



2016-2017 Adult Student Handbook

7825 Campus Drive
New Port Richey, FL 34653-1211
727.774.1700 or 813.794.1700
www.fkmtc.edu
Mr. Rob Aguis, Principal

Reinvent Yourself – We Did!

Accreditation: MTC is part of the Pasco County Schools and the Florida Department of Education. Pasco County Schools is Accredited by AdvancED. MTC is accredited by the Commission of the Council on Occupational Education.



Table of Contents

Mission Statement, Vision Statement, MTC Core Values.....	3
General Information.....	3 - 4
Orientation	
Accidents and Injuries	
Cancelled Classes Due to Inclement Weather	
Emergencies	
Safety Drills	
Name or Address Change	
Statement of Nondiscrimination	
Code of Conduct.....	4 - 7
General	
Technical Student Time Clock	
Cell Phones	
Dress Code/Uniforms	
Driving/Parking Privileges	
Identification Badges	
Illegal Substances and Drugs	
Prescription Medications	
Search of Person	
Internet Policy	
Respect and Civility Policy Statement	
Harassment/Bullying	
Shop & Lab Safety	
Tobacco Use by Students	
Weapons	
Services To Students.....	7 - 8
Access to Student Records	
Awards Ceremony	
Graduation	
Complaint/Grievance Procedure	
Counselor	
Collaboration Center	
Progress Reports	
Transcripts	

Mission Statement:

Marchman Technical College provides student-centered learning guided by the needs of business to provide knowledge and skills necessary for today's workforce.

Vision Statement:

Marchman Technical College provides a skilled, professional and competent workforce that contributes to an economically prosperous community.

MTC Core Values:

1. **Professionalism:** We hold ourselves to a higher standard and are knowledgeable, qualified and ethical in our work.
2. **Adaptability:** We change to meet the needs, advancements, skills and current trends of the community.
3. **Motivation:** We positively inspire and influence.
4. **Perseverance:** We believe we can overcome all obstacles.
5. **Diversity:** We value everyone.
6. **Collaboration:** We foster invigorating and engaging partnerships

GENERAL INFORMATION

Orientation

All students in both the General Adult Education and Technical Programs will receive an orientation during their first week of school that will provide an overview of the policies and procedures outlined in this handbook.

Accidents and Injuries

In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTC 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 provided an emergency contact on their online registration.

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. MTC is closed when Pasco County Schools are closed.

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 for Administration promptly so that accurate student records may be maintained.

Statement of Nondiscrimination

Pasco County Schools does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age in its educational programs, services or activities, or in its hiring and employment practices. 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.

CODE OF CONDUCT

It is the goal of MTC 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 policies and procedures.

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.

Technical 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 Phones

In order to maintain an environment conducive to learning, cell phones must be turned off or in silent mode during classroom instruction. Students are not permitted to use cell phones while class is in session. An office phone is available in the Office for Administration 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 Pasco County Schools which can be found at the district website at 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. Lock your doors and secure valuables out of sight.

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 MTC campus.

Internet Policy

Marchman adheres to the Pasco County School Board Policy on the use of the internet. You agreed to comply with this policy as part of your registration.

Respect and Civility Policy Statement

MTC believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission.

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. MTC staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. MTC 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. Bullying will not be tolerated.

Shop & Lab Safety

Safety and safe practices are of utmost importance at MTC. 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 MTC's campus will be withdrawn from MTC and is subject to having criminal penalties imposed.

SERVICES TO STUDENTS

Access to Student Records

Students may request academic information in the office for administration. 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 office for administration.

Awards Ceremony

MTC 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.

Graduation

MTC conducts an adult education GED graduation each fall and spring. Students who have achieved their GED are encouraged to attend. Friends and family are invited to attend.

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 MTC.

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 Pasco County Schools, 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.

Counselor

MTC has a school counselor and career specialist on campus available to students who may need to discuss academic and/or personal issues and concerns.

Collaboration Center

The Collaboration Center has computers and other media resources available for student use. The center has a Macintosh/PC computer lab, reading/study areas and internet access.

Progress Reports

Technical Program Progress Reports are issued at the end of each term to all students enrolled in a technical program.

Adult Education students do not receive progress reports. Adult Education Students are assessed periodically by retaking the Test of Adult Basic Education (TABE) and Official GED practice Tests.

Transcripts

Students who have completed programs may contact the Office for Administration for a copy of their transcripts. All requests are to be made by completing the Transcript Request form. Request forms are available in the office for administration. Transcripts and Certificates of Occupational Completion Points will be provided when a student's financial obligation has been cleared.