



MARION

TECHNICAL COLLEGE

Student Handbook
www.MarionTC.edu

1014 SW 7th Road, Ocala, FL
34471 352-671-7200

ADMINISTERED BY THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

Dr. Danielle Brewer, Superintendent

Marion Technical College Administration

Gary Smallridge – Principal

Kim Martsof – Assistant Principal

Marion Technical College is accredited

by the **Commission of the Council on Occupational Education.**

7840 Roswell Road • Building 300, Suite #325 • Atlanta, GA 30350 •

(770) 396-3898

Statement of Nondiscrimination Policy 2025-2026

(Annual Notice of Nondiscrimination for Vocational Programs)

MCPS offers post-secondary courses through Marion Technical College (MTC). This clock hour school offers career certificates and licensure to adult students who apply either online or in person. High School seniors are eligible to take postsecondary courses as dual enrollment students. Admission is based on state and professional requirements.

Marion Technical College and the district prohibits discrimination in the terms and conditions of employment and in access to educational programs and activities and prohibits harassment of any individual or group on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex, sexual orientation, disability (including HIV, AIDS, or sickle cell trait), pregnancy, religion, marital status, age (except as authorized by law), military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

A lack of English language skills will not be a barrier to admission or participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. Complaints or inquiries regarding Title IX or 504 compliance may be submitted to the designated compliance officer at 1614 E. Fort King Street Ocala, FL 34471:

ADA, Title IX, and Equity Compliance: Dawana Gary, Director, Equity and Compliance

Phone: (352) 671-7711, email address: Dawana.Gary@marion.k12.fl.us

Section 504 Compliance: Anna Williams-Jones, Director of Exceptional Student Education

Phone: (352) 671-6832, email address: Anna.Williams-Jones@marion.k12.fl.us

Student Complaints: Cynthia Lugo Hampton, Coordinator I of Student Discipline

Phone: (352) 236-0505, email address: Cynthia.Lugohampton@marion.k12.fl.us



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MESSAGE FROM OUR PRINCIPAL

Welcome to Marion Technical College (MTC). Did you know that 54% of jobs in Florida require skills training – more education than high school but less than a four-year degree? MTC provides employability skills through engaging in work-based experiences with industry partners. MTC ensures that all learners can access high-quality programs in high-skill, high-wage, and in-demand career fields. Attending MTC is affordable, and most programs are completed within a year.

MTC provides life-changing opportunities at a low cost that improve the quality of life for all.

Our Instructors are highly qualified professionals with experience and expertise in the field they teach. The MTC staff has connections and partnerships with the businesses in our community that allow the student to attain employment most times immediately after the program completes.

Please stop by our Student Services and Financial Aid Offices. The MTC staff will help along the way! The Financial Aid Office will help you apply for financial aid and educate you on your options.

We look forward to helping you meet your career goals. You are on your way to a brighter future! I look forward to seeing you in the halls on campus.

Gary Smallbridge

Marion Technical College Mission

“The mission of Marion Technical College is to serve the citizens of Marion County by providing relevant high-quality educational opportunities and positive personal interaction with all who enter our doors.”

MTC Vision Statement

“Educating our community today for a better tomorrow.”

CAREER & TECHNICAL PROGRAMS

Marion Technical College (MTC) offers 25 post-secondary Career & Technical Programs which lead to an industry certification. Post-secondary Career and Technical programs are designed to prepare students to enter the workforce. Each career and technical program's coursework is based on the specific program's Florida Department of Education Curriculum Frameworks. These frameworks outline the curriculum to be taught and documented by the instructor for each student enrolled in a program. Successful program completers receive a State of Florida certificate through MTC indicating that the student has:

- Completed State of Florida Performance Standards, and
- Maintained an acceptable grade average and attendance level.

Student Services

Student Services at Marion Technical College (MTC) is available to assist students in their academic and professional endeavors. Student Services is located in the main building and is easily accessible to students and visitors. The Student Services Department provides information regarding the following services:

- Pre-admission information to potential students
- Pre-admission counseling
- Intake, testing, and assessment
- Articulation between programs and referring agencies
- Counseling and support services for currently enrolled students
- Assistance in choosing an appropriate educational program and/or career track
- Job placement assistance to graduates/ program completers
- Basic skills remediation
- Transcript requests and evaluations

Disability Services

As an Equal Access/Equal Opportunity Institution, MTC assures students with disabilities equal access to all programs, activities, and services as described in sections 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA) and subpart O of the Federal Register Vol. 74, No. 208.

Students who self-disclose a disability may request assistance for accommodations. Forms for documentation must be completed with the MTC Counselor.

BASIC SKILLS TEST

The Basic Skills Test is required to be attempted or an exemption received. The test must be taken within the first 6 weeks of classes. \$15.00 for the PERT basic skills test. A passing score at that time is not mandatory. See your instructor or Student Services for more information.

5 EASY STEPS TOWARDS YOUR NEXT CAREER!



APPLY ONLINE & SUBMIT PAPERWORK

\$20 Application Fee Waived for Veterans!



APPLY FOR AID - [STUDENTAID.GOV](https://studentaid.gov)

MTC School Code for FAFSA: 031039



ACCEPT YOUR SEAT IN THE PROGRAM

Some Students May Be Placed On A Waitlist



SIGN FINANCIAL AID PAPERS

Finalize Your Aid & Make Payment



ATTEND SCHOOL ORIENTATION

Enrollment is Complete!

Student Services (352) 671-4134 ~ Financial Aid (352) 671-7203

~An Equal Opportunity School District~

Residency

State Board of Education Rule 6A-10.044: Florida Residency for Tuition Purposes

The purpose of this rule is to establish consistent policies for the classification of students as residents for tuition purposes in accordance with criteria set forth in Section 1009.21, F.S. If a student (or student's parent or legal guardian in the case of a dependent student) has lived in Florida for 12 consecutive months or more before the first day of classes of the term for which residency status is sought, he or she may qualify for Florida Residency for tuition purposes.

Upon application to MTC each prospective student who is claiming Florida residency shall provide evidence that establishes that he or she, or if a dependent, the student's parent or legal guardian, has been a Florida resident for the preceding twelve consecutive months. MTC asks for at least two pieces of documentation. The following may be considered acceptable documents to prove Florida residency.

First Tier (at least one of the two documents submitted <u>must</u> be from this	Second Tier (may be used in conjunction with one document from First Tier)
State of Florida Driver's License	A Declaration of Domicile in Florida
State of Florida Identification Card	A Florida professional or occupational license
State of Florida Voter's Registration Card	Florida incorporation
State of Florida Vehicle Registration	Proof of membership in Florida-based charitable or
Proof of Purchase of a permanent home in Florida that is occupied as the permanent residence	Utility bills and proof of 12 consecutive months of payments (Must show all consecutive 12 months)
Proof of Homestead Exemption in Florida	Lease agreements and proof of 12 consecutive months
Transcripts from a Florida high school for multiple years (If Florida high school was earned within 12months)	State of Florida court documents evidencing legal ties in Florida
Proof of full-time employment in Florida on company letterhead (One or more jobs for at least 30 hours per week for a 12-month period)	Benefit histories from Florida agencies or public assistance programs

A student who meets any of the following criteria shall be considered an independent student for the determination of residency for tuition purposes; all others are considered dependent students and thus documentation from parent or legal guardian is required to prove residency.

- The student is 24 years old or older by the first day of classes of the term for which residency status is sought at a Florida institution
- The student is married
- The student has children who receive more than half of their support from the student
- The student has other dependents who live with and receive more than half of their support from the student
- The student is a veteran of the United States Armed Forces or is currently serving on active-duty US Armed Forces for purposes other than training
- The student is determined as unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program
- Both of the student's parents are deceased or the student is or was (until age 18) one of the following: a ward/dependent of the court, or in foster care

- A student who is classified as a non-resident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if the student or claimant on behalf of the student presents clear and convincing three forms of documentation that supports permanent legal residence in Florida for at least 12 consecutive months immediately prior to the term requested.

NOTE: Retroactive changes and refunds for prior semesters will not be made.

Veteran's Out of-State Fee Wavier

State Board of Education Rule 6A-14.0305: Out of State Fee Waiver for Veterans and Other Eligible Students

MTC shall waive out-of-state fees for:

- Honorably discharged veterans of the United States Armed and Reserve Forces and the National Guard or any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged a resident student enrolled in the same program.
- Active-duty members of the Armed Forces of the United States residing or stationed outside of Florida who are enrolled as a certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged a resident student enrolled in the same program.

Compliance & Non-Compliance

At the beginning of each course/program, students will receive a syllabus, which contains a calendar or timeline of classroom events, student and instructor expectations and specific course/program policies. Any student not in compliance with attendance, conduct or academic requirements of the program may be administratively withdrawn from the program.

Official Withdrawal Procedures

A student may voluntarily withdraw from a program. To ensure the integrity of a student's academic records (transcripts), a student must officially withdraw from a course or program. The responsibility for initiating withdrawal rests with the student unless initiated by program manager for violation of school policies. The student should inform the Program Coordinator immediately of his/her decision to withdraw so appropriate paperwork can be filed and the date of withdrawal established. Students may also be withdrawn for excessive absences. Financial Assistance recipients may incur charges when withdrawing before completion of a program.

Tuition and Fees

1. Resident Career Certificate Programs: \$2.92 per student contact hour.
2. Non-Resident Career Certificate Programs: \$11.69 per student contact hour.
3. Adult General Education (AGE) Tuition Fee: \$47.25 per term (fall and spring).

4. Career Certificate Program application fee: \$20.00 per academic year
5. Adult General Education (AGE) Application fee: \$20.00 per semester (fall and spring).
6. Re-Enrollment fee for returning Adult General Education (AGE) students who have been administratively withdrawn for attendance reasons: \$15.00
7. Processing Fee for Career Certificate Program student tuition and fee refunds: \$75.00
8. Refund Processing fee for Continuing Workforce Education registration cancellation: \$50.00
9. Career Certificate Program official transcript request fee: \$10.00
10. Career Certificate Program late fee for tuition installment plan (TIP) per late payment: \$25.00 (as authorized by Chapter 1009.22, Florida Statutes).
11. Career Certificate Programs service charge for tuition and fees payment in installments: \$25.00
12. Test of Adult Basic Education (TABE) fee for Career Certificate Program applicants: \$20.00
13. Postsecondary Education Readiness Test (PERT) Test: \$15.00 one time fee
14. Para-Professional testing fee: \$75.00
15. TEAS (Test of Essential Academic Skills) for specific Health Science Programs: \$70.00
16. CPR and CPR Skills Evaluation course fees: \$75.00 (MTC Students and District Employees); \$90.00 (Public).
17. convenience fee for all Credit Card/Debit card transactions will be applied to each transaction and will not exceed the total cost imposed by the credit card company.
18. Career Certificate Program Parking fee: \$15.00 includes tax per term (as authorized by Chapter 1009.22, Florida Statutes).
19. Facility Use fee: \$25.00 per term (as authorized by Chapter 1009.22, Florida Statutes) excluding Adult General Education (AGE), Emergency Medical Technician – ATD, and Firefighting.
20. Graduation fee: \$30.00 per year (as authorized by Chapter 1009.22, Florida Statutes), excluding Adult General Education.
21. Continuing Workforce Education (CWE) Application fee: \$20.00 per academic year.

