



Student Handbook 2011-2012

10119 E. Ellicott St.
Tampa, FL 33610
813-740-4884
www.goaltc.com

Ann Marie Courtney, Principal

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY

Superintendent of Schools

MaryEllen Elia

School Board Members

Doretha W. Edgecomb

April Griffin

Carol W. Kurdell

Jack R. Lamb, Ed.d

Candy Olson

Stacy R. White, Pharm.D.

Assistant Superintendent for Curriculum & Instruction

Wynne A. Tye

Director

Workforce and Continuing Education

Susan Miller

Vision

To become the nation's leaders in developing successful students.

Mission

To provide an education that enables each student to excel as a successful and responsible citizen.

APARICIO-LEVY TECHNICAL CENTER

Principal

AnnMarie Courtney

Vision

Aparicio-Levy Technical Center will establish a reputation as a leader in the education of adults.

Mission

Aparicio-Levy Technical Center will be valued and recognized for *high expectations, industry credibility* and *relevant technical training*. Our students will be equipped with the knowledge and skills necessary to meet their goals and contribute to the continued economic growth of the Greater Tampa Bay area.

Aparicio-Levy Technical Center offers adult technical training programs and continuing workforce education that is sponsored by the Hillsborough County School System.

The policies, regulations and requirements published in this handbook are subject to continual review and amendment in order to serve the needs of our students, faculty and staff, and to respond to the School Board of Hillsborough County. Changes in policies, regulations and requirements may be made at any time without advance notice. The ultimate responsibility for knowing the school's requirements and regulations rests with the student.

Table of ContentsStudent Handbook

A. General Information

1. Mission Statement/Vision Statement.....4
2. Administration, Faculty and Staff.....4
3. School Location, Phone Numbers and Hours of Operation.....5

B. Policies and Procedures

1. Admissions5 B1
 - Re-Entry and Transfers
2. Fees6 B2
 - Payment Methods and Refunds
3. Attendance and Grading Policies.....7
4. Student Services.....9
 - Financial Aid and Student Services
 - Student Success Center

C. Administrative Policies

1. Equal Opportunity Statement.....11 C1
2. Confidentiality of Students.....11C2
4. Parking Policy.....11C3
5. Visitors/Trespassers.....11C4
6. Children on Campus.....11C5
7. Prohibition of Harassment.....13 D1

D. Student Rights and Responsibilities

1. Personal Conduct/Student Violations.....13 D1
2. Dress and Grooming.....13 D2
3. Appropriate Technology Usage Procedures.....13 D3
4. Health, Safety and Emergency Procedures.....13 D4
5. Disciplinary Action.....13 D5
6. Grievance Procedure.....17 D6

A-1. Mission Statement/Vision Statement

Mission Statement

Aparicio-Levy Technical Center will be valued and recognized for *high expectations, industry credibility and relevant technical training*. Our students will be equipped with the knowledge and skills necessary to meet their goals and contribute to the continued economic growth of the Greater Tampa Bay area.

Vision Statement

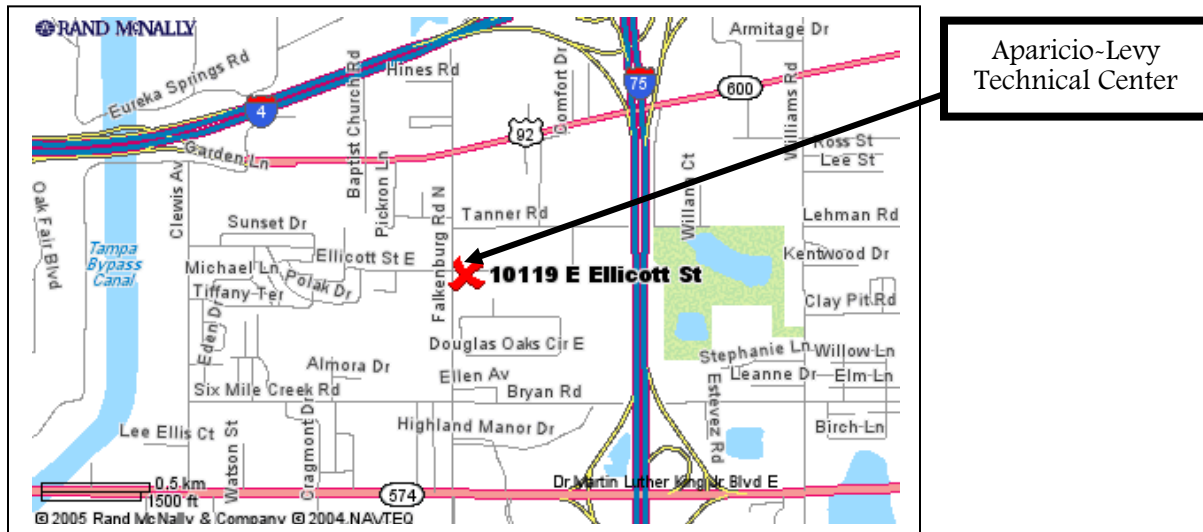
Aparicio-Levy Technical Center will establish a reputation as a leader in the education of adults.

