Emerald Coast Technical College
Main Campus - DeFuniak Springs | Emerald Coast Technical College
@ Magnet Innovation Center - Watersound

ECTC Faculty and Staff Handbook
2023-2024
www.ectc@edu

Emerald Coast Technical College Main Campus
791 N. 20th Street   DeFuniak Springs, Florida 32433
Phone: 850.892.1240 or 850.892.1241 Fax: 850.892.1249

Emerald Coast Technical College @ Magnet Innovation Center - Watersound
133 S. Watersound Parkway
Inlet Beach, Florida 32461

Emerald Coast Technical College Principal/Director
Wyndy Crozier

Walton County School District (WCSD)
145 Park Street DeFuniak Springs, Florida 32435
850-892-1100

Superintendent of Walton County Schools
Russell A. Hughes

Governing Board: Walton County School Board

District 1	District 2	District 3
Chairperson **Tammy Smith** 258 Holly Point Rd. Freeport, FL 32439 850.865.4984 tammy.smith@walton.k12.fl.us	**Kim Kirby** 2331 Co. Hwy 280 E DeFuniak Springs, FL 32435 850.951.1961 kirbyk@walton.k12.fl.us	**William (Bill) Eddins, Jr** 301 Ralph Long Rd. DeFuniak Springs, FL 32433 850.520.3354 eddinsb@walton.k12.fl.us
District 4	**District 5**	**School Board Attorney**
Jeri Michie 8698 Anchorage Dr. Miramar Beach, FL 32550 850.687.3069 jeri.michie@walton.k12.fl.us	**Vice Chairperson** **Jason Catalano** 43 N 4th Street Santa Rosa Beach, FL 32459 850.368.3065 catalanoj@walton.k12.fl.us	**Leonard Dietzen** 145 Park Street DeFuniak Springs, FL 32433 850.892.1100

Table of Contents

Welcome Back!

As we begin the 2023-2024 school year, we are excited to add new programs to our Main and Watersound Campuses. We will begin Plumbing at our Main campus in August of 2023. We will add Patient Care Technician to our Watersound campus in the Fall and Practical Nursing in the near future. Our District's theme this year is EPIC; Won-One! As you consider our sixth year in EPIC, remember our mission; "We prepare and empower today's students to meet the demands of an evolving and competitive workforce." We look to our mission with clarity reminding ourselves of our true purpose by continually asking ourselves - "How do we know when we have accomplished our mission," "What is our role in the mission" and "What is our plan of action?" We have a tremendous impact on our community and because of this please continue to make your professional practice prescriptive, purposeful and enduring. This is going to be an awesome year!

Wyndy Crozier
ECTC Director

Philosophy, Mission and Vision

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are committed to the vision of empowering students and powering the future through the delivery of high-quality, affordable education and training to all persons in the community who are seeking and can benefit from participation in postsecondary career education opportunities, adult education opportunities, and other workforce development and enrichment activities. Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are dedicated to our mission:

We prepare and empower today's students to meet the demands of an evolving and competitive workforce.

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound further subscribe to the following beliefs:

- All students have equity, access, and opportunities.
- All work has dignity and is a valued tradition of the American way of life.
- Students learn in diverse ways and require a variety of teaching strategies.
- Technological advances in programs are required to meet the changing demands of business and industry.
- Basic skills and high-level academic skills are necessary for a student to compete successfully in the local and global economy.
- Career education should adequately prepare students to secure employment that provides for self-sufficiency or to successfully continue in post-secondary career training endeavors.
- Staff are the most vital resource in providing students with education and training.
- Professional development is fundamental to growth and on-going delivery of successful educational programs.

Vision

Empowering Students, Powering the Future

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are committed to the vision of empowering students and powering the future by providing high quality, affordable education and training to all persons in the community who are seeking and can benefit from participation in post-secondary career education opportunities, secondary education opportunities, and enrichment activities.

History of Emerald Coast Technical College

Begun by the Walton County School District in the 1970's as a career education school offering training in skilled trades to high school students, Emerald Coast Technical College adopted its current name in 2015 to reflect the evolution of the integral role of the college in developing career education opportunities for postsecondary students. Celebrating thirty-five years in its current location, such opportunities range from high skill/high wage career education and industry certification and licensure programs to an adult general education program for persons seeking to achieve a GED or to improve their basic academic skills or English skills, or both. Students who are studying for their GED have the option to decide to enroll in our Adult Education Integrated Education Training programs can earn certifications in Patient Care Tech and HVAC/1 prior to receiving their GED. Whatever the individual's goals, ECTC provides programs that help students acquire and develop academic and technical skills that lead to a competitive edge in business and industry. Soon, ECTC will open enrollment in a brand new program for Adults with Intellectual Disabilities. This program, The Pathways Academy, will offer opportunities for students to identify a desired career pathway and work to acquire job skills in that desired area.

Postsecondary career education programs currently serve students from both Walton County and neighboring counties, including border counties in Alabama. Regulated health sciences programs such as Practical Nursing, Patient Care Technician, and Pharmacy Technician are approved by the appropriate regulating agency. Programs in the ever-expanding field of information technology include Applied Cybersecurity along with Networking Support Services, Computer Systems and Information Technology, and Web Application Development and Programming. Students completing the rigorous demands of the Automotive Service Technology 1 & 2 programs are prepared to demonstrate their skills competencies through successful testing for a variety of ASE (Automotive Service Excellence) certifications. Electricity provides the student with a meaningful introduction to the spectrum of skills needed in the industry as well as skills portability through NCCER (National Council on Construction Education and Research) certifications. Heating, Ventilation, Air-conditioning and Refrigeration programs can provide the foundation for students who wish to enter this locally and regionally growing occupation, also through NCCER. Plumbing also falls under the Florida Department of Education's Architecture and Construction Cluster of Career and Technical Education Programs. Plumbing students will complete 1080 hours of hands on and lecture material and take the NCCER plumbing certification examination. The human services cluster features an intense Cosmetology program that can be completed in a calendar year, preparing students for successful employment in this growing field of personal services. Career mobility programs in the State of Florida can assist many ECTC graduates and program completers in meeting their long-term education and career training goals through articulation agreements with state colleges. Qualified high school students, too, can begin preparing for their postsecondary education or for employment through technical dual enrollment options.

Emerald Coast Technical College, in partnership with Walton County School District and the St. Joe Foundation is excited to continue to offer Applied Information Technology at our Instructional Service Center, Emerald Coast Technical College @ Magnet Innovation Center – Watersound. ECTC will expand its offerings to include a new program, in the Fall of 2023. Patient Care Technician will be the first Health Science program offered followed by Practical Nursing in the Fall of 2024.

In 2022-2023, over 340 students were enrolled in career and adult general education programs at Emerald Coast Technical College. Approximately 95% of the postsecondary students who attended ECTC in 2022-2023 received some form of financial assistance. Small classes, individual attention, programs responsive to both local and national economies, an overall placement rate of 90%, as well as full staff commitment to student achievement, help make this college a first choice for their career education for a growing population of students in the local and surrounding area.

For high school students who meet the rigorous eligibility requirements, the college makes acceleration options available through career/technical (CTE) dual enrollment in postsecondary career education programs that lead to qualifying industry certifications (F.S.1008.44). Students who meet these requirements are eligible to earn both high school credits and postsecondary (PSAV) credits along with industry certifications. Students eligible to participate in technical dual enrollment also benefit from the exemption of payment of tuition and fees for the PSAV courses taken at ECTC (F.S. 1009.25).

Whether for personal satisfaction or because of career or higher education requirements, students electing to earn a General Equivalency Diploma (GED®) find Emerald Coast Technical College staff are committed to helping them achieve their goal. As with all program completers at ECTC, students who realize this goal become eligible for participation in the annual graduation ceremony.

2023-2024 Calendar

August 2023 – Both Campuses

Aug 3 EPIC	|	Teachers Return - Students Out
Aug 4	|	Faculty Meeting/Prof. Development- Students Out
Aug 7	|	Teacher Workday – Students Out
Aug 8	|	Teacher Workday – Students Out
Aug 9	|	Fall CTE classes begin

September 2023 – Both Campuses

Sep 4	|	Labor Day – All Campuses Closed
Sep 27	|	Faculty Meeting 4:00 pm
Sep 29	|	Industry certifications/licensure due to Carol Rothgeb

October 2023 – Both Campuses

Oct 12	|	Teacher Workday-Students Out
Oct 25	|	Faculty Meeting 4:00 pm
Oct 27	|	Industry certifications/licensure due to Carol Rothgeb

November 2023 – Both Campuses

Nov 9	|	Teachers & Students Out
Nov 10	|	Veteran's Day- All Campuses Closed
Nov. 16	|	Staff/Student Thanksgiving Potluck
Nov 30	|	Industry certifications/licensure due to Carol Rothgeb
Nov 20-24	|	Thanksgiving Break – All Campuses Closed
Nov 29	|	Faculty Meeting 4:00 pm

December 2023 – Both Campuses

Dec 14	|	Industry certifications/licensure due to Carol Rothgeb
Dec 14	|	Fall CTE Classes End; AGE Term 2 Ends
Dec 8	|	Staff Dinner @ Bogey's
Dec 18-19	|	Christmas Break- Teachers & Students Out
Dec 20 – 31	|	Christmas Break – All Campuses Closed

January 2024 – Both Campuses

Jan 1	|	Christmas Break - All Campuses Closed
Jan 2-3	|	Prof. Development – Students Out
Jan 4-5	|	Prof. Development – Students Out
Jan 8	|	Spring CTE classes begin
Jan 15	|	Martin Luther King Jr. Day – All Campuses Closed
Jan 24	|	Faculty Meeting
Jan 26	|	Industry certifications/licensure due to Carol Rothgeb

February 2024 – Both Campuses

Feb 19	|	Presidents Day – All Campuses Closed
Feb 23	|	Industry certifications/licensure due to Carol Rothgeb
Feb 28	|	Faculty Meeting 4:00

March 2024 – Both Campuses

Mar 14	|	Prof. Development - Students Out
Mar 18-22	|	Spring Break – All Campuses Closed
Mar 27	|	Faculty Meeting 4:00
Mar 29	|	Industry certifications/licensure due to Carol Rothgeb

April 2024 – Both Campuses

Apr 24	|	Faculty Meeting 4:00
Apr 26	|	Industry certifications/licensure due to Carol Rothgeb

May 2024 – Both Campuses

May 22	|	Faculty Meeting 4:00
May 23	|	Spring CTE Classes End
May 27	|	Memorial Day – All Campuses Closed
May 28	|	Teacher Workday (Industry certifications/licensure due to Carol Rothgeb)
May 29	|	Teacher Workday / ECTC Graduation @ WHS @ 6:00PM
May 30	|	Last Day for Teachers

June 2024 – Both Campuses

Jun 26	|	AGE Term 3 Ends
Jun 27	|	Summer Teacher Last Workday (Industry certifications/licensure due to Carol Rothgeb)

Important Dates for Faculty and Staff

2023

Aug 3 EPIC – Students Out

Aug 4 Prof. Development/Faculty Meeting 7.5 hrs for instructors and Pre-Planning – Students Out

Aug 7 Teacher Workday – Students Out (Program syllabi uploaded to S-drive)

Aug 8 Teacher Workday – Students Out (Advisory member list, including member bios and contact info uploaded to S-drive)

Aug 9 Fall CTE classes begin

Aug 23-26 Student and Staff Surveys Due (sent out by Project Specialist)

Aug 30 Deadline for scheduling fall advisory committee meeting

Aug 30 August's monthly business/industry contacts uploaded to S-drive (use template)

Sep 4 Labor Day – All Campuses Closed

Sep 7 Quarterly safety sweep conducted by Electricity students.

(Submit safety sweep forms to Standard 6 team for upload)

Sep 14 Deadline for conducting fall advisory meeting

Sep 22 Upload fall advisory meeting sign-in, agenda and minutes to the S-drive

Sep 22 Upload completed employer verification forms to the S-drive

Sep 27 Faculty Meeting

Sep 29 September's business/industry contacts uploaded to S-drive (add to Aug form)

Sep 29 Industry certifications/licensure submitted on the correct form to Carol Rothgeb

Oct 4 Program outcome forms due for students that withdrew or graduated prior to July 1

Oct 12 Teacher Workday-Students Out

Oct 25 Faculty Meeting

Oct 27 October's business/industry contacts uploaded to S-drive (add to Aug/Sep form)

Oct 27 Industry certifications/licensure submitted on the correct form to Carol Rothgeb

Nov 9 Teachers & Students Out

Nov 10 Veteran's Day- All Campuses Closed

Nov. 16 Staff/Student Thanksgiving Potluck

Nov 29 Faculty Meeting

Nov 30 Industry certifications/licensure submitted on the correct form to Carol Rothgeb

Nov 20-24 Thanksgiving Break – All Campuses Closed

Nov 30 Monthly business/industry contacts

Dec 7 Quarterly safety sweep (Standard 6)

Dec 14 Industry certifications/licensure submitted on the correct form to Carol Rothgeb

Dec 14 Fall CTE Classes End; AGE Term 2 Ends

Dec 15 Monthly business/industry contacts -Staff Dinner @ Bogey's

Dec 18-19 Christmas Break- Teachers & Students Out

Dec 20 – 31 – Christmas Break – All Campuses Closed

Important Dates Continued

2024

Jan 1 Christmas Break – All Campuses Closed
Jan 2-3 Prof. Development 7.5 hrs. for Instructors (All begin at 8:00) – Students Out
Jan 4-5 Prof. Development 2.5 hrs. for Instructors (All begin at 8:00) – Students Out
Jan 8 Spring CTE classes begin
Jan 15 Martin Luther King Jr. Day – All Campuses Closed
Jan 24 Faculty Meeting
Jan 26 Industry certifications/licensure submitted on the correct form to Carol Rothgeb
Jan 26 Monthly business/industry contacts
Jan 30 Happy birthday Mrs. Crozier!
Feb 8 Quarterly safety sweep conducted by Electricity students
Feb 19 Presidents Day – All Campuses Closed
Feb 23 Monthly business/industry contacts
Feb 23 Industry certifications/licensure submitted on the correct form to Carol Rothgeb
Feb 28 Faculty Meeting
Mar 14 Prof. Development for Instructors 2.5 hrs. remaining hrs- Students Out
Mar 18-22 Spring Break – All Campuses Closed
Mar 27 Faculty Meeting
Mar 29 Monthly business/industry contacts
Mar 29 Industry certifications/licensure submitted on the correct form to Carol Rothgeb
Apr 5 Deadline for spring advisory meeting
Apr 12 Deadline for uploading spring advisory meeting documents to shared drive
April 24 Faculty Meeting
Apr 26 Monthly business/industry contacts
Apr 26 Industry certifications/licensure submitted on the correct form to Carol Rothgeb
May 4 Quarterly safety sweep conducted by Electricity students
May 23 Spring CTE Classes End
May 27 Memorial Day – All Campuses Closed
May 22 Faculty Meeting
May 28 Teacher Workday (Industry certifications/licensure submitted on the correct form to Carol Rothgeb, Monthly business/industry contacts for May/upload to S-drive, May 24 Program outcome forms for students exiting/graduating between Jul 1 and Feb 28)
May 29 Teacher Workday / ECTC Graduation @ WHS @ 6:00PM
May 30 Last Day for Teachers
Jun 26 AGE Term 3 Ends
Jun 27 Summer Teacher Last Workday (Industry certifications/licensure submitted on the correct form to Carol Rothgeb)

