MIAMI-DADE COUNTY PUBLIC SCHOOLS

The English *Center*

Student Handbook · 2026–2027

There's More than English at The English Center!

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ACCREDITED BY THE COMMISSION OF THE COUNCIL ON OCCUPATIONAL EDUCATION

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MESSAGE FROM THE DIRECTOR

Welcome to The English Center (TEC). The information contained in this Student Handbook has been prepared to inform you about school programs, general rules and procedures, student services provisions, and student's rights and responsibilities. This information is based upon policies, procedures, and rules instituted by the Florida Department of Education, Miami-Dade County Public Schools, and The English Center.

On behalf of TEC's faculty and staff, I take this opportunity to wish you immense success in your educational endeavors.

Educationally yours,

Yamila Carballo
Director
Email: ycarballo@dadeschools.net
Phone: 305-445-7731

MISSION STATEMENT

The mission of The English Center is to develop students' vocational, social, technological, physical, and emotional potential in a wholesome, self-paced, supportive environment. This endeavor encourages them to become lifelong learners and contributing, ethical citizens in a multi-cultural and changing world.

VISION STATEMENT

The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, Career/Technical, and community education while building learning communities designed to maximize student success.

PROGRAM INFORMATION

ADULT GENERAL EDUCATION (AGE)

Adult General Education programs are designed to prepare individuals to acclimate to the community, enter a post-secondary education training, enhance employability skills, or prepare for entering the workforce. This program will help you to take the citizenship exam, learn English as a second language, and/or prepare you for the GED® or a High School Diploma.

AGE programs are not specifically offered for job entry or advancement, as they are not accredited by the Council of Occupational Education (COE) and do not qualify for Title IV financial aid assistance.

ADULT BASIC EDUCATION (ABE) PROGRAMS

Adult Basic Education courses provide basic literacy, mathematics, and writing skills to those students who are performing below ninth-grade level. Instruction is delivered in the areas of reasoning language arts, reading, and mathematics. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors, and to improve employment opportunities.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Applied Academics for Adult Education (AAAE) is taught through The Learning Center (TLC) as an online program that provides basic skills remediation for career/technical education students. A state-approved standardized examination is used to determine the student's strengths and weaknesses in reading, language, and mathematics. This type of remediation assists students in meeting the adult basic education Test of Adult Basic Education (TABE) requirements for the receipt of a career/technical education certificate. Students may enroll voluntarily. Students whose test scores fall one or two grade levels below the career/technical education program's basic skills requirement are required to remediate in the Applied Academics for Adult Education (AAAE) program by the completion of the career/technical education program.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

These courses assist students in developing English literacy skills which will help students communicate in English, be successful in career/technical programs, find and keep a job, and advance in their chosen careers. There are six consecutive levels of language instruction in ESOL and an additional work-related course. These levels are configured logically and sequentially for language acquisition. Students will be tested for proper placement and must successfully pass the exit test to move to the next course level.

GENERAL EDUCATION DEVELOPMENT (GED) PREPARATION

This program prepares students for the GED test. Students who pass the test receive a high school diploma. The test consists of the following content areas: Reading Through Language Arts, Mathematical Reasoning, Science, and Social Studies. Students who perform at the ninth-grade level or higher as measured by the Test of Adult Basic Education (TABE) are eligible to register for the GED preparation class.

CAREER/TECHNICAL EDUCATION PROGRAMS

TEC offers competency-based career/technical certificate programs as part of Florida's comprehensive workforce development education program.

Competency-based education is highly individualized with the following characteristics:

- Occupation-based competencies (on the job skills and knowledge.)
- Evaluation-based performance
- Open-entry and open-exit for most programs
- Ongoing classes, year-round, variable learning time (Proceed at your own pace.)

TEC offers career/technical education programs in the following areas:

Architecture and Construction
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

Art, A/V Technology and Communication

Digital Design 1
Digital Design 2

Education and Training
Child Care Center Operations
Early Childhood Education

Health Sciences
Phlebotomy

Human Services
Cosmetology
Facials Specialty
Nails Specialty

Information Technology
Network Systems Administration

INTEGRATED EDUCATION AND TRAINING (IET)

Integrated Education and Training is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement" (Final WIOA regulations at 34 CFR §463.35).

