

2020-2021

Student Handbook



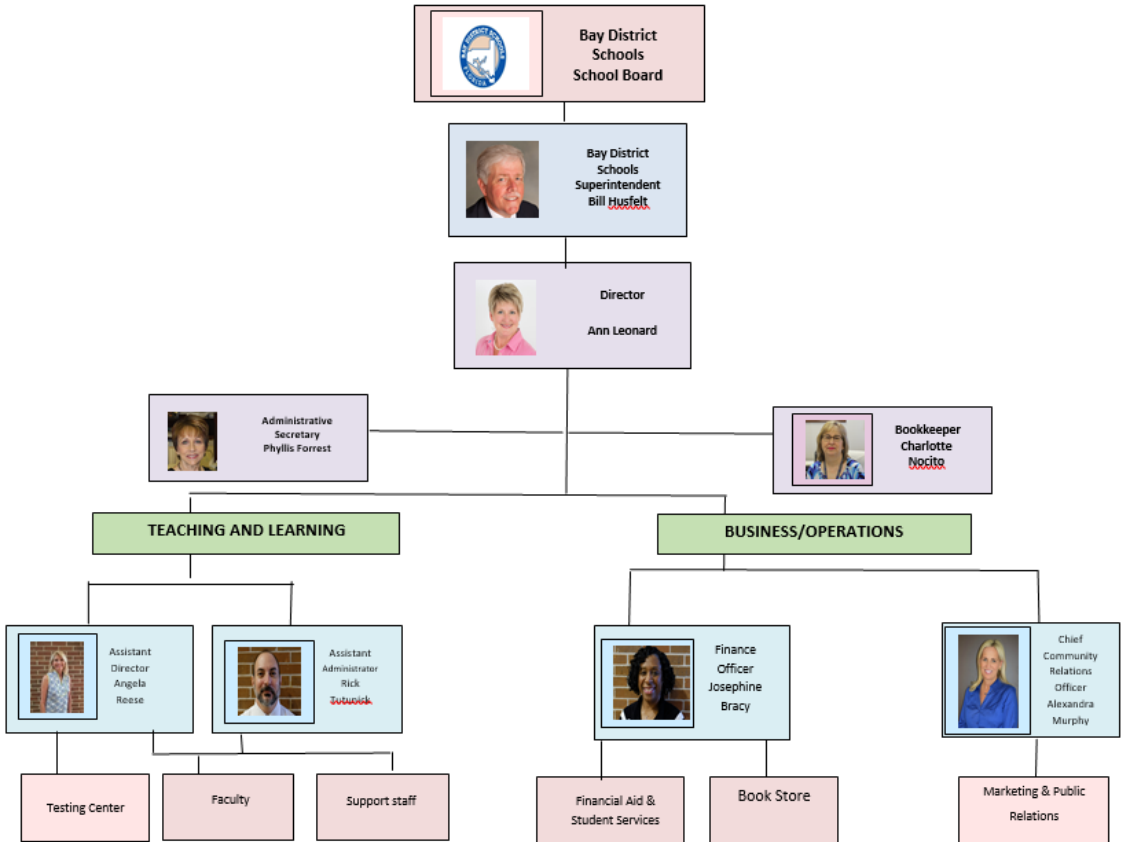
Our mission is to provide educational opportunities for all students and the training necessary to meet the needs and standards of today's changing global workplace.



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

1. **ID Badges MUST be worn at all times.**
2. ***Absences may adversely affect your financial aid.***
3. **Dress for success. NO house shoes, pajamas, sagging pants, halter tops, exposed midriffs, spaghetti straps, vulgar language, or see-through clothing**
4. **Smoking/vaping/tobacco is prohibited on campus, in vehicles and in the parking lot.**
5. **You must clock- in and -out of class each period using Student Tracker.**
6. **No Food or Drink in classrooms/labs. Eat in designated areas only.**
7. **All fees are due at the beginning of enrollment period.**
8. **Students may be withdrawn for the following reasons.**
 - Lack of academic progress
 - At the end of the day of the 6th consecutive absence
 - Violation of attendance policy
 - Disruptive/inappropriate behavior
9. **Each student is responsible for carrying his/her own accident/ medical insurance. The Center assumes no liability for medical or ambulance expenses.**
10. **Schedule changes cost \$15.**

Tom P. Haney Technical Center Organizational Chart



Tom P. Haney Technical Center

3016 Highway 77

Panama City, Florida 32405

(850) 767-5500 (850) 747-5555 (fax)

www.bayschools.com/htc

Accreditation



The Tom P. Haney Technical Center is accredited by the Accrediting Commission of the Council on Occupational Education. Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett, Executive Director
Accrediting Commission of the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350

In addition, a number of programs have been approved or accredited by other professional organizations.

The Tom P. Haney Technical Center is accredited by Commission on Secondary and Middle Schools
Southern Association of Colleges and Schools.

1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone: 404 679-4500 - Fax: 404 679-4541



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:
Shirley Baker, Executive Director of Human Resources
850-767-4100

Welcome from the Director...



Welcome to Tom P. Haney Technical Center. The faculty and staff at Haney are committed to providing a student-centered learning environment. For over 50 years, Haney has offered educational opportunities that prepare students for rewarding careers in Bay County and the surrounding region.

Our highly qualified staff not only offers rigorous, engaging courses, but also provides authentic hands-on, real-world experiences. Haney Technical students leave with the necessary career skills to be successful in the constantly-evolving workplace.

I invite you to tour our campus and see how Haney Technical Center can assist you in reaching your career goals. Our Student Services office is available to help you with any questions, and we look forward to your visit.

Your Career Starts Here!

