2026 – 2027

Student Handbook

Tom P. Haney Technical College

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

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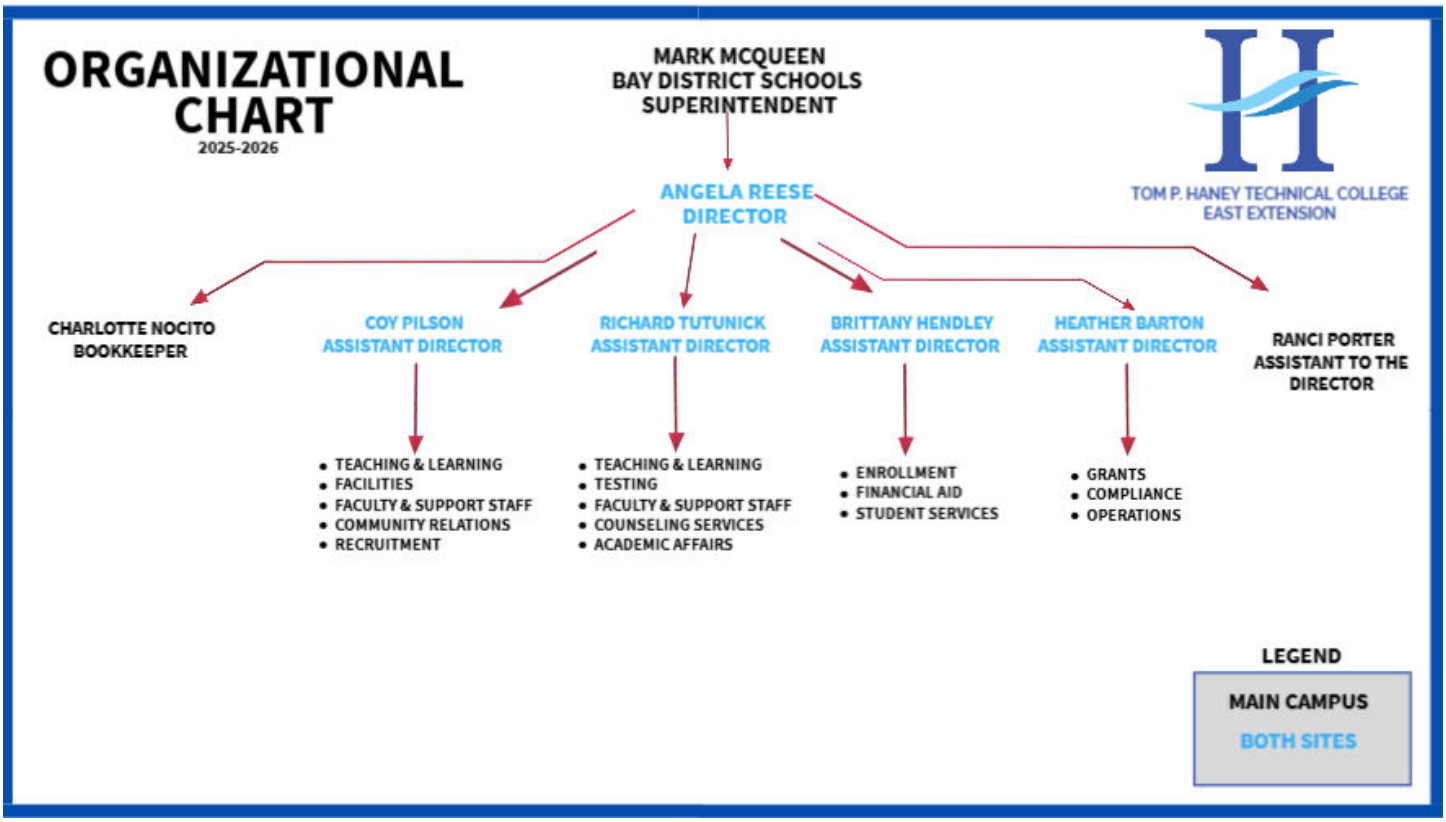
NEED TO KNOW TOP TEN

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- Students may be withdrawn for the following reasons: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

Tom P. Haney Technical College Organizational Chart



Bay District Calendar for Haney Students 2026-2027

(TEN MONTH VIEW)

	Day	Month	Date
First Day of School	***Tuesday***	***August***	***4***
Labor Day	Monday	September	7
Fall Break	Friday	October	9
Columbus Day	Monday	October	12
Veteran's Day	Wednesday	November	11
Thanksgiving Holidays Begin	***Monday***	***November***	***23***
Thanksgiving Holidays	Tuesday	November	24
Thanksgiving Holidays	Wednesday	November	25
Thanksgiving Holidays	Thursday	November	26
Thanksgiving Holidays	Friday	November	27
Return from Thanksgiving Holidays	***Monday***	***November***	***30***
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	26
Christmas Holidays Continued	Tuesday	December	29
Christmas Holidays Continued	Wednesday	December	30
Christmas Holidays Continued	Thursday	December	31
Christmas Holidays Continued	Friday	January	1
Christmas Holidays Continued	Monday	January	4
Return from Christmas Holidays	***Tuesday***	***January***	***5***
Martin Luther King's Birthday	Tuesday	January	18
President's Day	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	Friday	March	26
Last Day of School for Aviation Students	***Friday***	***May***	***14***
Last Day of School for CTE Students	***Thursday***	***May***	***20***
Memorial Day	Monday	May	31
Last Day of School for Cosmetology Students	***Tuesday***	***June***	***22***
Summer/4th of July Break Begins	Monday	July	5
Summer/4th of July Break Continued	Tuesday	July	6
Summer/4th of July Break Continued	Wednesday	July	7
Summer/4th of July Break Continued	Thursday	July	8
Summer/4th of July Break Continued	Friday	July	9
Return from Summer/4th of July Break	***Monday***	***July***	***12***
Last Day of School for Sr. Nursing Students	***Monday***	***July***	***12***
Last Day of School for Jr. Nursing Students	***Thursday***	***July***	***22***

HANEY GRADUATION - Tuesday, May 25, 2027

School Holidays/Closure August 10th - January 4th	*20*
School Holidays/Closure January 5th - May 20th	*8*
School Holidays/Closure May 25th - July 14th	*5*
Instructional Days - CTE 8/04/26 - 5/20/27	***180***

Tom P. Haney Technical College

3016 Highway 77

Panama City, Florida 32405

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

haney.edu

Accreditation

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

Executive Director

Accrediting Commission of the Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, Georgia 30350

Telephone: 770-396-3898 / FAX: 770-396-3790, HYPERLINK "http://www.council.org" http://www.council.org

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

Tom P. Haney Technical College is accredited by

COGNIA

9115 Westside Parkway, Alpharetta, GA 30009

1.888.413.3669 (US)

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation, national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment, and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

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

Holly Buchanan, Executive Director of Human Resources

850-767-4100

Campus Directory

Building 1

1st Floor	2nd Floor	3rd Floor
101 Assistant Director	202 Electrician	301 Media & Technology Hub
101 Student Services	208B CareerSource Gulf Coast Case Worker	302 Success Academy
101 Bookstore	211 Assistant Director	303 Career Specialist
101 Counselor		304 Vault / Records
101 Financial Aid / VA		305 Testing Lab
101 Registration		307 Assistant Director
106/107 Marine Service Technologies		308 Veteran Affairs
111/113/114 Aviation Airframe Mechanics		318 Avionics
121 Aviation General Maintenance		329 GED Prep / ESOL (Adult Ed)
127 HVAC/R1 & 2		
131/133 Electrician Lab		
134 Aviation Powerplant Mechanics		
140 CareerSource Gulf Coast		
142 Testing		

Building 3

1st Floor	2nd Floor
03-123 CSIT	03-211 Central Sterile Technician/Patient Care Technician Lab
03-125 A & B CSIT Lab	03-215 Central Sterile Technician/Patient Care Technician Class
03-131 CSIT	03-212 Medical Admin
03-122 A & B Practical Nursing Lab	03-216 Medical Admin
03-124 Practical Nursing	03-218 Enterprise Networking and Server Support Technology

Building 6	Building 7	Building 8	Building 9
6-601/604 Cosmetology	HVAC/Mechanical Room	Welding Technology	
606 Automotive Collision Technology Technician		Welding Technology Advanced	
613 Master Automotive Service Technology 1 & 2			

Schedule

GED/ESOL

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

Automotive Collision Technology Technician, Master Automotive Service Technology 1 & 2, HVAC/R 1 & 2, Electrician, Computer Systems & Information Technology, Enterprise Networking and Server Support Technologies, Marine Technologies

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

Central Sterile Processing Technology & Patient Care Technician

7:30 am – 11:00 am	Morning
11:00 am – 11:30 am	Lunch
11:30 am – 2:30 pm	Afternoon
1:00 pm -2:30 pm	Teacher Common Planning

Medical Administrative Specialist

7:30 am – 10:30 am	Morning
10:30 am – 11:15 am	Lunch
11:15 am – 2:15 pm	Afternoon
7:15 am – 7:30 am	Teacher Common Planning
2:15 pm -2:45 pm	Teacher Common Planning

Welding Technologies/Welding Technologies-Advanced

7:45 am – 10:45 am	Morning
10:45 am – 11:30 am	Lunch
11:30 am – 1:30 pm	Afternoon
1:30 pm -2:30 pm	Teacher Common Planning

Licensure Programs

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

Testing 2026-2027

ASE **Automotive Service Excellence Exams** are computer-based tests 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.