22. Commercial Driving License Class A, B or C Testing rates: Pre-Trip Inspection, Basic Control Skills and Road Test for General Public or MTC Students \$150.00 each; MTC students, paying the total of \$450.00 for all three tests, may re-take one test (\$450.00 allows up to four testing opportunities).
23. Fee for courses taught by or for outside vendors/contractors are calculated on individual courses to cover the cost of instruction and may include additional fees for materials, technology, lab fees, and any other specific cost to deliver the program including:
- a) Community Enrichment
 - b) Recreation
 - c) Leisure
 - d) Continuing Workforce Education
24. CDL public fee for vehicle usage testing of students not already provided with fee: \$100.00
25. Fee-Based Course Application Fee: \$20.00

Other:

- a) Consumable material supply fees will be determined on a course-by-course basis (as authorized by Chapter 1009.22, Florida Statutes).
- b) The Financial Aid Fee shall be **10%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).
- c) The Capital Improvement Fee shall be **5%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).
- d) The Technology Enhancement Fees shall be **5%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).

Basic Skills Requirements

Basic skills requirements are determined by the Florida Department of Education and are identified for each career and technical program. Students who do not meet the literacy requirements necessary for program completion may be referred to remediation courses until the required basic skills in reading, mathematics and writing levels, as reflected by PERT test scores, are achieved. Remedial programs are available online at kahnacademy.org.

Post-Secondary Career & Technical Probation Policy

Students, who at the end of a grading period or course, fail to achieve at least the minimum acceptable standard (attendance and/or grade performance) established by a program, will be placed on probation. Students will remain on probation until the end of the course, or grading period. At that time, if satisfactory progress has not been made, the student may be dismissed from the program and will not be permitted to re-enroll in the same program for a minimum of one calendar year. Re-admitted students must meet the quantitative and qualitative requirements in order to re-establish satisfactory academic progress. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedures. All appeals are final.

Externship/Clinical Rotations

One of the major advantages of attending MTC is externship opportunities available through the career and technical programs. Externships allow students to gain practical work experience and academic credit at the same time. These unpaid, supervised programs of work and study involve students working in governmental, community service, or business settings within their discipline of study. The duration of externships varies depending on the program but allows students many opportunities to gain “real world experience” in an academic setting. Students must meet the program specific criteria prior to being approved for externship training. It is the student’s responsibility to ensure he/she has transportation, time, and materials necessary to participate in an externship. Students not meeting the criteria may not be allowed to participate in an externship and remain in the classroom setting for the entire program. In some cases, externships are required and not meeting the criteria for participation may lead to dismissal from the program. Please see your instructor for further details.

Certification of Completion Requirements

Marion Technical College and the Florida Department of Education have set forth certain requirements, which must be met before a certificate of completion can be granted. These requirements relate to state-established student performance objectives, program standards, basic skills requirements, and in some programs, the successful passing of certification examinations.

Occupational Completion Point (OCP) Certificates

Certificates may be awarded in career and technical programs with multiple OCP points. An occupational completion point is a set of competencies that qualify a person to enter an occupation that is linked to a career program. An OCP certificate may not be awarded for a terminal occupational completion point.

Certificates of Attendance

An attendance certificate is offered in some programs to students who have successfully completed a set of specific tasks but who have not yet completed an OCP or who have not met the basic skills requirement for completion.

Student Organizations & Activities

Students may participate in several organizations at MTC. These organizations are associated with the occupation the student is studying. Due to the close relationship between the activities of the organization and the training, participation may be helpful in future job placement. MTC encourages all students to participate in these activities.

SkillsUSA

SkillsUSA is a national organization for students enrolled in trade and industrial education classes. "America's New Professionals" can learn leadership and occupational skills through participation in club activities. Among the many programs organized by SkillsUSA are local, regional, state, and national contests in which students demonstrate the occupational and leadership skills they have learned in the shop and classroom.

National Technical Honor Society (NTHS)

The National Technical Honor Society recognizes outstanding student achievement in career and technical education. Thousands of schools and colleges throughout the U.S. and its territories have a chapter of the honor society on their campuses. These member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

Advisory Committee

The administration and staff believe that it is important to know the thoughts and ideas of the student body, school staff, and the community. Therefore, each is represented on Program Advisory Committees. These representatives serve in advisory roles of making suggestions, giving constructive criticism, and providing other information that will benefit the school.

ADULT GENERAL EDUCATION

The Adult General Education (AGE) Program includes Adult Basic Education (ABE), General Educational Development (GED®), and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs help learners gain the knowledge and skills they need to enter and succeed in post-secondary education. Adult learners enrolled in GED® can earn a State of Florida high school diploma by successfully passing the GED® tests.



Adult General Education Expectations/Expectativas de la Educación General Adulta

INITIAL EACH BOX BELOW/ESCRIBA SUS INICIALES EN CADA CASILLA A CONTINUACION

Attendance Policy/Política de asistencia:

- ☐ If I am absent from campus class six consecutive days or do not meet my time-on-task requirements for online classes, I will be withdrawn from that class.
-Si estoy ausente de la clase de campus seis días consecutivos o no cumpla con los requisitos de tiempo en la tarea para la clase en línea, será retirado de esa clase.
- ☐ If I am withdrawn from a campus class or online class for attendance or not meeting my time-on-task requirements, I will be given one chance to re-enroll in that class during the term. I will have to pay the \$15 re-enrollment fee.
-Si me retiran de una clase de campus o clase en línea por inasistencia o por no cumplir con los requisitos de tiempo en la tarea, se me dará una oportunidad de volver a inscribirme en esa clase durante el semestre. Tendré que pagar la tarifa de reinscripción de \$15.
- ☐ If I am absent from a class for 30 calendar days in a row, I may not re-enroll in that class.
-Si estoy ausente de una clase durante 30 días consecutivos, no podré volver a inscribirme en esa clase.
- ☐ If I am absent from school for 90 calendar days in a row, I may not be permitted to enroll in classes for the rest of the school year.
-Si estoy ausente de la escuela durante 90 días consecutivos, es posible que no se me permita inscribirme en clases por el resto del año escolar.

Classroom Expectations/Expectativas en el aula de clases:

- ☐ Cell phones and other electronic devices may not be used in classrooms.
-No se permiten teléfonos celulares ni aparatos electrónicos.
- ☐ The student must abide by the attendance policy described above.
-El estudiante deberá cumplir con la política de asistencia descrita anteriormente.
- ☐ The student is expected to be on time and remain in class for the full duration.
-Se espera que el estudiante llegue a tiempo y permanezca en clase durante toda la duración de la misma.
- ☐ ID badges must be worn above the waist at all times. Students who forget their badge may purchase a new badge, go home, or have someone bring the badge before going to class.
-Las credenciales de identificación deben usarse por encima de la cintura en todo momento. Los estudiantes que olviden su identificación pueden comprar una nueva, irse a casa o pedirle a alguien que la traiga antes de ir a clase.
- ☐ The student must sign in and out of class when entering or leaving.
-El estudiante deberá firmar su entrada y salida de clase al entrar o salir.
- ☐ Students MUST post-test before the end of the term. Those who do not post-test will not be permitted to register for the next term.
-Los estudiantes DEBEN realizar una prueba posterior antes del final del semestre. Aquellos que no realicen la prueba posterior no podrán registrarse para el próximo semestre.

Dress Code and General Appearance/Código de vestimenta y apariencia general:

- ☐ Hats or hat-like apparel is not permitted on the campus.
-No se permiten sombreros o prendas similares a sombreros en el campus.
- ☐ Students must wear shoes; no bedroom slippers.
-Los estudiantes deben usar zapatos; no zapatillas de dormitorio.
- ☐ Shirts, pants and other apparel and belongings with inappropriate messages will not be permitted.
-No se permitirán camisas, pantalones y otras prendas o pertenencias con mensajes inapropiados.
- ☐ Undergarments must not be visible.
-La ropa interior no debe ser visible.

Disciplinary Process/ Proceso Disciplinario:

- ☐ First Offense: The student will receive a verbal reprimand from the teacher. All referrals are sent to the career education facilitator (CEF) and the program specialist (PS).
-Primera Ofensa: El estudiante recibirá una amonestación verbal por parte del maestro. Todos los reportes de ofensas se enviarán al facilitador de educación profesional (CEF) y al especialista del programa (PS).
- ☐ Second Offense: The student will meet with the CEF and PS and will be suspended for 3 days. Upon returning from suspension, the student will be required to sign a Corrective Action form.
-Segunda Ofensa: El estudiante se reunirá con el CEF y PS y será suspendido por 3 días. Al regresar de la suspensión, el estudiante deberá firmar un formulario de acción correctiva.
- ☐ Third Offense: The student will meet with the CEF and PS and will be administratively withdrawn from the program.
-Tercera ofensa: El estudiante se reunirá con el CEF y PS y será dado de baja administrativamente del programa.

Sexual Predator and Sexual Offender Notification/ Notificación de depredador sexual o delincuente sexual:

- <https://offender.fdle.state.fl.us>
- 1-888-357-7332

To inform individuals applying for or receiving services, in writing, that their personal and confidential information/ Para informarle a los individuos aplicando o recibiendo servicios, que su información personal y confidencial:

- ☐ a) Will be shared only among the WIOA core program partner staff and subcontractors;
Se compartirá únicamente entre el personal y los subcontratistas del socio del programa principal de WIOA;
- ☐ b) Will be used only for the purpose of conducting an employment data match and that further disclosure of personal confidential information or records is prohibited; and
Se utilizará únicamente con el fin de realizar una comparación de datos laborales y se prohíbe la divulgación adicional de información o registros personales confidenciales; y
- ☐ c) Will not be shared among WIOA core partners if the individual declines to share personal confidential information or records and that declining to share will not impact eligibility for services.
No se compartirá entre los socios principales de WIOA. Si el individuo se niega a compartir información o registros personales confidenciales, esa negación a compartir, no afectará la elegibilidad para los servicios.

I have read, understand, and acknowledge the above statements:
He leído, entiendo y reconozco las declaraciones anteriores:

Print Name: *Nombre y apellido*

Signature: *Firma*

Date: *Fecha*

Revised: 4/8/24 (JC)



How To Apply

GED®-ABE-ESOL



NEW STUDENTS ONLY - APPLY ONLINE
\$20 Application Fee



SUBMIT PAPERWORK IN-PERSON
1014 SW 7th Road, Ocala, FL 34471



MAKE TUITION PAYMENT
\$47.25 Per Term



SCHEDULE & COMPLETE TESTING
CASAS or TABE Testing at MTC



RECEIVE CLASS SCHEDULE
Schedule is Emailed ~ Enrollment is Complete!