BASIC SKILLS REQUIREMENTS

As per Section 1004.91, Florida Statutes (F.S.), Requirements for career education program basic skills. The statute requires students who enroll in a career certificate program of 450 clock hours or more to complete an entry-level basic skills examination within the first six weeks after admission into the program unless the student is otherwise exempt.

Students exempt from basic skills exit requirements include those who:

- 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.
- Achieved a standard Florida Public High School Diploma (HSD) 2007 or later;
- Possesses a high school diploma from a private school,
- Was in a home education program or a personalized education program, and a signed affidavit has been submitted by the student's parent or legal guardian attesting that the student has completed a home education program or a personalized education program,
- Earned a GED (Passing Language Arts through Reasoning and Mathematics Reasoning) beginning with the 2014 GED®,
- Is serving as an active-duty member of any branch of the United States Armed Forces;
- Possesses a college degree at the associate in applied science or higher;
- Pass a state, national or industry certification or licensure aligned to their career certificate program.
- Adult students with documented disabilities may be exempt from meeting the basic skills required

BOOKSTORE

A currently enrolled student may purchase books, school supplies, and other school-related items in the school bookstore. A valid student identification badge (ID) and the student's current schedule are required to make purchases. The bookstore is located in the "H" building. Hours of operation are Monday - Thursday 8:30 a.m. to 8:30 p.m., and on Fridays, Saturdays, and Sundays from 8:30 a.m. to 12:00 p.m. Cash, credit cards (Discover, MasterCard, and Visa), and debit cards are accepted. Checks are not accepted as a form of payment. All sales on all items are final.

CASE MANAGERS

There are career case managers that meet with enrolling students. Students have the opportunity to complete free-of-charge a career interest survey and receive counseling to guide them toward making a career choice decision. The case managers are available by appointment in the Main Office.

CHILD CARE

Childcare services are offered for staff members and students with children between the ages of three to twelve. For eligibility and guidelines contact the Child Care Center Office, located in Room A-1.

COUNSELING / GUIDANCE OFFICE

The English Center offers a comprehensive program of guidance and counseling services. These services address individual, small group, and large group counseling, as well as the personal, social, educational, and career needs of all students. TEC's guidance counselors are available Monday through Thursday from 8:30 a.m. to 8:00 p.m., and on Friday from 8:30 a.m. – 1:00 p.m. The Guidance Office is located at the entrance to the Registration Office.

DINING COURTYARD

Vending machines and microwave ovens are conveniently located across from the "B" building in the dining courtyard. A variety of snacks and cold beverages are available for purchase.

SERVICES FOR STUDENTS WITH DISABILITIES

TEC strives to provide a holistic educational and career/technical experience that prepares the student to be mainstreamed into the general population. It is TEC's belief that students with disabilities are best served by placing them into existing classes. Therefore, there are no classes or laboratories specially designed for these students. Community-based organizations such as Vocational Rehabilitation and The Division of Blind Services may fund eligible students who attend The English Center Students must see a guidance counselor for more information about available programs and services in the Guidance Office.

FINANCIAL AID

Several types of financial aid are available to students who are eligible. Financial assistance is offered depending on financial needs and availability of funds. Students enrolled in career/technical education programs which are at least 600 hours or more in length may apply for a Pell Grant in the Financial Aid Office. Students classified as refugees, asylees, or parolees from any part of the world), or parolee entrants may qualify for assistance from Skills for Academic, Vocational, and English Studies (SAVES), a federally funded program. Financial aid is also available through various agencies. Students enrolled in programs of less than 600 hours may be eligible for district financial aid (DFAP or Fee Waiver) and FSAG.

LIBRARY / MEDIA CENTER

The library/media center's hours of operation are Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 1:00 p.m. and Saturday and Sundays 8:30 a.m.to 3:00 p.m. It is located in Room B-5. The media center allows students who are currently enrolled to research academic subjects, to access information on current events, and to review reference materials for school projects.

A Career Resource Center is available along with free resume writing assistance. In order to use the media center, students are required to provide valid student identification. Students using computers with Internet access must adhere to the Miami-Dade County Public Schools' Acceptable Use Policy for Internet Use.

RESUME WRITING SERVICE

Students can sign-up and make an appointment for free resume writing assistance at the Career Resource Center, in H building.

SECURITY

Security personnel are employed to ensure the protection and safety of students, faculty, and staff. Your cooperation with TEC's security staff will assist them in maintaining a safe and orderly learning environment.