Sincerely,

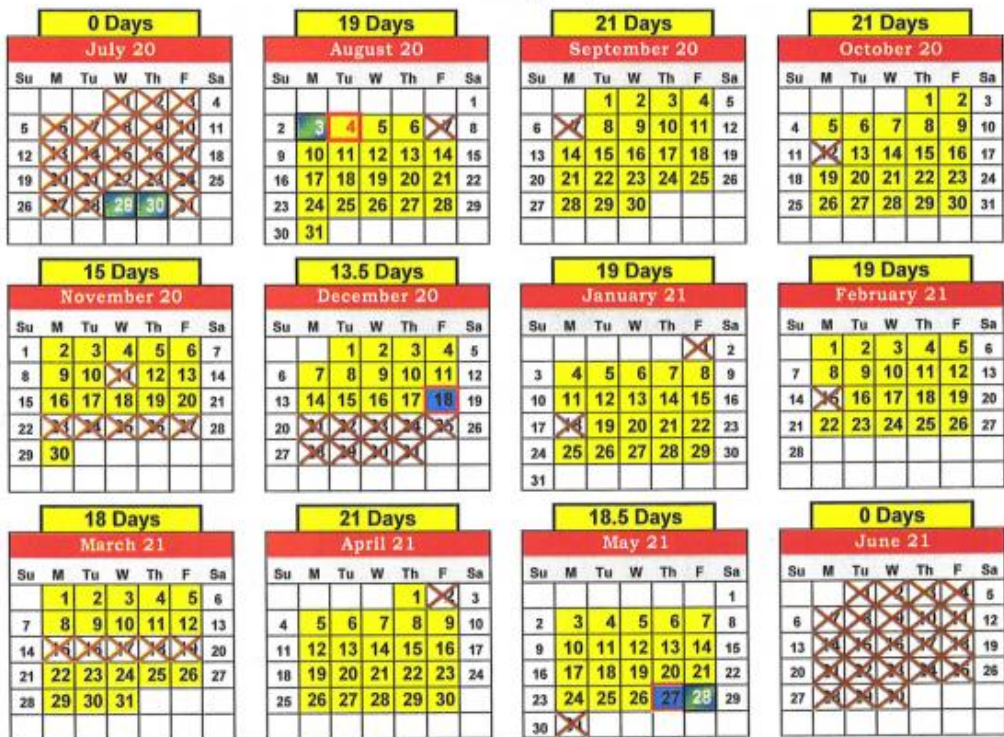
Ann Leonard

BAY DISTRICT CALENDAR FOR HANEY
(TEN MONTH VIEW)
2020-2021

	Day	Month	Date
Inservice & Pre-Planning Day (Instructional Staff)	Wednesday	July	29
Inservice & Pre-Planning Day (Instructional Staff)	Thursday	July	30
Inservice & Pre-Planning Day (Instructional Staff)	Monday	August	3
First Day of School	Tuesday	August	4
Last Day of Summer Schedule - School Closed	Friday	August	7
Labor Day	Monday	September	7
Columbus Day (10-Month Faculty & Staff)	Monday	October	12
Veteran's Day	Wednesday	November	11
Thanksgiving Holidays (10-Month Faculty & Staff)	Monday	November	23
Thanksgiving Holidays (10-Month Faculty & Staff)	Tuesday	November	24
Thanksgiving Holidays (10-Month Faculty & Staff)	Wednesday	November	25
Thanksgiving Holidays	Thursday	November	26
Thanksgiving Holidays	Friday	November	27
*Christmas Break (Early Release Day)	Friday	December	18
Christmas Holidays Begin	Monday	December	21
Christmas Holidays Continued	Tuesday	December	22
Christmas Holidays Continued	Wednesday	December	23
Christmas Holidays Continued	Thursday	December	24
Christmas Holidays Continued	Friday	December	25
Christmas Holidays Continued	Monday	December	28
Christmas Holidays Continued	Tuesday	December	29
Christmas Holidays Continued	Wednesday	December	30
Christmas Holidays Continued	Thursday	December	31
Christmas Holidays Continued	Friday	January	1
Return from Christmas Holidays	Monday	January	4
Martin Luther King's Birthday	Monday	January	18
President's Day (10-Month Faculty & Staff)	Monday	February	15
Spring Holidays Begin	Monday	March	15
Spring Holidays Continued	Tuesday	March	16
Spring Holidays Continued	Wednesday	March	17
Spring Holidays Continued	Thursday	March	18
Spring Holidays Continued	Friday	March	19
Return from Spring Holidays	Monday	March	22
Good Friday (10-Month Faculty & Staff)	Friday	April	2
*Last Day of School (Early Release Day)	Thursday	May	27
Post Planning for Instructors	Friday	May	28
HANEY GRADUATION - Thursday, May 27, 2021			

Haney Technical Center 2020-2021

184 Full Days/2 Half Days
August 4, 2020 - May 27, 2021
Graduation May 27, 2021



CTE Clock Hours

Full time 6 Hours/Day	1110 Hours
Full time 5 Hours/Day	925 Hours
Part time 3 Hours/Day	558 Hours
Part time 2.5 Hours/Day	465 Hours