AGE Student Services (352) 671-4133 ~ Main Line (352) 671-7200

~An Equal Opportunity School District~



How to Re-Enroll Previous/Returning Students GED® - ABE - ESOL



VISIT AGE STUDENT SERVICES OFFICE
Update Paperwork, if Applicable
1014 SW 7th Road, Ocala, FL 34471



VERIFY CONTACT INFORMATION
Update Personal Information, if Applicable



PAY FOR THE NEW TERM - \$67.25
\$47.25 Tuition + \$20 Application Fee



PLACEMENT RE-TEST, IF NEEDED
CASAS or TABE Testing at MTC



RECEIVE CLASS SCHEDULE
Schedule is Emailed ~ Enrollment is Complete!

AGE Student Services (352) 671-4133 ~ Main Line (352) 671-7200
~An Equal Opportunity School District~

Adult General Education Expectations

Attendance Policy:

- If a student is absent from campus class six consecutive days or does not meet the time on task requirements for online classes, the student will be withdrawn from the class.
- If a student is withdrawn from a campus class or online class for attendance or not meeting the time on task requirements for online classes, they will be given one chance to re-enroll in that class during the semester. There is a \$15 re-enrollment fee.
- If a student is absent from a class for 30 calendar days in a row, they may not re-enroll in that class.
- If a student is absent from school for 90 calendar days in a row, they may not be permitted to enroll in classes for the rest of the school year.

Classroom Expectations:

- No cell phones or electronic devices
- Consistent attendance is critical for success in the program.
- MTC ID Badge must be worn at all times above the waist.
- Sign in and out of class at all times.

- Student MUST post-test before the end of the semester. If they do not post-test, they will NOT be able to register for the next semester.

Disciplinary Process:

- 1st Offense – Student will receive a verbal reprimand from the teacher. All referrals are sent to the Dean of Students.
- 2nd Offense – Student will attend meeting with Dean of Students and the AGE School Counselor. Student will be suspended for 2 days and upon returning from suspension will be required to sign a “Corrective Action” form.
- 3rd Offense – Student will attend a meeting with Dean of Students and AGE School Counselor. Student will be administratively withdrawn from the program.

Fees

- Adult General Education (AGE) Tuition Fee: \$47.25 per semester (fall and spring).
- Re-Enrollment fee for returning Adult General Education (AGE) students who have been administratively withdrawn for attendance reasons: \$15.00

CONTINUING WORKFORCE EDUCATION

Continuing Workforce Education Courses (CWE) are for those desiring to improve their skills in their occupation. Experienced industry personnel teach these courses. Students enrolled in these courses must have industry work experience or be currently employed in the specific industry for which they are seeking training. Course completers receive an MTC certificate showing successful completion of the course.

Admissions

M 2 Ways to Apply!
CWE Courses

**Must already be working in the field*

VISIT CWE PAGE @ MARIONTC.EDU

Admissions > CWE Courses > View CWE Catalog

▼

ENROLLING WITH A CARD PAYMENT

- Create Account (\$20 Application Fee) or Log In
- Make Card Payment - Enrollment Complete!

▼

ENROLLING WITH CASH OR CHECK

- Contact Coordinator to Confirm Availability
- Do NOT apply online

CWE Coordinator: Raquel Freytes
Call (352) 369 - 2875

1014 SW 7th Road, Ocala, FL 34471 ~ Main Line (352) 671-7200
~An Equal Opportunity School District~

Fees & Refund Policy

- Continuing Workforce Education (CWE) Application fee: \$20.00 per year.
- Refund Processing fee for Continuing Workforce Education registration cancellation: \$75.00
 - Fee for courses taught by or for outside vendors/contractors are calculated on individual courses to cover the cost of instruction and may include additional fees for materials, technology, lab fees, and any other specific cost to deliver the program.

CAREER DUAL ENROLLMENT PROGRAM

MTC's Career Dual Enrollment program is an option for high school students to enroll in post-secondary courses, to earn elective credit towards high school graduation requirements, and to earn career program certification. Students must be enrolled in the Marion County school district, have a GPA of 2.0 or higher and an attendance rate of 90% or higher with on disciplinary actions the year preceding enrollment in the MTC Dual Enrollment program. Students must submit a recommendation form from their high school counselor and a permission form from their parent. Class sections are limited and students will be selected by the criteria listed in the state of Florida statute.

Program Costs

Dual enrolled students will be responsible for the purchase of personal protective gear, uniforms, drug screening tests and background checks. Each program has different requirements, consult the Dual Enrollment counselor to find out what costs are applicable for each program.

Withdrawal Process

- A student may voluntarily withdraw from a program. To ensure the integrity of a student's academic records (transcripts), a student must officially withdraw from a course or program. The responsibility rests solely with the student. The student must fill out a withdrawal form and submit it to the Career Dual Enrollment Counselor, their MTC instructor or their high school counselor. Withdrawal must take place during the first five (5) days of class. If the student withdraws after the MTC withdrawal period, the student will receive a "W" on their transcript for the attempt in the course and will not receive any credits.
- A student may be administratively withdrawn from a program. This may happen if the student does not maintain MTC's academic, attendance, and behavioral requirements. The student will not receive credit for any class in which they have been administratively withdrawn.

Grading Procedure

- Students will earn high school credits for completed college courses. For every 150 hours of successful completion of a career program course, students will be awarded 1 credit towards high school graduation requirements. MTC transmits Career Dual

Enrollment grades to the Marion County school district at the end of each semester. The grades received in the MTC program will remain on the student's permanent college transcript.

FINANCIAL AID SERVICES

Financial Aid is available to all eligible students, eligibility information may be obtained in the Financial Aid office. The office is open 7:30 am to 6:00 pm Monday, Tuesday through Thursday until 5:00 pm and on Friday until 12:00 pm. Phone 352-671-7203.

The amount of financial aid is dependent upon financial need; therefore, the amount awarded may vary from student to student.

MTC's attendance policy and satisfactory academic progress must be maintained throughout the length of the program to remain eligible for Title IV Aid. Other financial aid programs may have additional requirements.

Title IV Aid is not available for programs less than 600 clock hours in length.

Financial Aid awards are contingent upon receipt of funds. Sources of financial aid include, but are not limited to:

- Federal Pell Grant (Title IV), does not require repayment if all criteria are met and maintained
- Veterans Educational Benefits – earned by U.S. Service Veterans for themselves or their family
- Marion Technical College Financial Aid
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Florida Student Assistant Grant - Continuing Education (FSAG- CE)
- Florida Bright Futures Scholarship Program
- Florida College Prepaid Program
- Local Scholarships
- Outside Agencies

A finalized FAFSA application and all supporting documentation must be received by the MTC Financial Aid office to document eligibility.

NOTE: MTC does not participate in student loan program.

Satisfactory Academic Progress (SAP)

Once enrolled; to continue receiving Title IV Aid, students must maintain satisfactory academic progress. This report is completed by the student's instructor when the student has reached the scheduled hours and weeks in his/her payment period.

Students are making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours and weeks, achieve a specific cumulative grade evaluation (GPA), and do not exceed the maximum time limits to complete their course of study.

For students receiving a Pell Grant, the student's academic progress will be checked at the scheduled payment period which will vary by program. For programs less than one academic year progress will be checked when the student reaches the half-way point in hours and weeks. For programs lasting more than one year, SAP must be checked corresponding with the end of a payment period. No SAP is required prior to the first disbursement.

The Code of Federal Regulations, CFR 668.34, requires that schools establish satisfactory progress standards and policies for students applying for and receiving federal aid. In addition, this regulation requires that the Financial Aid office review all periods of a student's enrollment history to determine if a student is making SAP towards an educational objective.

The policy must include these components:

- Grade requirements (qualitative),
- Maximum Time Frame, students are allowed up to 150% of the scheduled clock hours to complete their program. Students are responsible for payment of tuition and fees for hours required in excess of 100% of the stated program hours.

Consequences of Failing SAP

Students who fail to meet the minimum cumulative GPA of 2.0 or program GPA and/or fail to complete within the properly calculated maximum time frame are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period and one payment period, students must meet the cumulative GPA, and the maximum time frame or financial aid will end. This includes the weeks of instruction time for that time period. The student will no longer be eligible for Title IV Aid. There will be no appeal process or probation.

Re-Establishing Financial Aid Eligibility

Students may regain financial aid eligibility with satisfactory academic progress after successfully completing the next payment period. The student is not eligible for aid during this payment period. Students who re-enter the same program more than a year later will be considered a new student.

Return to Title IV(R2T4) Policy

Students who withdraw or leave school before the program completion date, should contact the Financial Aid office before withdrawing to ensure a full understanding of the financial consequences of that decision. The Financial Aid office advisors will explain the policies governing a student withdraw and how they apply to your situation. For example, the federal government mandates that students who withdraw from all their classes may only keep the federal financial aid (Title IV funds) they have "earned" up to the time of withdrawal. Title IV funds that have been disbursed in excess of the earned amount must be returned by the college and/or the student to the federal government. R2T4 calculations are performed when a student completely withdraws officially or unofficially prior to completing a program.

The Financial Aid office can assist you in determining the best course of action if you must withdraw.

The R2T4 calculations usually results in one of the following scenarios:

- The student has earned Title IV funds that have not been disbursed, resulting in a Post-Withdrawal Disbursement. The earned money will be ordered and applied to the student's account.
- Student has earned exactly what he/she has already received: When the calculation determines that the student has already been paid the exact amount earned, no further action is required.
- The calculation results in an overpayment of Title IV funds. The overpayment amount is returned to the Department of Education and the student is invoiced for any balance owed to the school. Failure to pay may result in further debt collection procedures.

R2T4 Process

A copy of the withdrawal form indicating the student's last date of attendance is received in the Financial Aid office. The Financial Aid office determines the amount of aid the student was disbursed or could have been disbursed, the R2T4 calculation amount is posted to the student's account. The funds are disbursed and/or returned, in accordance with federal guidelines. The R2T4 calculation worksheet is placed in the student's file.

Financial Aid Refund & Repayment Policy

Title IV Financial Aid funds and VA Educational Benefits are awarded under the assumption that a student will remain enrolled and have daily attendance for the period in which he or she has received funds (payment period). When a student is no longer attending and/or enrolled in a program, he/she may not be entitled to the Title IV Financial Aid and/or Veteran's Educational Benefits that were awarded/dispensed.

For Title IV funds, the return of funds is based on the premise that financial aid is earned in proportion to the length of time a student remains enrolled/in attendance. Title IV aid is returned on a pro-rated schedule until the student has reached greater than 60% attendance in his/her payment period. Once the student has attended greater than 60% of the payment period, he/she is considered to have earned all of the financial aid that was originally awarded and/or dispensed and, therefore, will not owe a return of Title IV funds.

For VA educational benefits, the return of funds is based on the student's last day of attendance. An overpayment of VA educational benefits will occur when a student is terminated prior to completion of the stated program hours. The student will be responsible for any resulting tuition balance. Students are eligible to return to school once the debt has been fully satisfied.