Organizational Chart – Main Campus

Emerald Coast Technical College Main Campus
2023-2024

Walton County School Board

Superintendent of Schools
Mr. A. Russell Hughes
Walton County School District

Director / Principal
Wyndy Crozier
Emerald Coast Technical College

Plant Manager - Tooraj Adibzadeh

Custodians -Jennifer Simpson
Ricky Traywick

Institutional Advisory Committee

Administrative/ Support Staff
Bookkeeper
Stephanie Davis

Clerical Aide/Receptionist
Elizabeth Sims

Grant Writer & Public Relations Specialist
Diana Gillis

Project Specialist
Jesse Spaid

School Resource Deputy
Jody Day

Instructional/ Teaching Staff Academic/ Developmental

Instructor: Adult Basic Education (ABE)/ /GED Prep
Dawn Morgan / Day
Maria Pres-Rogowski / Evening

Instructor: ESOL
Brook Spires

Students

Instructional / Teaching Staff Career Education
Instructor: Applied Cybersecurity / Computer Systems & Information Technology (CSIT) / Network Support Services / Web Application Development & Programming
Leslie Harrison

Instructor: Automotive Services Technology 1 & 2
Gary Price

Instructor: Cosmetology
Erin Miller

Instructor: Electricity
Johnny Lynch

Instructor: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2
Jeff Falivene

Instructor: Welding Technology/ Welding Technology - Advanced
Walter Miller / Daytime
Stephen Dorriety / Evening

Instructor: Plumbing
Leonard DeMarco

Health Sciences Programs Director
Lisa O'Neill

Instructional / Teaching Staff Health Sciences

Instructor: Patient Care Technician/Phlebotomy
Deana Majors

Instructor: Pharmacy Technician
Patricia Roman

Instructor: Practical Nursing
Theresa Bolton

Instructor: Practical Nursing
Twynette Earley

Instructor: Practical Nursing
Susan Hebert

Instructor: Practical Nursing
Gina Johnson

Instructor: Practical Nursing
Kristin Leonard

Student Services
Student Services Dean
Lisa Jones

Financial Aid Officer / VA Certifying Official
Brooke Adam

Data Control Specialist
Carol Rothgeb

Student Accounts
April Chambless

Testing Administrator
Daniel Appel

Career Programs Advisory Committees

(Function in Advisory Capacity for Each Career Education Program)

Students

Health Sciences Advisory Committee

Students

16

Organizational Chart - MIC

Emerald Coast Technical College @ Magnet Innovation Center – Watersound
2023-2024

Walton County School Board

Superintendent of Schools
Mr. A. Russell Hughes
Walton County School District

Principal / Director
Wyndy Crozier

Onsite Administrator
Kathryn Benson

Plant Manager
Tooraj Adibzadeh
(Shared)

Lisa O'Neill
Health Sciences
Programs Director
(shared)

Instructor: Patient Care
Technician
Amber Watson

Students

Program Advisory
Committee

Receptionist
Dawn Meador

-Shared Staff with Main Campus-
Student Services Dean
Lisa Jones

Financial Aid Officer/VA Certifying
Official
Brooke Adam

Bookkeeper
Stephanie Davis

Data Control Specialist
Carol Rothgeb

Grant Writer & Public Relations
Specialist
Diana Gillis

Project Specialist
Jesse Spaid

Student Accounts
April Chambless

Instructor: Applied
Information Technology
Dave Duvall

Students

Program Advisory
Committee

17

Facilities – Main Campus

Emerald Coast Technical College Main Campus 761 North 20th Street DeFuniak Springs, FL 32433

Building 100:
- Main Office/Administration
  - Director's Office
  - Bookkeeping
  - Plant Manager
  - Project Specialist
  - Reception
  - School Bookstore
- Student Services
  - Student Services Dean (Counseling/Admissions/Enrollment/Registration)
  - Data Control Specialist
  - Grant Writer & Public Relations Specialist
  - Student Accounts
- Financial Aid
- Applied Cybersecurity, Computer Systems & Information Technology (CSIT), Network Support Services and Web Application Development & Programming Classroom and Lab
- Automotive Service Technology 1 and Automotive Service Technology 2 Classroom and Shop
- CareerSource®/Workforce Development
- Custodial Offices and Storage
- Electricity Classroom and Shop
- Plumbing Classroom and Shop
- Restrooms
- Staff Lounge

Building 200:
- Cosmetology Appointment Desk
- Cosmetology Labs
- Instructor Office
- Restrooms

Building 300:
- ABE/GED Classroom
- Office
- Restrooms
- Testing Lab

Building 400:
- ABE/GED Night Classroom
- Health Sciences Labs
- Health Sciences Director and Instructor Offices
- Media Center - main campus
- Patient Care Technician Classroom
- Pharmacy Technician Classroom
- Phlebotomy Classroom
- Practical Nursing Classrooms
- Restrooms

Building 500:
- Air Conditioning, Refrigeration and Heating 1 & 2, Classroom and Labs
- Computer Equipment Room (CER)
- Restrooms
- Storage
- Welding Technology and Welding Technology-Advanced, Classroom and Labs

Portable #1 - ESOL
Portable #2 - Vacant
Portable #3 – Community Education Classroom

Emerald Coast Technical College @ Magnet Innovation Center – Watersound
133 South Watersound Parkway Inlet Beach, FL 32461

Main Building
- Administration offices
- Staff offices
- SRD office
- Applied Information Technology classroom
- Patient Care Technician Classroom
- Restrooms

Media Center Building
- Dining Area
- Media Center
- Restrooms
- Staff offices

Portable #1-Patient Care Tech Lab

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Administration, Faculty and Staff Directory - Main Campus

Department	Title	E-Mail Address	Phone 850-892-1240 Extension

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ADMINISTRATION

Crozier, Wyndy	Director / Principal	Crozierw@walton.k12.fl.us	5110

SUPPORT

Davis, Stephanie	Bookkeeper	DavisS@walton.k12.fl.us	5102
Day, Jody	School Resource Deputy	Jody.Day@walton.k12.fl.us	5108
Gillis, Diana	Grant Writer & Public Relations Specialist	GillisD@walton.k12.fl.us	5163
Sims, Elizabeth	Clerical Aide/Receptionist	Elizabeth.Sims@walton.k12.fl.us	5101
Spaid, Jesse	Project Specialist	Jesse.Spaid@walton.k12.fl.us	5162

STUDENT SERVICES

Jones, Lisa	Student Services Dean/Career Counselor	JonesL@walton.k12.fl.us	5182
Adam, Brooke	Financial Aid Officer/VA Certifying Official	Brooke.Adam@walton.k12.fl.us	5185
Appel, Daniel	Testing Administrator	AppelD@walton.k12.fl.us	5168
Chambless, April	Student Accounts	April.Chambless@walton.k12.fl.us	5111
Rothgeb, Carol	Data Control Specialist	RothgebC@walton.k12.fl.us	5112

INSTRUCTIONAL

Adult/Developmental Education

Morgan, Dawn	Instructor: Adult General Education/Day	MorganD@walton.k12.fl.us	5175
Pres-Rogowski, Maria	Instructor: Adult General Education/Eve.	Maria.Pres-rogowski@walton.k12.fl.us	5169
Spires, Brook	Instructor: ESOL	Brook.Spires@walton.k12.fl.us	5109

Architecture & Construction

DeMarco, Leonard	Instructor: Plumbing	Leonard.Demarco@walton.k12.fl.us	TBD
Falivene, Jeffrey	Instructor: HVAC/R 1&2	Jeffrey.Falivene@walton.k12.fl.us	5165
Lynch, Johnny	Instructor: Electricity	Johnny.Lynch@walton.k12.fl.us	5151

Information Technology

Harrison, Leslie	Instructor: Information Technology Programs	HarrisoL@walton.k12.fl.us	5161

Health Sciences

O'Neill, Lisa	Health Sciences Programs Director	Lisa.Oneill@walton.k12.fl.us	5171
Bolton, Theresa	Instructor: Practical Nursing	Theresa.Bolton@walton.k12.fl.us	5141
Earley, Twynette	Instructor: Practical Nursing	EarleyT@walton.k12.fl.us	5158
Hebert, Susan	Instructor: Practical Nursing	HebertS@walton.k12.fl.us	5177
Johnson, Gina	Instructor: Practical Nursing	Gina.Johnson@walton.k12.fl.us	5159
Leonard, Kristin	Instructor: Practical Nursing	Kristin.Leonard@walton.k12.fl.us	5183
Majors, Deana	Instructor: PCT/Phlebotomy	MajorsD@walton.k12.fl.us	5172
Roman, Patricia	Instructor: Pharmacy Technician	Patricia.Roman@walton.k12.fl.us	5147

Human Services

Miller, Erin	Instructor: Cosmetology	MillerE@walton.k12.fl.us	5155

Manufacturing

Dorriety, Steven	Instructor: Welding Programs / Evening	DorrietyS@walton.k12.fl.us	5152
Miller, Walter	Instructor: Welding Programs / Day	Walter.Miller@walton.k12.fl.us	5152

Transportation, Distribution, and Logistics

Price, Gary	Instructor: Automotive Services Technology 1 & 2	PriceG@walton.k12.fl.us	5160

CUSTODIAL / PLANT MANAGEMENT/MAINTENANCE

Adibzadeh, Tooraj	Plant Manager	AdibzadehT@walton.k12.fl.us	5170
Simpson, Jennifer	Custodian	Jennifer.Simpson@walton.k12.fl.us	
Traywick, Ricky	Custodian	Ricky.Traywick@walton.k12.fl.us	

Administration, Faculty and Staff - Main Campus

Crozier, Wyndy (2018)
Director / Principal
M.S., Ed Leadership, American College of Education
M.A., Varying Exceptionalities, B.A. Elementary Education
University of South Florida, A.A., St. Pete Jr. College
National Board Certified, Teacher, MCG

Adam, Brooke (2018)
Financial Aid Officer/VA Certifying Official
Everest College Accounting
University of West Florida, Business Administration

Adibzadeh, Tooraj (2011)
Plant Manager
A.A., Tallahassee Community College

Appel, Daniel (2018)
Testing Administrator
University of West Florida, Teaching Certificate
B.A., Buffalo State College, Communications

Bolton, Theresa (2013)
Instructor, Practical Nursing
B.S.N., R.N.
Western Governor University

Chambless, April (2016)
Student Accounts
A.A. /A.S., Okaloosa Walton Community College

Day, Jody (2022)
School Resource Deputy
Walton County Sheriff Office, Florida Panhandle Technical College,
Certification

Davis, Stephanie (2015)
Bookkeeper

DeMarco, Leonard (2023)
Instructor, Plumbing

Dorriety, Steven (2014)
Instructor, Welding Technology, Welding Technology-Advanced
Certificate – WHTC

Earley, Twynette (2008)
Instructor, Practical Nursing
Western Governors Univ., M.S.N, B.S.N., Certificate
A.S., Pensacola Jr. College

Falivene, Jeff (2019)
Instructor, HVAC/R Program
A.A., Social Science, HVAC Diploma/Certificate

Gillis, Diana (2023)
Grant Writer & Public Relations Specialist, B.A., Middle Grades
Math/Science University of West Florida, A.A., Okaloosa Walton
Community College, Certificate, Vocational

Harrison, Leslie (2000)
Instructor, Applied Cybersecurity,
CSIT, Network Support Services, Web Application Development and
Programming
B.S., University of West Florida, Vocational Education

Hebert, Susan (2013)
Instructor, Practical Nursing
M.S.N., University of South Alabama, B.S., Rollins College, A.D.N.,
Pensacola Jr. College, A.A., University of Cincinnati

Johnson, Gina (2020)
Instructor, Practical Nursing
R.N., Gulf Coast State College

Jones, Lisa (2019)

Student Services Dean/Career Counselor
M.Ed. School Counseling, University of West Alabama; B.S. Elementary Education K-6, Florida State University; A.S., Okaloosa Walton Community College; Reading and ESOL Endorsed

Leonard, Kristin (2023)

Instructor, Practical Nursing
Bachelor of Nursing, M.S.N.

Lynch, Johnny (2022)

Instructor, Electricity Certificate NCCER

Majors, Deana (2018)

Instructor, Practical Nursing, Patient Care Technician/Phlebotomy
B.S.N., R.N. Chamberlain University
Certificate, Vocational

Miller, Erin (2008)

Instructor, Cosmetology
College of Beauty Careers
State of Florida Cosmetology License

Miller, Walter (2022)

Instructor, Welding Technology, Welding Technology Advanced
Certificate – NCCER, AWS

Morgan, Dawn (2018)

Instructor, Adult General Education
B.A., Education
University of West Florida

O'Neill, Lisa (2022)

Nursing and Health Science Program Director Chief Nursing Officer Nationally Certified Nurse Practitioner MSN, APRN, AGNP-C MSN, University of Alabama at Birmingham BSN, Northwest Florida State College ADN, Gulf Coast State College AS, Northwest Florida State College LPN, Gulf Coast State College

Pres-Rogowski, Maria (2023)

Instructor, Adult General Education
B.A., British & American Literature, M.A. in TESOL (ESL/EFL), A. Mickiewicz University

Price, Gary (2006)

Instructor, Automotive Services Technology 1 & 2
Certificate, Washington-Holmes, ASE Certified Master Technician ASE Advanced Engine Performance

Roman, Patricia (2017)

Instructor, Pharmacy Technician
Certificate/Registration PTCB

Rothgeb, Carol (2003)

Data Control Specialist

Simpson, Jennifer (2022)

Custodian

Spaid, Jesse (2023)

Project Specialist
B.S. Project Management, A.S. Criminal Justice, Notary

Sims, Beth (2020)

School Secretary

Spires, Brook (2020)

Instructor, ESOL
B.S., Psychology Troy University, A.A., Enterprise State Community College

Traywick, Ricky (2022)

Custodian

Administration, Faculty and Staff - MIC

Emerald Coast Technical College @ Magnet Innovation Center – Watersound

Crozier, Wyndy (2018)*	Director / Principal
Benson, Kathryn (2022)	Onsite Administrator
Adam, Brooke (2018)*	Financial Aid Officer / VA Certifying Official
Adibzadeh, Tooraj (2011)*	Plant Manager
Chambless, April (2016)*	Student Accounts
Davis, Stephanie (2015)*	Bookkeeper
Duvall, Dave (2022)	Instructor, Applied Information Technology
Gillis, Diana (2023)*	Grant Writer & Public Relations Specialist
Jones, Lisa (2019) *	Student Services Dean / Counselor
Meader, Dawn (2023)	Receptionist
O'Neill, Lisa (2022)*	Health Sciences Programs Director
Rothgeb, Carol (2003)*	Data Control Specialist
Spaid, Jesse (2023)*	Project Specialist
Watson, Amber (2023)	Instructor, Patient Care Technician

Shared with Main Campus

Drug Free Workplace

No employee shall unlawfully possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, without a valid prescription. Workplace is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of the School District is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; or off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

Equal Opportunity Employment Practices

The Walton County School Board selects employees on the basis of merit, training, and experience. Equal opportunities for employment, training, compensation, promotion, and other conditions of employment are provided without regard to marital status, race, color, religion, national origin, age, sex, handicap, perceived disability or record of disability as defined by the Americans with Disabilities Act. Veterans are provided employment rights in accordance with Public Law 93-508 (Federal), Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The District complies with all federal and state laws prohibiting discrimination in employment. Walton County School Board does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Walton County School Board also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the Director of Human Resources.