DOES NOT INCLUDE LICENSURE PROGRAMS

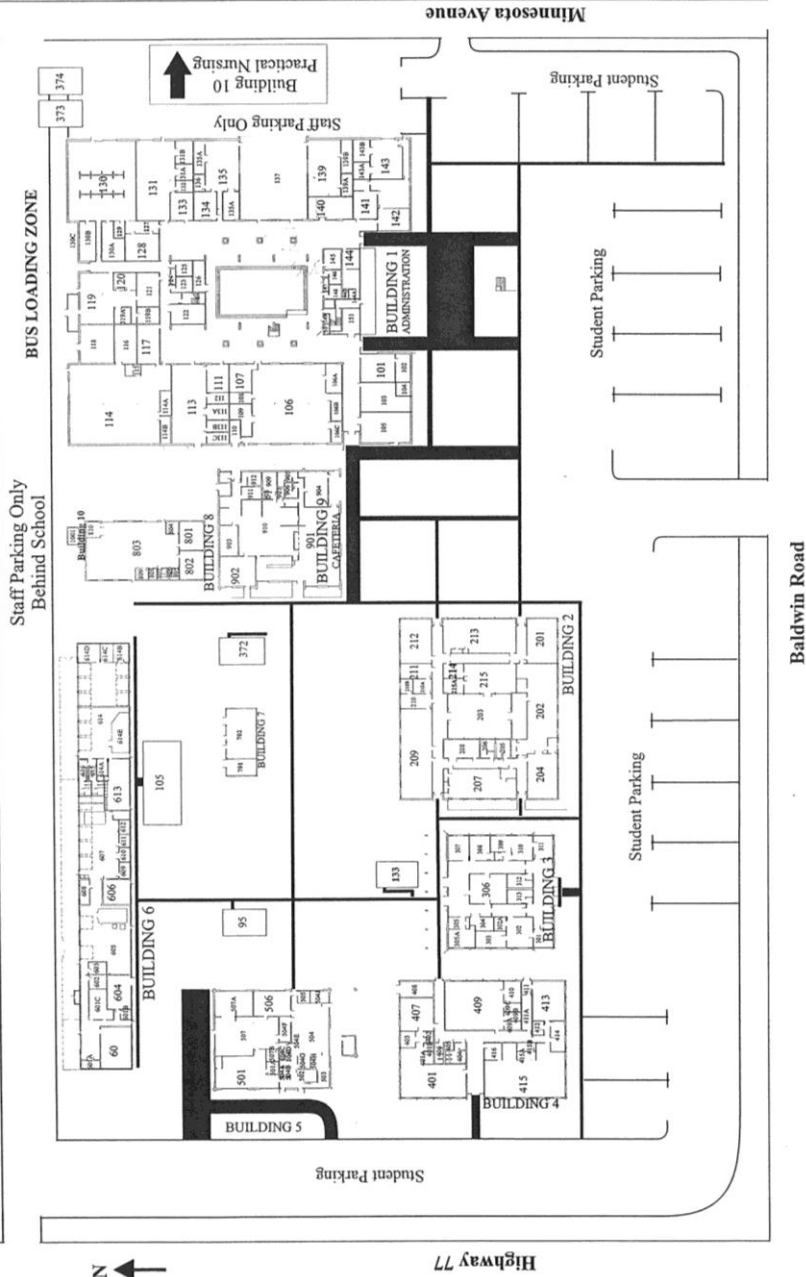
- First Day of School 8/4/20
- Student Days
- Early Release Day 12/18/20, 5/27/21
- No School
- InService-Planning-Records No Classes
- Last Day of School 5/27/21 - Early Release

Tom P. Haney Technical Center Student Handbook 2020-2021

Campus Directory

Building 1			Building 2				
1 st Floor	2 nd Floor	3 rd Floor					
101 Student Services	208 Aviation Coordinator	301 CareerSource	201 Nursing				
102/104 Counselors	202 Medical Adm. Spec.	302 CTE Data Specialist	202 ABE/GED				
105 Financial Aid	202 Administrative Office Specialist	303 Off-Site GED office	204 ESOL				
106 Marine Service Tech./Power Equipment Technologies		305 Computer Lab	207 Massage Therapy				
111 Industrial Pipefitting/Plumbing		308, 309 Bookkeeping	210 Nursing office				
114 Aviation-Airframe		310 Records	211 Adminsitration				
121 Aviation-General		312, 313, 317 Administration	212 Testing Lab				
121 Aviation-General		318 Computer Systems Information & Technology	213 Nursing Lab				
130 HVAC/R		329 Media Center	214 Head of Nursing Office				
131 Electrical Trades			215 Nursing				
137 Aviation –Powerplant							
140 CareerSource							
142 Testing Center							
144 Book Store							
Building 3		Building 4		Building 5		Building 6	
			416 Cosmetology			606 Auto Collision & Repair	613 Auto Service Tech.
Building 7		Building 8		Building 9		Building 10	
Boiler Room		Welding Technologies		Cafeteria			

**Tom P. Haney Technical Center &
Haney Technical High School
Campus Map**



Schedules

ABE/GED/ESOL/Auto Collision/ Industrial Pipefitter/ Plumbing

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

HVAC/Electrician/Electricity/CSIT/Marine Services/ Power Equipment Technologies

7:00 am – 9:30 am	Morning
9:30 am – 12:00 noon	Afternoon
1:00 pm -2:00 pm	Teacher Common Planning

Auto Service Technologies/ Welding Technology/Medical Administrative Specialist/ Administrative Office 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