Early Program Completion

MTC may allow early program completion depending on program requirements. If a student completes the curriculum before he/she has completed the scheduled hours and leaves the program, the student will be a program completer if the credentials are attained. The

student's Title IV (Pell grant) award and/or VA educational benefits may be pro-rated creating an over-award which requires repayment to the school and/or the federal government and/or the Veterans Administration.

Veterans Education Benefits

The Bureau of State Approving Agency for veteran training has approved most of the certificate training programs offered at Marion Technical College. Veterans should check with the Veterans Administration (VA) State Certifying Official (SCO) in the Financial Aid office to apply for or reactivate their VA educational entitlements. The student must bring the completed required forms to the Financial Aid office with a copy of the veteran's Certificate of Eligibility and the DD-214. Marion Technical College participates in the Principle of Excellence program. Enrollment certification is completed in Enrollment Manager.

Students must attend classes regularly and attendance will be recorded and maintained by the school. Veterans must complete at least 90% of the scheduled program hours each month.

Veteran's Attendance Policy

- VA students are required to attend all classes.
- Monthly attendance records will be forwarded to the certifying official's office.
- Satisfactory Academic Progress (SAP) is monitored each payment period /or term. Students must maintain an overall 90% attendance and a minimum "C" average, unless otherwise specified, to remain in good standing
- Veterans not meeting Satisfactory Academic Progress will have their benefits terminated.
- Veterans must complete the program within 110% of the specified program time frame in clock hours.

Veterans' information may also be obtained at <http://www.gibill.va.gov>.

Veteran Student Withdraws

Veteran students that withdraw from a program after the drop add period and prior to completion may create an over-award which requires repayment to the school and/or the Veterans Administration. The student will be notified of the debt owed by mail if student is no longer on campus. Student may not return to class or re-enroll until the debt is paid in full.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11. GI Bill® (Chapter 33) or Vocational Rehabilitation & Employment (Chapter 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

To qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Complete “New VA Student” form and sign the VA Attendance and Academic Policy
- Submit Military transcripts (not DD214), if applicable
- Provide official transcripts from any other post-secondary school that student has previously attended and complete Form #22-1995 Change of Program or Place of Training if applicable

VA Certificates of Enrollment will not be submitted until all required documentation has been received and evaluated and no sooner than 30 days prior to the start of classes.

A student applying for VA benefits is required to submit all transcripts, military and other, for evaluation of previous training credits. Transcripts must be received prior to the start of training or enrollment.

Tuition Installment Plan

Marion Technical College may offer payment arrangements, Tuition Installment Plan (TIP) for institutional costs (tuition, lab fees & miscellaneous fees) to students that meet certain eligibility criteria and who are not in default on student loans. The Financial Aid Director may amend the eligibility criteria, requirements, and payment schedule options on a case-by-case basis in certain circumstances. All payment plans are assessed a \$25.00 non-refundable service charge included in the first payment and collected at registration. The Financial Aid Office will provide a detailed payment schedule including payment amount and due date to the student at the time of registration.

For all veteran student the service charge of \$25.00 is waived. The 1st installment is delayed by 60 days to allow for VA student stipend payments time to process.

Other Forms of Financial Assistance

Vocational Rehabilitation, CareerSource of Citrus, Levy, and Marion Counties and third-party agencies also provide financial assistance for educational career training to help offset educational costs. Under Pub. L. 113-235 enacted December 16, 2014, 484(d) of the Higher Education Act of 1965, as amended (HEA), to allow a student who does not have a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a homeschool setting, to be eligible for Title IV, HEA student assistance (Title IV aid) through ability to benefit (ATB) alternatives, but only if the student is enrolled in an “eligible career pathway program” as defined in section 484(d)(2) of the HEA.

Fraud

There are severe penalties for falsification of financial aid documents or enrollment documents. Misrepresentation will be reported to proper authorities and may result in immediate dismissal. It is a federal offense to knowingly and willfully obtain student aid funds by means of making false statements to the government. You may have violated federal law. 20 U.S.C. section 1097. If you are convicted of this federal offense, you may have to pay a substantial fine, serve time in prison, or both.

STUDENT RIGHTS & RESPONSIBILITIES

****adapted from the MCPS Code of Student Conduct Secondary***

This section summarizes the basic principles of student rights. With each right comes a responsibility. The principal, under the supervision of the Superintendent and within School Board regulations, shall assume administrative responsibility and instructional leadership of the school to which he or she is assigned. The faculty and staff shall assist in the orderly operation of the school and ensure the rights of the students.

Academic Honor Code

STUDENT RESPONSIBILITIES:

1. To uphold the highest standards of academic integrity in school work.
2. To present school work that is clearly their own on all tests, quizzes, reports, assignments, papers, homework and any school related test (PERT, TABE, CASAS Life and Work, SAT, ACT etc.).
3. To not assist others in cheating or any other form of academic dishonesty.
4. To refuse to tolerate academic dishonesty in others.

STUDENT RIGHTS:

- To be able to contribute to and work in an environment of trust and academic integrity.
- To know that all members of their school community will promote and uphold academic honesty.
- To know that all forms of cheating and plagiarism will not be tolerated.

Attendance

Marion Technical College strives to provide the best possible preparation and learning experience for students. Being absent and/or late for class will negatively impact a student's grade and progress. Missing more than ten (10) percent of the scheduled class time is considered excessive, and may result in loss of financial assistance, disciplinary action or withdrawal from the program.

STUDENT RESPONSIBILITIES:

- To attend all classes daily and be on time.
- To provide the school with an adequate written explanation or appropriate documentation indicating the reason for the absence within three (3) days of the absence.

STUDENT RIGHTS:

- To be informed of MTC policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence.

Free Speech/Expression/Assembly

STUDENT RESPONSIBILITIES:

- To respect the rights of other individuals; to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.
- To respect the religious beliefs of others.
- To plan for, seek approval of, and conduct activities that are consistent with the educational objectives of the school.

STUDENT RIGHTS:

- To be respected as an individual and to perform and express viewpoints through speaking and writing in a manner which is not obscene, slanderous or libelous and which is not disruptive to an orderly school environment.
- To refrain from activity which violates the precepts of their religion or holds it up to ridicule.
- To assemble peaceably on school grounds or in school buildings. Such assembly shall be consistent with all applicable federal, state, and local regulations.

STUDENTS MUST NOT:

- slander, libel, or defame others.
- discriminate when organizing or recruiting for clubs or groups.
- violate the MTC Student Handbook in the areas of profanity, harassment, bullying and hazing.

Grades

STUDENT RESPONSIBILITIES:

- To become informed of the grading criteria.
- To maintain standards and academic performance commensurate with ability and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.
- To make use of grade reporting systems currently in place (including online) to keep track of assignments and current grades.
- To contact their teacher when they are failing or at risk of failing in an effort to improve their situation.

STUDENT RIGHTS:

- To receive a teacher's grading criteria at the beginning of each year or semester course.
- To receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent unsatisfactory work is being performed.

Privacy & Property Rights

STUDENT RESPONSIBILITIES:

- To attend school and other school activities without bringing materials or objects prohibited by law or other items that will detract from the educational process.
- To respect the property rights of the public at large as well as those of individuals and to refrain from destruction of or damage to such property.
- To turn in to school officials property found on campus not belonging to the student.

STUDENT RIGHTS:

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or School Board policy.

- To attend school in an educational environment in which personal property is respected.

DISCLAIMER OF RESPONSIBILITY FOR PERSONAL PROPERTY

Although the school attempts to maintain a safe and secure environment, theft and loss do sometimes occur. The school disclaims responsibility for any lost, stolen, broken or confiscated property. The school will not be held responsible for lost, stolen or damaged cell phones and/or any other electronic devices. Students bring such items to school at their own risk. Students are expected to turn in to the office any found items.

Student Records

STUDENT RESPONSIBILITIES:

- To inform the school of any information that may be useful in making appropriate educational decisions.
- To authorize written release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

STUDENT RIGHTS:

- To inspect, review and challenge the information contained in records directly relating to the student.
- To be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the parent or eligible student. Eligible students are those 18 years of age or over and/or those attending a post-secondary institution.

Student Use of Wireless Communication Devices

Cell phones and similar wireless devices may be in the possession of students on campus but cannot be visible or activated during class hours unless otherwise approved by the instructor. Using or possessing a wireless communication device to view, transfer, or store material of a sexual nature is a violation of the Student Handbook and may be a criminal act. The unauthorized recording and/or photographing of employees, volunteers and/or students is prohibited. Refusal to allow search of electronic device will be considered gross insubordination and/or other serious misconduct and may result in an administrative withdrawal. The school will not be held responsible for lost, stolen or damaged cell phones and/or any other electronic devices.

Electronic Equipment

Cameras, video cameras, IPODs and other similar electronic equipment are not allowed on the school campus unless pre-approved by school administration/designee. Video recording is prohibited on school campuses without administrative approval.

Acceptable Use Policy and Guidelines for Network Access

The School Board of Marion County, FL (MCSB) believes network access is an exciting opportunity to expand learning for educators and students. The fundamental goal of the network is to provide Marion County students and educators with equal access to computing resources, which serve public education. Schools in the district are connected to the Internet and electronic mail. With this opportunity comes the responsibility for appropriate use.

Network Warning

With access to computers and people worldwide, there will be some material that may not be considered educational. The MCSB supports only those materials which will enhance the research and inquiry of the learner within the context of a school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The MCSB cannot prevent the possibility that some users may access material that is not consistent with the school district's educational mission, goals, and policies.

General Policy & Guidelines

It is a general policy that the network will be used in a responsible, efficient, ethical and legal manner in accordance with the mission of MCSB. Users must acknowledge their understanding and agreement with the Acceptable Use Policy and Guidelines, which is a condition of receiving access. Failure to adhere to the Policy and Guidelines may result in access privileges being suspended or revoked. In addition, school disciplinary action and/or appropriate legal action may be taken.

Network Resources

Classroom resources will be expanded by making information and people from all over the world available to students, teachers, and others. It brings instant access to original source material, general information, data, images and computer software. It contacts relevant people when possible, bringing into the classroom experts from all over the world. Such access supports individual and group projects, collaboration, curriculum materials and idea sharing. As a hands-on tool, the network can motivate students.

Guideline I

Acceptable uses of the network are activities which support teaching and learning. Users are encouraged to develop uses which meet their individual needs and which take advantage of the network's function.

Guideline II

Unacceptable uses of the network include:

- Using the network to access materials that are considered inappropriate for educational purposes.
- Trying in any way to interfere with the computer systems within the MTC/MCSB or anywhere, in an effort to obtain private information, making the computer malfunction or destroying data.
- Violating federal and state law dealing with students' rights to privacy.
- Using profanity, obscenity or other language which may be offensive to another user.
- Reposting personal communications without the author's prior consent.
- Copying commercial software and other copyright protected material in violation of copyright law.
- Using the network for any illegal activity.
- Use of Proxy websites is prohibited.
- Students are not authorized to connect personally owned devices to the WIRED network at any time (Example: computers, printers, switches, hubs, router, wireless access points, and mini-devices).
- Sending unauthorized or unsolicited e-mail "spam" including the sending of "junk mail" or other advertising material.
- Circumventing user authentication or security of any host, network, or account.
 - Any form of harassment via e-mail, text messaging, instant messaging, telephone or paging, whether through language, frequency, or size of messages.