STUDENT ACTIVITIES

Students are encouraged to actively participate in school activities and events.

TECHNOLOGY SUPPORT

There are various computer laboratories that facilitate learning. They are stationed in Adult General Education (AGE) classrooms, career/technical education (CTE) classrooms, and the media center. Computers for students' use are also located in rooms C-1 and D-1 and in the H wing. The media center staff can assist students with logging in to computers, accessing their student portal, and using online resources. Our computer technicians are also available to provide students with technical support as needed.

GENERAL INFORMATION

ACCEPTABLE USE POLICY FOR THE INTERNET

The M-DCPS network is defined as all computer resources, including software, hardware, lines, and services that allow connection of District computers to other computers, whether they are within the district or external to the district.

This includes connection to the Internet. Users are defined as anyone authorized by administration to use the Network. Prohibitions in applicable federal, state and/or local law or regulation, collective bargaining agreements and Board Rules are included. Additionally, this rule reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over M-DCPS provided equipment by M-DCPS employees, students, or others.

ACCESSIBILITY

Physical and wheelchair accessibility throughout the campus has been facilitated by the provision of ramps, curb cuts, lowered water fountains, and wide restroom stalls.

ADMISSIONS

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in the programs offered. As one of the Miami-Dade County Public Schools, The English Center adheres to a policy of non-discrimination and strives affirmatively to provide equal opportunity to all potential and current students. Any individual with physical or mental disorders applying for admission will be referred to Vocational Rehabilitation or other appropriate agencies which will collaborate closely with the school in determining when the individual is ready to be accepted for admission to the adult program.

AMERICANS WITH DISABILITIES ACT

The English Center complies with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973, which states that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If it is determined that an individual is a qualified person with a disability, a guidance counselor will develop a 504 Accommodation Plan to ensure equal access to the instructional programs.

ATTENDANCE

All students are expected to attend class regularly and as scheduled. Attendance is maintained by the teacher on a daily basis through an electronic grade book. Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a *no-show*. All Adult General Education and Career/Technical Education students who accumulate six (6) consecutive absences will be withdrawn from class. Attendance records are kept by the teacher on a daily basis. Excessive tardies and absences that interfere with academic progress may be grounds for disciplinary action. Students may be withdrawn due to repeated absences according to M-DCPS guidelines.

CODE OF CONDUCT

The primary objective of The English Center and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships. To accomplish this objective, it is necessary that the school environment be free from disruptions that interfere with teaching and learning activities. Student conduct determines to a great extent the full development of the potential for learning and the development of positive relationships. A positive learning environment provides order and discipline, as evidenced by the absence of distractions and disruptions that interfere with the effective functioning of the student, the class, and the school. It is also the presence of a safe and friendly, yet business-like atmosphere, in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

A *Post-Secondary Student Code of Conduct* has been developed by the school district to ensure that students have an environment conducive to learning. Some of the behaviors that will be considered grounds for disciplinary action and/or dismissal from the program include the following:

- Refusing to comply with the student identification (ID) policy to visibly wear a badge on campus
- Using profane or indecent language and/or displaying such behavior
- Using improper conduct resulting in a disruption anywhere on the school premises
- Defacing or destruction of public property
- Attending classes under the influence of alcohol, illegal drugs/substances, or the possession of either
- Smoking including the use of an electronic cigarette on school grounds
- Tampering with fire equipment, safety, and evacuation signs, or setting off a fire alarm
- Possessing firearms, knives, explosives, or incendiary materials. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties

The Post-Secondary Code of Student Conduct can be found on our school website under Student Resources.

DRESS CODE

Students are required to dress appropriately as in the world of work. Because the primary purpose of this institution is to prepare students for employment, while attending class students are required to be neat and clean in appearance. Items of dress that may create a classroom disturbance are prohibited. The following specific regulations must be adhered to:

- no metal cleats on shoes
- no clogs, sandals, bedroom slippers, or other shoes without back straps
- no written messages, images or symbols on clothing which portray offensive ideas or harmful behavior to the health, safety, and welfare of students (e.g., messages related to drugs, alcohol, or profanity)
- no mini-shorts, micro-mini-skirts, cut-offs, or oversized pants
- no tank tops, tube tops, see-through blouses without a camisole or whole slip
- no bare backs, bare midriffs, or plunging neck lines
- no hats, bandanas, or other head coverings in the classrooms except those for religious purposes

DISCRIMINATION/HARASSMENT: COMPLAINT PROCEDURE FOR STUDENTS

A student who has a reasonable and good-faith belief of being the subject of discrimination, bullying, or harassment because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability shall proceed to file a complaint within 30 days of the alleged discriminatory act(s) with the following steps:

1. If the student is not satisfied with the disposition of the grievance at level one involving the Assistant Director, within five (5) days the student shall communicate in writing the allegation(s) to the school Director.