A-2. Administration, Faculty and Staff

Name	Position	Extension
AnnMarie Courtney	Principal	222
Steve Briant	Assistant Principal	224
Donna Matassini	Program Advisor	242
Mark Mincey	Guidance Counselor	228
Deni Blankenship	Principal's Secretary	223
Patricia Ungerer	Bookkeeper	225
Marie Mirabal	Data Processor	227
Deborah Hartner	Secretary 2 (Student Services)	235/221
Alma Childs (PT)	TABE Testing/CASAS/ Ready to Work (Main Office)	221
Marcus McKinnon	Head Custodian	230
Emilia Carmenates-Pena	Custodial Staff	
Daisy Perez	Custodial Staff	
Instructors:		
Annie Clasen	Deborah Mosley	Mike Sawyer
Randee Gildea	Erika Perez	MaryJo Smith
Katrina Holsonback	David Reese	Mark Vargo
Truby Libham	Brenda Russ	Marcia Woodside-Rivers

A-3. School location, phone numbers and hours of operation

Aparicio-Levy Technical Center is located at 10119 E. Ellicott St., Tampa, Fl. The school is on the east side of Falkenburg Road, directly between Hwy. 92 (Hillsborough Ave.) and Dr. Martin Luther King, Jr. Blvd. (SR 574). Public transportation is available through Hartline.



School Phone and Fax Number:

813-740-4884 (phone) 813-740-4885 (fax)

Hours of Operation:

Tuesday and Thursday - 7:30 a.m. through 9:00 p.m.

Monday, Wednesday and Friday - 7:30 a.m. through 4:00 p.m.

Saturdays - as scheduled

Facility also available by special arrangement

School Website:

www.goaltc.com

B-1. Admissions (including transfers and re-entry)

- Applicants may obtain information regarding admission from the school's main office. The Test of Adult Basic Education (TABE) may be given as part of the intake process for some programs, and provides guidance related to applicants' educational needs. Arrangements for administration of the TABE will be made through Student Services/Career Center.
- Program admission and entrance requirements for the programs offered through Aparicio-Levy Technical Center are established by the Department of Education curriculum framework and vary greatly. Please refer to the individual program guides for other entrance requirements.
- Student Services are available to provide career counseling, financial aid information, course selection strategies, information and referral services, employment strategies and placement assistance for both jobs and/or further education.

- d. An orientation will be provided at registration. The purpose of the orientation is to familiarize applicants with information about the school's policies and procedures. In addition, the applicant will satisfy ALL COURSE CHARGES at this time if not completed previously. A student handbook is available on the school website and provided by request, and teachers will conduct their orientations individually during their first official class session.
- e. **RETURNING TO THE SAME PROGRAM** – Student files are kept active as long as the student is enrolled. A student who leaves a program and wishes to re-enroll at a later date will be considered a new student for registration purposes. At the time of re-enrollment, the student will complete a new registration form.
- f. **CHANGING PROGRAMS** – Students may transfer to a different program within the school if they meet the new program requirements and space is available.
- g. **TRANSFERS** – Students wanting to transfer from other postsecondary institutions into compatible programs must meet the entry requirements. Transferred credit, if any, will be determined by the appropriate staff after evaluation of an official transcript of credits earned at the other postsecondary institution.

B-2. Fees (including payment methods and refunds)

- a. Fees –The payment of fees is the final step of the application process and must be completed before the enrollment date.

