



## **Student Handbook and Code of Conduct**

### **Schedule 2014-2015**

Technical Programs  
(Monday – Friday)

Session I (Instruction)	7:50 am - 10:20 am
Lunch	10:20 am - 11:15 am
Session II (Instruction)	11:15 am - 1:45 pm

Semester I	<b>08/18/2014 -- 01/14/2015</b>
Semester II	<b>01/15/2015 -- 06/03/2015</b>

**All visitors must sign in at the Administration Office (Building A)**

**7825 Campus Drive  
New Port Richey, Florida 34653-1211  
727.774.1700 or 813.794.1700  
Fax: 727.774.1791 or 813.794.1791  
<http://discovermtec.com>**

**Rob Aguis, Principal  
Kimberly Dunn, Assistant Principal  
Thomas Brochu, Assistant Principal**

***Empowering Students to Compete In a Global Economy***

***Accreditation:*** MTEC is part of the District School Board of Pasco County and the Florida Department of Education. The District School Board of Pasco County is System Accredited by AdvancED/Southern Association of Colleges and Schools. MTEC is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350, 800.917.2081, [www.council.org](http://www.council.org).



Welcome to Marchman Technical Education Center (MTEC). It is with great pleasure that I serve as your principal for the 2014-2015 school year. We are expecting another great year!

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

MTEC offers many opportunities for you to gain valuable technical/vocational training. Those who enroll in a technical training program earn up to 1200 hours of excellent training and employability skills each year. Many of our programs provide the opportunity to receive college credit with other postsecondary institutions, which enables our students to begin with a higher level of coursework. Whether you choose to go directly into the workforce or to go on to another postsecondary training, you will leave MTEC being empowered to compete with your peers.

Additionally, at MTEC the technical/industrial curriculum is supplemented with SkillsUSA. SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. With your membership in SkillsUSA, you will have the opportunity to prepare for competition at regional, state and national levels and to enhance your skills.

Our school is accredited through the Council on Occupational Education (COE), 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350, 800.917.2081, [www.council.org](http://www.council.org). COE is a national, technical school accreditation, which will be of benefit to postsecondary students.

On behalf of the faculty and staff at MTEC, we look forward to working with you, your family, and the business community during the 2014-2015 school year.



### **Mission Statement**

The mission of MTEC is to provide a student oriented educational community that promotes lifelong learning.

### **Vision Statement**

Our vision is to empower students to compete in a global economy and maintain a productive, satisfying way of life.

### **MTEC Core Beliefs**

- Students and staff have the right to learn in a safe school environment.
- All students learn and apply essential skills in preparation for life's challenges.
- All students become proactive and contribute to a global economy.
- Academic and applied activities assist students to become technologically literate.
- Students will exhibit respect, understanding and tolerance toward diverse cultures.
- Students will develop leadership and team building skills through cooperative activities and student organizations.

MTEC is an equal opportunity institution for education and employment. It is the policy of the District School Board of Pasco County that each student, regardless of race, color, creed or religion, gender, marital status, national origin, age, disability, or sexual orientation has the right to an opportunity for an education and employment.



Kurt S. Browning, Superintendent  
District School Board of Pasco County  
7227 Land O' Lakes Boulevard  
Land O' Lakes, Florida 34638  
727.774.2000

## **GENERAL INFORMATION**

### **Accidents and Injuries**

In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTEC personnel immediately. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have first-aid kits. Emergency medical services will be contacted for a serious injury or medical condition. All students should have an emergency contact card on file in Student Services.

### **Canceled Classes Due to Inclement Weather**

In the event weather conditions are such that travel to and from school for students and faculty would be hazardous or extreme temperature presents a problem of safety or comfort, school may be closed for the day or delayed in opening. Radio and television stations in the Tampa Bay area will announce school closings.

### **Emergencies**

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, students should follow the directions provided by the instructor. In case of emergency situations requiring evacuation, students should follow evacuation routes that are posted by every designated exit. In other emergency situations, students should go to the designated safety areas inside the buildings as directed.