2. If the student does not feel comfortable discussing the complaint at the school or region office, the student may file the complaint directly with the district Civil Rights Compliance (CRC) office.

3. Because of the sensitive nature of sexual harassment complaints, students may file such a complaint directly with the district CRC office.

4. If the complaint is submitted to the Director, the Director will be responsible for scheduling a meeting with the complainant. In the event that the complaint involves the student's Director, the student may go directly to the next level of administration, the District Director of Office of Postsecondary Career and Technical Education, School Operations.

5. If the complaint is not resolved to the complainant's satisfaction after discussion with the Director, or cannot be resolved at that level, the student may appeal to the next administrative level, the District Director of Office of Postsecondary Career and Technical Education, School Operations.

6. If the complaint is not satisfactorily resolved at the second level of administration, as determined by the student, the complainant may file a complaint with the School Board's Office of Civil Rights Compliance (CRC). The student will be requested to provide the School Board's CRC office signed, specific information regarding the discriminatory or harassing action(s) or inaction(s), the basis such as age, race, or disability for the action(s) or inaction(s), the alleged offender(s), witnesses, and other pertinent information.

7. If the student does not agree with the final determination made by the School Board's CRC office, the complainant may appeal the determination to the Superintendent of School's designee to hear such appeals by submitting a letter of appeal within 15 workdays of the date of the final determination.

8. Failure on the part of the student to initiate and/or follow-up on a complaint in a timely manner may result in the complaint being considered abandoned.

9. In general, students shall continue attendance at school and pursue their studies, as directed, while a complaint is pending resolution.

10. Records of an ongoing investigation shall remain confidential and not subject to disclosure pursuant to Chapter 119, Florida Statutes until a final determination is made on the case.

11. The address of the CRC office is as follows:

District Director & District Title IX Coordinator
M-DCPS Office of Civil Rights Compliance
155 NE 15th Street, Suite P104E
Miami, Florida 33132
Telephone: 305-995-1580

If the complaint is unresolved, appeal to:

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

EMERGENCY PROCEDURES - STANDARD RESPONSE PROTOCOL

In the event of an emergency, the Standard Response Protocol (SRP) procedures will be implemented. The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. The "SRP" utilizes clear common language while allowing for flexibility in protocol. The "SRP" is based on five (5) specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, teachers, staff, and first responders. The "SRP" is based on the following actions: **HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER.**

>HOLD (In your classroom or area)
Students are trained to: Clear the hallways and remain in their area or room until the "All Clear" is announced. Do business as usual.
Adults and staff are trained to: Close and lock the door; Account for students and adults; Do business as usual.

>SECURE (Get inside, lock outside doors)
SECURE is called when there is something dangerous outside of the building. Students and staff are brought into the building, and the outside doors will be locked.
Students are trained to: Return to the inside of building. Do business as usual.
Adults and staff are trained to: Bring everyone indoors; Lock the outside doors; Increase situational awareness; Account for students and adults; Do business as usual.

>LOCKDOWN (Locks, lights, out of sight)
A LOCKDOWN is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked and maintain silence. A LOCKDOWN is only initiated when there is an active threat inside or very close to the building.
Students are trained to: Move away from sight. Maintain silence. Do not open the door.
Adults and staff are trained to: Recover students from hallway if possible; Lock the classroom door; Turn out the lights; Move away from sight; Maintain silence; Do not open the door; Prepare to evade or defend.

>EVACUATE (To a location)
Students are trained to: Leave stuff behind if required to. If possible, bring their phone. Follow instructions.
Adults and staff are trained to: Bring roll sheet and "Go Bag" (unless instructed not to bring anything with them, dependent on reason for evacuation). Lead students to evacuation location. Account for students and adults.

>SHELTER (State hazard and safety strategy. Hazards might include Tornado or Hazmat. Safety strategies might include: Evacuate to shelter area; Seal the room; Drop, cover, and hold; Get to high ground.)
Students are trained in: Appropriate hazards and safety strategies.
Adults and staff are trained in: Appropriate hazards and safety strategies; Accounting for students and adults.