TUITION CHART

<i>PROGRAM</i>	<i>RATE PER HOUR</i>
Job Prep and Occupational Completion Point (OCP) Courses	\$2.55 (resident) \$10.21 (non-resident)
Career Development	4.17 (Fee Based)

Additional charges may include, but are not limited to, assessment and testing fees, books, program insurance, lab fees, supplies, tool kits and/or uniforms. Fees may vary from program to program. **Program costs are approximate and are subject to change without notice.**

- b. **Payment methods** - Students have several ways to pay their tuition and fees. They may pay in person at the school by remitting a check, or money order, as well as by credit card, to the bookkeeper prior to the enrollment date.
- c. **Refunds*** To receive a refund, a written request must be submitted to the administration within 30 days of withdrawal. See refund policy (B2.1)
- d. **No refunds** will be made on books, supplies and materials unless they are unused, current, and needed for resale. General fees are non-refundable, unless the cost has not yet been incurred by the school.

B2.1 Refund Policy

- a. A written request for refund must be submitted within 30 days after withdrawal date.

TUITION REFUND FOR JOB PREP/OCP COURSES*

PSAV & ATD Program Tuition	A student who withdraws from a PSAV program will receive a refund of prorated tuition if the student withdraws on or before 10 percent of the scheduled course hours have commenced. After 10 percent of the scheduled course hours have commenced, no refund will be provided.
CD	A student who cancels registration from a Career Development course will receive 100 percent refund of tuition provided he notifies the school at least one school day prior to the class start date and requests a refund in writing. The written refund request must be received by the school within ten school days of the class start date and must include the cancellation confirmation number.
Block Tuition	Refunds will not be given if the student has attended class. Applies to Adult Education Courses.
	No refunds will be made on books, supplies and materials purchased unless they are new and unused, current and needed for resale. General fees are non-refundable, unless the cost has not yet been incurred by the school.

***The Above Information May Be Subject to Change.**

B-2 Definitions

PSAV – Post Secondary Adult Vocational

ATD – Applied Technology Diploma

CD – Career Development

Block Tuition – Adult Basic Education, GED, ESOL

B-3. Attendance and Grading Policies

ALTC expects students to take full responsibility for their academic work and academic progress. To progress satisfactorily, **students must meet the requirements of each course for which they are registered.** Successful work depends to a large extent on regular class attendance. Students are expected to come to school every day unless an emergency exists that prevents attendance.

The following are specific policies regarding attendance:

- a. If a student exceeds the allotted number of absences for a particular course, they may be subject to administrative withdrawal. Students who are absent three days without contacting the instructor and/or with chronic absences may be referred for administrative action.

- b. A guideline for acceptable allowed absences through the progression of a program is shown below:

Course Segments:	Allowed Absences:
0 – 75 hours	No absences
76 – 150 hours	No more than 3 days
151 – 300 hours	No more than 6 days
301 – 450 hours	No more than 9 days
451 – 600 hours	No more than 12 days
601 – 900 hours	No more than 14 days
901 – 1200 hours	No more than 17 days
Note: More than 6 days in any course segment is considered excessive and may result in administrative action.	

- c. If a student is absent six consecutive days without contacting the instructor, they may be administratively withdrawn. Students who are administratively withdrawn will be notified *in writing*.
- d. Students who have been administratively withdrawn may submit a written refund request to the administration within 30 days of the withdrawal. Refund policy will be followed as set in section B.2.
- e. Students who have been administratively withdrawn may petition the Academic Affairs Committee and request an exception in writing within 3 days of the withdrawal. This committee is comprised of an administrator, program advisor and the program instructor. Additional days needed, due to excessive absences after the student's scheduled end time, require reentry into another class schedule rotation, with additional tuition charges for each hour required. The makeup cost is \$2.55 per tuition (PSAV) hour and \$4.17 per hour for Career Development courses plus any additional supply charges.