Guideline III

The person in whose name the account is issued is responsible at all times for its proper use and will not give his/her password to others.

Guideline IV

Users must avoid knowingly or inadvertently spreading computer viruses. They must not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity by state and federal law.

Guideline V

Students are authorized to utilize the mariontc.edu domain for e-mail and collaboration tools for instructional learning. Never consider electronic communications to be completely private. Instances of misdirected mail, mail inadvertently forwarded to others and public posting of private correspondence by users have occurred from time to time.

Safety & Security

Maintaining a safe and secure environment is the primary priority of Marion Technical College. Marion Technical College believes all students have the right to attend school and school functions free of fear, harm, or harassment. The policies and procedures outlined in the Student Handbook have been adopted supporting this fundamental premise.

Please note that Marion Technical College cooperates with federal, state, and local law

enforcement agencies in reporting, preventing, and responding to unlawful activities occurring on Marion Technical College campuses.

For Marion Technical College to implement its responsibilities fully, it is important that enrollment and emergency information be kept up to date in FOCUS. Each student is responsible for reporting emergency information changes to the Student Services Department. Video cameras have been installed throughout Marion Technical College campuses. Students may be filmed, and the videotapes may be used to determine violations of the Code of Student Conduct.

Crisis Protocol

Marion Technical College will implement the A.L.I.C.E. Protocol in the event of an active shooting. The A.L.I.C.E. Protocol stands for Alert, Lockdown, Inform, Counter and Evacuate. The A.L.I.C.E. Protocol is a multiple options-based response, which creates distance from the shooting event and/or the amount of time you can create to keep an intruder away until Law Enforcement arrives.

Providing a safe and secure environment for our students to learn is the top priority of Marion Technical College. Measures have been taken to ensure our staff and students are prepared for a crisis on one of our campuses. A comprehensive Crisis Management Plan was created to guide our staff through many situations. Fire drills, tornado drills, code red and code yellow drills are practiced at each site to ensure that routines and safety procedures are well established and familiar to all. In code yellow, all school doors will be locked, and regular classroom instruction continues behind the locked doors. In code red, all school doors are locked, and all students and staff are advised to get on the floor away from doors and windows. Classroom instruction is discontinued.

STANDARDS OF CONDUCT

Expected Behavior

Marion Technical College expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education. The standards for student behavior shall be set cooperatively through interaction among students, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying. Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

Bullying & Harassment Prohibition

It is the policy of Marion Technical College that all students and school employees (including school volunteers) have an educational setting that is safe, secure, and free from harassment and bullying of any kind. MTC will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Definitions

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

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence; G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation;
- J. destruction of property;
- K. social exclusion.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or using electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose.

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

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

"Bullying" and "harassment" also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not done in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - incitement or coercion;
 - accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the MTC system; or acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

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

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

Incident Report

At each school, the principal or the director's designee (Program Coordinators) is responsible for receiving complaints alleging violations of the Bullying and Harassment policy. All school employees are required to report alleged violations of this policy to the principal or the director's designee (Program Coordinators). All other members of the school community, including students, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee (Program Coordinators). You may contact the Assistant Director, Martsoff at 352-671-7209.

Marion County Public Schools has established a districtwide anonymous reporting system via the txt-a-tip at 352-368-7867 and GetFortifyFL.com.

The director of each school in the district shall establish and prominently publicize to students, staff, and volunteers, how a report of bullying or harassment may be filed, either in-person or anonymously, and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer, student, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Dating Violence & Abuse

It is the policy of the Marion Technical College that all students and school employees have an educational setting that is safe, secure, and free from dating violence and abuse. Marion Technical College shall not tolerate dating violence and abuse of any kind. Dating violence or abuse by any student is prohibited on school property, during any school related or school sponsored program or activity.

Dress Code & General Appearance

Marion Technical College believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. To this end, it is expected that students wear to school or school functions neat, clean, appropriate clothing (as listed below) that meets the standards of this educational environment. Any extreme in clothing, cosmetics, jewelry, or appearance that may disrupt the normal operation of the school will not be acceptable. It is recommended that students wear closed toe/closed heel shoes to school. In view of this statement, the following rules will be in effect on all MTC campuses:

- Most of MTC's programs require students to wear a uniform, protective personal gear and specific footwear. Students must adhere to their program's dress code and requirements.
- MTC students must display a current school-issued identification badge at all times while on campus. This badge must be clearly visible and worn about the waist.
- Students must not wear clothing and accessories which are harmful, disruptive, or hazardous to health or safety. Undergarments should not be visible at any time.
- Students (male and female) are not to wear hats of any kind within the school building unless approved by the school administration for special occasions and specific locations. "Hats" should be interpreted literally as "hats" or head-coverings and will include bandanas, berets, beanies, knitted caps, hoods (such as attached to sweatshirts), caps, sweatbands, visors, and similar hat-like apparel.
- Students are not to wear T-shirts or other garments, or other items with pictures, logos,

phrases, decals, patches, emblems, or words printed on them that are obscene or disruptive in the judgment of the school administration. This will include, but not be limited to: nude/semi-nude figures; figures in sexually suggestive postures; or logos of alcoholic beverages, tobacco products, or prohibited substances; or gang identification. A tattoo that is obscene or disruptive in the judgment of the school administration needs to be covered.

- Tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement throughout the day. Shirts falling below mid-thigh length will be tucked in. No bare-midriff shirts/blouses, sleepwear, muscle shirts, or tank tops will be worn.
- Garments will be secured at the waist. Shorts and skirts are permitted and will be mid-thigh length or longer.
- Students shall wear shoes for foot protection and for hygienic reasons while on school grounds. Bedroom slippers are not permitted. For safety reasons, shoes with wheels and/or skates may not be worn on the school campus.
- Jewelry and accessories shall be worn in a way that does not present a safety or health hazard or cause a disruption to the education process.
- Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. MTC administrators will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students.

The MCPS Board authorizes school administrators to employ appropriate disciplinary procedures to carry out and enforce this policy.

These are minimum standards that will be enforced at each school. Schools have the right to set higher standards based on administrative procedures. School uniforms may be adopted at individual schools.

Gangs & Gang Activity Prohibition

No student shall commit any act which furthers gangs or gang-related activities. A criminal street gang is a formal or informal organization or group that has as one of its primary activities the commission of criminal or delinquent acts and that consists of three or more persons who have a common name or common identifying signs or symbols and have one or more members that engage in a pattern of criminal street gang activity. Conduct prohibited by this policy includes but is not limited to the following:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang.
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang.
3. Soliciting others for gang membership.
4. Tagging, or otherwise defacing school or personal property with gang or gang-related

symbols or slogans.

5. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
6. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.

Search of Individual Student and /or Student Locker or Storage Area/Vehicle

Section 1006.09, Fla. Stat. (2021) search of student locker or storage areas

1. The legislature finds that the case law of this state provides that relaxed standards of search and seizure apply under the state Constitution to searches of students' effects by school officials, owing to the special relationship between students and school officials.
2. Accordingly, it is the purpose of this section to provide procedures by which school officials may search students' effects within the bounds of the case law established by the courts of this state.
3. Principal of a public school or a school employee designated by the principal, if she or he has reasonable suspicion that a prohibited or illegally possessed substance, item or object is contained within a student's locker or other storage area, may search the locker or storage area. The storage area may include but not be limited to electronic device, book bag, purse and/or vehicle (e.g., bicycles, scooters, etc.).

Marion Technical College shall have posted on each campus, in a place readily seen by students, a notice stating that a student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

1. This section shall not be construed to prohibit the use of metal detectors or specially trained animals in the course of a search authorized by a school official.
2. A principal/designee has reasonable suspicion to believe that a student is in possession of contraband, he shall request the student submit to a search of his or her person or his or her belongings. If the student refuses, the principal may call the appropriate law enforcement agency.

Refusal to be searched will be considered gross insubordination and/or other serious misconduct and may result in a suspension, or expulsion. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's sex, in the presence of another staff member of the same sex. Strip searches of students by school staff are prohibited.

In light of the threat to school safety posed by the unauthorized presence on school campuses of firearms, controlled substances, and other prohibited or illegally possessed items, administrative searches of students and their lockers, backpacks, vehicles, personal effects, and storage areas, may be conducted for the purpose(s) of locating firearms, controlled substances, and other prohibited or illegally possessed items or substances. Administrative searches may be performed by school officials, School Resource Officers, and others aiding in the carrying out of an administrative search. Administrative searches may include the use of metal detectors and specially trained animals, including drug detecting dogs and firearm/gunpowder detecting dogs.

The Superintendent/Designee will maintain procedures to determine who will participate in administrative searches, how the persons and/or places to be administratively searched will be selected, when administrative searches will be performed, and the methods by which administrative searches will be conducted. Prior to implementation, administrative search procedures will be reviewed by the School Board Attorney, who may consult with the legal advisor(s) for any law enforcement agency whose personnel may aid in performing an administrative search.

Student ID Badge

All MTC students are required to wear the MTC Student ID badge at all times while on campus.

The MTC student ID badge must be:

- Visibly worn above the waist;
- Showing the student's identification information and;
- Worn at all times while on campus.

If a badge is lost or stolen, the student should notify his/her instructor to arrange for a replacement (\$5 replacement fee).

Threat or False Report of Any Destructive Device

Any student who is determined to have made a threat or false report of destructive device, as defined by §§ 790.162 and 790.163, Fla. Stats. (2021) respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be withdrawn from Marion Technical College and referred for criminal prosecution.

Tobacco Products

Marion Technical College is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. According to School Board Policy 7434, "use of tobacco" shall mean all users of tobacco, including cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, and the possession of papers used to roll cigarettes.

Administrators, staff, students, and visitors are prohibited from using, displaying, and selling tobacco products and related devices on school grounds and at school events, at all times. This includes but is not limited to, electronic vapor products of any kind.

Students shall not promote tobacco products and/or brands through clothing, accessories, or other garments, or other items with pictures, logos, phrases, decals, patches, emblems, or words printed on them. Determination of items that promote tobacco are considered obscene or disruptive will be left to the judgment of the school administration.

Further, it is unlawful for any person under age 21 to knowingly possess any tobacco product or to misrepresent age to acquire or purchase any tobacco product.

Students found to be in violation of Board Tobacco Policy may be asked to vacate Board-owned property, at the discretion of school administration.

THE UNLAWFUL USE AND/OR POSSESSION OF TOBACCO PRODUCTS IS WRONG AND HARMFUL. TOBACCO COUNSELING AND CESSATION RESOURCES ARE AVAILABLE THROUGH THE MTC COUNSELOR.