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



HANEY TECHNICAL CENTER

3016 Highway 77 • Panama City, FL 32405
 Phone 850-767-5500 • FAX 850-747-5555 • www.bayschools.com/htc

2020 – 2021 Registration Dates *	Class Start Date
<p align="center">Career & Technical Education</p> <p>Administrative Office Specialist, Auto Collision Technology Technician, Automotive Service Technology 1 & 2, Aviation Airframe Mechanics, Aviation Powerplant Mechanics, Computer Systems & info Technology, Electricity, HVAC/R 1, Industrial Pipefitter, Marine Service Technologies, Medical Administrative Specialist, Power Equipment Technologies, Plumbing, Welding Technology <i>July 13, 2020 – July 16, 2020</i></p>	August 4, 2020
<p align="center">Adult Basic Education/GED/ESOL – Semester 1 <i>July 20, 2020 – July 22, 2020</i> <i>(Monthly registration September-November on 1st Monday of each month. Classes start on Tuesdays.)</i></p>	August 4, 2020
<p align="center">Cosmetology <i>July 13, 2020 – July 16, 2020</i></p>	August 4, 2020
<p align="center">Practical Nursing <i>Applications accepted June 1, 2020 – June 25, 2020</i> <i>Registration July 15, 2020 – July 16, 2020</i></p>	August 4, 2020
<p align="center">Massage Therapy <i>August 17, 2020 – August 20, 2020</i></p>	September 8, 2020
<p align="center">Career & Technical Education</p> <p>Administrative Office Specialist, Auto Collision Technology Technician, Automotive Service Technology 1 & 2, Aviation Airframe Mechanics, Aviation Powerplant Mechanics, Computer Systems & info Technology, Electricity, HVAC/R 1, Industrial Pipefitter, Marine Service Technologies, Medical Administrative Specialist, Power Equipment Technologies, Plumbing, Welding Technology <i>October 5, 2020 – October 8, 2020</i></p>	October 13, 2020
<p align="center">Career & Technical Education</p> <p>Administrative Office Specialist, Auto Collision Technology Technician, Automotive Service Technology 1 & 2, Aviation Airframe Mechanics, Aviation Powerplant Mechanics, Computer Systems & info Technology, Electricity, HVAC/R 1, Industrial Pipefitter, Marine Service Technologies, Medical Administrative Specialist, Power Equipment Technologies, Plumbing, Welding Technology <i>December 7, 2020 – December 10, 2020</i></p>	January 4, 2021
<p align="center">Adult Basic Education/GED/ESOL – Semester 2 <i>December 14, 2020 – December 15, 2020</i> <i>(Monthly registration February-March on 1st Monday of each month. Classes start on Tuesday.)</i></p>	January 4, 2021
<p align="center">Cosmetology <i>December 7, 2020 – December 10, 2020</i></p>	January 4, 2021
<p align="center">* Dates are Subject to Change. Monitor website for updates @ http://www.bayschools.com/htc</p>	

Testing 2020-2021

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	Test of Adult Basic Education is administered every Wednesday at the Haney Testing Center Building 2 Testing lab. 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 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	NCCER testing scheduled by instructor only.
CompTIA	Certification test recommended by CSIT instructor. Schedule test via PearsonVue .

Welcome to Tom P. Haney Technical Center

The mission of Tom P. Haney Technical Center is to provide educational opportunities for all students and the training necessary to meet the needs and standards of today's changing global workplace.

The vision of Haney Technical Center is to function as an educational leader in our community that prepares students to meet the diverse needs of our workforce.

Non-Discrimination, Equal Employment and Affirmative Action

The Bay County School Board does not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section 504/ADA of the federal guidelines), sexual orientation, gender identity, age or legally-protected characteristics in its educational program and activities.

No person shall on the basis of race, color, religion, sex, national origin, disability, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to 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 Bay District Schools.

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.

History of Tom P. Haney Technical Center

Haney Technical Center, which operates under the auspices of the Bay District School Board, was originally known as the Bay County Adult Vocational-Technical School and was housed in the Wainwright Shipyard Administration Building near the Port Panama City. The Bay County School Board designated it as the Tom P. Haney Vocational-Technical Center in December 1966 in honor of Tom P. Haney, prominent

businessman and former School Board member who was a huge advocate for career technical education. Currently the school is known as Tom P. Haney Technical Center. Students first attended the center in 1966, and the first students completed in 1967.

School/Institutional Advisory Council

The Haney School/Institutional Advisory Council meets regularly to review the purpose, mission, and direction of Haney. Members consist of Bay District School employees, students, leaders, and business partners within the community.

Occupational Advisory Committees

Each career technical education training program of the Center maintains contact with private industry through its advisory committee. These committees consist of competent, well-informed business leaders in the particular career field related to the program area. Members of the Occupational Advisory Committees contribute to the programs as consultants in helping to maintain current industry standards, curriculum suggestions, job placement information, and follow-up surveys of the center. These committees meet regularly to discuss programs' needs and growth. Each council must meet at least twice annually. Minutes of the meeting will be kept on file in the Director's office.

Confidentiality and Inspection of Student Records

All information (written or oral) that a student and/or family reveals in the process of seeking assistance is confidential. Access to this information is restricted to the Director of Haney Technical Center, the Financial Aid Director and the Financial Aid Office. Application materials become the property of Haney Technical Center upon submission and are maintained in the student's file.

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. §232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law
 - Schools may release any and all information to parents, if the student is a dependent for tax purposes under the IRS rules.

Annual Notice Regarding Disclosure of Student Directory Information

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally-identifiable information from a student's education records. However, Bay District Schools may disclose appropriately-designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students, or former students shall have 30 days from the date of this notice to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film, or other medium
- Date and place of birth
- Major field of study
- Current grade level

- Participation in officially-recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities
- Student directory information of junior and senior students may be furnished, upon request to:
 - Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail-out information to students in regard to opportunities available to them in the United States Armed Services; provided however, that any student may request that his/her name not be given for this purpose
 - Florida public universities and colleges
 - United States Congressmen and Senators and Florida Legislators

Private Providers of Student Services (*Bay District School Board Policy 2.129*)

Not-for-profit private providers desiring to provide student services while students are subject to the control and jurisdiction of the district and/or on district property shall be required to execute a *Memorandum of Understanding* with the School Board. Such *Memorandum of Understanding* shall include a provision requiring the employees of said provider to be fingerprinted and submit to background checks as required by Florida law. For-profit providers and individuals desiring to provide student services while students are subject to the control and jurisdiction of the district and/or on district property shall not be permitted to render services to students when students are subject to the control or jurisdiction of the district and/or on district property.

Student Participation in the Pledge of Allegiance

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.

Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

- When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.
- The Pledge of Allegiance is defined:
“I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”
- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

If you would like your student to be exempt, please contact your child’s school directly. The school will advise you how to proceed with your written request.