### **Safety Drills**

Safety drills are required by law to be performed at regular intervals and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building by the prescribed route.

### **Name or Address Change**

Any student who has a change of name or address should notify the Office of Student Services promptly so that accurate student records may be maintained.

### **Notice to Building Occupants Notification of Inspection for Asbestos Containing Materials in Public Schools.**

The Environmental Protection Agency (EPA) has issued a final rule, 40 CFR Part 763, Asbestos Containing Material in schools, commonly referred to as AHERA. This rule requires all Local Education Agencies (LEAs) to identify asbestos containing materials (ACM) in their school buildings and to take appropriate actions to control release of asbestos fibers.

All inspections for Marchman Technical Education Center have been completed and a Management Plan describing the results of the inspection and the action plan to control any asbestos found during the inspection, where applicable, has been submitted to the Governor for approval. A copy of this plan is located in the administrative office of this school and at the District School Board of Pasco County Maintenance/Facility Operations Department and is available for review upon request.

#### **Statement of Nondiscrimination**

No person shall, on the basis of gender, race, color, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity under the direction of the local agency. *Any student who is disabled and requires reasonable accommodation to participate in an adult education class must request such accommodation prior to enrollment. See Post-Secondary Program Catalogue for Disability Disclosure.*

### **CODE OF CONDUCT**

It is the goal of MTEC to provide an educational opportunity for all students. In order for this to occur, it is necessary that the school environment be free from disruptions that interfere with the student's right to learn and the teacher's responsibility to teach. Instructors will provide individual program rules.

**Students who consistently violate school policies may be administratively withdrawn from their program without entitlement to reimbursement.**

#### **General**

Students are expected to comply with the legal and ethical standards of the institution. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action and / or withdrawal. Specific instances of misconduct include, but are not limited to: cheating, plagiarism, knowingly furnishing false information to the institution, forging or altering institution documents and/or academic credentials, theft, vandalism, bullying, and/or causing mental and/or physical harm to another person. Any student, who feels his/her rights have been denied, is entitled to due process.

Federal guidelines require that states have a zero tolerance law regarding substance abuse, guns and crime. Florida Statute 1006.13 mandates that "each school district shall adopt a policy of **Zero Tolerance** for crime and substance abuse...." That law further requires that expulsion be recommended for any student at school or at a school function with a firearm or weapon, as defined in Chapter 790 or any student making a threat or false report as defined by state statute 790.162. In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of the Code.

In complying with law, the District School Board of Pasco County defines **Zero Tolerance** to mean that certain kinds of misconduct will always lead to a disciplinary consequence. For certain misconduct, administrators have discretion as to discipline and penalties. For other infractions, the school board has mandatory penalties.

All of these policies have been enacted to ensure your safety and that you have every opportunity to benefit from instruction.

**Student Time Clock**

Each student is responsible for clocking in and out each day to record his/her clock hours in the class. This information is important as the number of hours a student attends in class determines the student's pace of completion and also can impact financial aid distribution. Students who forget to clock in and out may not receive credit for their time in class.

The time clock is the official record of a student's time and each student must clock him or herself in and out. Students are not permitted to give permission for another student to clock them in or out. It is considered falsifying official records when a student is clocked in and is not present in the class or a student clocks another student in or out. Any participation in falsifying official records is a violation of the schools' student code of conduct dishonest policy and may result in dismissal from the program without entitlement to a refund.

**Cell/Digital Phones and Pagers**

In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during school hours from 7:50 a.m. to 1:45 p.m. Students are not permitted to use cell phones while class is in session. An office phone is available in the Administration office in A Building for emergencies.

**Dress Code/Uniforms**

Some of the technical programs require uniforms and all students are expected to comply with uniform requirements. The instructor will provide specific information. All students are expected to comply with safety apparel requirements.

Students must follow the dress code guidelines as established by the District School Board of Pasco County which can be found at the district website at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us). Students are expected to be neat and clean in appearance, consistent with the standards established by business and industry in the local community.