Violence (Overt Threats to Commit Harm)

Marion Technical College must maintain a policy regarding all threats to commit violence or harm. Even threats made in jest or in exaggeration must be treated as serious threats that may subject the student to suspension or expulsion. When a student makes a threat of violence, the school's team will assess the situation using the Comprehensive School Threat Assessment Guidelines (CSTAG) protocol. If the protocol indicates a substantive threat, district threat assessment procedures will be followed to ensure the students' well-being. Additionally, appropriate disciplinary actions will be taken.

Weapons & Firearms

According to § 790.115(2)(a), Fla. Stat. (2023), students will not possess any firearm, electric weapon or device, destructive device, or other weapon as defined in § 790.001(13), Fla. Stat. (2021), including a razor blade or box cutter, except as authorized in support of school-sanctioned activities, at a school-sponsored event or on the property of any school.

Notwithstanding the foregoing, pursuant to § 790.115(2)(a), Fla. Stat. (2023), a person may carry a firearm: (i) In a case to a firearms program, class or function which has been approved in advance by the principal or chief administrative officer of the school as a program or class to which firearms could be carried; (ii) In a case to a career center having a firearms training range; or (iii) In a vehicle pursuant to § 790.25(5), Fla. Stat. (2023); except that school districts may adopt written and published policies that waive the exception in this subparagraph for purposes of student and campus parking privileges. The Marion County School Board does not permit students to have firearms in vehicles parked on campus. The Marion County School Board has "Zero Tolerance" for guns and other weapons. Any MTC student who is determined to have brought a firearm or weapon as defined in § 790.001(13), Fla. Stat. (2023) to school, to any school function, or possessing a firearm at school, will be withdrawn pursuant to § 1006.13, Fla. Stat. (2023).

Weapons – Amnesty Clause

When a student knows or should have known that he/she has unknowingly brought a weapon other than firearms or ammunition on campus, he/she must immediately notify an administrator, or teacher. The weapon will be turned over to school personnel. The student may not be disciplined by the school if he/she follows this procedure. Amnesty cannot be claimed once the school has initiated a search which would include the student's person, possessions, locker, and/or vehicle.

Drugs/Alcohol & Diversion

The student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or counterfeit substance defined in § 893.03, Fla. Stat., or substitute for such, alcoholic beverage, inhalant or intoxicant, or over the counter drugs of any kind, on the school grounds either before, during or after school hours or off the school grounds at a school activity, function, or event. Also, a student shall not possess, have under his/her control, sell or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph or any residue of such substance or devices intended for use or used in injecting, inhaling/inhalant/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics or stimulants. Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule. MTC students in violation of this rule will be withdrawn from the school.

THE USE OF ILLICIT DRUGS AND THE UNLAWFUL POSSESSION AND USE OF ALCOHOL IS WRONG AND HARMFUL. INFORMATION ABOUT DRUG AND ALCOHOL COUNSELING IS AVAILABLE TO STUDENTS THROUGH THE MTC COUNSELOR. STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS MAY BE TESTED. A TEST REFUSAL, OR FAILURE TO COMPLETE THE TEST WITHIN 24 HOURS, IS CONSIDERED A POSITIVE TEST RESULT.

CONFIDENTIALITY OF STUDENT RECORDS

Student records are confidential and shall be accessible only to professional staff, the parents of students who are under the age of 18, eligible students 18 years of age or older, and other individuals and agencies as set forth by the Family Educational Rights and Privacy Act (FERPA). Students must fill out release of records form to designate individuals that information may be shared.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The following is excerpted from the U.S. Department of Education website:

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information, call 1-800-872-5327. Individuals who use TDD may call 1-800-437-0833. Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520

Information to Which a Student May Not Have Access

A student may not have access to records that contain information on more than one student. The requesting student may inspect, review or be informed of only the specific information about his or her record. A student may not have access to records that contain financial information of his or her parents.

Directory Information

FERPA allows every institution of higher education to disclose “directory information” without written consent of the student. Directory information includes the following items:

- Name
- Address
- Phone number and email address
- Dates of attendance
- Degrees or certificates awarded
- Enrollment status
- Major field of study

However, every student has the right to ask his or her institution of higher education NOT to disclose directory information. A request not to release directory information must be submitted in writing to the principal or his/her designee on or before the first day of any school year, or within three weeks of the date of enrollment of a student after the start of the school year. In the absence of written notification to restrict the release of directory information, the school and the Board of Education will assume that neither a parent of a student nor an eligible student objects to the release of the designated directory information. Under provisions of the National Defense Authorization Act and The Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of armed forces, etc.) and to postsecondary programs to inform students of educational programs available to them.

However, directory information shall not be released for commercial use, including among

others, mailing lists for solicitation purposes.

School Officials with a Legitimate Educational Interest

MTC may disclose student record information to school officials with a legitimate educational interest. A school official is a person employed by MTC or MCPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Marion County School Board or a person or company with whom MTC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Subpoena of Student Records

MTC must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner. If a student or parent of a dependent student objects to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed or a protective order must be obtained from a court of competent jurisdiction. After school receipt of proper notification, the subpoenaed records will be produced as demanded on the 10th working day following the service of the subpoena if an injunction is not granted.

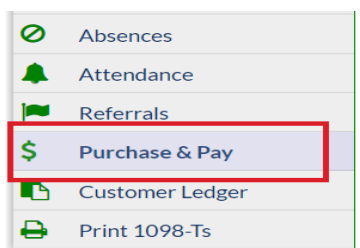
FOCUS PURCHASE & PAY INSTRUCTIONS

Student Focus Portal – Purchase & Pay, Grades, 1098-T, Attendance

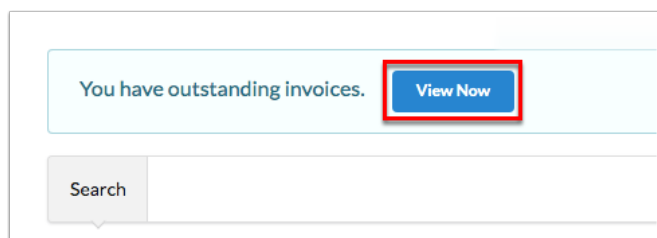
- Web Address: marion.focusschoolsoftware.com
 - Login: Local Student ID (850036 six-digit number assigned during the online application)
 - Password: 8 Digit Date of Birth (05031999)

FOCUS' Purchase & Pay module can be used to pay for outstanding invoices online.

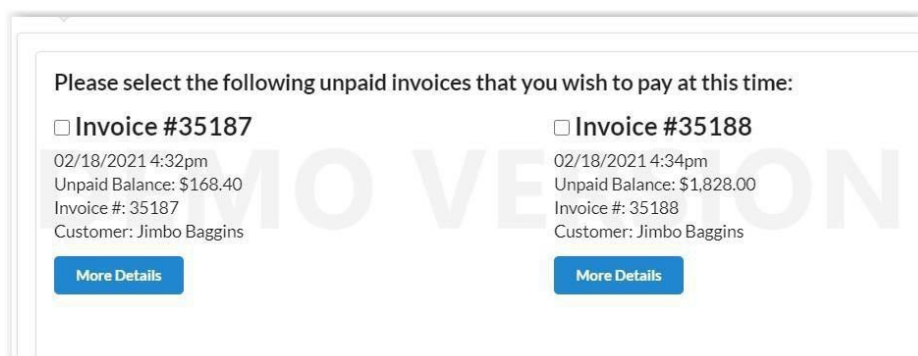
1. As a student, from the menu, click **Purchase & Pay**.



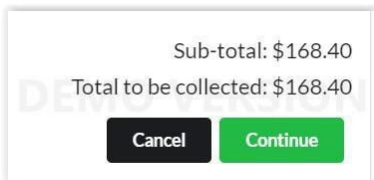
2. If you have outstanding invoices, click **View Now** to review and pay outstanding balances.



3. Select the Invoice(s) you wish to pay by clicking the box. Click the **More Details** button for the invoice item numbers, descriptions, prices, quantities, and more. Click Close to close the invoice details pop-up.



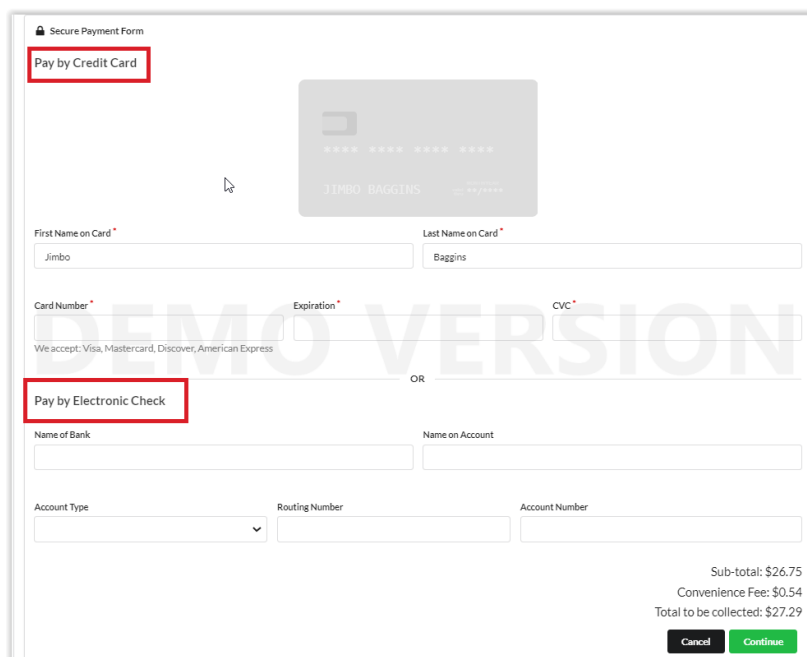
- Once items have been added to the cart, you can remove items as needed before paying by unchecking them.
- Once Invoices have been added to the cart, click **Continue**.



Sub-total: \$168.40
Total to be collected: \$168.40

Cancel **Continue**

- In the next screen **add** your **credit card** or **check** information and select **Complete Payment** to make the purchase or select **Cancel** to cancel your purchase.



Secure Payment Form

Pay by Credit Card

First Name on Card *
Jimbo

Last Name on Card *
Baggins

Card Number *
Expiration *
CVC *

We accept: Visa, Mastercard, Discover, American Express

OR

Pay by Electronic Check

Name of Bank
Name on Account

Account Type
Routing Number
Account Number

Sub-total: \$26.75
Convenience Fee: \$0.54
Total to be collected: \$27.29

Cancel **Continue**

- To complete your Checkout, enter your Name as it appears on the card, Card Number, the Expiration date (MM/YYYY), and the **CVC**. As you enter card information, it displays on the card image example above.
- Click **Cancel** to cancel the purchase. Click **Complete Checkout** to complete your purchase.
- Once a purchase is made, you can still cancel the transaction for same day transactions from the Customer Ledger screen found on your menu screen. When the transaction is cancelled, the schedule record is also removed.