Moment of Silence

Per House Bill 529, public schools will institute a 1-2 minutes of silence each school day. Schools should not make suggestions on how students use this time. This time can or cannot be religious in nature but should be silent.

Title IX

Not only are we mandatory reporters for child abuse, we are also mandatory reporters for Title IX. The definition of Title IX is "no person in the US shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." Examples of Title IX violations include sex based discrimination (equity, athletics, pregnancy, employment, extra-curricular activities, salaries, gender identity, and sexual orientation) as well as sexual harassment, quid pro quo, sexual assault, domestic violence, stalking, hostile environment, and retaliation.

If you become aware of a possible Title IX incident that occurred on school grounds or at a school sponsored event, whether it involves students, employees, or both, you are required to report your knowledge of the event to your principal. If you do not feel comfortable talking to your principal or if they are not available, you can also call Title IX representatives at the district office. The representatives are as follows:

- Title IX Coordinator, Deputy Superintendent
- Deputy Title IX Coordinator for Employees, Director of HR
- Deputy Title IX Coordinator for Students, Coordinator of Psychological Services
- Deputy Title IX Coordinator for Athletics, District Athletic Director

ECTC Health and Safety Plan

Purpose
The ECTC Health and Safety Plan, as described here, is used to ensure the safety of employees, students and guests on both campuses.

Distribution
The ECTC Health and Safety Plan is made available to all employees and students via the ECTC Catalog and Student Handbook. The plan, as part of the ECTC Catalog and Student Handbook, it can be found online at, https://www.ectc.edu/catalogplans.html.

Safety Input and Plan Revision
Employees and students may submit plan changes and recommendations to the director at any time. Changes and recommendations can be emailed to the director at crozierw@walton.k12.fl.us or submitted in written form and dropped off with the receptionist or on-site administrator. This plan is revised annually when the ECTC Catalog and Student Handbook is revised, prior to the start of a new school year. At the end of each school year, instructors are provided the opportunity to report any faulty equipment through the use of the end of the year check of sheet. Safety questions are asked on the climate survey that is provided to students, faculty and staff. Administration, along with faculty and staff members from both locations, use the data from the survey to make improvements in the area of safety for the upcoming school year.

Safety Sweeps
Recognizing that a safe environment contributes significantly to the learning process, both campuses conduct semi-annual safety inspections of school facility and grounds.

Accidents
Staff or students who witness or are hurt in an accident should notify and/or seek assistance immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the director, the on-site administrator, the school resource deputy or the receptionist, located in the main office of each campus, to facilitate notification of 911 emergency services. When such reporting would cause a delay in needed medical attention, students and staff are reminded to contact 911 emergency services directly. Instructors should submit a student accident claim form to the receptionist as soon as possible following an accident. Administration, and other personnel as needed, will investigate all accidents.

Sickness
Students who become sick while on campus should report to their instructor. The decision on whether the student will leave campus or remain in class will be determined by the student and the instructor. In the case of a serious sickness the protocols for emergency health care needs will be initiated.

Emergency Health Care Needs
Students with emergency health care needs should notify and/or seek assistance from staff immediately. Students requiring medical intervention should report to their instructor, the administrator, school resource deputy or the receptionist to facilitate notification of 911 emergency services. When such reporting would cause a delay in needed medical attention, students are reminded to contact 911 emergency services directly. Designated first responder staff members have been trained in CPR.

There are automated external defibrillator (AED) units available on each campus in case of cardiac arrest. Instructors should notify administration as soon as possible following an emergency health care situation. Administration, and other personnel as needed, will investigate the situation.

Security Cameras
Campus security cameras are positioned at appropriate locations on each campus to record activities. Security camera recordings are made available to law enforcement as needed.

Emergency Exits
Exits are clearly marked and exit routes are displayed near office and classroom doorways.

Emergency Drills
Safety drills are conducted throughout the school year on both campuses. Students and staff participate in regular, scheduled emergency drill exercises in order to effectively respond to crisis and potential disaster situations, including inclement weather, tornado, fire and active shooter alerts. All instructors who have students at the time of these drills are required to report the number of students involved and any occurrences that are out the ordinary to administration upon completion of the drill. These results are then reported to Walton School District Director of Facilities and Maintenance.

Fire Safety
Fire extinguishers are located and maintained throughout both campuses. All students are instructed in fire safety.

Safety Equipment and Gear
Each program area provides appropriate safety equipment and gear. Students should familiarize themselves with program syllabi and follow all prescribed safety measures.

Equipment Inspection
Plant Manager/maintenance designee performs regularly scheduled maintenance checks of all facilities and equipment to ensure proper functionality. In the event of needed replacement or repairs immediate attention is given to the faulty equipment by posting a sign of non-use and completing a maintenance request form that is sent to Walton County Maintenance Department.

First Aid Supplies
First aid supplies can be found in each classroom, Student Services and in the main office on both campuses.

Safety Instruction
While education of students in a chosen career path is of utmost importance, both campuses realize that each student should also possess the knowledge and skills needed to perform his/her chosen career in a safe and efficient manner, and in a safe and efficient environment. To this end, each program has implemented guided lesson plans to address safety in the work environment.

School Resource Deputy
The School Resource Deputy (SRD) is a member of the Walton County Sheriff Office. Campus crimes should be promptly reported to administration and the school resource deputy.

Badges
Identification badges are an important element of campus safety and security. Student, faculty, and staff badges should be displayed prominently while on campus. Individuals may be delayed and questioned regarding their

business on campus if no student badge is displayed. Students should be issued the required badge when registering for classes. Students will also be issued a badge when enrolling in a new program.

Parking Permits
Parking permits provide an additional campus safety measure. Students who drive a vehicle on campus should register the vehicle (including motorcycles) with the secretary/receptionist. All faculty and staff members are provided with a parking pass. In automobiles, the parking pass should be suspended from the rearview mirror, with the number visible through the front windshield.

Emergency Call Stations
Emergency Call Stations are located in both of ECTC's parking lots. The emergency call stations are a direct line to 911 emergency services.

Custodial Services
ECTC buildings, classrooms and offices provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, and parking areas. ECTC has onsite custodial services in the form of a Plant Manager, a full-time custodian and a part-time custodian. The custodial staff is scheduled to clean each building and portable on a regular basis. Contact the Plant Manager for custodial needs or safety issues related to cleanliness.

School Resource Deputy
ECTC has an on-campus school resource deputy (SRD). The SRD's office is located in the main office in Building 100. Report safety issues to the ECTC director and SRD, as necessary.

Suspected Child Abuse
Florida Statute requires the mandatory reporting of child abuse by all School Board employees. The person who suspects child abuse is responsible for reporting the matter to the child abuse hotline, even if the case is discussed with other employees such as the Principal. In addition, employees are responsible for immediately reporting any suspicion directly to the principal or assistant principal.

Any employee reporting a case of known or suspected child abuse or neglect must, at the time the report is made, request that the Department of Children and Family Services notify the employee whether a child protective investigation occurred as a result of the report and request a written summary of the outcome of the investigation as permitted by Section 39.202(5), *Florida Statutes*. The reporting employee must also prepare and file a District County Schools Child Abuse Incident Referral Report with the principal; blank forms are to be maintained in the office of each school site."

Suspected Drug Abuse
All school personnel must report to the Principal any suspected unlawful use, possession, or sale of controlled substances, counterfeit controlled substances, alcoholic beverages, or model glue by a student.

Suspected Potential Suicide Risk

Refer the student immediately to the counselor. Walk the student to the counselor or have another student go after a counselor. Notify the counselor and the administrator of the student you suspect may be considering suicide. Contact the student's emergency contact if a counselor or administrator is not immediately available. ***Do not leave the student unattended.*** If you receive information after school hours about a potential suicide risk, contact your administrator and the counselor immediately.

Safety Report

The annual safety report is available in the plant manager's office. The summary below is made available through the ECTC website, www.ectc.edu.

Summary of Reported Crimes

This annual security report is prepared as part of the annual Catalog/Student Handbook and in compliance with the Federal Student Right-to-Know and Campus Security Act. Crime statistical data is based on information obtained through local police agencies. Reports concerning criminal actions or other emergencies should be directed to the onsite administrator.

CRIMINAL OFFENSES	HATE CRIMES	VAWA OFFENSES	ARRESTS	DISCIPLINARY ACTIONS	UNFOUNDED CRIMES			

- Criminal Offenses - On campus

Criminal Offense	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	1
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

Hate Crimes	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Federal and Florida laws require that a person designated as a "*sexual predator or offender*" register with the Florida Department of Law Enforcement. The Florida Department of Law Enforcement (FDLE) is then required to notify the appropriate local law enforcement agency where the predator/offender registrant resides or *attends an institution of higher learning*. Information regarding sexual predators or sexual offenders attending such institutions may be accessed from local law enforcement agencies, by calling the FDLE hotline (1-888-357-7332), or through the FDLE website posted on the student services information board.

Campus Sexual Violence Elimination Act (Campus SaVE Act)
Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are committed to maintaining a learning environment that is safe and promotes respect and dignity of students, faculty, and staff. Everyone has the responsibility to exercise high ethical principles and standards of conduct.

The Clery Act
The Clery Act is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies. Among other crimes, the Clery Act requires that colleges and universities report forcible sex offenses, including sexual assault and rape. These crime statistics are reported in the ECTC Catalog and Student Handbook. The Clery Act was most recently amended by the Violence Against Women Reauthorization Act of 2013.

ECTC Student Services provides brochures detailing how to report prohibited conduct, relevant definitions (including "prohibited conduct" and "consent"), recognizing abusive behavior, and tips for escaping a potentially dangerous situation. This policy addresses student-related concerns of intimate partner and dating violence, stalking, sexual assault, sexual misconduct and sexual harassment, which are all prohibited on this campus. This policy, in addition to the Student Code of Conduct, governs the conduct of all Emerald Coast Technical College students. This policy is intended to address instances of prohibited conduct while respecting the rights of all involved; to comply with the Title IX, Clery Act, and the Campus SaVE Act; and to ensure the safety of the campus.

The prohibited conduct refers to incidents that occur on institute's premises, during institute's sponsored activity, or at an off institute premises when conduct adversely affects the Institute and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual completion and/or graduation of his/her program or course. Confidential services are available for students through the Student Services department. Off-campus services are also available:

Abuse Hot Line Phone: (800) 962-2873 (Call 24-hours a day)

The following on-line resources are also available to students:
- National Sexual Violence Resource Center – http://www.nsvrc.org/
- Men Can Stop Rape – http://www.mencanstoprape.org/
- Step Up! A Bystander Intervention Program – http://stepupprogram.org/
- Risk Prevention Techniques from RAINN – https://rainn.org/

Reporting Prohibited Conduct
When Emerald Coast Technical College receives knowledge alleging Prohibited Conduct, the Technical College will fully investigate each allegation. Victims are not required to participate in an investigation but Emerald Coast Technical College will still fulfill its obligation to investigate to the full extent possible. Emerald Coast Technical College actively encourages individuals to report violations of this policy. Individuals are not required to report the incident to the local police to receive support services.

Tobacco and Smoke-Free Campus
Emerald Coast Technical College is a tobacco and smoke-free campus. Smoking (including e-cigarettes) and other tobacco usage (smokeless products/spit and spit-less tobacco) is not permitted on the campus, in parking lots, or in any campus building.

WCSD School Safety and Security Initiatives

1. All School District employee's badges must be displayed on person at all times while on Walton County School District property.
2. All classroom doors and gates must be locked and secured.
3. All visitors enter school through the secure lobby entrance. (Parents, contractors, bus drivers, maintenance workers, district employees, etc.)
4. Raptor license verification check for all school visitors (Raptor Badge displayed at all times while visitor is on campus)
5. See Something Say Something Initiative
   A. Students can report suspicious activity to teacher, parent/guardian, administration, guidance, school resource deputy (SRD), or school staff.
   B. Emerald Coast Crime Stoppers – Anonymous Tip Reporting (Crime Watch Program)
      a. Toll free number - (850)863-TIPS
      b. Mobile App - P3 Tips Mobile App
      c. Web tips – www.emeraldcoastcrimestoppers.com
   C. Students can report suspicious activity to the Walton County School District Safe School department e-mail safeschools@walton.k12.fl.us
   D. FortifyFL App – Suspicious Activity Reporting App – Created by the Office of Safe Schools
6. Walton County School District Emergency Quick Reference Guides (Drill and Emergency Procedures) (4 ALICE Drills (1st, 2nd, 3rd, 4th Nine Weeks), 5 fire drills (2-August 1-September 1-October 1-November), and 1 severe weather drill a school year)
7. Who can call an ALICE active incident? Any staff member at the school that witness a threat to the safety and security of the school and students. The staff member contacts the main office and an intercom announcement will be made with location of incident and the words implement ALICE will be announced. (Rave App went live in February.)
8. ALICE response used for all active threats at the school level. (A-Alert, L-Lockdown, I-Inform, C-Counter, E-Evacuate) ALICE does not need to be followed sequentially. You can go straight from A-Alert to E-Evacuate.
9. *If an intercom (or walkie-talkie) announcement is made to implement ALICE and gives information about the location of the incident the incident is a real incident.* All ALICE drills will be announced with the words this is a drill.
10. Pull station fire alarm alerts (All students will remain in classes until pull station area is investigated by SRD or custodial staff. Once pull station area has been investigated directions will be given by intercom about the next steps for students and staff).
11. Each school will create a school level threat assessment team which will include persons with expertise in counseling, instruction, administration, and law enforcement. The team's duties include the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of the school staff and students. (Threat assessment teams will meet each month)
12. Ongoing Social Media threat monitoring (Social Sentinel)
13. Ongoing Mental Health First Aid Training for all school district employees (8-6 hours of training)
14. SRD Expectations for the 2021-22 School Year
15. Two Emergency Bags at each school (Red Bag)

16. Emergency Panic Buttons tested every semester at the school (admin and SRD will make dispatch and staff aware they are testing the system before alarm is activated.)
17. Walton County School District School Safety Webpage - www.walton.k12.fl.us/school-safety
18. Each school will identify hard corner areas where students could hide outside the line of sight of an active assailant looking through the doorway for every room in the school. School Safety Specialist and SRD's will help schools identify hard corner areas for each room.
19. Each school will identify a way to cover hallway classroom door windows. School Safety Specialist and SRD's will help schools identify ways to cover hallway classroom door windows.
20. Each school will develop written plans and procedures specific to their schools for implementing ALICE, Fire Evacuation, Severe Weather/Tornado, Bomb Threat, and reducing student's movement at the school if needed. School Safety Specialist and SRD's will help school develop these written plans and procedures. (Rally Points, Reunification Areas, Incident Command, etc.)
21. Each school's staff will be trained in the components and structure of incident command specific to their school. The School Safety Specialist will provide incident command training at a school level staff meeting with the help of the Walton County Sheriff Office.