BSAT The **Basic Skills Assessment Test** is administered to all Haney students as part of the Integrated Education and Training (IET) component in all programs. Students who are not exempt from the Basic Skills Assessment will work with the Success Academy for graduation purposes.

TEAS The ATI **TEAS** assessment is designed specifically to measure the academic preparedness of nursing and allied health program candidates. Please visit Student Services to register.

MOS/MTA Certiport testing is scheduled by the instructor only.

NCCER Testing is scheduled by the instructor only.

CompTIA Certification test that is recommended by the CSIT instructor. Scheduled via **PearsonVue**.

Testing Requirements

All applicants for Adult Basic Education, GED Prep, and Home-schooled graduates are ***required*** to take the BSAT.

CAREER & TECHNICAL EDUCATION (CTE) STUDENTS ONLY

All applicants for CTE programs that are not exempt under Florida Statute 1008.30 must be tested within six (6) weeks of enrollment date.

You are exempt from the requirement if you:

- Present evidence that you possess an Associate in Applied Science or higher
- Present evidence that college and career readiness for basic skills has been met
- PERT – Reading 106, Writing 103, Math 114
- ACT – Reading 19, English 17, Math 19
- SAT – Reading/Writing 490, Math 480
- Present evidence that you have passed a state, national, or industry certification exam in your area of study
- Present evidence that you received the minimum score on the 2014 GED® Tests: Reasoning through Language Arts and Mathematics Reasoning
- Present evidence that you entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma
- Present evidence that you are serving as an active duty member of any branch of the United States Armed Services

Welcome to Tom P. Haney Technical College

Mission Statement:

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

Vision Statement:

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

Non-Discrimination, Equal Employment, and Affirmative Action

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation, national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment, and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The School Board complies with the Immigration Reform and Control Act of 1986 and Florida Statute 448.095. Employers are required to verify the identity and employment eligibility of all hires after November 1986. Employees are required to provide acceptable documents that establish identity and employment eligibility within the United States. After initial employment, it is the responsibility of the employee to provide the Human Resources Department with updated employment eligibility documents/information as required by immigration law prior to the expiration date of their current employment eligibility documents.

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

Holly Buchanan - Executive Director of Human Resources

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

Americans with 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 Americans with Disabilities Act.

School/Institutional Advisory Council

The Tom P. Haney Technical College School/Institutional Advisory Council meets regularly to review the college's purpose, mission, and direction. Members include Bay District Schools employees, students, leaders, and community business partners.

Occupational Advisory Committees

Each career technical education program of Tom P. Haney Technical College 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 maintain current industry standards, curriculum suggestions, job placement information, and follow-up surveys for Tom P. Haney Technical College. These committees meet regularly to discuss programs' needs and growth, with each being required to meet at least twice annually. Minutes of these meetings will be kept on file in the Director's office.

Confidentiality and Inspection of Student Records (FERPA)

The **Family Educational Rights and Privacy Act (FERPA**) affords eligible students rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Tom P. Haney Technical College receives a request for access. A student should submit to the head of the academic department, Student Services, Career Counselor, or another appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Tom P. Haney Technical College to amend a record should write to Tom P. Haney Technical College, clearly identify the part of the record the student wants to be changed, and specify why it should be changed.

If Tom P. Haney Technical College decides not to amend the record as requested, Tom P. Haney Technical College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Tom P. Haney Technical College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Tom P. Haney Technical College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Tom P. Haney Technical College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Tom P. Haney Technical College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for Tom P. Haney Technical College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Tom P. Haney Technical College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Student Privacy Policy Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining the prior written consent of the student:

- To other school officials, including teachers, within Tom P. Haney Technical College, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) – (a)(1)(i)(B)(*3*) are met. (§ 31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 31(a)(2))
- To authorized representatives of the S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized

representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 31(a)(7))
- To the parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has violated the school’s rules or policies with respect to the allegation made against him or her. (§ 31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- Student and personnel records for individuals enrolled in or employed by the Tom P. Haney Technical College: East Extension will be maintained digitally and/or securely housed at the Tom P. Haney Technical College Main Campus. Records will be managed in accordance with applicable federal, state, and institutional policies regarding confidentiality, security, retention, and access.

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, honor 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 mail-out information to students regarding 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, Senators, and Florida Legislators

Wireless Communication Devices

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

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

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

Compliance with all instructions given by staff of Tom P. Haney Technical College regarding the use, location, and status of wireless communication devices is required. Failure to abide by the terms of this policy will result in the privilege of using wireless communication devices on-campus being revoked.

(Bay District School Board Policy 5136)

For purposes of this policy, Wireless Communication Devices (WCDs) include, but are not limited to, cell phones, tablets, and auxiliary/ancillary devices such as watches and ear buds.

A student may possess a WCD on Board property, on school transportation, and at school activities, provided that the WCD is powered off and concealed during school hours. The use of WCDs is prohibited during the school day (from the first morning bell to dismissal) unless expressly directed by a teacher solely for educational purposes, or within a location designated by the Principal with the express permission of a school administrator. All WCDs must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight in the student's backpack or purse during the school day.

School administrators are empowered to request and enforce that the WCD is powered off and concealed at their discretion at any time a student is on Board property, including outside school hours.

Violations of the cell phone policy may result in discipline and confiscation of the WCD. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it can either be released/returned to the student or to the student's parent/guardian at the end of the day, or after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the WCD may be turned over to law enforcement. If multiple offenses occur, a student may lose the privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with WCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – *Search and Seizure*.

Students may not receive discipline if they use a WCD in accordance with the student's IEP or Section 504 Plan. A student may also be permitted use of a WCD or to monitor a health condition that is documented through medical records provided to the school for inclusion in a Health Plan.

The School Board is not responsible for theft, loss, or damage to cell phones or other electronic devices brought onto its property.

Computer Usage

BayNET Terms and Conditions

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

Internet Overview

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

Resources

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

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

BayNET Warning

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

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

BayNET Guidelines

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

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

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

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

BayNET Access for Desktop Computers and Wi-Fi

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

1. Go to https://cloud.bayschools.net
2. Click Staff Claim Policy for drop down menu. Change to **Student Claim Policy.**
3. Enter legal first name, legal last name, and 9-digit student ID number.
4. Read the Student Acceptable Use Agreement and check the box to agree.
5. Read the requirements for the password. Type in a new password two times.
6. Answer THREE of the security questions.
7. Make note of the username given in green.

8. The username (provided) and password you created will be used to log in to school computers and the Wi-Fi for access. Passwords must be updated every 60 days.
9. For additional help, contact your instructor or the Media Specialist.

GMAIL Access

When a student completes the Claim My Account process, a student GMAIL address is automatically generated. This email account will remain open as long as the student is enrolled. The GMAIL username is your generated Cloud username@baystudent.org. 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.

1. To start, go to http://www.office.com/students and enter your **"<username>@baystudent.org"**.
2. Click "Get Started."
3. Click "I'm a student."
4. The next screen will instruct you to log in to your **baystudent.org** Gmail account to complete the download and install process.
5. If you have never logged in to this email account, your teacher needs to contact the BayNET help desk to get your password reset.
6. In your email, you will have the following message. If your address is correct, click "Yes, that's me."
7. Fill out the application that comes up, and click "Start."
8. Remember your password. You can log in to the Office 365 home page at http://portal.office.com (username@baystudent.org) for support and other information concerning your office account.
9. Uncheck the "Bing" & "MSN" checkboxes, then click "Install now."
10. A Save As window will open. Please save the installation file to your Desktop. On your desktop, click on the install file you saved to start the installer.
11. Installation may take up to 20 minutes.
12. **Enjoy your new Microsoft Office!**

Artificial Intelligence (AI) Student Use Policy

Purpose

Tom P. Haney Technical College prepares students for careers in a rapidly evolving workforce where technologies such as Artificial Intelligence (AI) are increasingly common. AI tools can support learning and productivity; however, they must be used responsibly and ethically. This policy outlines expectations for student use of AI technologies.