Export:		Filters: OFF					
Facility	Invoice Number	Invoice Date	Invoice Amount	Outstanding Balance	Transaction Number	Payment Date	Item
Center and Technical College	7260	04/05/2017 6:20 pm	-404.00	0.00	70270	07/12/2017 12:00 am	CHARGE_ID
					70270	07/12/2017 12:00 am	APPLICATION FEE
					70270	07/12/2017 12:00 am	Tuition
Center and Technical College	12943	04/18/2017 1:12 pm	40.00	0.00	24853	04/18/2017 1:12 pm	Test Fee - TEAS - \$40
Center and Technical College	16916	04/20/2017 2:33 pm	898.20	0.00	70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	PRN-Lab-15
					70270	07/12/2017 12:00 am	Tuition
					70270	07/12/2017 12:00 am	Tuition
Center and Technical College	16951	04/20/2017 2:49 pm	50.00	0.00	70270	07/12/2017 12:00 am	NR_PTRACT_NURSE_TEST
Center and Technical College	44509	08/16/2017 1:39 pm	1134.60	1134.60	91011	08/21/2017 12:00 am	MEA-LAB-15
					91011	09/20/2017 12:00 am	TEAS-TEST-50
					91011	09/20/2017 12:00 am	VOC Tuition
					91011	08/21/2017 12:00 am	CHARGE_ID
					91011	08/21/2017 12:00 am	VOC Tuition
					91011	11/15/2017 12:00 am	VOC Tuition
					91011	08/21/2017 12:00 am	APPLICATION FEE
Center and Technical College	60653	07/30/2018 11:15 am	115.00	0.00	124784	07/30/2018 11:15 am	AGE Tuition
					124784	07/30/2018 11:15 am	TEST_FEE_AGE
					124784	07/30/2018 11:15 am	new hourly fee
					124784	07/30/2018 11:15 am	new daily fee 2
					124784	07/30/2018 11:15 am	new fee

10. If purchased online, the receipt's Cashier displays as Online and provides Payment type.

10/08/2019 1:53pm

Transaction # 11815

Customer: Charles

Student ID: 108685

Cashier: Online

Date Paid: 10/08/2019

Items

Amount

34524

new flat fee for 9900001 Adult Basic Education Mathematics (from Invoice #4827)

25.00

34234

tuition for 9900001 Adult Basic Education Mathematics (from Invoice #4827)

125.00

Total:

150.00

Payments

Amount

Payment - Credit

150.00

Visa - 1111

150.00

Total:

150.00

Tendered:

150.00

Change:

0.00

Outstanding Balance:

0.00

STUDENT ACCOUNT INFORMATION

School Email/Office 365 Application

Web Address: www.office.com

Login: **First Name.Last Name**[@mariontc.edu](mailto:mariontc.edu)

Example for Sarah Smith

Sarah.Smith@mariontc.edu

Free Access to Word, PowerPoint, Excel, One Drive

Student Focus Portal

Web Address: marion.focusschoolsoftware.com

Login: Local Student ID 850036 Password: 8 Digit Date of Birth

(05031999) Important school information about your account.

Grades, Finance, Tax Information

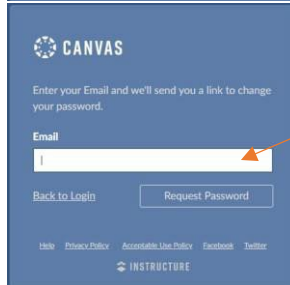
Canvas Instructions

Open Google Chrome (Web Browser) - Type <https://mariontc.instructure.com/>



The image shows the Canvas login page. It has a blue header with the Canvas logo. Below the header, there are two input fields: 'Email' and 'Password'. To the left of the 'Password' field, there is a checkbox labeled 'Stay signed in' and a link 'Forgot Password?'. To the right of the 'Password' field, there is a 'Log In' button. At the bottom, there are links for 'Help', 'Privacy Policy', 'Accessibility Use Policy', 'Facebook', and 'Twitter', and the 'INSTRUCTURE' logo.

Leave email blank and **Click Forgot Password**. Log on is your email account, Type in email address in box shown above

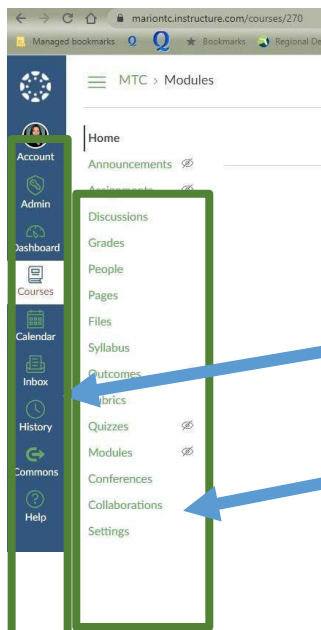


The image shows the Canvas 'Forgot Password' page. It has a blue header with the Canvas logo. Below the header, there is a message: 'Enter your Email and we'll send you a link to change your password.' Below this message, there is an 'Email' input field. To the left of the input field, there is a link 'Back to Login'. To the right of the input field, there is a 'Request Password' button. At the bottom, there are links for 'Help', 'Privacy Policy', 'Accessibility Use Policy', 'Facebook', and 'Twitter', and the 'INSTRUCTURE' logo.

Enter your email that was provided when you signed up for the program (Personal Email sara.smith@gmail.com -click **Request Password**.

Help is at the bottom left of the Global Navigation

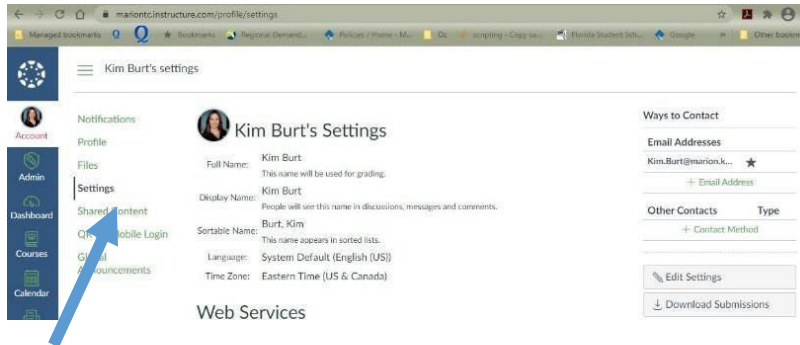
Global Navigation vs Course Navigation



The blue area on the left is the Global Navigation. The Global Navigation refers to all of courses and settings

The area headed with home is the Course Navigation settings refer to only that specific course

Account, Click profile, To Add a Picture – click Pencil that appears after you hover the mouse over Circle next to the name Settings



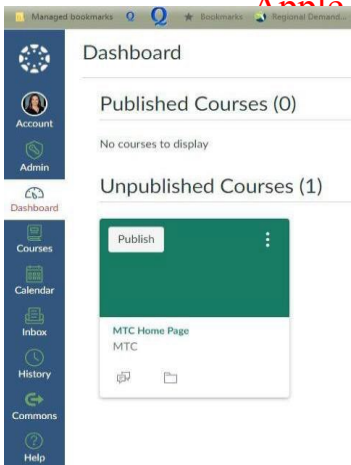
a. Account, Settings,
b. Other Contact (Also known as Side Bar)

Add Contact Method and Phone Number to communicate with Phone Application -

<https://www.youtube.com/watch?v=LxVB2FF2gac>

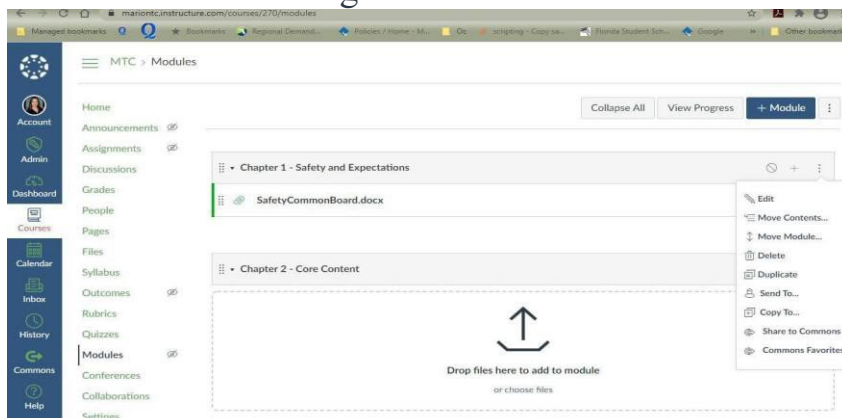
Play Store – Android Devices – Canvas Student

Apple Store – Apple Devices – Canvas Student



Dashboard – Click on Course Name to enter the course to begin working. This will always bring you back to the course.

Modules - Main Organization of Class



Student Quick Start Guide - <http://guides.instructure.com/s/2204/m/8470>

COMMUNITY RESOURCES

MTC Counseling Services

For a comprehensive list of community agencies, see the MTC counselor. Her office is located in the Student Services Office in the main MTC building.

United Way of Marion County

<https://www.uwmc.org/the-right-service-at-the-right-time>

United Way's free information and referral site, which links people in need with assistance from more than 2,000 local health and human service programs.

This site will connect students in finding help with:

- Utilities
- Housing
- Food
- Youth and Child Care Issues
- Physical and Mental Health Services
- Elder Services
- Employment Services

Florida Veterans Support Line call 1-844-MYFLVET (693-5838) or dial 2-1-1. Talk with a veteran who understands. Peer support is available for you when you need it. Veterans and their loved ones across Florida are able to talk confidentially with a veteran trained to provide emotional support and connections to community resources.

Support Organizations

For Technical College Faculty & Staff – Ocala / Marion County

Use this quick reference list when assisting students who need immediate housing or crisis related support.