Ongoing Operation and Maintenance Plan

The plan for the ongoing operation and maintenance on each campus includes physical facilities and technical infrastructure. Neither campus offers distance education. Physical facilities on both campuses provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms and parking.

Distribution
The ECTC Operation and Maintenance Plan is made available to all employees and students on both campuses through ECTC Catalog and Student Handbook. The plan, as part of the ECTC Catalog and Student Handbook, is also made available to all employees and students online at ECTC's website, https://www.ectc.edu/catalogplans.html.

Input and Plan Revision
Employees and students at each campus may submit plan changes and recommendations to the administration at any time. Changes and recommendations can be emailed to the ECTC director at crozierw@walton.k12.fl.us or submitted in written form and dropped off with the receptionist. This plan is revised annually when the ECTC Catalog and Student Handbook is revised, prior to the start of a new school year. At the end of each school year, instructors are provided the opportunity to report any faulty equipment through the use of the end of the year check of sheet. A climate survey is provided to students, faculty and staff that inquires about ECTC's facilities. Administration and designated faculty and staff members use the data from the survey to make improvements in the area of safety for the coming school year.

Personnel
Emerald Coast Technical College Main Campus has onsite custodial services provided by three employees.
Plant Manager: Tooraj Adibzadeh
Custodian (Full-time): Ricky Traywick
Custodian (Part-time): Jennifer Simpson

Emerald Coast Technical College @ Magnet Innovation Center – Watersound has onsite custodial services provided by one employee.

Maintenance (Part-time): <mark>Roland Moriarty</mark>
Custodian (Full-time): <mark>Shaquille Jackson</mark>

Federal and State Laws, Codes and Procedures
There are state and federal laws, codes and procedures that each campus must follow, especially when chemical and cleaning materials are used. Each campus is a public institution that is part of the Walton County School District. Therefore, each campus must adhere to local, state and federal regulations. Under Chapter 64E-13 School Sanitation, General Rule 64E-133.001 prescribes minimum requirements and standards of sanitation and safety for schools located within the state regardless of the nature of the school, its ownership or organization. Standards 64E-13.004 goes into detail about the requirements and standards of sanitation and safety for schools. Each campus complies with these regulations. The maintenance and custodial staff at each campus attend annual training that includes relevant laws, codes, procedures and safety precautions.

Facility Repairs
Each campus is part of the Walton County School District and is governed by the Walton County School Board. Therefore, the Walton County School District Maintenance Department handles facility repairs such as building repairs and HVAC unit repair. The maintenance and custodial staff submit an online work order to the WCSD Maintenance Department. The WCSD Maintenance Department performs the repair then completes and closes the work order.

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Principles of Conduct for All Employees
The School Board and Superintendent hold the highest expectations for the conduct of all employees of the Walton County School Board. It is expected all employees will be of good moral character and demonstrate conduct as an employee that is at all times appropriate and consistent with the high standards the School Board and community expect. Teachers are expected to dress in a manner befitting the teaching profession. All uses of tobacco products in any form are prohibited in any District-owned facility except in a place designated by the Board, which must be out of the view of the public and students. According to Florida Statutes the use of profane or abusive language to, or in the presence of, students by School Board employees is prohibited. Any employee who violates this Rule shall be subject to disciplinary action. It is expected all employees will be competent and capable in the performance of assigned duties, functions and responsibilities, demonstrating quality and pride in their efforts, and serve as an appropriate role model for students, while supporting the School Board Mission and Goals for the District.

Any employee arrested for or charged with a felony, abuse of a child, or the sale, distribution, and/or possession of a controlled substance shall notify the Superintendent within 48 hours of the arrest. In addition, the employee shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. Within 5 calendar days from receipt of notification from an employee or a law enforcement agency that an employee has been arrested, the Superintendent shall notify each member of the School Board of such arrest and shall provide such further information as may be available. Within a reasonable time thereafter, the Superintendent shall take such action as may be appropriate under the circumstances, including, but not limited to, transfer, suspension, or initiation of dismissal proceedings of such employee in order to protect the health, safety and welfare of students, other employees and members of the public. In addition, the Superintendent shall, on behalf of the School District,

file such information with the Florida Department of Education within 30 calendar days following notification from any law enforcement agency or other reliable source.

Principles of Professional Conduct for the Education Profession in Florida
Violation of any of these principles shall subject the individual to revocation or suspension of the individual teacher's certificate or the other penalties as provided by law.
(1) Florida educators shall be guided by the following ethical principles:
(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.
(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
(a) Obligation to the student requires that the individual:
1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
(b) Obligation to the public requires that the individual:
1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.
(c) Obligation to the profession of education requires that the individual:
1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History–New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.

Fingerprinting and Background Check
Walton County School Board requires a Level II Screening Clearance/Background Check on all School District employees, substitutes, student teachers, certain volunteers and contractors as indicated by the Florida Jessica Lundsford Act. Please allow sufficient time for the fingerprint results to be received prior to your first day of work. You may not begin work until the fingerprint screening has cleared.

The fingerprinting fee is $75.00 for employees, substitutes, student teachers and volunteers. The Florida Uniform Contractors Badge and clearance is $80.00. Payments are accepted in cash or money order (made payable to Walton County School Board). No other payment will be accepted. You may contact the Human Resources Department at (850) 892-1100, ext. 1354, to schedule a fingerprinting appointment.

Employment Verification

If you need verification of employment for credit or any other purpose, the Human Resources Department will respond to inquiries about your employment status. For your protection and privacy, we require all employment verifications be in writing. This gives us a record of the transactions and assures you are aware of inquiries regarding your employment.

Hazardous Substances

Under Florida law, you are entitled to know about any hazardous or toxic substance that might be in your workplace. Every precaution is taken to ensure you may perform your duties in a safe environment. The ultimate responsibility for safety lies with you. Contact your supervisor to arrange a time to review the information and materials at your work site. If a condition exists in your area that might cause harm to you, a student, or a coworker, it must be reported immediately to your principal and/or supervisor.

Network and Internet Access Policy

The School Board provides computer access and Internet access for its employees. WCSD has adopted an Acceptable Use Policy, which sets guidelines for accessing the network and/or Internet service to ensure users are aware of acceptable and non-acceptable uses of this service. Instructional employees are provided a network account which provides e-mail, access to the Internet and to any WCSB network server. The account is for educational and/or professional purposes. However, staff may use the Internet for personal use **only** if such use is incidental, has received prior supervisor approval, and occurs during non-duty hours**.** All employees are required to sign an agreement annually which states he/she has read, understands, and agrees to abide by the provisions of the policy.

Discrimination Including Sexual and Other Forms of Harassment

The School Board believes all employees shall be allowed to work and students allowed to learn in an environment free from sexual harassment. All employees of this school district and members of the School Board are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. In support of this philosophy, a School Board Policy on Sexual Harassment (2.70) has been adopted.

Employees or applicants who believe they have been discriminated against in any way, (including sexual harassment), or need further guidance and/or assistance with reasonable accommodations should discuss this with their supervisor. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment, by any of its employees, students, non-employee volunteers or agents. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

➢ submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;

➢ submission to, or rejection of, such conduct by an individual is used as the basis for an employment or academic decision affecting that individual;

➢ the conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile or offensive educational or employment environment;

➢ submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

➢ graphic verbal comments about an individual's body or appearance;

➢ sexual jokes, notes, stories, drawings, pictures or gestures;

➢ sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions;

➢ unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates;

➢ spreading sexual rumors;

➢ touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing and fondling;

➢ cornering or blocking normal movements;

➢ displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

Definition of Other Forms of Prohibited Harassment
Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or any other characteristic protected by law and that

➢ has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;

➢ has the purpose or effect of interfering with an individual's work or academic performance; or

➢ otherwise, adversely affects an individual's employment or academic performance

Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
➢ epithets, slurs or negative stereotyping;

➢ threatening, intimidating or hostile acts, such as stalking; or

➢ written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment

Retaliation Prohibited
Any act of retaliation against an individual who files a complaint alleging a violation of the District's antidiscrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation of, or filing a complaint of, discrimination.

Procedures for Filing Complaints
Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment
Any person who believes that he/she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national or ethnic origin, religion, age or disability by an

employee, volunteer, agent of student of the School District should within sixty (60) days of alleged occurrence file a written or oral complaint. This complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

The complaint should be filed with the School Principal, Site Administrator or supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the District's Equal Employment Opportunity (EEO) Officer within five (5) days of the filing of the complaint. If the complaint is against the Principal or Site Administrator, the complaint may be filed directly with the EEO Officer. If the complaint is against the District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

Access to Walton County School District Public Records
All Walton County School District records, unless exempted by state or federal law, are public records. "Public Records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other materials, made or received in connection with the official business of Walton County School District.

Florida Statute 119.01, referred to as the Florida Sunshine Law, governs the public's right to inspect and obtain copies of public records. The Office of the Attorney General's Government-In-The-Sunshine Manual contains additional helpful information, including summaries of what exemptions apply to public records requests.

Anyone can request a public record in person, verbally over the telephone, in an email or in writing. You do not have to give your name or explain why you are making a request. There may be a fee associated with your request. If so, you will be notified in advance.

How to Request Public Records
You may contact the Public Records' Custodian at 850-892-1100, ext. 1302 or 145 Park St., DeFuniak Springs, FL 32435.
Prepare your public records request. Your request for public records should include:
- Contact information so that we can notify you that the public records request is prepared.
- A clear concise description of the records that you are seeking. Please avoid acronyms.
- Searches of emails should include:
  - Date range for the requested email messages
  - Identify email accounts that should be searched
  - Keywords to use during a search

In order for the WCSD to provide you the best response to your request, please carefully consider the information that will be useful to you. Very broad requests can take longer to fulfill and may become costly. The requested information will be provided in a reasonable period of time under normal conditions, unless such information is considered to be confidential or exempt from public records disclosure. An optional Public Record's Request Form is available at http://www.walton.k12.fl.us/public-records-requests.

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New Employee Orientation Plan

There is a formal New Employee Orientation conducted at the beginning of each school year through the Walton County School District. Topics discussed include, but are not limited to leave procedures, insurance and benefits, payroll information, Florida retirement, and professional conduct principles.

➢ Promptly complete and return all forms requested in your New Employee Packet to the Human Resources at the WCSB office on 145 Park Street in DeFuniak Springs.

➢ New teachers-send an OFFICIAL transcript(s) indicating your degree to the District Human Resources Department.

➢ The pay process can begin only when a nomination for appointment and all required forms, with the exception of insurance, are completed and returned to Human Resources.

➢ The employee is responsible for verification of previous service using the forms contained in the new hire packet.

  ➢ Only "contracted services" will be accepted. (Credit for substitute teaching on a daily or permanent basis that is not contracted will not be accepted.)

  ➢ The minimum time which may be recognized as a year of service for contractual purposes shall be full time actual service rendered under contract for more than one-half (½) of the number of days or more than one-half (½) the number of total hours required for the normal contractual period of service for the position held. In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded.

  ➢ Additional forms are available online at http://www.walton.k12.fl.us/human-resources-forms

➢ Teaching or administrative experience in any state or regionally accredited public school (K-12), junior or community college, university or government sponsored school will be accepted (graduate assistance experience will not count). Certified teachers possessing a four-year degree with verified teaching experience at private schools or institutions that are regionally accredited gain experience.

➢ All verified teaching experience up to 15 years (step 14) will be accepted in Walton County Public Schools.

Mentor Instructors for New Instructors
The ECTC director will assign a mentor instructor to new ECTC instructors.

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Health Science Faculty Policies and Procedures

Nursing Program Director

1. The director of any nursing program shall be a currently licensed registered nurse in Florida (which may include practice under the terms of Rule 64B9-3.009, F.A.C.). Notification of the appointment must be submitted to the Board.

2. The director of a professional nursing program shall have a bachelor's degree in nursing plus a masters or doctoral degree in nursing; and preparation in education and administration, 5 years of experience in academic, clinical, or administrative nursing, or any combination thereof.

3. The director of a practical nursing program shall have a minimum of a bachelor's degree in nursing; and preparation in education and administration, 3 years of experience in academic, clinical, or administrative nursing, or any combination thereof.

4. The director of the nursing program shall not be assigned curriculum instructional duties that would impair program administration.

5. The director of the nursing program shall have authority to administer the program in accordance with the policies of the parent institution and in relation to:

a. Development and maintenance of an environment conducive to the teaching/learning process;
b. Leadership within the faculty for the development and implementation of the curriculum;
c. Faculty recruitment, development, and evaluation;
d. Liaison with the Board of Nursing;
e. Establishment of clinical sites.

Practical Nursing Instructor
1. Fifty percent (50%) or more of the nursing faculty in a practical nursing program shall hold a bachelor's degree in nursing. Each faculty member who does not meet this requirement shall meet two of the following requirements:
    a. Have the equivalent of at least two years of full-time experience in clinical practice as a registered nurse;
    b. Be actively engaged in studies leading to the next highest degree for which eligible. This degree must be in nursing or a related field;
    c. Have the equivalent of at least two full-time years of experience as a nurse educator;
    d. Have current certification as an A.R.N.P. in Florida.
2. The number of program faculty members equals at least one faculty member directly supervising every 12 students unless the written agreement between the program and the agency, facility, or organization providing clinical training sites allows more students, not to exceed 18 students, to be directly supervised by one program faculty member.
3. Faculty shall demonstrate theoretical and clinical competence for each assigned area of instruction.
4. Variances or waivers to the academic qualifications for nursing faculty shall be justified and must be approved by the Board in accordance with Section 120.452, F.S.