Notification to Department of Highway Safety and Motor Vehicles

Students in attendance at Haney Technical who are between ages 16-17 (regardless of the program of study) will be subject to §322.091 *Florida State Statutes*. Each principal or his/her designee shall notify the School Board and the Superintendent of each minor who accumulates fifteen (15) unexcused absences in a period of 90 calendar days. For the purpose of this policy, absence is defined as the failure of a student to attend one or more classes in a school day. The Department of Highway Safety and Motor Vehicles (DMV) may not issue a driver’s license to, and shall suspend any previously issued driver’s license or learner’s driver’s license of, any such minor, pursuant to the provisions of §322.091, *Florida State Statutes*. Due to DMV license requirements, all students under age 18 must attend Monday – Friday (part-time or full-time).

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.

Haney will allow adult and high school students to bring their own personal electronic mobile devices (BYOD) (laptops, smart phones, eReaders, 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 Haney nor the district will be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated. Neither Haney 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 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.bayschools.com/htc.

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 student 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 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.
8. 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. For example: 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.

- ❖ To start, go to <http://www.office.com/students> and enter your “<username>@baystudent.org”.
 - ❖ Click “Get Started”
 - ❖ Click “I’m a student”
 - ❖ The next screen will instruct you to login to your **baystudent.org** Gmail account to complete the download and install process.
 - ❖ If you have never logged in to this email account your teacher needs to contact the BAYNET help desk to get your password reset.
 - ❖ In your email you will have the following message. If your address is correct, click “Yes that’s me”
 - ❖ Fill out the application that comes up, and click “Start”
 - ❖ Remember your password. You can login to the Office 365 home page at <http://portal.office.com> (username@baystudent.org) for support and other information concerning your office account.
 - ❖ Uncheck the “Bing” & “MSN” checkboxes, then click “Install now”
 - ❖ 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.
 - ❖ Installation may take up to 20 minutes.
- 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 earn their GED® diploma are expected to participate. Family and friends are encouraged to attend this ceremony. **Graduation will be held on May 27, 2021.**

Career & Technical Education students and GED® students who were enrolled in classes at Haney during the school year are not charged a fee for graduation as those costs are covered by tuition. GED® recipients who tested at Haney within the school year, but did not enroll in classes, may participate in the graduation ceremony and will be charged a fee to cover graduation expenses. Students may call the school or visit the Haney Technical Center website for more information regarding Graduation.

Student Code of Conduct

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

Generally Haney'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 students to disciplinary review:

Misconduct Defined

A student is subject to disciplinary action by Haney, 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 Haney.

Dress Code

Haney Technical Center expects all students to use mature judgment in their personal dress and hygiene while on campus. One of the major objectives of Haney Technical Center 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

Haney 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 Haney Technical Center 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 to five (5) days 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 Haney Technical Center'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

Haney Technical Center 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 Haney Technical Center, 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

Haney Technical Center 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.

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 Haney Technical Center 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 Haney. Any reprisals shall be reported immediately to the Director of Haney 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

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.

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 Haney, 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 Haney, 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.

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. 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, 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 Haney Technical Center'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 Haney Technical Center'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. Haney is patrolled by deputies from the Bay County Sheriff's Department and officers of the Lynn Haven Police Department.

Telephone Numbers:

Emergency 911DIAL "911"

Campus Switchboard"0"

Campus Security Office . . .767-5521

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 Haney Technical Center in compliance with the Student Right-to-Know and Campus Security Act. Haney 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 1st 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, 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 Haney Technical Center's campus. **Parking permit/decals are included in 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.

- 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 updated at the beginning of each school year or whenever there is a change of medication.
- 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

“Your career starts here!”

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.

Haney’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 and Registration

Haney Technical Center provides multiple opportunities to enroll each academic year. Detailed program information may be found in our course catalog as well as online at www.bayschools.com/htc.

General Admission Procedures

Items Needed at Registration:

- ✓ Completed Haney Application (online or paper)
- ✓ Test of Adult Basic Education (TABE) results. ***If exempt from TABE, proof of exemption 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 diploma or 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 Haney. 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 Haney 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 Haney.

Teacher-Student Ratio

Haney Technical Center 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.

Schedule Options

Haney realizes students have busy schedules and families. Scheduling of courses varies, depending upon the program. Typically students may attend full-time or part-time, depending upon the programs' schedule. See a Counselor for more details.

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. Haney Technical will comply with regulations and laws regarding transmitting and storage of Social Security Numbers.

Grading Scale

Haney Technical Center is a certificate-granting institution. At the satisfactory completion of various pre-determined points in a program and at the satisfactory completion of a program, students receive certificates for their accomplishments .

This center considers grade "C" and below to be below minimum standards for business/industry. A 2.0 cumulative grade point average is required 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 HTC 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, 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 return after 180 days of his/her withdrawal date, 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 at HTC 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.** Student should provide 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 Haney 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 Haney; 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 Haney. Students who have attended another school prior to Haney may request their transcripts be sent directly to Haney. There may be a fee assessed by the sending school.

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

To request an official transcript from Haney 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 Haney to the receiving school.

Bookstore

The Haney bookstore is provided for the convenience of all students enrolled at Haney Technical Center. The bookstore keeps a constant stock of books, supplies, and educational accessories. Also available in the bookstore is a variety of Haney clothing and memorabilia.

Transportation

Bay District Schools does not provide transportation for students of Haney Technical Center. 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 Haney.

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

Step 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.

Step 2: If the consultation with the instructor does not resolve the appeal, a student may appeal to 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.

Step 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 Administration will constitute final action.

GRIEVANCE POLICY/PROCEDURES

1. Purpose The purpose of the Student Grievance Policy is to provide guidance and procedures for addressing student grievances and complaints in an equitable manner in order to reach fair and appropriate resolutions to student complaints in compliance with Haney Technical Center's standards for due process.