GRADING SYSTEM

GRADE	NUMERICVALUE	INTERPRETATION	GRADE POINT VALUES
A	***90 - 100%***	***Outstanding***	***4***
B	***80 - 89%***	***Good***	***3***
C	***70 - 79%***	***Satisfactory***	***2***
D	***60 - 69%***	***Minimal; improvement needed***	***1***
F	***0 –59%***	***Unsatisfactory***	***0***
I	***0%***	***Incomplete (secondary only)***	***0***

Most of the career/technical education programs are competency based and use a variety of means to assess students' mastery of the program including competency checklists, written tests, performance tests, and student portfolios, where warranted. A final grade is given at the time an Occupational Completion Point (OCP) is earned.

FERPA

FERPA is a federal law administered by the Family Policy Compliance Office in the U.S. Department of Education. It gives students who are 18 years of age or older and attend a postsecondary institution, including The English Center, that receives funding under any program administered by the U.S. Department of Education the right to access and control the disclosure of personally identifiable information from their educational records. The entire FERPA policy is available on the school website.

GRADUATION

Those students who have successfully completed a career / technical education program leading to a certificate are entitled and encouraged to participate in the graduation ceremony.

GRIEVANCE PROCEDURES FOR STUDENTS

The English Center participates in Federal student aid programs that are authorized under Title IV of the Higher Education Act of 1965. Participating institutions must be legally authorized to operate with the state in which it is located.

Title 34 CRF §600.9 requires states to have a "process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws." Title 34 CFR §668.43(b) requires that institutions: "make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution's accreditation and its state, federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately manage a student's complaint.

To comply with this regulation, The English Center makes every effort to resolve student complaints internally. When questions about school policies, procedures, decisions, or judgments arise, students are urged to discuss the situation with their immediate instructor or staff member. Counselors are available for further discussions and resolution of differences. Students may formally appeal the process with the Director. Students are urged to review the Student Handbook and the Postsecondary Code of Student Conduct available in the student services office, on the school's website, and via the instructors in the classrooms. Unresolved complaints may also be filed with the district office or the accrediting agency once all other avenues have been exhausted.

The following steps must be followed regarding any issue regarded as a level one student grievance.

1. A student will first discuss the situation with The English Center (TEC) instructor.
2. If a resolution is not reached within five days, the student will document the problem by writing to the appropriate administrator.
3. A conference will be scheduled, and a decision rendered
4. If the resolution is not agreed upon, the grievance is sent to the Director.
5. If the grievance is not settled at the school, the student has the right to appeal to the following entities:

Administrative Director
Office of Postsecondary Career and Technical Education
School Operations
Miami-Dade County Public Schools
1450 N.E. 2nd Avenue
Miami, Florida 33132
Phone: 305-995-1000

This must be done within five (5) school days after the decision from level two.

The English Center is accredited by the Commission of the Council on Occupation Education. Concerns that cannot be resolved with the school and/or district, may be referred to:

Commission of the Council on Occupational Education
7840 Roswell Road, Building 300 Suite 325
Atlanta, GA 30350
Phone 1-800-917-2081
Fax: 770-396-3790
www.council.org

LOST AND FOUND ARTICLES

Please bring to the Main Office any lost articles which are found on campus. Students who have lost articles should report the loss to the main office as soon as possible. Articles will be returned when the proper identification is shown.

LUNCH / BREAK PERIODS

The lunch period is from 11:30 a.m. to 12:00 noon. Students are responsible for returning to class by 12:00 noon. Food and beverages are not permitted in the classroom or in the corridors. Please use the designated eating areas in the dining courtyard. Students are encouraged to adhere to the break time period.

PERSONAL PROPERTY

The school assumes no responsibility for the personal property of students.

