 13, was established in 2015 to be compliant with federal laws requiring each state to charge no more than the in-state rate of tuition and fees to eligible individuals who are receiving educational assistance from the U.S. Department of Veterans Affairs, while enrolled at the public institution, and while physically residing within the given state.

## Getting Started

We require that you complete both the certificate of eligibility (VA Form 22-0557), Tom P. Haney Technical College VA Packet and VA Deferment form. Once we have received these forms, we will notify the VA through Enrollment Manager. For new students, certification will not be submitted until after the 10-day drop period. It will take about 4-6 weeks before you receive funding from VA.

## Transfer Requirement

Students who have received benefits at another institution and who are applying for benefits at Tom P. Haney Technical College for the first time must complete a VA Change of Program/Place of Training *Form (VA Form 22-1995 or Form 22-5495 for dependents)*.

## Enrollment Requirements

The following enrollment requirements apply to students seeking VA benefits:

- All recipients must maintain satisfactory academic progress as outlined in the HTC
- Cannot have more than 10 percent absences of the total scheduled course hours for each month, unless program requirements are stricter.

**Note:** Your VA benefits are determined by the VA and are paid to the student/school directly by VA, depending on what Chapter you qualify for. Determination of Chapter, benefits, amount of payments, and payment dates, etc., is determined by the Veterans Administration. HTC will notify the VA when a student is seated in class and will be certified after the 10 day drop period. Chapter 33 tuition benefits are paid directly to HTC. However, books and supplies are payable to the school by the student. Books, supplies, uniforms, etc., are payable by the student at the time of purchase unless other deferred funds (Pell) are available.

Under Chapters 30 and 35 benefits are paid directly to the student. It is the student's responsibility to pay tuition and fees to HTC. However, students under Chapter 31, 33 or 35 students are eligible to receive deferments of tuition & fees from the date HTC receives their certificate of eligibility of entitlement and ending on the earlier of the following dates. (1) *the date payment is made directly to HTC from VA.* (2) *The date that is 90 days after the date on which HTC certifies for tuition & fees following receipt from the student such certificate of eligibility.*

If payment for tuition and fees are not paid when due, the student will be terminated from HTC.

## VA Attendance Policy

VA students are held to the school's policy for attendance, but it is measured on a monthly basis. This means a VA student cannot have more than 10% absences of the total scheduled course hours for each month, **unless** program requirements are stricter. A VA student with absences above the 10% in a calendar month is considered

to be in violation of the attendance policy and the student will be placed on probation for one (1) month for unsatisfactory attendance. During the probationary month, the student must be compliant with the policy. ***If the student's attendance is not in compliance for the probationary month, his/her unsatisfactory attendance will be reported to VA via termination of his/her education benefits and could possibly put the student in an overpayment condition with VA.***

Note: Per Tom P. Haney Technical College's attendance policy, if a student's absences exceed the 10% for the enrollment period, or what is allowed by their licensure program, he/she will be notified of the attendance policy violation and will be withdrawn. ***Veteran benefits will be terminated immediately if a student is withdrawn for violation of HTC's attendance policy.***

Policies allow for excused absences and Leave of Absence. Please refer to these specific policies for more details. Veteran students taking a "leave of absence", (LOA) will not be eligible to receive VA benefits during that period of time. Upon notification of the student's return, benefits will be reinstated.

Licensure programs have stricter attendance standards. **There are NO EXCUSED absences for licensure programs.** Below are the allowed absence percentages and hours for the **TOTAL** program.

Cosmetology: 3.3% - 40 hours of absences out of 1200 hours

Practical Nursing: 2.2% - 30 hours of absences out of 1350 hours

Massage Therapy: 3.2% - 24 hours of absences out of 750 hours

Aviation (Airframe/Powerplant): 5.55% - 25 hours of absences per each 450 hour enrollment period. Three (3) enrollment periods, 1350 hours.

### **VA Standards of Academic Progress**

Veteran students are expected to maintain satisfactory grades/progression within their program area. Veterans' academic progress will be evaluated at the end of each enrollment period on grade average and satisfactory progression. VA students must maintain a minimum grade of "C" (2.0 GPA) or higher, based on program requirements. The student must also be on pace to successfully complete their coursework within 125% of the scheduled clock hours needed for their program to remain eligible for benefits.