1 The Salvation Army – Center of Hope

📍 **Address:** 320 NW 1st Ave, Ocala, FL 34475

☎ **Phone:** (352) 7328326

2 Interfaith Emergency Services (IES)

📍 **Address:** 435 NW 2nd St, Ocala, FL 34475

☎ **Phone:** (352) 6298868

3 Open Arms Village of Ocala

📍 **Address:** 1839 NE 8th Rd, Ocala, FL 34470

☎ **Phone:** (352) 3046229

4 Project Hope of Marion County

📍 **Address:** 830 NE 28th St, Unit 201, Ocala, FL 34470

☎ **Phone:** (352) 6244673

5 Helping Hands Ocala

📍 **Address:** 101 NE 16th Ave, Ocala, FL 34470

☎ **Phone:** (352) 7324464

6 Arnette House

📍 **Address:** 2310 NE 24th St, Ocala, FL 34470

☎ **Phone:** (352) 6224432



Emergency shelters & housing programs

Salvation Army Center of Hope

3.5•Homeless service•Open

Website•Directions•(352) 732-8326

Address:

320 NW 1st Avenue

Ocala, FL 34475

Phone:

(352) 732-8326

Services: Emergency shelter, meals, case management, food pantry, clothing assistance, and supportive services. **2. Interfaith Emergency Services**

4.8•Association / Organization

Website•Directions•(352) 629-8868

Administrative/Shelter Address:

435 NW 2nd Street

Ocala, FL 34475 **Phone:**

(352) 629-8868 **Website:**

[Interfaith Emergency Services](#)

Services: Emergency shelter, food assistance, clothing, life-skills programs, counseling, and family support services. **3. Open Arms Village of Ocala**

4.3•Non-profit organization•Open

Website•Directions•(352) 304-6229

Address:

1839 NE 8th Road

Ocala, FL 34470 **Phone:**

(352) 304-6229 **Website:**

[Open Arms Village](#)

Services: Transitional housing, transportation assistance, case management, counseling, and support for individuals working toward long-term stability and independence. **4.**

Project Hope of Marion County

What they provide: Transitional & permanent supportive housing

Job training, placement assistance

Financial literacy and counseling

Best for: People trying to move toward long-term independence **5. Helping Hands Ocala**

What they provide: Shelter plus food, clothing, medical/dental help

Transportation and counseling

Approach: Holistic support (not just housing) **6. Arnette House**

What they provide: Emergency shelter and counseling for youth and families

Crisis intervention and life-skills programs

Best for: Teens and younger individuals



Food, clothing & daily needs

Brother's Keeper Ocala **What they provide:** Food pantry services for those in need ☞
Many shelters above (especially Salvation Army and Interfaith) also provide **meals, clothing, and hygiene supplies daily.**



Government & coordinated services Marion County Community Services **What they provide:** Housing assistance programs

Homeless services coordination

Connections to mental health and substance abuse support

Why it matters: They help connect individuals to **multiple agencies and funding programs**



Outreach & community organizations

More Life for Us **What they do:** Community outreach

Support services, education, and advocacy

Focused on long-term solutions to homelessness



Quick ways to get help

Call 211 (United Way helpline) for local referrals Contact shelters directly (many require intake or have limited beds)

Marion County services can help coordinate placement across programs



Important things to know

Many shelters have rules (curfews, sobriety, or participation requirements)

Space can be limited—calling ahead is often necessary

Some programs are specialized (families, women, youth, or recovery-focused)

If you want, tell me the situation (single adult, family, veteran, addiction recovery, etc.), and I can narrow this down to the best immediate options or help you figure out how to get someone placed quickly.

This situation is urgent—but there are real options that can help her stay housed or avoid ending up on the street, especially because she's a college student (that actually opens extra doors). I'll break this into what to do immediately (next 24–72 hours) and then the best local resources in Ocala.

Free legal help (can delay or stop eviction)

Florida Legal Services Helps tenants fight or delay eviction

Can negotiate with landlords or connect to rental aid

They specifically help people at **imminent risk of eviction**

🔑 This alone can sometimes buy **weeks or months**, which is huge.

Emergency rental assistance

Local programs sometimes pay **past-due rent or deposits**

Even partial help can stop eviction if landlord agrees

A 3-day eviction notice is often enough to qualify for aid

🔑 Key move: apply **before the eviction is finalized**



LOCAL SHELTERS & HOUSING (Ocala)

These are real options if she needs somewhere quickly:

Interfaith Emergency Services Best for: **women / young adults**

Shelter + food + case management

Helping Hands Ocala

Provides **actual apartment-style housing** for women

Also job help and support programs

Project Hope of Marion County

Focus: women rebuilding stability

Transitional housing + employment support

📞 Fastest way to get placed

Call 211 (United Way)

They connect directly to:

Shelter openings

Rental help

Case workers

Also:

Homeless Services Network of Central Florida

Connects people to housing programs and shelter openings

Warns that shelters can fill up, but they help find alternatives

Marion Technical College – Adult Education



Student Self-Certification of Citizenship / Lawful Presence

Student Name: _____

Date of Birth: _____

I certify under penalty of perjury that I am:

- ☐ A United States Citizen
- ☐ A Lawful Permanent Resident
- ☐ Lawfully Present in the United States in a temporary status

I understand that:

- I must provide official documentation to verify my status
- Failure to provide documentation may affect my eligibility for enrollment or services
- Providing false information may result in dismissal from the program

Signature: _____

Date: _____

For Office Use Only:

- ☐ Documentation Received
 - ☐ Documentation Pending
-



Professional Behavior Attestation Agreement

Student Name: _____

Student ID: _____

Date: _____

Purpose

The Marion Technical College Program (MTC) is committed to preparing students to provide safe, ethical, and compassionate care in diverse healthcare settings. Professional behavior is an essential component of student success and is expected at all times while enrolled in the program.

Professional Behavior Expectations

As a student in the MTC Program, I understand and agree to uphold the following standards:

- Demonstrate respect, integrity, and accountability in all academic and clinical settings
- Communicate professionally with faculty, staff, peers, patients, and community members
- Adhere to all program policies, institutional guidelines, and clinical site requirements
- Maintain appropriate boundaries and confidentiality in accordance with healthcare standards
- Exhibit punctuality, preparedness, and responsibility in all program-related activities
- Follow all safety protocols and ethical practices in classroom, lab, and clinical environments

Commitment to Diversity and Professional Practice

I understand that the nursing profession requires the ability to work effectively with individuals from a wide range of backgrounds, cultures, beliefs, and behaviors. I agree to:

- Treat all individuals with dignity, fairness, and respect regardless of differences
 - Demonstrate cultural competence and sensitivity in all interactions
 - Maintain professionalism when working with individuals exhibiting challenging or complex behaviors
 - Provide care and interact in a nonjudgmental and inclusive manner
-

Essential Job Requirements Awareness

I acknowledge that the role of a Licensed Practical Nurse includes, but is not limited to:

- Providing direct patient care in a variety of healthcare settings
 - Communicating effectively with patients, families, and interdisciplinary teams
 - Managing stressful situations and responding appropriately to emergencies
 - Working with individuals who may exhibit physical, emotional, or behavioral challenges
 - Demonstrating critical thinking, sound judgment, and emotional stability
 - Maintaining physical and mental stamina necessary to meet job demands
-

Acknowledgment and Agreement

I understand that adherence to professional behavior standards is a requirement for continued enrollment in the MTC Program. I further understand that:

- Failure to demonstrate professional behavior may result in disciplinary action
- Serious or repeated violations may result in immediate removal from the program
- The program reserves the right to determine appropriate actions based on student conduct

By signing below, I attest that I have read, understand, and agree to comply with the expectations outlined in this document

Student Name: _____

Student Signature: _____ **Date:** _____

Program Representative Name: _____

Signature: _____ **Date:** _____

STUDENT COMPLAINT & GRIEVANCE PROCEDURES

All students have the right to appeal administrative decisions made by MTC faculty & staff. Every attempt should be made to rectify the perceived grievance by a meeting among interested parties. Prior to initiating the grievance process outlined below, the student must first request in writing a meeting with his or her class instructor and the Program Coordinator. If the student feels the situation is not rectified at that level, the student may pursue an appeal by following the grievance process in the order listed below. This procedure is provided in an effort to comply to the Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1976, Section 504, and the Americans with Disabilities Act (ADA) of 1990.

Failure on the part of a student to observe the time limits for initiation and/or follow-up on a complaint or grievance will automatically result in the complaint or grievance being considered abandoned.

Level One:

A written statement is delivered to the department administrator within three (3) working days of the perceived incident. Email is acceptable. The statement must fully describe the circumstances giving rise to the perceived grievance and a description of the student's efforts made to resolve the grievance. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Two:

If the student desires to appeal the decision made at Level One, the student must provide a written statement to the MTC Assistant Principal within three (3) working days of the decision at Level One. The statement must fully describe the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance at the previous level. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Three:

If the student desires to appeal the decision made at Level Two, the student must present the perceived grievance within three (3) working days to the MTC Principal. The student must present a written statement to the Principal describing fully the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance at the previous levels. The MTC Principal will review the statement of grievance and will discuss the grievance with all interested parties and decide as to whether the previous decisions stand or will be revised. All parties have the right to a face-to-face meeting with the MTC Principal. Every effort will be made to resolve this issue within two (2) weeks.

The Superintendent's designee for coordinating all student grievances is the Director of Student Services and may be reached by phone at 352- 671-6860 on school days.

If the grievance is not settled at the district level, the student may appeal to the accreditation agency (COE). Council on Occupational Education, 7840 Roswell Road, Building 300, Suite #325 Atlanta, Georgia 30350 (770) 396-3898 or the Florida Department of Education, 325 W. Gaines Street, Tallahassee, Florida, 32399, 850-245-0505.



Student Grievance Form

Instructions: Please fill out this form completely and provide all required documentation to help us address your grievance. Once completed, submit this form to the appropriate administrator.

1. Student Information:

- a. Full Name: _____
- b. Student ID Number: _____
- c. Phone Number: _____
- d. Email Address: _____
- e. Program/Department: _____
- f. Year of Study: _____

2. Grievance Details: Date of Incident: _____

3. Location of Incident (if applicable): _____

4. Instructor/Staff Involved (if any): _____

5. Type of Grievance: ☐ Academic ☐ Non Academic ☐ Harassment/Discrimination ☐ Financial

☐ Other (Please specify): _____

6. Description of Grievance: (Please provide a detailed account of the grievance. Attach additional pages if necessary.) _____

7. Steps Taken by the Student:

Have you attempted to resolve this issue with the involved parties?

- a. ☐ Yes ☐ No If yes, please describe the steps you have taken and the outcomes:

~ An Equal Opportunity School District ~

8. Desired Outcome:

What action do you hope the college will take to resolve this grievance?

9. Supporting Documents:

Are you attaching any documents to support your grievance? ☐ Yes ☐ No List of attached documents (if any):

10. Declaration:

I hereby declare that the information provided in this form is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

–For Office Use Only –

Date Received: _____ Received By: _____

Action Taken: _____

Marion Technical College, 1014 SW 7th Road, Ocala, Florida 34472

PHOTOGRAPHY REFUSAL RELEASE

The release form below is made available for you to submit to student services. In the event your photograph is taken during a school activity, on campus or in the classroom, you are provided the right to refuse the release of any photographs that include any part of your person. The school reserves the right to post photographs of MTC students on any social media, publicity, copyright purposes, illustration, advertisement, or web page as long as the below form is not submitted.

Throughout the school year, students may be highlighted in efforts to promote student activities and achievements throughout MTC & the community. For example, students may be featured in materials to train teachers and/or increase public awareness of our school programs through newspapers, TV, social media, displays, brochures, and other types of media. Unless otherwise stated by the student, you grant MTC this right.

Photograph Refusal for Release

I _____ with a mailing address
of _____

City of _____ State of _____

deny permission and consent to Marion Technical College for the use of any photographs under any legal condition including but not limited to: publicity, copyright purposes, illustration, advertising and web content.

Signature: _____

Print Name: _____

Date: _____

ACKNOWLEDGEMENTS

I, _____, understand the requirements and expectations outlined by the student handbook at Marion Technical College.

I, _____, acknowledge that I have been informed of the location of the following plans and policies outlined below (<https://mariontc.edu/about/mtc-plans-procedures/>). A hard copy is available for review at the receptionist desk. I also acknowledge that if I have questions, I will consult with the administration at Marion Technical College.

Signature

Date

(Please initial)

[Educational Resources Plan](#)

[MTC Privacy, Safety and Security Data Plan](#)

[MTC Health and Safety Plan](#)

[Student Handbook](#)