REFUND POLICY

In the event a student elects to withdraw, the following refund policies apply:

- Students are eligible for a full refund of Adult, Postsecondary Career and Technical Education tuition, test fees, and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later.
- Students will be eligible for a full refund of Adult General Education tuition, test fees, and ID fees prior to the start of the AGE class or if the student never attends the class.
- Partial payments made for Postsecondary Career/Technical classes are non-refundable after the start of class.
- The five (5) days shall not apply to CTE courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for a withdrawal must be made prior to the course meeting for more than two (2) days.
- A student is entitled to a full or partial refund of tuition fees if a course is cancelled by the school director or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only fees that are in excess of the State requirement shall be refunded.
- Refunds when due, can be made without a request from a student. The refund must be made within forty-five (45) days of the student's withdrawal date. The "Application for Refund by Check/Credit" (Form-2057, Rev. 02-24) must be completed and approved for all eligible refunds.
- Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.
- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that prevent a student from attending class, the school director/designee may honor a request for full or partial refund of fees provided that: the request from the student is made in writing (does not apply to students enrolled in a COE accredited CTE program); and when appropriate, supporting documentation should be provided.
- If the refund results in a failure to satisfy State fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund was given.
- Students who withdraw from their program while receiving Title IV (Pell Grant) funds, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, see the Financial Aid Office.
- When a students' fees are subsidized by an agency and the student withdraws, the agency can submit a written request for refund only if the student's hours of attendance are less than 50% of the course scheduled hours.

SMOKE-FREE AND DRUG-FREE CAMPUS

Miami-Dade County Public Schools has a drug-free, smoke-free policy. School board policy prohibits the use of drugs or any illegal substance in or around school facilities. Additionally, smoking including electronic cigarettes is not permitted anywhere on the premises.

STAFF AUTHORITY

Students must courteously and respectfully comply with the reasonable requests of any instructor, staff member or administrator in or out of the classroom. Students are also expected to give their names if asked by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will subject a student to immediate disciplinary actions.

STUDENT ACCIDENTS AND ILLNESSES

The main office must be notified in the event of a student accident or illness at the time it occurs. The English Center will provide assistance by calling the emergency contact person or emergency rescue if needed. No medication can be administered to a student by school staff. If an emergency fire rescue transports a student, it will be at the expense of the student.

STUDENT IDENTIFICATION

A valid school identification badge (ID) must be worn visibly at all times by all students. The badge must be shown upon request by school officials. Student ID badges are obtained by paying a $5.00 fee each trimester at the time of registration. Duplicate badges are $5.00.

STUDENT ACADEMIC RECORDS

If a student is more than 18 years old, information concerning that student will not be released to parents without the consent of the student. For additional information regarding access to student records, refer to the Family Educational Rights and Privacy Act (FERPA), which can be viewed in the registration department or school website.

TRANSCRIPTS

Upon request by students, for a fee, TEC provides for any Career Technical Education (CTE) program an official Student Transcript and a copy of the School Electronic Transcript. Student Transcripts include enrollment programs (courses) of study, period of enrollment, earned Occupational Completion Points (OCP's), industry certification obtained, grades to demonstrate competency, and the program credential awarded. Any student may request this information from the CTE registrar's office by completing a Transcripts/Duplicate Certificate Request Form. A Student requesting to have their records forwarded to another party will complete an M-DCPS Permission for Release of Records and/or Information from Records Form, which states to whom the records are to be released. All requests are granted in a timely manner.

TRANSFER POLICY

Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of an instructor or counselor and administrative approval when necessary. Transferring students are assessed by instructors in order to determine their highest achieved competency.

TUITION / FEES

Tuition for classes is collected at the time of registration. Fees are collected each trimester. The amount of tuition varies according to student contact hours, The State of Florida determines the amount per contact hour, and this amount, which is published in the School Catalog, is subject to change. Section 1009.22, Florida Statutes, provides legislative policy for determining fees for workforce development programs. In addition, public school districts and colleges may collect up to an additional ten percent for financial aid purposes. Checks are not accepted for payment of any fees, but cash or credit cards (Discover, MasterCard, and Visa) are accepted with proper identification.

UNIFORMS

In certain Career/Technical Education (CTE) programs, students are required to purchase and wear designated industry uniforms.

USE OF ELECTRONIC EQUIPMENT

Permission to record in class must be obtained from the individual instructor. Electronic equipment such as cellular phones or radios is disruptive to the educational process and must be off and out-of-sight during the instructional period.

VISITORS

Anyone who is not currently enrolled in the school must check in and obtain a visitor's pass in the Main Entrance Gate.

ANTI-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.
Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, and national origin.
Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.
Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.
Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.
The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.
Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against qualified students with disabilities.
Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.
The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.
The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.
Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.
Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.
Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 as a patriotic society.
Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:
School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Office for Civil Rights or:

Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: http://crc.dadeschools.net/

Miami-Dade County Public Schools

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