2. Definitions

2.1. Grievance - Any reported incident that occurred while the student was enrolled that is the subject of a complaint involving a student, faculty member, other staff, guests visiting the Haney Technical Center (HTC), or other students. Such incidents must be a violation of school policies and procedures. Incidents or complaints reported may include sexual harassment, racial discrimination, or other types of allegations or grievance issues. Reliable documentation and/or testimony that allow a fair review of the complaint are essential components of the grievance process.

2.2. Student – Haney recognizes student status as a student engaged in an active course of study.

2.3. Guest - A guest is any person who is visiting HTC for any purpose who is not currently enrolled as a student. This may include vendors or any member of the general public. A guest may also be a person who is attending a class offered by another institution, agency or other non-HTC host such as Adult Education, local schools through extension education, etc. Guests are not eligible to utilize the HTC Grievance procedure, and should seek resolutions to problems through the appropriate representatives of the host agency or institution. Guests may be the subject of a grievance filed by a student.

2.4. Due Process - Due process refers to the right to be heard which shall be provided to all of the parties associated with a student grievance. Due process includes the right of notification of statements or charges made and reasonable opportunities to respond in a timely manner prior to disciplinary action taken by the school. Students should be informed of standards and regulations regarding student conduct and performance

standards. Resolutions and disciplinary actions, which are outcomes of a complaint, shall be clearly explained and fairly administered.

2.5. Confidentiality - HTC staff, faculty and students have a right to privacy and confidentiality, subject to HTC rules and federal FERPA and GRAMA requirements. HTC shall exercise reasonable and diligent observance of the rights of all parties associated with a reported grievance.

2.6. Informal Grievance - An informal grievance is a complaint taken to an instructor or person(s) involved for consideration, and is often a preferred alternative to formal procedures for obtaining a reasonable resolution. While this process is recommended whenever possible, it is not a pre-requisite to filing a formal grievance.

2.7. Formal Grievance - A process requiring a written complaint relating to an incident which occurred on campus during the period of time when a student was actively enrolled. The formal written grievance shall be submitted to the Director of HTC for review. Formal grievances should be presented within 3 working days of the alleged infraction or occurrence to allow a prompt response to the grievance issue. Details and documentation concerning the incident in question must be provided with the formal complaint to the Director who shall conduct appropriate notifications and reviews in accordance with HTC policy.

2.8. Secondary Student - Student who meets the following criteria during the fiscal year in which they are enrolled: Is currently enrolled in grades 9-12 in a Florida public or private school / Is not more than 17 years old on or before September 1 or is documented as a retained senior or has been enrolled in less than grade 12 during the previous year and is no more than 19 years old on or before September 1 / Has not previously earned a high school diploma, certificate of high school completion, adult education secondary diploma or a high school equivalency diploma (GED).

3. Policy

3.1. HTC recognizes and supports the student's right to grieve (formally or informally) any incident which they believe to be a violation of school policies or procedures. All such grievances will be given a fair hearing by school personnel.

3.2. Eligible grievances are those which occurred while a student was officially enrolled at the HTC.

3.2.1. HTC encourages students to address concerns on an informal basis whenever possible. In the event that an attempt at an informal review of the matter does not result in a satisfactory outcome, the student may choose to submit a formal grievance.

3.2.2. Students wishing to file a grievance must do so in writing within ten days of the alleged incident to allow for a timely review of the complaint and related details.

3.2.2.1. In the event of extenuating circumstances, the School Administration may choose to entertain a grievance which is submitted after three days, but is under no obligation to do so. The decision to extend the time for any particular grievance in no way obligates the School Administration to any future exceptions for other grievances.

3.2.2.2. The Director of Haney will be designated to receive the grievance and to ensure that the procedures outlined in this policy are followed including a response to the student who initially filed the grievance.

3.2.3. All grievances and subsequent actions shall be thoroughly and appropriately documented.

3.2.4. Any form of retaliation against a student who files a grievance is expressly forbidden by the School.

4. Procedures

4.1. Procedures for Informal Grievances

4.1.1. Students seeking an informal address to complaints shall first attempt to discuss the matter with their classroom instructor(s) and to seek a resolution.

4.1.2. If the student is unable to come to a satisfactory resolution in the classroom, the student should consult with a Haney Counselor.

4.1.3. The Haney Counselor will investigate the complaint, talking to all named parties as appropriate to ascertain whether or not any violation of School policy or procedure occurred.

4.1.3.1. After completion of the investigation, the Haney Counselor will suggest a resolution and seek to gain consensus from all parties involved. Such action will be properly documented and may involve meeting(s) with any or all parties involved.

4.1.4. If a satisfactory resolution through informal means is found to be acceptable to all parties involved, no further action shall be required. If no satisfactory resolution is found the student may elect to use the formal grievance procedure.

4.1.5. If the subject of the grievance is a Haney Counselor, the student may contact the Director of Haney. A grievance that involves a Director, staff member, or instructor will be referred to an alternate staff member of the same level for all required considerations.

4.2. Procedures for Formal Grievances

4.2.1. Formal grievances must be submitted in the form of a written letter and must contain a statement of the alleged violation(s), a statement of the student's desired resolution, and the student's name, address and phone number,. Although documentation of the alleged incident is not required as part of the grievance, reliable documentation and/or statements can assist the School in a fair and accurate review of the grievance.

4.2.1.1. Written grievances will be given to the Director of Haney Technical Center.

4.2.1.2. The Director reviews to the grievance to ascertain if all of the required information has been provided.

4.2.1.2.1. If the Director determines that the information provided by the student is insufficient, additional information will be requested from the student.

4.2.1.2.2. In order to resolve the situation in a timely manner, students shall be encouraged to provide the information promptly. If the student fails to provide the requested information in a reasonable period of time (typically three working days), the grievance may be cancelled and no further consideration will be given.