- f. **It is the responsibility of students to know the specific attendance policy of each course they are taking.** Students are to communicate with the instructor any expected absences prior to the date and by calling as soon as possible for any unexpected delays or absences. Prearrange with the instructor any make-up needed prior to the absence, if possible. Instructors have the right to request verification for all absences.
- Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence.
 - Sequential days of training (i.e. Level 1, then Level 2) require attendance at the first level before progression to the next level.
 - Hands-on and clinical portions of a program are necessary for demonstration of student's competency of skills; therefore, attendance is required for all scheduled classes.
- g. Students who find it necessary to leave school during the school day must notify the instructor.
- h. It is the student's responsibility to submit make-up work within three days of their absence, unless prior approval from the instructor is granted.
- i. Tardies, late arrivals and early departures from class will be translated into absences as follows:
- Fifteen minutes to one half hour (30 minutes) = $\frac{1}{4}$ day absence
 - More than one half hour (30 minutes) = $\frac{1}{2}$ day absence
 - An accumulation of three tardies under fifteen minutes = $\frac{1}{4}$ day absence

Grading Policy: Programs at Aparicio-Levy Technical Center shall comply with the state-adopted grading scale.

90-100 = A
80-90 = B
70-80 = C
60-70 = D
Below 60 = F

Completion of the program objectives within the allotted program length shall represent satisfactory achievement.

- a. Student records will be kept secure and confidential, and may be obtained only with student acknowledgement.
- b. Students must continue to satisfactorily complete the objectives of their program to be eligible for financial aid.
- c. Students can receive a transcript of hours earned by submitting a request to the school administrative office.
- d. To be eligible to receive a certificate of completion and/or training, a student must satisfactorily complete all of the courses in a program and meet any other requirements that are listed in specific program guides.

B-4. Student Services (including Financial Aid and Career Center)

Financial Aid is any grant or scholarship offered for the purpose of assisting a student in meeting educational/training related expenses. Such aid is usually provided by federal, state, district, institutional or private agency funds. Many financial programs require that you demonstrate financial need in order to qualify. Eligibility is determined by the standards set by the U.S. Department of Education or the Department of Labor. It may also be dependent upon satisfactory progress as determined by the school's grading policies and procedures.

- a. Applying for financial aid is a time consuming process. Plan ahead and know what you will need in order to afford yourself the best possible chance for receiving assistance when you need it. Sample applications and worksheets are available year round through Student Services, but an online application and supporting documentation is required.
- b. Financial Aid Programs that may be available:
- Bright Futures
 - Florida Gold Seal Vocational Scholarship
 - Florida Prepaid College
 - Hillsborough Education Foundation INVEST
 - Migrant Programs, C.A.R.I.B.E.
 - Tampa Housing Authority
 - Vocational Rehabilitation
 - Tampa Bay Workforce Alliance
 - Other District Financial Aid, Program Specific Scholarships
 - Pell Grant
 - Approved for Veteran's training
- c. Most financial aid programs have very specific and strict requirements. It is important for a student to research as many sources for aid as possible in order to find the program that best meets their needs. Furthermore, it is also important to keep in mind, that if a student is awarded financial aid and does not complete the program, they may be liable for a pro-rated repayment amount. Absences will count against attendance in calculating the unearned portion of financial aid to be repaid.
- d. The Career Center provides academic and technical preparatory services for Financial Aid applications. It also offers assistance in areas such as Self-Awareness and Interest Assessments, Employability Skills Training, Career Exploration and Planning, and Job Search Assistance. The Career Center is available for student use during regular school hours, or by special arrangement. The Career Center offers the use of self-instructional materials and software in career exploration, resume writing, interest/aptitude assessment and keyboarding tutorials. A Program Advisor and/or a Program Advisor is available to assist students in obtaining current employment information, perform job searches, administer interest and aptitude instruments and perform other career-related services.
- e. Financial Aid information and applications are available in the Career Center both online and through resource materials.
- e. A career library is housed in the Career Center. Daily newspapers, monthly periodicals, current career resource guides and other materials will be maintained for use by staff and students.

ADMINISTRATIVE POLICIES

C-1. Equal Opportunity Statement

The School Board of Hillsborough County, Florida, does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age, except when age or sex is a bona fide occupational qualification, services, activities or in its hiring and employment practices. School Board Policy 6.01 ensures equal opportunity for all in its personnel policies and practices. Aparicio-Levy Technical Center is an Equal Access, Equal Opportunity Educational Institution.

The school board shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his or her job with reasonable accommodations. For more information, please contact **Mr. Charles W. Raburn, Office of Affirmative Action at (813) 272-4227.**

C-2. Confidentiality

All personal information concerning a student is considered confidential by school personnel. However, with discretion, the principal or designee may give personal information concerning a student to law enforcement agencies.