Nursing Faculty Responsibilities
1. Developing, implementing, evaluating, and updating the purpose, philosophy, objectives/outcomes, and organizational framework of the nursing program.
2. Developing, implementing and evaluating the curriculum.
3. Developing, evaluating, and revising student admission, progression, retention, and graduation policies within the policies of the institution.
4. Participating in academic advising and guidance of students.
5. Providing theoretical instruction and clinical or practicum experiences.
6. Monitoring instruction provided by preceptors.
7. Evaluating student achievement of curricular objectives/outcomes related to nursing knowledge and practice.
8. Providing for evaluation of teaching effectiveness in accordance with parent institution policy.
9. Participating in activities which facilitate maintaining the faculty member's own nursing competence and professional expertise in the area of teaching responsibility and maintaining clinical competence through clinical experience, workshops, and/or continuing education.
10. Participating in a faculty organization, which meets regularly at scheduled and recorded meetings, and provides for faculty involvement in the operation of the program.

PCT Program Coordinator
The program coordinator shall hold a clear and active professional nursing license in Florida; have two years of professional nursing experience and; have one year of experience in nursing home services, i.e., care of the elderly or chronically ill of any age including supervision of Certified Nursing Assistants. The program coordinator assumes overall accountability for the development, implementation, and evaluation of the training program. Typical elements of an evaluation plan may include the following: student evaluations,

first-time pass rates on the written and manual skills certification exams, student attrition rates, resolution of past student complaints and grievances, and review and revision of program policies. (64B9-15.005(2)(c), F.A.C.). Evaluation address's goal setting, data collection, evaluation and interpretation of data, and corrective action. The program coordinator serves as liaison with the Board of Nursing. Additional duties include the recruitment, supervision and evaluation of qualified instructors.

PCT Instructor
Qualifications of the program instructor must meet Rule 64B9-15.005(3), F.A.C., and include the following:

1. A program instructor shall hold a clear, active Florida license to practice professional or practical nursing
2. Have at least one year of professional or practical nursing experience, and one of the following;
    a. have completed a course in teaching adults; or
    b. have at least one year of experience in teaching adults; or
    c. have at least one year of experience in supervising nursing assistants

Program instructors' duties include but are not limited to: participation in students' learning experience, ensures that
course objectives are established and accomplished and the supervision and evaluation of students in clinical settings, per
Rule 64B9-15.005(3)(b), F.A.C.

3. Teaching load/ratio Rule 64B9-15.005(4)(c), F.A.C. The number of program faculty members equals at least one faculty member directly supervising every 15 students

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Leave
Teacher Absences and Substitutes
In case of sickness or emergency, a teacher should follow school guidelines for securing a substitute teacher. The teacher must leave adequate lesson plans, a schedule, and all materials needed for use by the substitute and the class during the absence. The substitute list is located on the shared drive. Instructors can contact the receptionist if they need assistance acquiring a substitute.

Leave
All staff should enter leave requests in Skyward.

Sick Leave
Staff members employed on a full-time basis shall be entitled to four (4) days of sick leave, or no less than that provided by Florida Statutes, in the first month of each contract year. Thereafter, all full-time School Board employees shall accrue one (1) day of sick leave credit for each month of employment which shall be credited month. No employee will earn more than the equivalent of one day per month for the total months contracted in a fiscal year.
➢ Sick leave shall not be used prior to the time it is earned and credited to the staff member.
➢ No staff member shall earn more than one (1) day of sick leave for each month of employment during the school year or school fiscal year. Such leave is cumulative from year to year without a limit on the number of days that may be accrued.

➢ Sick leave shall be taken only when the employee is unable to perform his/her duties because of personal illness, temporary physical disability, or illness or the death of his/her father, mother, brother, sister, husband, wife, child, or other close relative or household member.

➢ Any leave charged to sick leave shall be with full compensation.

➢ Up to six (6) days of sick leave per year may be used for personal use other than sickness.

➢ New employees may transfer sick leave earned within the State of Florida at the rate of one (1) day per month of employment with Walton County Schools.

➢ A claim for sick leave shall be filed with an immediate administrative supervisor within five (5) working days upon return of the employee to duty.

➢ Any School Board employee who has used all accrued sick leave, but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for sick leave shall clearly state the leave is without compensation. For extended sick leave in excess of ten (10) consecutive days, the employee shall submit an application for extended sick leave and attach a statement from a physician licensed by the State of Florida to certify such leave is essential and to indicate the probable duration of the illness and the number of leave days needed.

➢ An employee may authorize his or her spouse, child, parent, or sibling who is also a school district employee to use sick leave accrued to the authorizing employee. The following restrictions apply: (1) the recipient may not use the donated leave until all of his or her sick leave has been depleted. (2) donated sick leave shall have no terminal pay value as provided in School Board policy.

➢ An employee may request use of Donated Sick Leave. Donated Sick Leave may be authorized for use if all eligible criteria have been met and donated leave has been voluntarily contributed.

NOTE: If an employee terminates employment and has not accrued the four (4) sick days available, the School Board will withhold the average daily amount for the sick days utilized but unearned by the employee from the final check.

Regular (non-OPS) part-time employees earn sick leave proportionate to the time worked. A portion of your sick leave may be used for personal or emergency reasons. Refer to the applicable negotiated contract or School Board policies for specific guidelines regarding personal and emergency leave. There are some agencies which allow the transfer of sick leave to and from Walton County Schools. These agencies are usually other Florida School Districts, Universities, or State of Florida Agencies. It is an employee's responsibility to request the transfer of leave through the Payroll Department within 30 days of hire date. The length of time institutions retain leave records may be limited. Leave transferred into Walton County School Board from other agencies is credited on a pro-rated basis. One day of leave earned will gain one day of leave credited. The value of sick leave time can be calculated by multiplying the hourly rate of pay times the accrued sick leave. There is no cap on the number of sick leave days which can be accrued. Employees may elect to sell accumulated unused sick leave annually for 80% of its value, based upon the employee's daily rate of pay. For further information regarding sick leave, contact your supervisor, or refer to your applicable negotiated contract.

Terminal Pay for Sick Leave
After twelve (12) years of service to Walton County Schools, the Board, through policy and applicable negotiated contracts, will pay you for 100% of your unused sick leave when you retire. This does not apply to resignations or non-renewal of contracts. Should you pass away while still employed, your beneficiary would receive this benefit. Prior to 12 years of Walton County School's service, the percentage of Terminal Pay for Sick Leave you receive is based upon your years of service with the District.

Family and Medical Leave Act
The Family and Medical Leave Act of 1993 (FMLA) gives eligible employees the right to take unpaid leave for up to 12 weeks within a 12-month period due to certain family and medical events. Employees who have been employed for a total of 12 months and have worked at least 1250 hours during a 12-month period preceding the leave are eligible for family and medical leave. Circumstances qualifying for leave include the birth, adoption, or foster care of a child and to care for such child; to care for the employee's spouse, child or parent with a serious health condition; because of an employee's serious health condition making the employee unable to perform one or more of the essential functions of the employee's job.

Unpaid Leave
The Board allows, with the recommendation and approval of the Principal and the Superintendent, unpaid leave for various non-work related reasons. Unpaid leaves may be granted for reasons such as parental leave, educational leave, and time to care for an ill parent or child or personal health reason. Unpaid leave must have prior approval. When on approved unpaid leave, insurance benefits with Walton County Schools may be continued by the employee paying the entire premium (employee portion plus the Board contribution). Contact the Human Resources Department to assure the necessary steps have been taken to continue benefits. If the premium is not paid during the term of the leave, benefits will be terminated for non-payment. Further information regarding payment of benefits when on leave may also be obtained in the Benefits Notification. Employees on leave status are entitled to the same annual enrollment opportunities as active employees.

How to Determine Annual Leave Accrual for Twelve-Month Employees
Employees with less than five (5) years continuous service in Walton County Schools will earn the equivalent of one (1) day of annual leave per month. Employees with five (5) to ten (10) years of continuous service will earn annual leave at the equivalent rate of one and one quarter (1 1/4) days per month or fifteen (15) working days per year. Employees with ten (10) years or more of continuous service will accrue leave hours at the equivalent rate of one and one-half (1 ½) days per month or eighteen (18) working days per year. Annual leave may be accumulated to a total number of days as specified by the appropriate bargaining agreement. Upon termination, an employee may be compensated for accrued, unused annual leave.

NOTE: When an employee transfers from a position earning annual leave benefits to a position which is not entitled to vacation, or leave benefits, the employee shall be entitled to use accrued annual time. Leave records are audited each year and balances are given to employees. Should you observe a variance, please immediately contact the ECTC director. Leave adjustments are time limited; therefore, please act quickly if adjustments are necessary.

Completion of Leave Requests
➢ Complete a leave request in Skyward.

➢ Secure the approval of your Principal **BEFORE** leave is taken unless your absence is unforeseen.

➢ Other Leave Information: There are provisions for leave with regard to maternity, illness-in-the-line-of-duty, personal and emergency leave, military leave, and long-term leave without pay. More information about these types of leave is available from your supervisor, in collective bargaining agreements, and in School Board Rule.

If you are eligible for sick or annual leave, you must begin work or return from leave without pay on or before the 15th of a month to be credited with a day of leave at the end of that month. If you terminate or go on leave on or before the 15th of a month, you will not be credited with a day of leave for that month.

Compensatory Time for Employees

Compensatory (comp) time shall be granted for volunteer duty, assigned duty, or for other activities **pre-approved** by the principal/director. It shall be earned and used in quarter hour increments. It may be used during non-student contact time. Instructional employees may maintain a maximum balance of 60 hours of compensatory time. Non-Instructional employees may maintain a maximum balance of 240 hours of compensatory time. Compensatory hours may not be used as payout at termination. Comp time forms are located in the bookkeeper's office.

Jury Duty

Leave may be authorized to cover absences caused by jury duty or court attendance (not involving your personal litigation). Courts provide a nominal fee for service on a jury. If an employee has accumulated unused leave, upon being selected as a juror, the employee may choose to use the unused leave and thus exchange the compensation received for jury duty for full compensation from the district according to the salary schedule. If this is the case, the employee must submit all compensation for jury duty to the payroll department. The employee will be allowed to keep reimbursement for travel expense.

Temporary Duty Elsewhere (TDE)

Employees may be assigned to be temporarily absent from their regular duties and place of employment when officially assigned short-term duties outside the district or outside the regular work location. Temporary Duty shall be considered equal to the regular duties of the employee and shall not be classified or considered as being on leave. Every effort should be made to minimize disruptions of regular duties for all employees. Temporary Duty Elsewhere for non-student supervisory related activities shall be limited to only those that directly benefit the overall school/department program. Attendance at meetings and conferences beneficial to the District and approved by your supervisor will be covered as a temporary duty assignment. Request for Temporary Duty Elsewhere shall be endorsed by the employee's principal or department director and approved by the Superintendent or designee.

Approval of Leave

The following types of leave require the School Board's approval

➢ Parental leave
➢ Military leave in excess of 17 days
➢ Personal leave in excess of 6 days
➢ Illness in line of duty
➢ Leave to seek political office
➢ Extended sick leave in excess of 10 consecutive days
➢ Family and Medical leave, and
➢ Professional leave in excess of 10 consecutive days.

The Superintendent or designee is authorized to grant the following types of leave or duty assignment:

➢ Sick leave
➢ Personal leave not to exceed 6 consecutive days
➢ Annual leave
➢ Professional leave not to exceed 10 consecutive days
➢ Jury duty assignment
➢ Military leave not to exceed 17 days
➢ Witness duty absence, and

➢ Temporary Duty Elsewhere.

NOTE: The principal or the appropriate administrative supervisor is authorized to grant up to three (3) hours of cumulative, incremental leave to any employee under his/her supervision when an emergency exists or a good justifiable reason is provided. Such leave shall not exceed a period of 3 hours. At such time that cumulative incremental leave equals three (3) or more hours, another appropriate form of leave will be charged and all leave will be charged by the end of the fiscal year.

Absence without Leave
A School Board employee who is willfully absent without leave shall forfeit compensation for the time of such absence and his/her contract shall be subject to termination by the School Board. Any dismissal proceedings for administrative or instructional employees shall be pursuant to Florida Statutes.

Completion of Leave Requests
Please direct initial questions about leave requests to the Principal/Director.
➢ Complete the leave request in Skyward. Fill in the appropriate type of leave and the days and hours to be taken.
➢ Principal/director approval is required **BEFORE** leave is taken unless your absence is unforeseen.
➢ Other Leave Information: There are provisions for leave with regard to maternity, illness-in-the-line-of-duty, personal and emergency leave, military leave, and long-term leave without pay. More information about these types of leave is available from your supervisor, in collective bargaining agreements, and in School Board Rule.

If you are eligible for sick or annual leave, you must begin work or return from leave without pay on or before the 15th of a month to be credited with a day of leave at the end of that month. If you terminate or go on leave on or before the 15th of a month, you will not be credited with a day of leave for that month.

Resignation and Retirement
Resignation
Any School Board employee who wishes to resign shall submit his/her resignation in writing addressed to the School Board. The letter of resignation shall indicate the desired effective date. The resignation of any School Board employee shall be sent to and countersigned by the person's administrative supervisor who shall forward the resignation to the superintendent for presentation to the School Board. No resignation shall become effective until accepted by the School Board; provided, however, the Superintendent is authorized to accept resignations on the School Board's behalf when resignations are received during a period between School Board meetings and a replacement for the vacated position is available to begin employment before the School Board can take official action or a contract can be signed. The resignation of a School Board employee may be accepted during the contractual period of service provided an acceptable reason is given and a qualified and satisfactory replacement is available.

Retirement
When you retire, you **must** elect to retain the benefits you are enrolled in at the time of your retirement. You may decrease benefits at retirement, but you may not increase them. Except for group term life insurance, your annual benefits premiums as a retiree remain the same as when you were employed. However, you will receive no Board contribution toward the benefits. The Walton County School Board's health care providers require if you are Medicare eligible, you need to obtain both Medicare Parts A and B. The Human Resources Department can assist you in this process.

The Florida Retirement System (FRS) has two retirement plans: The FRS Pension Plan and The Investment Plan. The FRS is an employee-contributory system. This means your employer, the Walton County School Board, and the employees make the total contribution. If you began contributing to Florida Retirement prior to July 1, 2011, you are vested under the FRS after you have completed six (6) years of creditable service for the Pension Plan and one (1) year of service in the Investment Plan. Vesting refers to your earned right to receive a retirement benefit when you reach normal or early retirement age, even though you may have terminated before that age. Normal retirement is 62 years of age OR 30 years of service. If you retire prior to age 62 and have less than 30 years of service, FRS decreases your benefit 5% for each year you are short of age 62. If you are preparing to retire, certain steps should be taken to ensure there will be no loss of benefits to you.