What is Artificial Intelligence (AI)?

Artificial Intelligence refers to computer systems that can generate or analyze content such as text, images, code, or data based on user prompts. Examples include AI chatbots, writing assistants, coding assistants, and automated research tools.

Acceptable Use

Students may use AI tools as a learning aid when permitted by their instructor. Acceptable uses may include:

- Studying or reviewing course concepts
- Brainstorming ideas for assignments or projects
- Explaining technical concepts
- Practicing coding or troubleshooting problems
- Improving grammar or writing clarity
- Generating study questions or summaries

AI should be used as a support tool, not a substitute for developing your own knowledge and skills.

Instructor Authority

Each instructor determines whether and how AI may be used in their course. Instructors may:

- Allow AI use for certain assignments
- Limit AI assistance
- Require disclosure of AI use
- Prohibit AI for specific coursework or assessments

Students are responsible for following the AI guidelines provided by their instructor.

Prohibited Uses

The following uses of AI are not permitted:

- Academic Dishonesty
  - Submitting AI-generated work as your own when not allowed
  - Using AI to complete assignments, exams, or quizzes without permission
  - Generating essays, reports, or technical solutions when original student work is required
- Misrepresentation

    - Using AI to impersonate another student, instructor, or staff member
    - Creating false communications or documents
- Security or Safety Violations
    - Creating malicious software
    - Attempting unauthorized system access or hacking activities

Protection of Personal and College Information

Students must not enter sensitive information into AI tools, including:

- Student ID numbers
- Social Security numbers
- Personal contact information
- Grades or academic records
- College system data
- Passwords or login credentials

Workforce Expectations

As a career and technical education institution, Tom P. Haney Technical College recognizes that AI is becoming a common workplace tool. Students may encounter AI technologies within their programs of study, but they are expected to develop:

- Technical competence
- Independent problem-solving skills
- Ethical technology practices
- Professional responsibility

Policy Violations

Improper use of AI may be considered academic misconduct and may result in:

- Assignment failure
- Disciplinary action under the Student Code of Conduct
- Program dismissal for serious violations

Student Responsibility

Students are expected to use AI technologies ethically, responsibly, and in accordance with instructor guidelines while maintaining the academic integrity standards of Tom P. Haney Technical College.

Graduation Ceremony and Commencement Exercises

Commencement exercises are held at the end of each academic year. All Career & Technical Education students who complete their program of training during the academic year and have met all state requirements and all GED® students who attended classes at Haney and earned their GED® diploma are expected to

participate. Family and friends are encouraged to attend this ceremony. Due to venue capacity, tickets for guests may be required for entry. **Graduation will be held on May 25, 2027.**

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

Student Code of Conduct

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

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

Misconduct Defined

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

1. Any form of dishonesty, including cheating, plagiarism, or furnishing incomplete or false information to the school.
2. Forgery, alteration, or misuse of school documents, exams, records, vehicle registration, verification, or identification.
3. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
4. Use, possession, or distribution of firearms, knives, weapons, ammunition, fireworks, or any type of explosive or incendiary device or material. Items perceived as weapons are also prohibited. Only duly constituted law enforcement officers on duty may possess firearms on campus.
5. Disorderly or disruptive conduct, including rioting, incites to riot, assembling to riot, reckless endangerment, raiding, inciting to raid, harassment, and assembling to raid school's properties. This offense also includes in-class behavior that unduly disrupts the order of a class.

6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes but is not limited to, the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Unauthorized destruction, theft, tampering, or disappearance of records, furniture, fixtures, or equipment.
8. Participation in any form of gambling.
9. Unauthorized entry to school facilities.
10. Unauthorized possession of a key to school facilities.
11. Unauthorized interference with the use of or access to a school facility.
12. Failure to promptly comply with directions of school officials or law enforcement officers acting in the performance of their duties as such officials and officers.
13. Violation of any school policy or regulation as published or referred to in the school Catalog/Student Handbook, including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; the use of computers; copyright laws; and use or parking of motor vehicles on the campus.
14. Violation of any federal, state, or local law or ordinance.

Academic Misconduct

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

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

Dress Code

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

Smoking and Tobacco-Free Environment

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

(Bay District School Board Policy 5512)

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

A. "Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.

B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.

C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.

D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic smoking devices; cigars; little cigars; and other kinds and forms of tobacco.

General Statement of Policy

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.

D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Exceptions

It is not a violation of this policy:

A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or

B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors,

are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

The first violation will result in confiscation of tobacco products, tobacco-related devices, imitation tobacco products, or lighters; notification to parent(s); and at least one of the following:

A. A student meeting and individual student assessment with a health educator or designated staff to discuss tobacco use and the school policy.

B. Student participation in a tobacco education program.

C. Provision of information to the student about available cessation programs and resources.

Any subsequent violation will result in confiscation of tobacco products, tobacco-related devices, imitation tobacco products, or lighters; notification to parent(s) and/or guardian(s); the provision of information to the student about available cessation programs; and Student will receive disciplinary consequences from the Disciplinary Matrix.

Dissemination of Policy

Notice of this policy will be provided through:

A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;

B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

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 outlining 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 FL Statute 1003.44 include:

- When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings exempt 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 Florida Statute 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 a 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.

Student Discipline

(Bay District School Board Policy 5600)

The School Board acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

All school personnel shall be informed and responsible for all Board administrative procedures concerning discipline. All school personnel shall become involved in the discipline process anywhere on campus or at school functions off campus. A good faith effort shall be made by the principal to employ parental assistance or other alternative measures prior to suspension.

Students are under the control and direction of the principal and under the immediate control and direction of the teacher or other member of the instructional staff or bus driver to whom such responsibility may be assigned by the principal:

- when they are being transported to or from school at public expense;
- when they are attending school;
- when they are engaged in a school-sponsored activity, and on the school premises; and
- during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises. A "reasonable time" means thirty (30) minutes before or after the school day or school-sponsored activity is scheduled or actually begins or ends, whichever period is longer.

The Board shall also require each student of this District to:

- conform to reasonable standards of socially acceptable behavior;
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;
- respect the rights of others.

The Board will not tolerate any form of violence, disruptive, or inappropriate behavior, nor excessive truancy, which it defines as more than fifteen (15) unexcused absences within a ninety (90) calendar day period. In addition to disciplinary action specified in the parent/student handbooks, the Superintendent shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors.

The Superintendent shall promulgate administrative procedures for student conduct that carry out the purposes of this policy and:

- are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- do not discriminate among students.
- do not demean students;
- do not tend to violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules, excluding corporal punishment, which shall:

1. relate in kind and degree to the infraction;
2. help the student learn to take responsibility for his/her actions;
3. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such a degree of specificity as shall be required by the Board.

Principals shall have the authority to assign discipline to students, subject to Board policy, the administrative procedures of the Superintendent, and to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Academic Integrity Pledge

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

Search & Seizure

(Bay District School Board Policy 5771)

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of search upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained therein. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender when possible, and only in exceptional circumstances when the health or safety of the student or of others is threatened.

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in

canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal, who shall seek the freely offered consent of the student to the inspection. -Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Any search of a student's personal belongings, including a purse, backpack, or bookbag, must be conducted discreetly to maintain the privacy of the student's personal items within such belongings. Personal items that are not prohibited on school grounds must be immediately returned to the student's personal belongings.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Insurance

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

Bullying and Harassment

(Bay District School Board Policy 5517.01)

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- during any education program or activity conducted by the District;
- during any school-related or school-sponsored program or activity, or on a District school bus, or at a District school bus stop;
- through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer,

computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or

- through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

This policy has been developed and reviewed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (April 2016).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy every three (3) years.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, the bullying and prevention program, District disciplinary policies, and violence prevention efforts.

Bullying and harassment of school employees shall be addressed in accordance with Policy 1362, Policy 3362, and Policy 4362 - *Anti-Harassment*.

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates an intimidating, hostile, or offensive educational environment; causes discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation; and may involve:

- teasing
- threats
- intimidation
- stalking
- cyberstalking
- physical violence
- theft
- sexual, religious, or racial harassment
- public or private humiliation
- destruction of property
- social exclusion

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or

photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" 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.

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

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
C. has the effect of substantially disrupting the orderly operation of a school

"Bullying" and **"harassment"** also encompass:

A. 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.
B. Perpetuation of conduct listed in the definition of bullying and/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 school system
    C. acting in a manner that has an effect substantially similar to the effect of bullying or harassment

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistants (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyber Harassment

Pursuant to Florida law, "sexual cyber harassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person’s consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyber harassment may be a form of sexual harassment.