Aparicio-Levy Technical Center is required to take precautions to prevent the misuse of student data. Therefore, any request for student information is accomplished through the **Authorization to Release Information** form signed by the student at the time of enrollment.

C-3. Parking Policy

All students who drive to school need to be fully aware of their responsibilities in the operation of vehicles on school grounds. Students must park in the parking lot designated for students. Aparicio-Levy Technical Center is not responsible for damages or theft to cars, trucks, bicycles or motorcycles. The school is not responsible for damages or theft of the contents of these vehicles.

C-4. Visitors/Trespassers

- a. All persons visiting the campus should report directly to the administration office for assistance in locating students or staff. The person needed may be called to the office, or the visitor will be escorted to the classroom/conference room area. If the visitor is remaining on campus, they will sign in and be given a **Visitor's Badge** to be worn at all times. Visitors will be required to sign out prior to leaving campus.
- b. Persons on campus not engaged in official school business will be considered trespassers. Non-compliance will result in trespass charges and/or disciplinary action by the administration and/or law enforcement officials.

C-5. Children on Campus

To ensure the safety of your children, please do not bring them to class or leave unattended. Aparicio-Levy Technical Center does not maintain a childcare facility. Parents must make their own arrangements for childcare while enrolled in a program at the school.

D-1. Personal Conduct/Student Violations

The School District of Hillsborough County seeks to provide a safe and equal learning opportunity for each of its students, regardless of race, color, creed, sex, marital status, national origin, or disability. Each school must be free from disruption that would interfere with the teachers' right to teach and the students' right to learn.

School authorities may search any and all areas when a reasonable suspicion exists that a prohibited or illegally possessed substance or object is contained within the area. Pursuant to Florida Statute 1006.09

- a. Cheating - Students are expected to behave in an acceptable manner and reflect the goals and purposes of Aparicio-Levy Technical Center. Cheating on any assigned work (class work, homework, tests, etc.) is considered a serious offense that will result in a zero for that assignment. A student may be subject to withdrawal from the program.
- b. Weapons and Dangerous Instruments - Students shall not possess, handle or transport weapons of any kind on school grounds and up to 500 yards from the school grounds or at any school-related activity. **Students violating this policy are subject to suspension, expulsion and/or arrest.** Weapons include, but are not restricted to, box cutters, guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, mace, tear gas or any mixture of chemicals intended for use as a weapon. This also includes dangerous instruments, toy guns or anything that resembles or could be considered a weapon.
- c. Electronic Devices – Electronic devices such as cell phones and beepers must be turned off or in silent mode so that classes are not disrupted.
- d. Major Student Violations – The school board has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety of students or personnel; illegal activities will not be tolerated. Students found to have committed these zero-tolerance offenses on school property or while engaging in a school sponsored activity shall be referred to Administration and, absent of special circumstances, be recommended for Suspension, withdrawal and/or referral to law enforcement agency as appropriate.

The following are considered zero-tolerance offenses:

- alcohol
- arson
- aggravated battery
- battery on, threat or intimidation of a school board employee, agent, or student
- bomb threats or general threats to school population
- breaking/entering of school board property
- bullying
- false fire alarms
- homicide
- kidnapping
- major disruption to a school function
- misrepresentation of facts resulting in public slander toward school board employee or school
- motor vehicle theft
- passing counterfeit money

- possession, use, or sale of a firearm, bombs, explosives or a weapon
- possession, use, sale, distribution, or being under the influence of a controlled substance
- possession of drug paraphernalia
- possession, either knowingly or unknowingly, of any illegal contraband
- sale or distribution of any substance represented by a student as being a controlled substance
- sexual battery
- use of a non-weapon as a weapon
- willfully and knowingly attempting to do bodily harm to a school board member

Prohibition of Bullying and Harassment

- It is the policy of Hillsborough County Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment, as defined in the policy, is prohibited. The full policy is available at the school district website: www.sdhc.k12.fl.us.
- The Hillsborough County Public Schools district expects students and school employees to conduct themselves appropriately for 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.
- Sexual harassment occurs when a person subjects another person to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Persons who engage in such conduct shall be subject to a range of punishment. Sexual harassment includes but is not limited to the following: verbal harassment or abuse of a sexual nature; subtle pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication (for example, a person's body, clothes or sexual involvement, display of sexually suggestive objects, pictures or written materials) and discrimination against students or employees because of real or perceived sexual orientation/gender identity or expression thereof.
- Both state and federal law specifically prohibit sexual harassment, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the school board. The school shall not tolerate sexual harassment activity by any of its students or employees.