If you began contributing to Florida Retirement after July 1, 2011, the employee is vested after eight (8) years creditable service for the Pension Plan and one (1) year of service in the Investment Plan. Normal retirement is age 65 or 33 years of service. The following is a description of steps you may wish to follow:

Plan Ahead
A School Board employee who plans to retire shall concurrently submit his/her resignation to the School Board and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board. Decide when you intend to terminate employment. To be eligible for a retirement benefit, you must terminate all relationships with ALL FRS employers. Check with the Human Resources Department before you perform any work or volunteer service for any FRS employer during your first year of retirement. An employee who is eligible for terminal sick and annual leave pay shall participate in a Board-approved special pay plan subject to a minimum contribution level established by the Board.

Applying for Retirement Benefits
Three to six months before your termination date, make an appointment with the Human Resources Department to complete an application for retirement (Form FR 11) and receive information on benefit options.

Deferred Retirement Option Program (DROP)
DROP is available to members who have reached their normal retirement date – 30 years of service or age 62 with a minimum of 6 years of service or 33 years of service or age 65 with 8 years of service (dependent upon the year hired). This program allows you to effectively retire without terminating your employment. While participating in the program for a maximum of 60 months, your monthly retirement benefits accumulate in the FRS Trust Fund, earning tax-deferred interest, while you continue to work and earn a salary (but no additional retirement service credit). The DROP enrollment has now been extended up to 96 months (8 years) for teachers only, and can be extended 12 months annually with the approval of the superintendent and school board. If a teacher chooses to extend his/her DROP enrollment, he or she returns to annual contract status. Questions concerning retirement or DROP should be directed to the Human Resources Department and can best be handled on an individual basis.

Suspension and Dismissal of Staff

Under certain conditions, a Principal may recommend to the Superintendent the suspension or dismissal of an employee. The grounds and procedures for immediate suspension or dismissal are outlined in detail in your respective Collective Bargaining Agreement.

An instructional staff member may be suspended from duty by the Superintendent or School Board. The Superintendent may suspend an instructional staff member with pay during an emergency for a period extending to and including the next School Board meeting. The School Board shall be notified immediately

by the Superintendent of all such suspensions. Instructional staff members may only be dismissed by School Board Action and pursuant to Florida Statutes.

Suspension or dismissal during the term of a contract of an instructional staff member holding a continuing contract shall be as based upon:

➢ Immorality
➢ Misconduct in office
➢ Incompetence
➢ Gross insubordination
➢ Willful neglect of duty
➢ Drunkenness, or
➢ Conviction of any crime involving moral turpitude.

For instructional employees holding professional service contracts, suspension or dismissal shall be based on just cause, which shall include, but not be limited to:

➢ Misconduct in office
➢ Incompetence
➢ Gross insubordination
➢Willful neglect of duty, or
➢ Conviction of a crime involving moral turpitude.

For an instructional employee holding an annual contract, suspension or dismissal shall be based on just cause, which shall include, but not be limited to:

➢ Misconduct in office
➢ Incompetence
➢ Gross insubordination
➢ Willful neglect of duty, or
➢ Conviction of a crime involving moral turpitude.

Instructional personnel shall be entitled to due process with respect to his/her employment status. Procedures set forth in the School Board Rule entitled "Dismissal for Cause" shall be followed when reports are received regarding the alleged misconduct of an instructional staff member.

Employees on a probationary contract may be dismissed without cause during the first year of employment. The employee may also resign within the first year without being in breach of contract.

Unemployment Compensation

An employee who is laid off or terminated through no personal fault may be entitled to Unemployment Compensation benefits under Florida Law. If you are laid off or terminated, contact the nearest Office of Workforce Innovation to determine your eligibility.

Health Care Benefits and Enrollment

Eligibility

To be eligible for participation in WCSB insurance benefits, you must be working at least 20 hours per week in a regularly established position. To be eligible to receive a Board contribution toward your health insurance, you must receive salary for at least eleven (11) days during the pay period. This requirement applies when you begin work, when you go on leave, or return from leave without pay, or if you terminate

employment. Employees meeting this requirement, but whose pay is not sufficient to meet the salary reductions, may elect to pay his/her portion of the premium by personal check or money order.

An employee may elect, at his/her own expense, to cover his/her eligible dependents.

Eligible dependents are defined as:

➢ Your lawful spouse
➢ Your children who meet all of the following conditions:
  ▪ is a natural child, stepchild, legally adopted child, child of a dependent child for up to 18 months, or a child who has been placed under legal guardianship of the regular employee;
  ▪ is in the custody of and financially dependent upon the regular employee. This requirement is waived if the regular employee is required to provide coverage due to court order or divorce decree for a child not in his custody or not wholly dependent on him;
  ▪ is no older than thirty (30) years of age (check provider contract for definition).

Accidents and Injuries at Work

All on-the-job accidents or illnesses must be reported to the supervisor immediately. Notify your building principal for medical authorization and completion of paperwork. (See Workman's Compensation section for further details).

Workers' Compensation

Florida Statutes require Walton County Schools to provide workers' compensation to all employees who suffer work-related injuries or illnesses. An employee who is injured on the job shall report to his/her immediate supervisor as soon as possible following the accident. The supervisor must notify the Human Resources Department as soon as possible after the injury. All injuries must be reported to your Principal no later than the next working day. In case of a life threatening or major emergency, call 911 or go to the nearest hospital, then contact your supervisor as soon as possible. For other injuries, report them to your supervisor and the Human Resources Department prior to seeking medical treatment. At no time should you go to your own doctor.

An employee with accumulated unused sick leave may choose to exchange Workers' Compensation for full compensation from the District according to the salary schedule. In order to do this, the employee must submit all Worker's Compensation checks to the Payroll Office.

Professional Development

Research clearly indicates teacher quality is the single most important factor in determining student success. Accomplished teachers are able to largely overcome the factors (home life, peer pressure, developmental level, motivation, even disabilities) that make it difficult for students to learn. Continuous and active professional development is vital to a school's success in meeting student performance and governmental accountability expectations.

Professional Development (PD), also known as in-service activities, serves two functions for instructional personnel. It allows you to update content knowledge and pedagogical skills in your assignment area and the in-service points you earn allow you to extend your professional certificate at the end of its five-year validity period. While it is true that earning in-service points for re-certification purposes is ultimately the teacher's responsibility, educators have the professional obligation to regularly enroll in, and complete, in-service activities that upgrade skills to help schools better meet school improvement goals, regardless of the number of points already earned or the proximity of your retirement date.

To earn in-service points, a teacher must:

➢ Attend all sessions of the training activity (either through a face to face or an on-line delivery method)

➢ Fully participate in any required follow-up sessions or communications

➢ Provide documentation that the information learned has been applied in the classroom or another job situation.

➢ First priority is given to meeting the needs identified in the Professional Learning Plan through consultation with the Principal/Director and based upon the performance of your students.

➢ Teachers should participate in professional development activities required to meet school improvement goals.

➢ Activities may be selected according to teacher preference **as long as** they apply to the teacher's job assignment. No in-service activity is to be funded unless there is a data-based justification for its selection.

Plan for Professional Growth

The plan for professional growth includes the development of a professional learning plan, professional development opportunities and documentation. ECTC also has a professional learning facilitator on its main campus to provide support to main campus and instructional service center employees.

Professional Learning Plan (PLP)

Each faculty member, in collaboration with the ECTC director, develops a Professional Learning Plan (PLP) in the fall of each year. The PLP is a plan for professional growth during the year. At a minimum, each PLP consists of two goals. One goal is a school-wide goal. The second goal is an individual goal. Instructors can add additional goals if they choose to do so. The director evaluates PLP progress throughout the year.

➢ **Professional Development Opportunities**

Faculty on both campuses provided with numerous opportunities for professional learning and growth on an annual basis.

- Online coursework is available to all faculty through the Panhandle Area Education Consortium (PAEC).
- The Walton County School District publishes a professional development calendar each summer that informs instructors of local professional development opportunities throughout the year.
- ECTC's faculty participates in Walton County School District's EPIC (Excellence, Professional, Innovative, Collaborative) kickoff in August of each year. The EPIC kickoff provides instructors with the opportunity to attend content area sessions and choice sessions.
- The ECTC faculty is also encouraged to participate in seminars, workshops, conferences and conventions outside of the Walton County School District.
- All faculty members participate in professional learning communities (PLC) designed to foster collegial growth related to the purpose and mission of the school. Currently, each staff member has been involved in researching and reporting on the standards of accreditation provided through the Council on Occupational Education.

Support for Professional Learning

A designated person on campus is assigned as the professional learning facilitator (PLF) to assist faculty with locating needed professional development and to help with managing documentation through the district personnel office.

Documentation

> The Professional Learning Plan (PLP) is the method of documentation for professional development for all faculty at Emerald Coast Technical College. Each faculty member's Professional Learning Plan is stored online. Each faculty member, along with the director, evaluates and tracks the progress of the professional learning plan throughout the year. Each track point is timestamped and digitally signed by the faculty member and director for documentation purposes.
>
> Participation in professional learning communities (PLC) is documented through sign-in sheets and PLC meeting notes. Faculty that participates in outside seminars, workshops, conferences and conventions are required to submit agendas, travel requests and temporary duty forms as proof of attendance.

Teaching Certificates

Teaching certificates must be renewed every five years. Teachers should contact the Human Resources department at the Walton County School District offices, located on 145 Park Street, DeFuniak Springs, during the fifth year.

Faculty and Staff Meetings

Faculty and staff meetings will be held in the media center, located in building 400, room 119, unless otherwise notified.

Mentor Instructors

Mentors will be assigned by the director as new staff is hired.

▪▪

Employee Evaluation/Appraisal System

Both the main campus and the instructional service center adhere to the Walton County School District Performance Appraisal System. Each member of the faculty and staff shall receive a formal annual evaluation by his/her immediate administrative supervisor (First year employees will receive two (2) evaluations per year). The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent for written documentation purposes. (6.40) Information related to the Instructional Appraisal System is located on the District website at www.walton.k12.fl.us by clicking on the "Staff" tab, then "Show Resources". The Classroom Teacher Evaluation System document (18 pages) and the New Teacher Induction PowerPoint (24 slides), also located on the website, provide an explanation of the instructional appraisal system.

Walton County School District Performance Appraisal System

10.1 Observations

Purpose:

Observations of instructional employees for assessment purposes are an ongoing and open process within the contractual year. The central purpose of the instructional assessment is the improvement of the performance of all instructional personnel through a comprehensive program of support, training, and documentation of teaching competencies. The WCSD and the WCEA agree the primary focus of individual and collective teaching performance is student learning and achievement. The parties further agree that the

assessment process should recognize the professional nature of teaching as well as the role of administration in the supervision of instructional staff.

The performance appraisal system, in order to effectively evaluate teacher performance, must clearly delineate responsibilities and define rating standards to assist the individual in the area of professional growth and the improvement of identified deficiencies. Teacher performance is based on the district's Performance Appraisal system aligned with the Florida Educator Accomplished Practices (EAP's) and 1012.52(2)(a)-(p) F.S., which describes what effective educators are able to do.

The system must also provide for the timely exchange of performance analysis data and feedback between teacher and administrator. The intent of this language is to develop an assessment system that allows for a collectively responsible school climate focused on student learning and achievement. This climate will be one in which both teachers and administrators work together to share responsibility for student progress.

Notification
All formal and informal observations and assessments of an employee shall be conducted with the full knowledge of the employee. When a formal observation is planned by an administrator, the employee will receive at least two working days (48 hours) notification.

The administrator/supervisor will notify an employee in writing of any concerns within three (3) days following the formulation of said concerns and make written recommendations for improvement. Following the notification of any concern(s), a meeting will be held between the teacher and the appropriate administrator when requested by the teacher. Teachers shall have the right to be informed of the source of any information used in their assessment.

10.2 Training
Administrators and instructional personnel involved in the formal performance appraisals shall receive the pertinent training and have knowledge of the Instructional Performance Appraisal System.

10.3 Instructional Performance Appraisal
All instructional personnel will be evaluated using the Instructional Performance Appraisal Instrument. The Instructional Performance Appraisal will have four (4) levels of accomplishment: Highly Effective; Effective, Needs Improvement/Developing, and Unsatisfactory in each of the following competency areas:
  1. Planning   4. Professional Responsibilities
  2. Classroom Management   5. Deliberate Practice
  3. Direct Instruction   6. Student Growth and Achievement
The following includes the rating scale definitions and instructions for each rating area:

Highly Effective
Indicates performance that consistently meets an extremely high quality standard. This service exceeds the typical standard of normal level service and is held in high regard by supervision and colleagues. Specific comments and examples of high quality work must be included in the assessment.

Effective
Indicates performance that consistently meets a high quality standard. This professional level service that meets the district expectations and is consistent with the experience level of the employee.

Needs Improvement/Developing
Indicates performance that requires additional attention to ensure an acceptable level of proficiency. Further, this performance is not consistently characteristic of the requirements for the position and experience of the employee. If this category is used, there must be written support regarding how performance is to be improved. The rating of Developing may be used for instructional personnel in the first three years of employment who need improvement.

Unsatisfactory
Indicates performance that does not meet the minimum requirements of the position and the level of performance commensurate with the experience of the employee. If this category is used, there must be written support regarding how performance is to be improved. The rating of Unsatisfactory indicates performance that is not acceptable for continued employment provided that level of service continues. An employee receiving this rating should be notified that future performance assessments will be conducted according to the Department of Education Professional Practices Services Section NEAT procedures. Continued performance at this level should result in notice of termination when the rights of due process and just cause are evident. School districts should remain particularly sensitive to the appeal rights of employees identified in 1012.34, F.S.

10.4   Assessment Procedures
The principal shall assess each employee annually as specified above. Such assessment shall be based upon criteria as presented in the "Walton County Instructional Performance Appraisal System
1. Each assessment must state the date, beginning time, and ending time of the formal observation.
2. Each formal observation must be at least thirty (30) consecutive minutes in length
3. Electronic devices maybe utilized only with written consent of both parties, (i.e.: video or audio).
4. A conference shall be held between the employee and the school administrator within fifteen (15) workdays following the formal classroom observation. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the assessment but rather awareness of the content
5. If the employee feels the assessment is incomplete, inaccurate, or unjust, the employee may put specific objections in writing within ten (10) school days after the conference and have them attached to the assessment report to be placed in the personnel file. The file copy of such objections does not necessarily mean agreement with the objection, but, rather, awareness of the content.
6. A teacher who is not satisfied with an observation may request within 10 working days and will be granted one (1) additional observation conducted by a different administrator, if a different administrator is requested by the teacher.