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

Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment, or are found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment, or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the *Principles of Professional Conduct of the Education Profession in Florida* - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts, including, but not limited to, the following:

A. a description of the incident, the nature of the behavior, and the context in which the incident occurred
B. how often the conduct occurred
C. whether there were past incidents or past continuing patterns of behavior
D. the relationship between the parties involved
E. the characteristics of the parties involved
F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment
G. the number of alleged bullies/harassers
H. the age of the alleged bully/harasser
I. where the bullying and/or harassment occurred
J. whether there have been other incidents in the school involving the same or other students
K. whether the conduct adversely affected the student's education or educational environment
L. the date, time, and method in which the parent(s) of all parties involved were contacted

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any non-school-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance

Officers so that it may be investigated in accordance with the procedures set forth in Bay District Schools Policy Policy 5517 - *Anti-Harassment*.

Sexual Harassment covered by Bay District Schools Policy Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities* is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior
B. a written report

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10). The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and is believed not to be a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, e-mail, personal conference, or by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (the Elementary and Secondary Education Act, as amended) that states, in pertinent part, as follows:

"….a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

A. a process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, school social worker, etc.) to determine the severity of concern and appropriate steps to address the concern;
B. a referral process to provide professional assistance or services that may include a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services (parent/guardian involvement is required at this point)

   If a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).

C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:

   A. counseling and support to address the needs of the victim(s) of bullying or harassment
   B. interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.)
   C. interventions which include assistance and support for parents, as may be deemed necessary or appropriate

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs, it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment,

unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents, as well as any bullying-related incidents that have as a basis sex, race, or disability, should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to, creating a safe and respectful environment in the nation's classrooms.

Victim's Parent Reporting

The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

Policy Publication

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity

A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry under this policy is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Sexual Harassment and Discrimination Policy

Tom P. Haney Technical College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, genetic information, sexual orientation, marital status, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on school property and while engaged in any school-sponsored activities, as referenced by Bay District Schools Policy 5517 and 5517.01.

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 a student or employee. It is essential that the school maintain an environment that affords equal protection against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the school shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society.

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

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

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

Sex Offenders/Predators

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

The Florida Department of Law Enforcement has set up a website for interested parties to search its 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 8 am and 7 pm, Monday through Friday.

Community Notification of Registered Sexual Predators/Sex Offenders

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 website 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:

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(Bay District School Board Policy 5771)

The School Board is committed to assisting the sheriff and chiefs of police with their statutory requirement for mandatory community notification of sexual predators and optional community notification with regard to sex offenders as required by the Public Safety Information Act, 1997.

Distribution of Information Provided to School

All posters and/or other information provided directly to schools by the sheriff or chief of police will be maintained by the school for review by parents, students, and other members of the public. This is a means of notification to schools for the purpose of community notification within each law enforcement jurisdiction and is meant to be supplemental.

Resource Information

Upon request, the District will provide direction to assist parents, students, and other members of the public with phone numbers, websites, addresses of law enforcement agencies, and other appropriate governmental organizations to provide more detail concerning sex offender/sexual predator identification.

Schools utilize the Raptor Volunteer/Visitor Management System to provide information to the Sexual Offender database to alert school and District administration if an offender or predator match is found on school grounds. All visitors, volunteers, and contractors are required to sign in upon arrival to campus through the Raptor Volunteer/Visitor Management System.

Public Posting of Sex Offender/Sexual Predator Information

Students, parents, and staff have the ability to view sexual predator information that is provided through the FDLE Sexual Offenders and Predators Search website or to sign up for the Florida Offender Alert System through FDLE by visiting
https://offender.fdle.state.fl.us/offender/sops/search.jsf or https://floridaoffenderalert.com/.

Public Meetings

School(s) will assist law enforcement jurisdictions with public meetings with regard to community notification by providing space for the meetings when such facilities are requested of the principal. The content and general conduct of the meeting is the responsibility of the local law enforcement jurisdiction.

Direct Public Notification by Schools

A. It is the legislated responsibility of the sheriff or chief of police to make direct community notification, with regard to sex offenders and/or sexual predators. In an effort to be consistent with the statute, neither the District office nor the schools will engage in direct public notification.

B. Schools will continue to use newsletters and other informational sources to alert parents and students with regard to issues of student safety.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);

B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, ***and*** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
"Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

1. *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

2. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

3. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

4. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable

of giving consent because of age or because of temporary or permanent mental or physical incapacity.

5. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

6. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by State law.

7. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

8. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

D. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

1. a current or former spouse or intimate partner of the victim

2. a person with whom the victim shares a child in common

3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner

4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred

5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred

E. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

3. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint: "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the District investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant'' means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has the authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District, including but not limited to in-person and online educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes locations, events, and circumstances that take place off-school property/grounds over which the Board exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

School District community: “School District community” refers to students and Board employees (i.e., administrators, professional, and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: “Third Parties” include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Inculpatory Evidence: “Inculpatory evidence” is evidence that tends to establish a Respondent’s responsibility for alleged Sexual Harassment.

Exculpatory Evidence: “Exculpatory evidence” is evidence that tends to clear or excuse a Respondent from allegations of Sexual Harassment.

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means calendar day(s) (i.e., excluding State-recognized holidays),

Eligible Student: “Eligible Student” means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Coercion: means the exploitation of authority, use of bribes, threats of force, or intimidation to gain cooperation or compliance.

Complaints Involving Postsecondary Education Program

In addition to the rules and processes within this policy, formal complaints involving any postsecondary education program or activity related to Tom P. Haney Technical Center shall also be governed by Policy 2266.01. To the extent there are any inconsistencies between this policy and Policy 2266.01, Policy 2266.01 shall control.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District’s response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker, or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District’s education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties) are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with various vendors, contractors, and other third parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third-party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third party, irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies and/or administrative procedures, the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or Employee/Administrator Handbook.

Because the Board is considered to have actual knowledge of Sexual Harassment or allegations of Sexual Harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of Sexual Harassment or allegations of Sexual Harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or Sexual Harassment must notify the/a Title IX Coordinator promptly upon learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities regarding suspected abuse, abandonment, or neglect of a child pursuant to F.S. 39.201 and Policy 8462 – *Student Abuse, Abandonment, and Neglect*, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of Sexual Harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. Wherever possible, the student Respondent will be placed in another educational setting during the Emergency Removal period to ensure continued access to the Respondent's education. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent. In all cases in which an emergency removal is imposed, the student and parent will be given notice of the action and the option to request a Removal Review Meeting with the Title IX Coordinator, or as soon thereafter as reasonably possible, to demonstrate why the removal should not be implemented or should be modified. The Removal Review Meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. If a Removal Review Meeting is not requested within two school days, objections to the emergency removal will be deemed waived.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct or by Board policy and administrative procedure.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

A. Notice of the Board's grievance process, including any informal resolution processes;

B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

3. inform the parties of any provision in the Student Code of Conduct, this policy, and administrative procedure that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a Formal Complaint, *unless* the conduct alleged in the Formal Complaint:

A. would not constitute Sexual Harassment (as defined in this policy) even if proved

B. did not occur in the District's education program or activity

C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator *may* dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation:

A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;

B. the Respondent is no longer enrolled in the District or employed by the Board; or

C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular ''party,'' ''Complainant,'' or ''Respondent'' include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

A. the allegations;

B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and

C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur have stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker is(are) directed to use the preponderance of the evidence standard. The decision-maker is charged with considering the totality of all available evidence from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an Eligible Student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence

B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding. The advisor's role is limited to supporting,

advising, and assisting the party during the grievance process. Advisors are required to follow rules of decorum enforced by the decision-maker. Failure to follow the rules of decorum by an advisor may result in removal of an advisor from the proceedings.

Bay District Schools Board Policy 2461 – *Recording of IEP Team Meetings* controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker must provide a minimum of one (1) days' notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send the Notice of Evidence to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District will make all such evidence available and subject to the parties' inspection and review.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and the Title IX Coordinator shall send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker to issue a determination of responsibility. The decision-maker cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the Title IX Coordinator sends the investigative report to the parties and the decision-maker, and before the decision-maker reaches a determination regarding responsibility, the decision-maker will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to

the Respondent and are offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination regarding responsibility: The decision-maker will issue a written determination regarding responsibility. To reach this determination, the decision-maker must apply the preponderance of the evidence standard

The written determination will include the following content:

A. Identification of the allegations potentially constituting Sexual Harassment pursuant to this policy
B. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence
C. Findings of fact supporting the determination
D. Conclusions regarding the application of the applicable code of conduct to the facts
E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s)
F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

If an investigation results in a determination of responsibility for sexual harassment, remedies designed to restore or preserve equal access to the District's education programs and activities will be assigned. Remedies may include the same individualized services as supportive measures but also may include disciplinary sanctions in accordance with the *Code of Student Conduct*. Only supportive measures will be assigned prior to the conclusion of this grievance process.