4.2.1.3. The Director (having received all of the necessary information to proceed) will investigate the alleged incident to ascertain which School policies or procedures may have been violated.

4.2.1.3.1. If the grievance concerns an instructor or program, the Director will notify the the instructor promptly.

4.2.1.3.1.1. In the event that the Director is the subject of the grievance, the grievance shall be referred to an alternate staff member of the same level for all required considerations.

4.2.1.3.2. Depending on the nature and severity of the alleged violation, the Director has the discretion to involve administrators (AP, AA,) in the review and resolution.

4.2.1.4. Such investigation may include a review of all relevant and available documentation (provided by the student or otherwise available) and any other evidence as might be available.

4.2.1.4.1. The aggrieved student will be given an opportunity for a fair hearing with the administrators involved in the grievance proceeding.

4.2.1.4.2. The involved administrators and Director will make a final determination as to the validity of the grievance and the recommended resolution. Once determined, the final decision will be documented in a letter to the student.

4.2.1.4.3. After receiving the response from the School, the student may request (verbally or in writing) a meeting with the Director and other involved administrators to seek clarification of the response.

4.2.1.5. If the resolution provided by the School representative is not satisfactory to the grieving student, a request for reconsideration may be filed with the School AP or AA who is the administrator over the division identified in the grievance.

4.2.1.5.1. In the event that the AP or AA was involved in the grievance consideration, the request for reconsideration will be forwarded to the Director.

4.2.1.5.2. A request for reconsideration must be submitted in writing within 3 days from the time the student was notified of the outcome of the grievance.

4.2.1.5.3. The Director will forward all relevant information, documentation and evidence to the AP or AA for review in a timely manner.

4.2.1.6. The AP or AA shall review the request for reconsideration and the available information in a timely manner. Such review will include a hearing with the aggrieved student. The AP or AA may then select one of the following options:

4.2.1.6.1. Support of the initial grievance resolution provided by the School Representative, designating that resolution to be fair and appropriate based on the information reviewed.

4.2.1.6.2. Determination that an alternate decision is appropriate based on the review of the available information. Such decision will supersede any previously made decisions.

4.2.1.7. The AP or AA shall provide a decision in writing in a timely manner to the student.

4.2.1.8. The decision of the AP or AA shall be considered final for the School and no further remedies will be offered as part of the School Formal Grievance Process.

4.2.1.9. If the student does not agree with the school's decision, an appeal may be sent to the District Superintendent. This has to be done within three (3) days after the school's decision.

4.2.2.0. Students retain the right to contact the Commission of the Council on Occupational Education in cases where the student grievance is not satisfactorily settled at the institutional level. The Council on Occupational Education can be reached at: 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 800-917-2081 (voice) 770-396-3898 (voice) 770-396-3790 (fax) <http://www.council.org>

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

Adult Basic Education/GED Attendance Policy

- All students registered in class are expected to attend every class period in full.
- Students are to sign-in and –out of class daily using Student Tracker.
- Absences will be counted from the first scheduled class meeting.
- FOCUS will be the final authority in determining the attendance and absences for each student.
- **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 are required to sign-in for each class.
- Students who are absent 6 consecutive class days will be dropped.
- Students will be dropped after the following:
 - ✓ Students will be dropped after 8 absences in any period.
 - ✓ If a student misses more than 15 minutes in a period it will count as an absence

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 Haney. **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 when it exceeds 10 minutes, marked to the nearest quarter (1/4) hour (15 minute increments), unless program requirements are stricter.
- A student's total absences **cannot exceed ten percent (10%)** of scheduled hours per enrollment period (5% excused and 5% unexcused, excused absences will be used first). **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).*

- If a student's absences exceed the 10%, or what is allowed by their licensure program, he/she will be notified of the attendance policy violation and will be withdrawn.
- 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.
- **The FOCUS attendance system 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 Haney Technical Center.

Licensure Programs Attendance Requirements:

- **Aviation Airframe Mechanics** – cannot miss more than 30 hours in each 450-hour course.
- **Aviation Powerplant Mechanics** – cannot miss more than 30 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

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

***No Excused Absences Allowed For
Licensure Programs or ABE, GED or ESOL***

Leave of Absence Policy

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 Haney Technical Center 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)
- Family Emergency/Death (immediate family)
- Military Service (self)

Documentation of reason for LOA must be provided to Student Services upon return from LOA.

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 Veteran's 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 Haney Technical Center'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 representative will update FOCUS as needed. Leave of Absence request forms will be maintained in students' file.

NOTE: Students who do not return on the date specified on the LOA Request will be withdrawn.

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

CAREER PLANNING AND PLACEMENT SERVICES

At Haney Technical Center, 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 Haney Technical Center.

MEDIA CENTER

The Haney Technical Media Center hours are 7:30 a.m. to 3:00 p.m., Monday through Friday. It is located on the 3rd floor of Building One (1). Students and faculty have full access to the media center throughout the day during these hours of operation.

Reference materials, fiction and non-fiction books, periodicals, equipment, and Wi-Fi Internet access are all available. A computer lab allows for internet research while the main media center is used for reading, studying, and meeting. There is also a media production room. A conference room is available for meetings.

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



2020-21 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
Total Tuition & Fees (per clock hour)	\$ 2.92	\$ 11.71
Lab Fee (per enrollment period)	VARIES BY PROGRAM	
Registration Fee (per enrollment period)	\$ 25.00	\$ 25.00
Student Activity Fee (per enrollment period)	\$ 20.00	\$ 20.00

Adult General Education	
<i>(Resident & Non-Resident Fees are the same)</i>	
Tuition Costs (per semester/half year)	\$ 45.00
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	\$ 5.00
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 Wonderlic/TABE results</i>	

* Student fees, including tuition, are subject to change by the Florida Legislature and Haney administration.