10.5   Probationary Employees
When probationary contract (PC) teachers are assigned out of field, the administrator shall follow all provisions of FS 1012.42(2). The administrator shall follow the guidelines below for performance appraisals on newly hired instructional employees:

- The designated administrator shall conduct one (1) appraisal of each newly hired employee prior to the end of the first semester.

- One (1) additional final appraisal shall be completed no later than three (3) prior to the last teacher workday.

Additional observations may be conducted at the request of the teacher.

Notice of Non-Renewal: Any employee whose contract will not be recommended for renewal the following school year shall be notified of such no later than two weeks prior to the last teacher workday of the school year.

10.6 Annual Contract Employees

An Annual Contract (AC) employee shall be assessed at least one time each year shall be completed no later than two weeks prior to the last teacher workday of the school year: When PSC/CC teachers are assigned out- of- field, the administrator shall follow all provisions of FS 1012.42(2).

It is the intent of the parties to assure that an environment exists that encourages the success of employees on an annual contract. When an annual contract employee's job performance does not meet the standards for effective in accordance with the district approved Performance Appraisal System, the NEAT system must be offered by the administrator and implemented. The purpose of NEAT is to assist the annual contract teacher in understanding that a performance deficiency exists and an opportunity to correct the deficiency will be provided. In the event an employee receives a "Needs Improvement" in an indicator, feedback will be provided to assist with correction of the deficiency. In the event an employee receives a "Needs Improvement" in any domain on the Performance Appraisal system, the administrator must offer assistance to improve this area according to the NEAT process provided that the same does not extend the terms of the annual contract.

Notice of Non-Renewal: Any employee whose contract will not be recommended for renewal the following school year shall be notified of such no later than two weeks prior to the last teacher workday of the school year. Such an employee shall be granted a conference with the Principal upon written request. If dissatisfied with the outcome, the employee may request a meeting with the Superintendent.

10.7   Continuing Contract (CC) or Professional Service Contract (PSC)

Continuing Contract (CC) or Professional Services Contract (PSC) employee shall be assessed at least one time each year and shall be completed no later than two weeks prior to the last teacher work day of the school year. When PSC/CC teachers are assigned out of field, the administrator shall follow all provisions of FS 1012.42(2)

10.8   At present, the Florida Standards Assessment (FSA) does not have full validation with particularity to the implementation neither has the Department of Education established cut scores regarding student performance. For the present, Walton County instructional employees will be held harmless on the Student Growth and Achievement metric of the adopted appraisal system. Hold harmless shall mean they will receive a minimum of "effective". This will remain in place until the Department of Education has adopted scores for state-wide use.

10.9   Itinerant Staff

Appraisals of itinerant staff shall contain input from the Principal(s) from schools where the itinerant staff served.

10.10   Remediation

When deficiencies are brought to the teacher's attention by his/her supervisor, the administrator shall be responsible for offering support resources necessary to improve the teacher's identified areas of performance. When deemed appropriate, a mentor teacher may be provided to assist the teacher with any perceived problem areas.

1. Assistance shall be offered to any teacher receiving an appraisal, which indicates an overall Needs Improvement on the Annual Instructional Assessment. Assistance may be requested by the employee and shall be provided any time a Needs Improvement is noted in any competency on the appraisal form. Such assistance for improvement shall be noted in writing and a signed copy shall be retained by the appropriate supervisor and the employee.

2. The Notice, Explanation, Assistance, Time (NEAT) procedure must be initiated by the evaluating supervisor for any teacher receiving one or more (refer to Performance Appraisal Guidelines) Unsatisfactory ratings on the Annual Instructional Assessment. Reassessment shall be accorded the employee in compliance with the assessment procedures. If the final assessment report fails to note a specific deficiency, it shall be interpreted to mean adequate improvement has taken place.

3. In situations where the NEAT procedure is applicable, a Professional Growth Plan form will be used to notify the employee

4. of his/her placement in the NEAT procedure, which consists of the following:

N. – Notice: The administrator shall notify the employee in writing of the unsatisfactory performance.
E. – Explanation: The administrator shall provide the employee with a written explanation of the unsatisfactory performance and recommendations for improvement.
A. – Assistance: The administrator shall provide the employee with personnel and/or resources to assist in the improvement of the employee's unsatisfactory performance. Mentors may be provided where deemed appropriate.
T. – Time: The administrator shall provide the employee with written notice of the time frame in which improvement of the unsatisfactory performance must occur.

10.11   Representation
The employee's right to Union representation is recognized by both parties. Prior timely communication will be provided to the administrator when a Union Representative will be in attendance.

10.12 Appeal
Any employee who believes the assessment and/or remediation procedure(s) has not been followed may file a grievance on such procedural violation(s). The professional judgment of the evaluator shall not be subject to the grievance procedure.

10.13
The teacher shall have the right to respond in writing to any assessment and/or improvement notice and submit additional, pertinent information. All such material shall be placed in the teacher's personnel file.

10.14
The final assessment form shall be completed upon receipt of the VAM (Value Added Model) scores measuring student growth.

10.15

Teachers hired after the beginning of the school year will have a minimum of six (6) weeks before a written assessment is made.

10.16
If a teacher resigns or takes an extended leave, the principal shall conduct a formal observation prior to the effective date of resignation or leave except in cases of emergency. Solely, the principal shall determine emergency status and his/her decision shall be final.

Grievance Procedure for Personnel SBP 6.35*

Whenever an employee or applicant feels that he or she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein. If the collective bargaining agreement is silent on an issue this procedure may be used by the employee.

I. Definitions

    A. *Complaint* shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.

    B. *Complainant* shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

    C. *Employer* shall mean the School Board or its representatives.

    D. *Day* shall mean a working day.

II. Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Definitions

    A. *Complaint* shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.

    B. *Complainant* shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

    C. *Employer* shall mean the School Board or its representatives.

    D. *Day* shall mean a working day.

IV. Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

V. Level Two - If the complainant is not satisfied with the resolution at level one he or she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint the Superintendent shall indicate his or her disposition in writing to the complainant.

VI. Board Appeal - If the complainant is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days. The School Board shall hold a hearing no later than thirty (30) days from the date of filing such appeal.

Confidentiality and protection from retaliation will be provided to the extent possible to any employee, student, applicant or affected party who alleges discrimination or harassment.

Procedures for Filing a Grievance

Procedures for filing grievances for instructional and non-instructional employees are in accordance with Walton County School District policies.

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Procedures for Filing a Grievance - Instructional Employees

A "grievance" is an alleged violation, misinterpretation, or misapplication of a specific article of the Master Contract Between Walton County Education Association (hereinafter referred to as "Association") Instructional Employees and Walton County School Board (hereinafter referred to as the "Contract").

All employees and the Union shall have the right to file grievances. Grievances shall be processed according to the procedures contained herein.

The aggrieved and the employer shall have the right to appoint representatives to be present for all meetings, hearings, appeals, or other proceedings relative to the grievance. No grievant(s) may be required to discuss the grievance if their representative is not present. When grievance meetings, hearings, or conferences must be conducted during school hours, the grievant(s), witnesses and representatives shall be released from regular assignments, with pay to attend. Nothing herein contained will be construed as limiting the right of any employee to discuss a grievance informally with the director and having the grievance resolved without intervention of the Association.

Failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal. The director's failure to act within the time limits shall result in the sustainment of the grievance. The time limits may be extended by mutual agreement, which the parties shall confirm in writing.

The right to grieve is an employee right that the parties agree will not be abridged. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel file of the participant.

The following steps shall be followed in the handling of all grievances.

Informal Procedure – Step I: Within sixteen (16) working days of the incident giving rise to the grievance or when the grievant first gained knowledge of the incident, the aggrieved will informally discuss the alleged grievance with his/her supervisor. If the grievant's supervisor is not the designated grievance administrator for the employee, the designated grievance administrator shall have the immediate supervisor present at the meeting. Within five (5) working days, the supervisor shall give an answer orally to the employee. If the aggrieved is not satisfied with the disposition at the informal level, he/she may initiate a formal grievance within ten (10) workdays of the answer.

Appeals from one of the following steps to the next highest step shall be filed within ten (10) working days following the expiration of time limits established for disposition of grievances at each step or the date of receipt of an official response to the grievance or whichever comes first.

Formal Procedure – Step II: If the grievant is not satisfied with the resolution of the grievance at Step I, he/she may file a formal written grievance with the grievance administrator using the Official Grievance Form. Grievances involving more than one employee may be filed at Step II. The grievant, the Union representative, and the grievance administrator shall meet within five (5) working days after the grievance is filed in an effort to resolve the dispute. The parties may mutually agree to waive the Step II meeting and allow the grievance to proceed to Step III. The grievance administrator shall submit his/her written decision to the grievant and the Union within seven (7) working days after the Step II meeting. If no Step II meeting is held, the grievance administrator will submit a written decision within five (5) working days after the waiver is agreed upon.

Step III: If the aggrieved is not satisfied with the disposition at Step II, the grievance may be submitted to the Superintendent or designee. Within seven (7) workdays from receipt of the grievance, the Superintendent or designee shall meet with the aggrieved. Within seven (7) working days after the meeting, the Superintendent shall indicate the disposition of the grievance in writing to the aggrieved.

Step IV: If the aggrieved is not satisfied with the disposition at Step III, the aggrieved may choose to submit the grievance to either a School Board hearing or an arbitrator. If the aggrieved chooses a Board appeal, the Board shall hold a hearing within thirty (30) calendar days after the receipt of the grievance. The aggrieved and the Board shall have the right to include in its representation such witnesses and counselors as they deem necessary to develop facts and proofs pertinent to the grievance. All expenses of counselors and witnesses of each party will be handled by the party requesting their attendance. Upon conclusion of the hearing, the Board shall have seven (7) working days in which to provide its written decision to the aggrieved. Such decision is final and not subject to the arbitration step herein.

Step V: If the grievance remains unresolved at the conclusion of Step III, the grievance may be submitted to final and binding arbitration. Employees who choose a School Board hearing may not submit the grievance to arbitration. The aggrieved must notify the Board within twenty (20) working days in writing if the grievance is submitted to arbitration. If the parties are unable to agree on an arbitrator, the American Arbitration Association shall be requested to furnish a panel of five (5) names. The Board and the aggrieved respectively shall alternate by striking a name until one is left. The parties may request an entire new panel if they so desire and provided the parties mutually agree. The rules of the American Arbitration Association shall govern the proceedings. The arbitrator shall have no power to alter the terms of the Agreement. The cost of the arbitrator will be shared equally. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.

The right to proceed to the arbitration step shall be limited to the Union.

The Association will be notified of all hearings conducted relative to grievances involving bargaining unit members. The Association may be present for any grievance hearing. Nothing herein shall be construed to prevent any employee from presenting his/her own grievance, provided the Association has been given the first right of refusal to process the grievance. The Association will be given the opportunity to be present at any meeting calling for the resolution of a grievance. Employees who desire to utilize the grievance procedure, but who do not want Association representation, shall adhere to the following conditions:

- The employee must arrange for their representation.
- The adjustment of the grievance must not be inconsistent with the terms of this agreement.
- Association officials are given the opportunity at no loss of pay, to be present during the adjustment of the grievance, including all discussions held between employees and the Board or its representatives in connection with the grievance.

The Association is provided with a copy of all written decisions concerning the grievance. The grievance procedure shall not obligate the Association to represent non-members.

Notwithstanding the expiration of this Agreement, any grievance filed before the expiration of the Agreement having begun there under may be processed through the grievance procedure until resolution.

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Procedures for Filing a Grievance - Non-Instructional Employees

A "grievance" is an alleged violation, misinterpretation, or misapplication of a specific article of the Master Contract between the Walton County Education Association, (hereinafter referred to as the "Association"), Non-Instructional Employees and Walton County School Board (hereinafter referred to as the "Contract").

All employees and the Union shall have the right to file grievances. Grievances shall be processed according to the procedures contained herein. There will be no reprisals against an employee for filing a grievance.

The aggrieved and the employer shall have the right to appoint representatives to be present for all meetings, hearings, appeals, or other proceedings relative to the grievance. The Association will represent Association members. No grievant(s) may be required to discuss the grievance if their representative is not present.

When grievance meetings, hearings, or conferences must be conducted during school hours, the grievant(s), witnesses and representatives shall be released from regular assignments, with pay, to attend. Nothing herein contained will be construed as limiting the right of any employee to discuss a grievance informally with the director/ principal/superintendent and having the grievance resolved without intervention of the association for Association members.

The appropriate leave requests must be completed when leaving school/worksite during work hours for Association business.

Failure of the grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An Administrator's failure to act within the time limits shall result in the sustainment of the grievance.

The time limits may be extended by mutual agreement, which the parties shall confirm in writing.

The right to grieve is an employee right that the parties agree will not be abridged. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the professional file of the participant.

The following steps shall be followed in the handling of all grievances.

Informal Procedure – Step I: Within sixteen (16) working days of the incident giving rise to the grievance or when the grievant first gained knowledge of the incident, the aggrieved will informally discuss the alleged grievance with his/her supervisor. If the grievant's supervisor is not the designated grievance administrator for the employee, the designated grievance administrator shall have the immediate supervisor present at the meeting. Within five (5) working days, the supervisor shall give an answer orally to the employee. If the aggrieved is not satisfied with the disposition at the informal level, he/she may initiate a formal grievance within ten (10) workdays of the answer.

Appeals from one of the following steps to the next highest step shall be filed within ten (10) working days following the expiration of time limits established for disposition of grievances at each step or the date of receipt of an official response to the grievance or whichever comes first.

Formal Procedure – Step II: If the grievant is not satisfied with the resolution of the grievance at Step I, he/she may file a formal written grievance with the grievance administrator using the Official Grievance Form. Grievances involving more than one employee may be filed at Step II. The grievant, the Union representative, and the grievance administrator shall meet within five (5) working days after the grievance is filed in an effort to resolve the dispute. The parties may mutually agree to waive the Step II meeting and allow the grievance to proceed to Step III. The grievance administrator shall submit his/her written decision to the grievant and the Union within seven (7) working days after the Step II meeting. If no Step II meeting is held, the grievance administrator will submit a written decision within five (5) working days after the waiver is agreed upon.

Step III: If the aggrieved is not satisfied with the disposition at Step II, the grievance may be submitted to the Superintendent or designee. Within seven (7) workdays from receipt of the grievance, the Superintendent or designee shall meet with the aggrieved. Within seven (7) working days after the meeting, the Superintendent shall indicate the disposition of the grievance in writing to the aggrieved.