If the decision-maker determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Bay District Schools Policy 5600 – *Student Discipline*,Bay District Schools Policy 5605 – *Suspension/Expulsion of Disabled Students*, Bay District Schools Policy 5610 – *Removal, Out-of-School Suspension, Disciplinary Placement, and Expulsion of Students*, Bay District Schools Policy 5601.01 – *Emergency Removal of Students*, Bay District Schools Policy 5610.02 – *In-School Discipline*,Bay District Schools Policy 5610.04 – *Suspension of Bus Riding/Transportation Privileges*, Bay District Schools Policy 5610.05 – P*articipation in Extra-Curricular Activities*, and Bay District Schools Policy 5611 – *Due Process Rights*. Discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

The following disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

A. oral or written warning
B. written reprimands
C. performance improvement plan
D. required counseling
E. required training or education
F. demotion

G. suspension with pay
H. suspension without pay
I. termination, and any other sanction authorized by any applicable administrative procedure and/or collective bargaining agreement

If the decision-maker determines the employee Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

A. oral or written warning
B. suspension or termination/cancellation of the Board's contract with the third-party vendor or contractor
C. mandatory monitoring of the third-party while on school property and/or while working/interacting with students
D. restriction/prohibition on the third party's ability to be on school property
E. any combination of the same

If the decision-maker determines the third-party Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker will recommend appropriate remedies, including imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the Superintendent (or the Board when the appointed Superintendent is the Respondent) will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is an elected Superintendent or Member of the Board, the Board shall notify the appropriate Florida governmental authority(ies).

The District's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the Superintendent (or the Title IX Coordinator if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, on the following bases:

A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures
B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
C. The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

Any party wishing to appeal the decision-maker's determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within three (3) business days after receipt of the decision-maker's determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent (or the Board when the appointed Superintendent is the Respondent) from implementing appropriate remedies; however, excluding disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker for the appeal shall not be the same person(s) as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

Specifically, the appealing party must submit with the notice of appeal a written statement challenging the determination of responsibility. The nonappealing party shall have up to two (2) business days after receipt of the appealing party's written statement to submit his/her written statement in support of the determination of responsibility.

The decision-maker for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-makers determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) business days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, F.S. 1002.22-1002.222, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker, or person(s) designated to facilitate an informal resolution process, must receive training on:

A. the definition of Sexual Harassment (as that term is used in this policy)
B. the scope of the District's education program or activity
C. how to conduct an investigation and implement the grievance process, appeals, and informal resolution processes, as applicable
D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report Sexual Harassment to the Title IX Coordinator. This training will include practical information about how to identify and report Sexual Harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records:

A. each Sexual Harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity
B. any appeal and the result therefrom
C. any informal resolution and the result therefrom
D. all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains discretion to appoint two or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation may be rescinded by the Superintendent at any time.

Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Hazing Policy

Purpose:
The purpose of this policy is to ensure the safety, well-being, and dignity of all students and to create a campus culture that promotes respect, inclusion, and accountability. Hazing is prohibited in all forms and will not be tolerated.

Definition of Hazing:
Hazing is any action or situation that:
1. Intentionally or recklessly endangers the mental or physical health, safety, or well-being of any person.
2. Involves humiliating, degrading, or causing undue stress or harm to an individual.
3. Takes place for the purpose of initiation into, affiliation with, or continued membership in any organization or group.

Hazing can include but is not limited to:
• Physical harm or abuse
• Psychological abuse or manipulation
• Forced consumption of substances (e.g., alcohol, food)
• Public humiliation or degradation
• Sleep deprivation or isolation
• Any activity that creates a risk of injury or emotional distress

Prohibited Activities:
• Any form of physical abuse or violence
• Forced or coerced consumption of alcohol, drugs, or food
• Sleep deprivation or deprivation of basic needs (e.g., food, water)
• Public humiliation, including acts that compromise dignity or respect
• Engaging in illegal activities (e.g., theft, vandalism)
• Mental or emotional abuse, including threats or intimidation
• Any activity that forces individuals to participate against their will

Responsibilities of Students:
• All students are expected to uphold the principles of respect and dignity, promoting positive and inclusive group experiences.

• Individuals and groups must report any incidents of hazing they witness or experience to the appropriate authorities (campus security, administration, or FotifyFL hotline).

Reporting Hazing:

Students who experience or witness hazing are encouraged to report incidents through the following channels:

• Campus Security or Administration
• Anonymous reporting through Fortify Florida
• Trusted faculty or staff members

Consequences of Violating the Hazing Policy:

Hazing is a serious offense and will result in disciplinary action. Consequences may include but are not limited to:

• Expulsion from the institution
• Disciplinary probation
• Criminal charges for severe cases that involve physical harm or violate state or federal law

Education and Prevention:

Tom P. Haney Technical College is committed to educating students, staff, and faculty on the dangers of hazing and fostering a culture of mutual respect. The following measures will be in place:

• Hazing prevention training for all students and staff
• Awareness campaigns to educate students on the negative effects of hazing

Policy Review:

This policy will be reviewed annually to ensure its effectiveness, and updates will be made as necessary. Feedback from students and campus organizations will be incorporated to improve the policy and its implementation.

Procedures for Reporting

The Director of Tom P. Haney Technical College, or his designee, is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director or the Director's designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the Director or the Director's designee.

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

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

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

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

Formal Action

- 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.
- Complaints against students will be handled according to usual and customary student discipline procedures in effect at the institution.
- 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.
- The original and two copies of grievance must be filed with the school Director (depending on the complainant's work area assignment) within 30 calendar days following the date of alleged violation(s). The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all documents.

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

Criminal Referrals

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

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

Accidents

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

Campus Security

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

Telephone Numbers:

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

Campus Security Office . . .212-3101

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

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

Campus Crime Statistics Disclosure

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

Definitions of crimes that 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

- Murder/Non-negligent manslaughter = 0
- Negligent manslaughter = 0
- Sex offenses – Forcible =0
- Sex offenses – Non-forcible = 0 (Including only incest and statutory rape) = 0
- Robbery = 0
- Aggravated assault = 0
- Burglary = 0
- Motor vehicle theft = 0
- Arson = 0

HIV and AIDS

(Bay District School Board Policy 3133)

Any employee who has either AIDS (Acquired Immune Deficiency Syndrome) or is an asymptomatic carrier of the AIDS virus will, subject to this policy, be afforded the right to continue to work at his/he assigned position; recognizing that HIV, and AIDS are not transmitted by casual contact, employees who exhibit no signs of secondary infections will be allowed to continue their employment. HIV-positive employees with a mental, emotional or physical disabling condition due to AIDS will be provided reasonable accommodation if they qualify under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 or the Americans with Disabilities Act, 42 U.S.C. §12101, et seq.

Employee Guidelines and Procedures

Determination of Assignment. The School Board recognizes that employees with life-threatening illnesses, including but not limited to cancer, heart disease and AIDS, may wish to continue to work. As long as an infected employee is able to meet acceptable performance standards, and medical evidence indicates that his/her condition is not a threat to others, the employee shall be assured of continued employment in accordance with the following procedure: When a physician licensed by the State of Florida or the county health unit notifies the Superintendent that an employee has AIDS or is an asymptomatic carrier of the AIDS virus, the Superintendent shall consult immediately with the director of the county health unit. Pending the determination on assignment, as provided in subparagraph (b) below, the Superintendent may, if so advised by the director of the county health unit and for a period reasonable under the circumstances,

1. retain the employee in his/her present position
2. remove the employee from the work place and place him/her on sick or annual leave, or
3. arrange an alternate work assignment to limit the employee's contact with other employees, students, and public.

The Superintendent shall determine on a case-by-case basis, whether an infected employee shall be permitted to remain in or return to his/her original work assignment after receiving the written report and recommendation of a three (3) member review committee composed of the:

1. medical director of the county health unit,
2. the employee's personal physician and
3. the appropriate member of the District staff.

The employee shall be permitted to attend, present information to, and be represented at the committee's meeting, but shall not participate in determining the recommendation, except through his/her personal physician. A copy of the committee's written report and recommendation shall be provided to the employee upon submission to the Superintendent. In making its report and recommendation, the review committee shall consider:

1. the behavior and physical condition of the employee,
2. the expected type of interaction with others in the school setting, and
3. the effects on both the infected employee and others in that setting.