D-2. Dress and Grooming

DRESS CODE:

1. The dress and grooming of students shall be that which contributes to the health and safety of the individual and which is non-disruptive of the educational activities and processes of a school. The definition of appropriate dress shall vary with the age of the student, the program of instruction, and the heating/cooling system of the building. Legal Reference Florida Statute 1003.43 (1) (b)
2. Students have the right to dress as they choose as long as their dress meets the approved dress and grooming regulations codes and does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health or safety of themselves or others.

3. Students have the responsibility to dress and groom in such a manner so as to reflect cleanliness, modesty, safety and good taste; become familiar with and adhere to approved dress and grooming regulations of their particular school as contained in the school's Student Handbook and/or school board regulations. The following minimum dress code standards will be in effect at Aparicio-Levy Technical Center:
 - Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.
 - Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt over it. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible.
 - Clothing not properly fastened or with tears that are indecent shall not be worn.
 - Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist.
 - Men's shirts shall have sleeves.
 - Hair shall be clean and neatly groomed.
 - Head coverings shall not be worn in the building.
 - Miniskirts, mini dresses, and short shorts are not permitted. Hemlines shall be no shorter than mid-thigh.
 - Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.
4. Personal cleanliness should be adhered to and should include proper hygiene and hair grooming. Students are required to wear clothing appropriate to the program in which they are being trained. Students not adhering to these policies may be referred for appropriate action.

D.3. Appropriate Technology Usage Procedures

- **Telephone Messages:**

Students should inform all relatives, friends, and other contacts that they should not be contacted at school unless an emergency arises. Phone calls will not be transferred to students and messages will only be taken when the nature of the emergency is known. The main office will notify students to return their emergency call on the telephone available for student use in the student break room.

- **Cellular Phone/PDA's and other similar technological devices:**

To promote the most effective classroom learning environment possible, the following identify the appropriate use of technology in ALTC's classrooms:

- 1) Electronic devices shall not be activated or used in any manner (voice, text, music and/or paging) during school hours per Hillsborough County Public School's policy.
- 2) However, understanding that many of our students are parents and employees, students may put their cellular device on vibration or silent mode only and put away. This will allow students to be contacted for childcare or work purposes.
- 3) If an emergency phone call is received, the student may wait and return the call on his/her scheduled break or notify his/her instructor about the emergency prior to returning the call. Anytime outside of the classroom scheduled time is considered as "loss of instructional time" and considered an absence. This may affect student performance and class grade.

- 4) Students receiving emergency calls are asked to step outside of the classroom before initiating phone calls or answering their phone. If you must have a conversation, the lobby area is designated as “cell phone friendly.” Please be considerate of others by taking calls quietly and quickly.
- 5) Students are advised to inform their families, friends, and others that may call, that they are in class and not available to receive calls.

- **Computers/Laptops/Other Communication Devices:**

The above may be used in the course at the discretion of the instructor. Students are not allowed to access non-class related websites, instant messaging, at any time during the class session. The instructor has the responsibility to determine the appropriate use of technology in the classroom.

- **Recordings:**

Recordings of class sessions shall be used only for the student’s private study and information from those recordings will not be made available to other persons not enrolled in the course.

- **Enforcement:**

- 1) Students who infringe on the technology usage procedures will be cautioned with a verbal warning.
- 2) Faculty may dismiss from any particular class session, a student violating any of the above procedures or the use of another technological device not listed above in a way that is distracting to the instructor and/or members of the class.
- 3) Second infraction will result in a written warning.
- 4) Any further infraction may result in suspension or withdrawal from program by the administrator of the center.