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

FINANCIAL INFORMATION

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 Haney Technical Center are the Federal Pell Grant, Florida Student Assistant Grant, Florida Work Experience Program, Florida Bright Futures Scholarship, Veterans' Affairs Education Benefits, Vocational Rehabilitation, Work Force Investment Act Program, and various other institution and private scholarships. The U.S. Department of Education has an informative web site at studentaid.gov for more information.

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

Types of Student Financial Aid

Haney Scholarships

The **General Scholarship Fund** and the **Haney 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 Center. The scholarship

plan is for any Haney post-secondary student in Bay, Gulf, and Franklin counties. Application information is available in Student Services office at Haney Technical Center. 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 web site at haneyfoundation.org.

Work Force Innovation and Opportunity Act (WIOA)

The WIOA at Haney 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 Haney. 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.careersourcegc.com.

Loans

At present, Haney does not participate in any student loan programs.

Testing Fees

TEST	PROGRAMS	FEE	RE-TEST
Certiport Word	Medical Administrative Specialist/ Administrative Office Specialist	Included in Lab Fees	
Certiport Excel			
Certiport PowerPoint			
Certiport Quickbooks (includes practice test, 1 certification exam, & 1 re-take)		\$103.00	
Certiport MTA	CSIT	Included in Lab Fees	
NCCER TESTING	Welding/HVAC/ Electricity/Pipe Fitting	Included in Lab Fees	
1ST Module			
2nd Module			
3rd Module			
4th Module			
CMAA TEST	Medical Administrative Specialist	\$105.00	
CMAA STUDY GUIDE		\$67.00	
GED READY TESTS (4 sections) paid online GED.com	GED	\$3.75 per section	
GED TESTS (4 sections) paid online GED.com		\$32.00 per section	
TEAS TESTING	Practical Nursing (Applicant Pre-	\$65.00	\$65.00
PSI/CATS TESTING	Aviation	\$150.00 per test	\$150.00 per test
ASE TESTING	Automotive Services/ Auto Collision	Paid directly to Prometric	Paid directly to Prometric
* Prices subject to change.			

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.

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 is 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.

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. Paper applications are also available by calling the Federal Student Aid Information Center at 1-800-4-FED AID. To designate Haney Technical Center 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 Haney Technical Center. **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 law specifies that Haney Technical Center must determine the amount of Title IV program assistance that you earn if you withdraw from school. The 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. 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 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 funds that were earned, he/she may be due a Post-withdrawal disbursement. 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. The requirements for Title IV program funds when a student withdraws are 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.

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 Intent to Return form is not completed, R2T4 calculation will be performed.

Satisfactory Academic Progress (SAP)

As a Title IV institution, Federal regulations require Haney Technical Center 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.

SAP Policy

Haney Technical Center 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. 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 student automatically without any action taken by the student. Student 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 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 Financial Aid Office, which will be reviewed by Appeals Committee, to request “Probation” status. Student 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 student does not meet SAP during the probationary period, he/she is no longer eligible to receive 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 request will be assigned financial aid status of “Probation” and student will adhere to that status’ requirements.

If 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. Student 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 immediate family member.
- Call to military duty.
- Jury duty or mandatory court appearances.

Veteran's Affairs Education Benefits

Student General Information

Haney Technical Center welcomes veterans and their dependents. To enroll in a program at Haney Technical Center (HTC) using Veteran Administration (VA) benefits, the student should present a copy of his/her Form DD-214 and a Letter/Certificate of Eligibility obtained from the VA. Veterans unsure of their eligibility can submit an application online at <http://gibill.va.gov> or call the Department of Veterans' Affairs at 1-888-442-4551 for VA to determine eligibility. If applied online, a printed copy of the confirmation page can be submitted to Haney until a copy of the Certificate of Eligibility is received.

After eligibility is determined, a student can enroll in HTC under the VA benefits for which approved. Determination of Chapter, benefits, amount of payments, and payment dates, etc., is determined by the Veteran's Administration. The VA Certifying Official at HTC will notify the VA after the student has attended his/her first day of class and the student will be certified to receive his/her benefits.

Chapter 33, Post 9/11 tuition/fees benefits are paid directly to HTC. All other Chapters are paid directly to the VA student and the student is responsible for payment of tuition/fees to HTC. At the VA student's request, a sixty (60) day payment deferment can be given for tuition/fees costs only. **This deferment can only be used for the first enrollment period of the program.** If payment for tuition/fees are not paid when due, the student will be terminated from HTC. However, an extension of this deferment may be requested if there is a delay (documentation from VA required) in the receipt of benefits. Books, supplies and other costs are to be paid by the student. HTC also accepts Chapter 31, Vocational Rehabilitation students.

A student must be enrolled at least half-time to be eligible for VA benefits other than tuition, i.e., housing allowance (Chapter 33). Students attending less than 12-clock hours per week are considered less than half-time and additional benefits are reduced to reflect the amount of hours attending school.

Applicants' previous training and/or experience will be evaluated by the school to determine placement/prior credit. Should hours/prior credit be accepted, the training time will be reduced accordingly.

Only programs taught in the traditional on-site/classroom setting are approved for veteran's benefits.

VA Attendance Policy

VA students are held to HTC'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 in compliance 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 HTC 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.***

HTC 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 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): 6.67% - 30 hours of absences per 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 cancelled, 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 Haney 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 Haney Technical Center 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 Haney Technical Center 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 Haney and the Federal Financial Aid programs.

If the student is in default to 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 & FACULTY

Administration

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B.S., University of Tennessee

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Career and Technical Certification

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A.A.S Aviation Maintenance
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Career and Technical Certification

Thompson, Lee

Career and Technical Certification
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Wesley, Michelle

B.A., Birmingham Southern

Winn, Shane

FAA A&P Mechanics License
Career and Technical Certification

York, Virginia

Career and Technical Certification
State of Florida Licensed
Cosmetologist

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