An infected employee shall not be given any work assignment that, because of his/her medical condition, would cause danger to any student or other person with whom he/she might come in contact in the course of that assignment.

CHAPTER THREE

PERSONNEL - GENERAL PROVISIONS

Bay District Schools Policy Chapter Three -327-

The review committee shall reevaluate the employee's condition periodically and prepare and present to the Superintendent any recommendation for change in assignment that it finds appropriate. Disagreement on Assignment. If the Superintendent and the infected employee's personal physician disagree over whether the employee qualifies for return to his/her regular assignment, the Superintendent shall refer the case for review by an appointed physician who is licensed by the State of Florida. Expenses incurred from the review shall be borne by the School Board. If, following the review, the Superintendent and the employee's personal physician continue to disagree on assignment, the matter shall be presented to the School Board for determination,

provided, however that personally identifiable information shall be deleted from all case material submitted to the Board members. Confidentiality of Record. The confidentiality of an infected employee's medical record shall be maintained in accordance with 1012.34, Fla. Stat. Only persons with an absolute need to know shall receive medical information concerning any infected employee's health condition. Notification of personnel who have a need to know shall be through a process that will insure patient confidentiality.

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

(Bay District School Board Policy 3133)

But for the exceptions specified below, and pursuant to State law, all persons are prohibited from possessing any firearm, electric weapon or devise, destructive device, or other weapon as defined F.S. 790.001, in a school safety zone, any school property, any administration building, as well as into any School Board meeting, any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, any school-sponsored event, a school bus, a school bus stop, or in a District vehicle.

Firearms, electric weapons or devices, destructive devices, or other weapons as defined in F.S. 790.001, are not permitted in vehicles on the property of any school. This policy is an express waiver of the rights contained in section F.S. 790.25(5) for the purposes of student and campus parking privileges and is adopted in accordance with F.S. 790.251(7)(a).

No person shall exhibit any sword, sword cane, firearm, electric weapon or device, destructive device, or other weapon as defined in F.S. 790.001, including a razor blade, box cutter, or common pocketknife, in the presence of one (1) or more persons in a rude, careless, angry, or threatening manner and not in lawful self-defense at a school-sponsored event or on the property of any school, school bus, or school bus stop or within 1,000 feet of the real property that comprises a public or private elementary school, middle school, or secondary school, during school hours or during the time of a sanctioned school activity. This subsection does not apply to the exhibition of a firearm or weapon on private real property within 1,000 feet of a school by the owner of such property or by a person whose presence on such property has been authorized, licensed, or invited by the owner.

Definitions

For purposes of this policy, the following definitions shall apply:

"Administration building" is any Board-owned or leased facility where one (1) or more administrative employees are assigned.

"School property" means the property of any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

"Weapons and firearms" as defined in F.S. 790.001 and include, but are not limited to, any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, knives, metallic knuckles, or other deadly weapon. "Weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety or persons.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative procedures on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

Exceptions

Police or other licensed law enforcement officers, school guardians appointed by the Superintendent in accordance with F.S. 30.15 and F.S. 1006.12(3), and other persons approved by the Superintendent on a case-by-case basis may possess a firearm or weapon.

Students and personnel participating in academic or extra-curricular programs which involve the use of simulated or air-powered weapons, such as a JROTC marksmanship program, may use or possess such simulated or air-powered weapons in strict adherence with the instructions of the responsible faculty members and building administrators.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy shall be interpreted in a manner consistent with Florida law and any portions in conflict with Florida law shall be severable and unenforceable.

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.**

Deliveries

No deliveries of any kind are permitted on campus. This includes flowers and gifts as well as food deliveries such as DoorDash, UberEats and pizza delivery.

Identification Badges

Students are issued an identification badge that **must be worn at all times while on campus.** Badges are to be worn on the upper torso and may be clipped to clothing or attached to a lanyard. **Replacement badges are available, for a fee of $10.75, should a student be on campus without his/her badge.**

Use of Motor Vehicles/Parking Policy

The parking decal MUST be displayed on/in the vehicle while parked on campus. No smoking in vehicles while on school property. No smoking on school property. The parking decal is included in the registration fee. Replacement parking decals are available for a fee of $10.75 each.

(Bay District School Board Policy 5515)

When a student is authorized by the principal to drive a vehicle to school, the following requirements shall apply. For purposes of this policy, a vehicle shall include any motor vehicle, motorcycle, or moped owned or operated by a student.

The student shall have an operator's license and be enrolled in grades 11 or 12. Junior and senior class members with a valid driver's license shall be allowed to drive motor vehicles to school and park on the school campus, if space is available. Freshman and sophomores with a valid driver's license and documentation from their current employer or involvement in school-sponsored extra-curricular activities may be afforded the privilege of driving to school if space is available.

The student shall park the vehicle in the area designated for student parking.

No student may loiter in or around vehicles in the parking area or areas. Students shall not occupy vehicles during class hours, between classes, or before or after school, except as they arrive and leave for the school days.

Any student who is known to be operating a vehicle in such a manner as to endanger either the student's own safety or that of others may be directed by the principal not to drive a vehicle to school. Any student violating such a directive shall be subject to suspension or expulsion from school.

If a student fails to observe this policy, the principal may revoke the student's privilege of driving a vehicle to school for an appropriate period of time.

Use of Medications

(Bay District School *Board Policy 5330)*

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Approval and Use

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require a completed Permission to Administer Medication form signed by a physician and parent.

The child's physician and the parent must also authorize in writing any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. Medication shall not be carried on a student's person in the school except as approved by the principal. Furthermore, no student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - *Drug Prevention* and of the Student/Parent Handbook.

Only medication in its original container; labeled with the date, if a prescription; the student's name, the physician's name; and exact dosage will be administered.

Storage

The principal will designate the person(s) to be responsible for accepting, counting, and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered. Medication will be counted and stored properly in the ORIGINAL CONTAINER under lock and key in a location designated by the principal. Proper disposal of unused medication shall be the responsibility of the principal.

With written consent from the healthcare provider and parent, a student with diabetes shall be allowed to carry and self-administer medication, supplies, and equipment based on the student's diabetes medical management plan.

Administration of Medication

For all types of medication, except those identified below, the principal or appropriately trained designee shall assist the student in the administration of the medication. Parents may administer medication or treatment.

The Board shall permit the administration by a licensed nurse of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Nonmedical assistive personnel shall be allowed to perform health-related services upon successful completion of child-specific training by a registered nurse or advanced practice registered nurse licensed under F.S. Chapter 464, a physician licensed pursuant to F.S. Chapters 458 or 459, or a physician assistant licensed pursuant to F.S. Chapters 458 or 459. All procedures shall be monitored periodically by a nurse, advanced practice registered nurse, physician assistant, or physician, including, but not limited to:

intermittent clean catheterization.

gastrostomy tube feeding.

monitoring blood glucose.

administering emergency injectable medication.

For all other invasive medical services not listed in this subsection, a registered nurse or advanced practice registered nurse licensed under F.S Chapter 464, a physician licensed pursuant to F.S. Chapters 458 or 459, or a physician assistant licensed pursuant to F.S. Chapters 458 or 459 shall determine if nonmedical District personnel shall be allowed to perform such service.

Students who may require administration of an emergency medication may have such medication, identified as aforenoted, stored under lock and key in the clinic/school office and administered in accord with this policy.

In-service programs directed by the school principal, designee, and Bay County Public Health Nurse(s) will be conducted for those authorized to administer medication.

Assignment of Certain Staff at Schools with Enrolled Students with Diabetes

Each school in the District that has a student enrolled with diabetes shall have licensed nurse or trained school personnel (i.e., unlicensed assistive personnel) assigned to the school. These individuals must be appropriately trained to provide the necessary diabetes care throughout the school day and during school-sponsored activities.

STUDENT SERVICES

Academic and Career Counseling

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

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

Admission & Registration Policy/Procedures

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

General Admission Procedures

Items Needed at Registration:

- ✔ Completed Tom P. Haney Technical College Online Application
- ✔ Florida Residency Declaration form with 2 (two) proof of residency documents (for in-state tuition rate) for Career & Technical Education (CTE) students.
- ✔ Valid government issued photo identification and Social Security card (excluding military ID)
- ✔ Copy of unofficial transcripts, from high school, GED, or college/technology center(s) attended for CTE students only.

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

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

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

All general admission requirements, procedures, deadlines, and enrollment policies outlines in the Tom P. Haney Technical College Student Handbook apply equally to applicants seeking admission to programs offered at the East Extension.