D-4. Health, Safety and Emergency Procedures

- Instructors are required to report all accidents immediately after they occur. A specific county form must be completed and given to the administrative office. Should there be a need for an investigation of an accident, it will originate with the Principal by notifying the Risk Management Division in the district office. **It is the responsibility of a students to inform the instructor immediately if an accident/injury has occurred while on campus or involved in a school sponsored event.**
 - b. Units on safety practices are incorporated into the academic/technical programs. Conduct which causes injury to the individual or others will not be tolerated.
 - c. Emergency exits and evacuation routes are posted in all classrooms and lab areas. Emergency drills will be held on a district-wide schedule as prescribed by county policy.
 - d. Emergency procedures are given to all school personnel. Periodic evacuation and emergency drills are conducted to prepare for bomb threats, fires, tornados or hurricanes. Emergency procedures are reviewed each year and updated, and copies given to all school personnel.

D-5. Disciplinary Action

- a. **Probation.** Probation is an official warning that the student is in violation of the school's general policies and continued enrollment depends upon satisfactory attendance, performance, or behavior during the period of probation.
- b. **Suspension.** Suspension is the temporary removal of a student from the school for a period not to exceed 10 days. A student who is suspended will receive a zero grade for any test or quiz or material for that period of time of suspension. Days suspended are reported as justified absences and are counted in the accumulated total of absences for withdrawal purposes.
- c. **Withdrawal.** Withdrawal is the removal of the student from the school for at least the remainder of the term in which the student is currently enrolled or the removal of a student from the school for a specific length of time to be determined by Administration.

Academic Affairs Committee (AAC)

The AAC is designed to permit a student or staff member the opportunity to review concerns involving student attendance, performance, or behavior. The AAC ensures all students will receive due process in all disciplinary matters.

The AAC is comprised of an administrator, the student's program advisor/counselor, and the program instructor. A student may petition the AAC to review circumstances that may have affected the student's training process. These circumstances may include a student's attendance, academic or clinical performance or behavior. Following the AAC's review, recommendations are made concerning the student's future educational plans.

D-6. Concerns and Grievance Procedures

Any person or group having an interest in the operations of this District shall have the right to present a request, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board has a duty to protect its staff from harassment. The intent of this policy is to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and/or the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Staff Member

- **First Level** – If it is a matter specifically directed toward a staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within District administrative procedures.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the instructional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the assigned supervisor.

- **Second Level** - If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.
- **Third Level** – If a satisfactory solution is not achieved by discussion with the assigned supervisor, a written request for a conference shall be submitted to the Superintendent.
- **Fourth Level** – Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant may make a written request to speak before the Board at a public meeting.

In cases where the grievance is not settled at the institutional level, interested parties may contact the Council on Occupational Education by phone (800-917-2081) or in writing to:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, Georgia 30350



Calendars

2011-2012 Student Academic School Calendar

***School Board Approved**

Teacher Pre-Planning	August 15-22, 2011
Students' First Day of School	August 23
Labor Day Holiday/ Non-Student Day	September 5
End of First Grading Period	October 20
Professional Study Day/Non-Student Day	October 21
Veterans' Day Holiday/Non-Student Day	November 11
Thanksgiving Holiday/Non-Student Days.....	November 21-25
Students Return to School.....	November 28
Winter Break/Non-Student Days	December 19-30
Students Return to School	January 2, 2012
End of Second Grading Period (1 st Semester)	January 13
Martin Luther King Jr. Holiday/Non-Student Day	January 16
Teacher Work Day/Non-Student Day	January 17
Florida State Fair Day/ West Hillsborough Co. Students	February 10
Strawberry Festival/Eastern Hillsborough Co. Students	March 5
Spring Break/Non-Student Days	March 12-16
Students Return to School	March 19
End of 3 rd Grading Period	March 30
Non-Student Day	April 6
Memorial Day Holiday/Non-Student Day	May 28
Last Day of School/End of 4 th Grading Period	June 8
Teacher Post Planning	June 11

****Conference Days....Dates and times are determined by individual schools****

Early Release Days: each Monday one hour, early release

ALTC Student Handbook, updated 8/25/11



Hillsborough County Public Schools
Aparicio – Levy Technical Center
10119 East Ellicott Street
Tampa, FL 33610
(813) 740-4885

I, _____ a student at Aparicio-Levy Technical Center, have received and read the Student Handbook. I understand the policies and agree to abide by them.

I have been informed and understand the attendance policy of Aparicio-Levy Technical Center.

I further understand that reports of my progress may be shared with my sponsoring agency or company. My signature serves as Authorization to Release Information to my sponsor.

Printed Name:

Signature:

Date: _____

This is a tear out form. After reading the handbook, please sign and turn in to the Instructor.