A VA student with unsatisfactory progress at the evaluation point will be placed on academic probation for one (1) month. If the VA student still has unsatisfactory progress after the one (1) month probationary period, VA benefits will be terminated. If the VA student's progress is still unsatisfactory at the next evaluation point, the student will be administratively withdrawn from HTC per policy.

HTC will recertify a student's enrollment to VA after a re-admission to HTC for withdrawal for unsatisfactory progress when there is a reasonable likelihood that the student will be able to maintain satisfactory progress. After re-entry to the program, the veteran student will be re-evaluated for satisfactory progress every 2 weeks by the instructor and the VA Certifying official for eight (8) weeks.

***The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective.***

## Refund Policy

Bay District School Board Policy - Chapter 8.106 Workforce Education Tuition Refund. All information pertaining to charges, refunds and appeals will be furnished to the student at the time of registration. One hundred percent (100%) of the unused tuition and refundable fees charged will be refunded if the student does not begin class or withdraws during the drop/add period (within 10 business days of enrollment). If the class is canceled, 100% of the tuition and other fees will be refunded. Students who withdraw during the ten (10) day drop/add period are eligible for a full refund less any tuition and fees used for that period. *Nonrefundable fees include Registration and Student Activity, Parking and ID Badge (not to exceed \$100).* Any tuition fees paid by a federal agency will be refunded to that agency first. If tuition fees were paid by more than one agency and if the refund is not sufficient to refund each agency, the refund will be allocated to each agency in the same ratio in which each agency initially funded the fees, except where federal regulations specify otherwise. Students who are administratively withdrawn are not eligible for a refund. When refunds are due, they will be made within 30 days of the last day of attendance if written notification of withdrawal has been submitted to the Guidance Department by the student or instructor. Refunds made without a student request will be made within 30 days from the date that school terminates the student or determines withdrawal by the student. Refunds for Tom P. Haney Technical College students enrolled in programs or classes of 30 hours or less will not be provided after the first class meeting.

**A student wishing to withdraw from Tom P. Haney Technical College prior to the end of a semester and/or financial aid disbursement period should provide notice to the school in writing. Written notice should be submitted to a Tom P. Haney Technical College counselor in Student Services. The notice should contain the date the student will cease attendance and the reason for the withdrawal. The official withdrawal date is the date the student has the withdrawal form signed by administration or the last date of attendance. This is an official withdrawal. Students who return to the same program within 180 days are considered to be in the same payment period.**

The Financial Aid office will calculate any refunds due to the Title IV (Pell) program and notify the student in writing within five days. The student will be billed for any refunds due to Tom P. Haney Technical College and the Federal Financial Aid programs.

If the student is in default to the government and has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding. If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified. Please note that if a student leaves at the end of the spring term and is still considered an active student, he/she must complete a form indicating intent to return. This form states that the student intends to return to school in the fall term.

# **ADMINISTRATION**

## **Angela Reese, Director**

Ed.S., University of West Florida

M.S., Florida State University

B.S., Troy State University

## **Coy Pilson, Assistant Director**

Ed.S., George Washington University

M.A. University of Virginia

B.A. University of Virginia

## **Richard Tutunick, Assistant Administrator**

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M.S. Counseling and Human Development, Troy University

National Board-Certified Teacher

## **Alexandra Murphy, Chief Community Relations Officer**

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B.S., Florida State University

## **Josephine Bracy, Student & Financial Services Administrator**

B.A. Clark Atlanta University

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Career and Technical Certification

**Conley, Larry**

Career and Technical Certification

**Deaton, David**

A.A.S., Somerset Community College  
FAA A&P Mechanics License  
FCC General Radio Operator's License  
FAA UAS- Remote Pilot License  
Career and Technical Certification

**Dudley, Gina**

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ASE EPA 609 MVAC Certification  
ASE Education Foundation Evaluation Team  
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**Spring, James**

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**Taylor, Neil**

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**Thompson, Lee**

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**Vickers, Gary**

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**Winn, Shane**

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