Drop/Add Period

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

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

Non-refundable fees for both CTE and ABE/GED/ESOL are: registration, activity, and CASAS test fees.

Academic Expectations-CTE Programs

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

Academic Expectations-ABE/GED/ESOL Programs

Students who do not actively participate in the learning process are in violation of “pace of progression” and will be withdrawn from Tom P. Haney Technical College.

Teacher-Student Ratio

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

Social Security Numbers

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

Grading Scale

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

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

Grading Scale

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

Unsatisfactory Progress

Unsatisfactory progress is defined as a student taking over 150 percent (150%) of the scheduled hours to complete/pass each course. A warning of unsatisfactory progress will be given in writing by the program instructor when a student has taken over 125 percent (125%) of the scheduled hours to complete/pass each course. If a student takes over 150% of the scheduled hours to complete/pass a course, he/she may be withdrawn after administration review. If significant improvement is not made by the end of the 30 days, he/she may be withdrawn after administrative review.

Student enrolled in programs at the Tom P. Haney Technical College: East Extension are subject to the same Standards of Academic Programs and criteria for determining unsatisfactory progress as outlines for students attending the main campus. All policies regarding academic performance, attendance, probation, and dismissal apply equally to East Extension students.

Administrative Withdrawals

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

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

Students may reapply for admission.

Non-Administrative Withdrawals

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

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

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

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

Notification to the Department of Highway Safety and Motor Vehicles

Students in attendance at Tom P. Haney Technical College who are between the ages of 16-17 (regardless of the program of study) will be subject to Florida Statute § 322.091. 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 issues driver's license or learner's license of, any such minor, pursuant to the provisions of Florida Statute § 322.091. Due to DMV license requirements, all students under age 18 must attend Monday – Friday (part-time or full-time).

Prior Credit/External Transfers

Students enrolling who have previously taken educational courses, either at TOM P. HANEY TECHNICAL COLLEGE or another institution, may be given credit for courses taken which will reduce the required program

clock hours needed to obtain certification. Instructors may meet with students prior to enrollment or within the first two weeks to review educational experience to determine what, if any, prior credit will be applicable to the program due to prior work experience/training/education. **For evaluation purposes, the instructor will keep in mind the timeliness of the training, the pertinence to the courses in the program, and the changes that may have taken place in business and industry since the experience or training was received.** Students should provide a copy of transcript(s) to support prior courses taken. After a thorough discussion between the instructor and student, the instructor will determine the remaining hours needed in the program.

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

Internal Transfers

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

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

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

Transcripts

There are two types of transcripts: incoming and outgoing.

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

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

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

Bookstore

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

Transportation

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

Appeals for Refunds

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

1. Written documentation of call to active military duty or change of military station.
2. Death of the student or member of the student's immediate family (parent, spouse, child, sibling).
3. 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.
4. Documented administrative error by Tom P. Haney Technical College.

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

Grade Appeals Process

- 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.

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

Residency Appeals – CTE Students Only

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

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

Grievance/Appeal Policy & Procedures

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

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

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

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

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

ABE/GED/ESOL Attendance Policy

- All students registered in class are expected to attend.
- Students are to sign-in/out of class daily using Kiosk.
- FOCUS will be the final authority in determining the attendance and absences for each student.
- **Students will be dropped after missing more than 22.5 hours or 6 consecutive days.**
- It is the responsibility of the student to know the attendance policy. It is the responsibility of the student to be aware of all absences and keep up with them.

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

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

CTE & Licensure

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

Licensure Programs Attendance Requirements:

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

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

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

Leave of Absence Policy – CTE Non-Licensure ONLY

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

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

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

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

Financial Aid Recipients

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

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

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

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

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

Career Planning and Placement Services

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

Services include:

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

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

Media & Technology Hub

The TOM P. HANEY TECHNICAL COLLEGE Media & Technology Hub is staffed by a Media Specialist, and hours are 6:45 a.m. to 2:15 p.m., Monday through Thursday and 6:45 AM to 1:45 PM on Friday. The Hub is located on the 3rd floor of Building One (1) in room 301. Students and staff have full access to this service during business hours

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

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

Success Academy for Integrated Education Training

Building 1, Room 302
Hours: Monday through Thursday 6:45 AM - 2:15 PM, Friday 6:45 AM – 1:45 PM

The Haney Success Academy is a free tutoring program that works with individual students through in-person instruction and online tutoring to meet basic skills goals in mathematics, language, reading, or employability skills related to industry-specific occupational and employability training and program completion testing. All students in a career technical education (CTE) program must meet basic skills requirements in order to graduate and earn a certificate as a program completer. The basic skills requirements include minimum passing levels on exams such as CASAS Goals (Comprehensive Adult Student Assessment Systems), the PERT (Postsecondary Education Readiness Test), or GED in the areas of math, language, and reading. The Success Academy targets students who have not met basic skills requirements, those who request additional help with program curriculum (such as passing NCCER Construction Math), or CTE students who wish to earn their GED. Tutoring services are free and conducted by three Florida certified instructors. Self-paced online software that can be accessed 24/7 is available.

2026-27 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, Online Access & Std Testings Fees	***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 (GED & ESOL)

(Resident & Non-Resident Fees are the same)

Tuition Costs (per semester/half year)	$ 45.00
Basic Skills Assessment Test *(required GED)*	$ 25.00
Registration Fee (per semester/half year)	$ 25.00
Student Activity Fee (per semester/half year)	$ 20.00

Other Fees (As Applicable)

Basic Skills Assessment Test	$ 25.00
Copy of Official Transcript	$ 15.00
Replacement of Certificate or Diploma	$ 15.00
Replacement ID Badge	$ 10.75
Replacement Parking Decal	$ 10.75

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

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 TOM P. HANEY TECHNICAL COLLEGE is to provide monetary assistance to students who can benefit from further career and technical education, but who cannot do so without assistance. The amount of **financial aid** that a student receives is determined through federal, state and institutional guidelines and may be awarded from one or any combination of sources. Aid received from grants and scholarships need not be repaid, loans must be repaid. Sources of financial aid at Tom P. Haney Technical College are the Federal Pell Grant, Florida Student Assistance Grant, Florida Work Experience Program, Florida Bright Futures Scholarship, Veterans' Affairs Education Benefits, Vocational Rehabilitation, WorkForce Investment Act Program, and various other institutions and private scholarships. The U.S. Department of Education has an informative web site at studentaid.gov for more information.

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

Types of Student Financial Aid

Tom P. Haney Technical College Scholarships

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

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

WorkForce Innovation and Opportunity Act (WIOA)

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

CareerSource Gulf Coast (the regional job center serving Bay, Gulf and Franklin counties) operates a Workforce Training Center at Tom P. Haney Technical College. Students may call (850) 481-1297 and ask to speak with a Career Manager. Our Career Managers are located on campus in Building 1. The office is open Monday through Wednesday, 7:30 a.m. to 3:30 p.m. More information is available through the CareerSource Gulf Coast. You may call (850) 872-4340 or visit the website at www.careersourcegc.com.

State Scholarships/Grants/Programs

Florida Bright Futures Scholarship

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

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

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

Loans

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

Federal Grants

Pell Grant (Title IV)

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

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

Federal financial aid funds are awarded with the expectation that students will complete the entire program. Students "earn" a percentage of the funds disbursed with each day of class attendance per award year.
The amount of federal aid the student receives depends on the student's Student Aid Index (SAI), 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). Students must maintain satisfactory attendance **and** satisfactory academic progress (SAP) to remain eligible for federal financial aid at Tom P. Haney Technical College. **It is the student's responsibility to know and understand the attendance and satisfactory academic progress policies for federal student aid and that these policies may differ from each program's policies.**

Transfer Students – Pell Grant Award

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

Return to Title IV (R2T4)

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

When a student withdraws during the payment period or period of enrollment the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. The withdrawal date, official or unofficial, is the student's last day of attendance. If the student received (or Tom P. Haney Technical College 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 Tom P. Haney Technical College and/or the student.

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

If the student did not receive all of the Pell grant funds that were earned, he/she may be due a Post-withdrawal disbursement within 45 days. Tom P. Haney Technical College 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 Tom P. Haney Technical College.

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

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

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

The federal requirements for Title IV program funds when a student withdraws is separate from the Tom P. Haney Technical College /Bay District Schools refund policy. Therefore, the student may still owe funds to the Tom P. Haney Technical College to cover unpaid institutional charges. Tom P. Haney Technical College 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 Tom P. Haney Technical College. However, the student must complete a form indicating his/her intent to return for the completion of their program when it resumes in the fall. If the Intent to Return form is not completed, R2T4 calculation will be performed.