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

**Driving/Parking Privileges**

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

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

**Identification Badges**

Students are required to have their ID badge in possession while on campus.

### **Illegal Substances and Drugs**

The use of illegal substances and drugs, including alcohol, is harmful to students and detrimental to the educational process. Use and/or possession of these substances **will not be tolerated** at school or during school-sponsored activities.

Students found in possession of controlled, illegal substances (which includes alcohol on school campus) will be dealt with severely, including but not limited to suspension, mandatory referral to legal authorities, and referral for community agency counseling services. Students who engage in the sale and/or distribution of illegal substances face probable administrative withdrawal from school.

### **Prescription Medications**

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

### **Search of Person**

Any student on campus is subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the MTEC campus.

### **Internet Policy**

Marchman adheres to the Pasco County School Board Policy on the use of the internet.

### **Respect and Civility Policy Statement**

The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County Students will reach their highest potential.

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

Therefore:

1. District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
3. Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

### **Harassment / Bullying**

If a student is bullied or harassed, or is aware of bullying or harassment occurring in campus, that student should advise their instructor or an administrator immediately. **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve: teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious or racial/ethnic harassment; public humiliation; or destruction of property. **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.

### **Shop & Lab Safety**

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

### **Tobacco Use by Students**

In compliance with Florida Statutes 230.22(1) and 230.22(2) protecting students' health, comfort and environment, effective August 28, 1995, no student shall be permitted to possess, use or distribute any tobacco product. This prohibition will apply 24 hours per day, year-round, on all campuses and in all facilities, on all school transportation vehicles, and at all school-sponsored functions. This shall include the use of any tobacco product in a privately owned vehicle on School Board property. Penalties for violations of this policy shall be described in the Pasco County Schools' Code of Student Conduct.

*Authority: 230.22(1) and 230.22(2), F.S.*

*Law Implemented: 386.201 through 386.209, F.S.*

### **Weapons**

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

## **SERVICES TO STUDENTS**

### **Access to Student Records**

Students may request academic information in the administration/business office. A student will need to provide picture identification in order to receive any information. Students who wish to permit other individuals to have access to their academic information must fill out a FERPA form in the administration/business office.

### **Awards Ceremony**

MTEC conducts an awards ceremony each spring. Any student who is completing a program will be invited to participate. Friends and family are invited to attend, but the number of available tickets may be limited.



**Complaint/Grievance Procedure**

A student is encouraged to resolve an informal complaint/issue at the classroom level. If the student has a complaint that cannot be resolved at the classroom level, the student should present the complaint to the Assistant Principal. If the complaint cannot be resolved with the Assistant Principal, the student should present the complaint to the Principal of MTEC.

A student who feels he/she has a grievance may first discuss the grievance informally with the Post-Secondary Assistant Principal. In the event that the matter is not resolved, the formal grievance stated in writing may be submitted to the Principal within three (3) days. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the District School Board of Pasco County, 7727 Land O'Lakes Blvd., Land O'Lakes, FL 34638. Grievances may also be registered with COE (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350, 800.917.2081, [www.council.org](http://www.council.org).

**Counselor**

MTEC has an Academic Advisor on campus available to students who may need to discuss academic and/or personal issues and concerns.

**Media Center**

The Media Center is equipped with modern production facilities, enabling students to produce professional quality work. The following can be created in our facility: laser printed documents, video editing, and digital multimedia presentations. Internet connection, poster and flyer making capability, etc., are available. The Media Center also has a general reference collection, a Macintosh/PC computer lab, reading/study areas, and internet access.

**Progress Reports**

Progress Reports are issued at the end of each term to all students enrolled in a technical program. Reports will be issued according to the school calendar.

**Transcripts**

Students who have completed programs may contact the administration/business office for a copy of their transcripts. Students who have not completed a class or program, but have acquired skills while in class should request a Certificate of Occupational Completion Points. All requests are to be made by completing the Transcript/OCP Request form. Request forms are available in the administration/business office. Same day service is not available. Transcripts and Certificates of Occupational Completion Points will be provided when a student's financial obligation has been cleared.