Satisfactory Academic Progress (SAP)

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

SAP Policy

Tom P. Haney Technical College measures SAP in two areas: Grade Point Average (GPA) and Maximum Time Frame. **Students must meet the requirements in BOTH areas each payment period to maintain Pell eligibility.**

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

Satisfactory Academic Progress Measurements*:*

1. **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.
2. **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:

3. ***Meets SAP*:** Assigned to a student who is currently meeting SAP in all measures.
4. **Warning:** Assigned to a student who fails to make SAP at the end of a payment period. Conferred to students automatically without any action taken by the student. Students will continue to be eligible for Pell

for one payment period. *Students in the Licensure programs may not qualify for Warning status if the program requirements cannot be achieved.*

5. ***Suspended*:** Assigned to a student who fails to make SAP for the second consecutive payment period. A student in this status is **NOT** eligible for the Pell award. The student will be notified in writing of the assignment of this status and must sign notice and return it to the Financial Aid Office. The student may submit a written appeal to the Financial Aid Office, which will be reviewed by the Appeals Committee, to request "Probation" status. Students will be notified in writing of the decision of the Appeals Committee. The decision of the Appeals Committee is **final**.
6. ***Probation*:** Assigned to a student who has submitted a written appeal and it has been approved. A student in this status is eligible for Pell for one payment period. Only one appeal is allowed per enrolled certificate program. If a student does not meet SAP during the probationary period, he/she is no longer eligible to receive the Pell award.

Satisfactory Academic Progress Appeal Process

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

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

Approved appeal requests will be assigned financial aid status of "Probation" and students will adhere to that status' requirements.

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

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

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

Veterans Affairs Education Benefits

Student General Information

Tom P. Haney Technical College welcomes veterans and their dependents. If you are or have been a member of the military, you or your dependents may qualify for financial assistance from your military branch or service-connected associations.

Benefits

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

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

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

Getting Started

In order for the student to use his/hers VA educational benefits, we will need the Certificate of Eligibility and if they will be using "Survivors' Dependents' Educational Assistance Program (DEA/Ch. 35) we will need the veteran's full name and Social Security number.

The student will also have to complete the Tom P. Haney Technical College VA Packet and Deferment Form and provide copies of any postsecondary and/or military transcript (they don't have to be official).

Once we receive the above documents, we will notify the VA through Enrollment Manager of the student enrollment at Tom P. Haney Technical College

1. In accordance with Title 38 US Code § 3679 subsection (e), Tom P. Haney Technical College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33), Veteran Readiness & Employment (Ch. 31) or Survivors' and Dependents' Educational Assistance (DEA) program (CH 35) of title 38 or Montgomery GI Bill® Selected Reserve (MGIB-SR) program (CH1606) of Title 10 benefits, while payment to the institution is pending from VA. Tom P. Haney Technical College will not access fees for up to 90 days following certification of veteran beneficiary enrollment to VA. Tom P. Haney Technical College **will not:**
    - Prevent the student's enrollment;
    - Assess a late penalty fee to the student;
    - Require the student to secure alternative or additional funding;
    - Deny the student access to any resources (access to classes, libraries, or other facilities) available to other students who have satisfied their tuition and fee bills to the school.

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

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, PO provided by the Vocational and Rehabilitation Counselor (VRC).

2. In accordance with federal requirements established in 38 United States Code § 3679(c), Florida Statute 1009.26, Section 13, was established in 2015 to be compliant with federal laws requiring each state to charge no more than the in-state rate of tuition and fees to eligible individuals who are receiving educational assistance from the U.S. Department of Veterans Affairs, while enrolled at the public institution, and while physically residing within the given state.

Deferments

In accordance with Title 38 US Code § 3679 subsection (e), students receiving any of the VA educational benefits mentioned above will receive a deferment of 90 days.

Enrollment Requirements

The following enrollment requirements apply to students seeking VA benefits:

- All recipients must maintain satisfactory academic progress as outlined in the Tom P. Haney Technical College handbook.

Note: Your VA benefits are determined by the VA and are paid to the student/school directly by VA, depending on what Chapter you qualify for. Determination of Chapter, benefits, amount of payments, and payment dates, etc., is determined by the Veterans Administration.

Chapter 33 tuition benefits are paid directly to Tom P. Haney Technical College. However, books and supplies are payable to the school by the student. Books, supplies, uniforms, etc., are payable by the student at the time of purchase unless other deferred funds (Pell) are available.

Under Chapters 30 and 35 benefits are paid directly to the student. It is the student's responsibility to pay tuition and fees to Tom P. Haney Technical College.
If payment for tuition and fees are not paid when due, the student will be terminated from Tom P. Haney Technical College.

VA Attendance Policy

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

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

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

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

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

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

VA Standards of Academic Progress

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

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

Tom P. Haney Technical College will recertify a student's enrollment to VA after a re-admission to Tom P. Haney Technical College 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

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

A student wishing to withdraw from Tom P. Haney Technical College prior to the end of a semester and/or financial aid disbursement period should provide notice to the school, either in writing or using the digital form available at https://haney.edu/forms-resources/ . Written notices should be submitted to a Tom P. Haney Technical College counselor in Student Services. Digital notices are submitted automatically via the internet upon completion. The notice should contain the date the student will cease

attendance and the reason for the withdrawal. The official withdrawal date is the date the student has the withdrawal form signed by administration or the last date of attendance. This is an official withdrawal. Students who return to the same program within 180 days are considered to be in the same payment period.

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

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

(Bay District School Board Policy 2421, Workforce Education Money-Back Guarantee Program)

The District has established a Money-Back Guarantee Program to help students achieve self-sufficiency. Through the Money-Back Guarantee Program, the District will refund the cost of tuition to students who are unable to find a job in the field in which the student was trained within six (6) months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations. The Money-Back Guarantee Program is only available for students enrolled in the following six (6) programs: (1) Practical Nursing, (2) HVAC/R-2, (3) Welding Advanced, (4) Aviation Airframe Mechanics, (5) Aviation Powerplant Mechanics, and (6) Electrician.

To be eligible to receive the benefits of Tom P. Haney Technical College's Employment Guarantee, graduates must:

A. Complete an eligible program, as defined above;

B. Successfully complete the entire program with at least a grade of eighty percent (80%);

C. Be in good financial standing with Tom P. Haney Technical College;

D. Be legally eligible for employment in the United States;

E. Maintained program attendance of at least ninety percent (90%);

F. Not have a criminal background that prevents employment within the program career field;

G. Be willing to travel or relocate to a new market to obtain employment within the field;

H. Have a documented job search of at least twenty (20) company applications that are related to the program of study;

I. Have worked directly with CareerSource Gulf Coast or Haney Technical College Career Counselor for resume/employment assistance within three (3) months of completing the program of study;

J. Be in good standing with the health science host clinical sites, if applicable to the graduate's program of study;

K. Have passed all embedded credential exams, if applicable to the graduate's program of study; and

L. have passed the National Licensing Exam (NCLEX-PN) within three months of graduation, if graduate of Practical Nursing program.

The eligibility criteria established by the District regarding participation in an internship or work-study program, and the job search documentation, cannot exceed the work search requirements in F.S. 443.091 (i.e., same standards as those for seeking reemployment assistance). Eligibility for a refund will be determined by the Director and the Administrator of Student Services and Financial Aid.

Information about the Money-Back Guarantee Program shall be made available on the District's website.

All financial aid policies and procedures applicable to students enrolled at the Tom P. Haney Technical College main campus apply in full to students enrolled at the East Extension Campus. There are no campus-specific variations. Students attending the East Extension Campus are subject to the same eligibility requirements, application processes, satisfactory academic progress (SAP) standards, disbursement schedules, refund calculations, and appeal procedures as main campus students.

ADMINISTRATION

Angela Reese, Director

Ed.S., University of West Florida

M.S., Florida State University

B.S., Troy State University

Coy Pilson, Assistant Director

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M.A. University of Virginia

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FCC General Radio Operator's License
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Career and Technical Certification

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FCC General Radio Operator's License
FAA UAS- Remote Pilot License
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A.S.R.N. Del Mar College, TX

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M.Ed., University of North Florida

Long, Zacchae'Us
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May, Jeremy
Career and Technical Certification
FAA A&P Mechanics License

May, Teresa
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CMA (AAMA)

McDonald, Bob

McGee, Jeffrey
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McIntyre, Gervante

Mejia, Alby

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ASE EPA 609 MVAC Certification
ASE Education Foundation Evaluation Team Leader

FACULTY

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Rogers, John

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M.S.N, Galen College of Nursing, KY

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Your Career Starts Here!

Tom P. Haney Technical College

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