Step IV: If the aggrieved is not satisfied with the disposition at Step III, the aggrieved may choose to submit the grievance to either a School Board hearing or an arbitrator. If the aggrieved chooses a Board appeal, the Board shall hold a hearing within thirty (30) calendar days after the receipt of the grievance. The aggrieved and the Board shall have the right to include in its representation such witnesses and counselors as they deem necessary to develop facts and proofs pertinent to the grievance. All expenses of counselors and witnesses for each party will be handled by the party requesting their attendance. Upon conclusion of the hearing, the Board shall have seven (7) working days in which to provide its written decision to the aggrieved. Such decision is final and not subject to the arbitration step herein.

Step V: If the grievance remains unresolved at the conclusion of Step III, the grievance may be submitted to final binding arbitration. Employees who choose a School Board hearing may not submit the grievance to arbitration. The aggrieved must notify the Board within twenty (20) working days in writing if the grievance is submitted to arbitration. If the parties are unable to agree on an arbitrator, the American Arbitration Association shall be requested to furnish a panel of five (5) names. The Board and the aggrieved

respectively shall alternate by striking a name until one if left. The parties may request an entire new panel if they so desire and provided the parties mutually agree. The rules of the American Arbitration Association shall govern the proceedings. The arbitrator shall have no power to alter the terms of the Agreement. The cost of the arbitrator shall be shared equally. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of witnesses called by the other.

The right to proceed to the arbitration step shall be limited to the Union.

The Association will be notified of all hearings conducted relative to grievances involving bargaining unit members. The Association may be present for any grievance hearing. Nothing herein shall be construed to prevent any employee from presenting his/her own grievance, provided the Association has been given the first right of refusal to process the grievance. The Association will be given the opportunity to be present at any meeting calling for the resolution of a grievance. Employees who desire to utilize the grievance procedure, but who do not want Association representation, shall adhere to the following conditions:

The employee must arrange for their representation.

The adjustment of the grievance must not be inconsistent with the terms of this Agreement.

Association officials are given the opportunity at no loss of pay, to be present during the adjustment of the grievance, including all discussions held between employees and the Board or its representative in connection with the grievance.

The Association is provided with a copy of all written decisions concerning the grievance. The grievance procedure shall not obligate the Association to represent non-members.

Notwithstanding the expiration of this Agreement, any grievance filed before the expiration of the Agreement having begun there under may be processed through the grievance procedure until resolution.

Faculty and Staff Records

Hardcopy of faculty and staff records are maintained in the main office on the main campus. Duplicate hardcopy staff records for the Emerald Coast Technical College @ Magnet Innovation Center – Watersound campus are maintained in a fire-resistant filing cabinet in the Student Service office. Your personnel file is available for your review but cannot be removed from the office. Faculty and staff records include resumes, teaching certificates and licensure/industry certifications, where applicable. Personnel files are also located in the Human Resources Department at the Walton County School District Tivoli Complex located at 145 Park Street. The personnel file includes employment application, personnel/payroll changes (appointments, promotions, transfers, etc.), performance evaluations, leave records, and information relative to your employment. Please call and schedule an appointment with Human Resources to review the personnel file maintained at the district office. Copies of items in your personnel file will be made for you at a cost per page. Digital staff records, including leave time and payroll information can be found in the online Skyward system.

Job Descriptions
Current job descriptions for all employees on both campuses are located on the staff's shared drive.

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ECTC Documents

All faculty and staff on both campuses should read and familiarize themselves with the following documents located on ECTC's shared drive: Staff Handbook, Strategic Plan, School Improvement Plan, Catalog/Student Handbook and Work-Based Learning Plan. The documents can also be found on www.ectc.edu

The **Staff Handbook** is reviewed and evaluated annually by faculty and staff.

The **Strategic Plan** is reviewed and evaluated annually by faculty and staff, the Institutional Advisory Committee (IAC) and the School Advisory Council (SAC).

The **School Improvement Plan** is reviewed annually by the Walton County School Board, faculty and staff, the School Advisory Committee (SAC) and the Institutional Advisory Committee (IAC). The ECTC Director annually appoints a faculty member as the School Improvement contact. The School Improvement Chair and other designees make up the data team. The ECTC Data Team analyzes data including completion, placement, licensure and industry certification rates annually. The ECTC Data Team actively participates in Manufacturing Day along with the data teams of other district schools. The School Improvement Chair and the Data Team uses the data to develop the School Improvement Plan for the following year.

The **ECTC Catalog and Student Handbook** is located online at www.ectc.edu and on the shared drive. Hard copy is available in Student Services. It is also distributed to students via their student flash drive. All faculty and staff should read the ECTC Catalog and Student Handbook. Notify the ECTC Director of changes and recommendations for the ECTC Catalog and Student Handbook.

All career and technical education instructors should read the **ECTC Work-Based Learning Plan**. Partner agreements and work-based activities should be updated as needed. Changes and recommendations should be emailed to the Standard 2 Committee.

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Recruitment and Marketing

All recruitment and marketing materials must be approved by the ECTC Director. Recruitment materials and publications must include ECTC's mission statement in a consistent manner. Program names used in recruitment materials and publications must be accurate and listed in their entirety. All references to COE accreditation must include COE's full address, phone number, fax number and email address.

All messages posted on the main campus digital sign must be approved by the director. Staff members should complete the Digital Message Request Form and email the completed form to director a week prior to the date the message should appear. The Digital Message Request Form is located in the forms folder on the shared (S:) drive.

Emerald Coast Technical College @ Magnet Innovation Center – Watersound must be listed on all program offerings at the instructional service center. Program offerings on main campus should be listed as "main campus" on all publications.

Program of Public Information and Community Relations

Emerald Coast Technical College is an active member of the local Chamber of Commerce and participates in the Chamber's First Friday Breakfasts. The Chamber of Commerce meetings provide ECTC with an opportunity to share its mission along with program offerings and upcoming events on both campuses.

Many ECTC faculty members participate in local career days and events at other schools throughout the district to promote ECTC's mission in the community. ECTC also participates in "Career Fest," an annual career exploration project of the local colleges.

As an integral part of the community, Emerald Coast Technical College frequently participates with the annual Florida Chautauqua Assembly and the Walton County Fair and community activities in order to connect with the community and businesses.

ECTC's Facebook page, https://www.facebook.com/EmeraldCoastTechnicalCollege, is used to provide public information and promote the institution's mission in the community.

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Institutional and Program Outcomes Plan

In order to meet its mission, instructors, staff and administration on both campuses must be diligent in following up with students and collecting information from employers. Individual student progress data, in the form of grades, is entered into Focus by program instructors. This process is ongoing throughout the year. The reporting period begins July 1 of each year and ends June 30 of the following year.

Responsibility for Coordination of Follow-up Activities
Program Outcome Procedures
The Timeline for Program and Institution Outcomes, a key component of this Institutional and Program Outcomes Plan, details coordination of follow-up activities that should be completed on both campuses. Instructors should complete a program outcome form on the share drive for post-secondary students that have met one of the following criteria:
- Completion of an OCP or program
- Employment in the field of study
- Withdrawal
    - Please refer to the withdrawal procedures section before completing program outcomes for withdrawals.
    - If a student withdraws but has yet to gain employment in the field of study, the instructor will continue to check back with the student on a regular (at least monthly) basis.

Program outcome forms should be completed after the instructor has verified the post-secondary student's placement and licensure status (Cosmetology, PCT, PN). Verification should take place as soon as possible. Program outcome forms should not be submitted for secondary students.

The Project Specialist will send a program outcome form email reminder to all instructors in the spring and fall of each year. Program outcome forms should be submitted after information has been verified, not just

at the end of a term. Refer to the Important Dates section of the staff handbook for monthly due dates. Program outcome forms should not be held until the end of a semester or until an email reminder is received. The End-of-Year Checklist will also have a reminder to submit program outcome forms.

Procedure for completing and submitting program outcome forms
- Instructor will evaluate the student's knowledge and skills required for the occupation.
- Note withdrawals on withdrawal form if needed. (Refer to withdrawal procedures section)
- Instructor will access the program outcome form from share drive (S:\Program Outcome Form)
- Instructor will complete boxes 1-13 on the program outcome form and then save the form.
- Instructor will complete box 10 on the program outcome form and attach licensure data or industry certifications.
- Licensure information is obtained from: www.Myfloridalicense.com/dbpr/cosmo for Cosmetology and https://ww2.doh.state.fl.us/irm00praes/praslist.asp for Practical Nursing, Pharmacy Technician and Patient Care Technician. Only Cosmetology and Practical Nursing requires Licensure.
- Licensure verification should be in the form of:
  - A screen shot or scanned copy if submitting electronically to the Data Control Specialist
    -or-
  - A hard copy to the Data Control Specialist
  - The licensure verification or industry certification should be saved in the student's program outcome form folder on the S drive

Collection of Information from Completers and Employers
Instructor will contact the student to verify status then complete box 11A.
- Instructor will contact the student's employer to verify employment information
  The instructor will ask the employer the following questions and complete all fields in boxes 11B and 12.
  - *What are the duties (requirements) of the job?*
  - *What is the student's job title?*
  - *What was the date the student started working?*
  - *What is the salary?*

Evaluation of Program Effectiveness
  - *What instructional delivery mode best prepared the student for the job?*
    - Instructor will note this information in order to improve the quality of the program outcomes.
  - *Was the student prepared to meet the job requirements?*
    - Instructor will note this information in order to improve the quality of program outcomes.
  - *What are some suggestions to improve training?*
    - Instructor will note this information in order to improve the quality of program outcomes.
  - *Does the employer have any comments?*
    - Instructor will note this information in order to improve the quality of program outcomes.
- Instructor will verify the form has been completed in its entirety and save the form.
- Instructor will move the form from "to be completed" to "completed" folder
- Instructor will maintain a copy of the form for reference purposes.

62

Updating program outcome forms:
- Instructor will contact the student and/or employer and edit the existing form as needed.

Availability of Placement and Follow-up Information
The Annual Report, containing program and institution rates for Completion, Placement and Licensure, will be compiled and submitted in December of each year by the Project Specialist. The Annual Report will be uploaded to the shared drive in January of each year by the Project Specialist of ECTC. The Project Specialist will notify administration, faculty and staff, via email, that the report is available and ready to be reviewed. Completion, placement and licensure data is reviewed during at minimum of one faculty and staff meeting each year. Placement and follow-up information, in the form of Program Outcome Forms, are stored on the institution's shared drive and are accessible to administration and instructional staff throughout the year.

Evaluation and Quality of Program Outcomes
Program outcome forms are used for follow-up purposes to track placement and program outcomes. Administration and instructors will use program outcomes and CPL data, from the Annual Report, to evaluate placement and to improve the quality of programs offered on both campuses. This information will be discussed during instructor evaluation.

Completion, placement, licensure and industry certification data are integral components of both the Strategic Plan and the School Improvement Plan. Completion, placement, licensure and industry certification data will be used by administration, the School Improvement Chair and the ECTC Data Team for school improvement planning. Administration and staff will also evaluate completion, placement and licensure when revising the ECTC Strategic Plan. Completion, placement, licensure and industry certification data is also reviewed by program advisory committees and the Institutional Advisory Committee (IAC).

Timeline for Institutional and Program Outcomes
The Timeline for Institutional and Program Outcomes is a key component in the coordination of follow-up activities. ECTC's completion, placement and licensure (CPL) rate depends upon accurate and timely information.

Timeline for Institutional and Program Outcomes
- Jul 1, 2023   The reporting period for the current year begins on July 1 of each year.
- Aug 2023   Instructors will verify all program outcome forms have been loaded on the S drive.
- Monthly   Instructors will update program outcome forms as needed.
- Nov 2023   The Project Specialist will follow-up with instructors and
                Student Services to ensure the program outcome procedure is being followed.
- Dec 2023   The Project Specialist will submit ECTC annual report.
- Jan 2024   The Project Specialist will post the annual reports folder on the shared drive and notify the ECTC director, faculty and staff, via email, the Annual Report has been uploaded and is available for review.
- Jan 2024   January staff meeting:
  - Administration and staff will review the annual report (CPL data)
  - Administration and staff will discuss ways to improve CPL rates
  - Administration and staff will review program CPL rates and discuss program recommendations with the director.

- March 2024   Administration and staff will perform its annual review of the procedures for collecting CPL data, program outcomes, withdrawals and leave of absences.
- March 2024   The Standard 3 Committee will verify administration, faculty and staff reviewed the Annual Report's CPL data and documented ways to improve the quality of program outcomes.
- Spring 2024   Administration will evaluate program outcomes.
- Spring 2024   Administration will evaluate instructors and discuss program outcomes and improvement.
- Spring 2024   Administration will review the institutional and program outcomes with the institutional advisory committee at the annual spring meeting.
- June 30, 2024 The reporting period for the current year ends.

Withdrawal Procedures

Students that withdraw prior to completion of the term of enrollment or prior to completion of scheduled classes, should notify the instructor, who will submit the withdrawal form to the Student Services Dean and the Financial Aid Officer. Students must meet with the financial aid officer in order to discuss possible repayment of financial aid, as awarded. Students should complete withdrawal requirements including settling of any financial responsibilities and review of student information to facilitate subsequent requests for student records/transcripts.

Withdrawal forms should be completed for post-secondary students that are leaving a program without completing the current OCP and are not working in the field. Instructors are responsible for completing the instructor (teacher) section of the withdrawal form.

Withdrawal forms should either be completed when you receive notification from a student stating he/she will not be returning
-OR-
When a student exceeds the number of absences allowed by your program, as outlined in the ECTC Catalog/Student Handbook.
- Withdrawal forms should be completed within two class sessions (days) of a withdrawal.
  o Example: A post-secondary student is withdrawing on October 15. The instructor should complete and submit the withdrawal form by October 17.
- Withdrawal forms are located on the S drive in the Withdrawal Form folder.
- The instructor will submit a withdrawal form in addition to the Leave of Absence, if applicable.
- The instructor will complete the instructor (teacher) section of the withdrawal form.
- The instructor will verify the grade recorded on the withdrawal form is correct and matches the grade in FOCUS.
  o Withdrawal grades must be an 'F' unless the student is to receive an OCP.
- The instructor will submit the withdrawal form to the Data Control Specialist, who will complete the 'Office Use Only' section of the withdrawal form and forward it to Financial Aid.
- Financial Aid will verify the status of funding for the withdrawal and forward the form to Student Accounts. Student Accounts will verify any outstanding balance and forward the form to the Registrar.
- The Registrar will scan the withdrawal form into the student's program outcome form folder and place a paper copy in the student's cumulative file.

- Instructors will complete program outcome forms for ALL withdrawals.

Leave of Absence

A leave of absence may be granted for a legitimate unforeseen circumstance during which the student is not considered withdrawn. Students receiving Veterans' benefits are not eligible for a leave of absence.

The following conditions must be met for a Leave of Absence to be approved:
- The student meets with the instructor and completes a Leave of Absence (LOA) Request form. Completed LOA Request forms are submitted to the Student Services Dean and Financial Aid office for review. Requests should be submitted a minimum of 2 weeks prior to the requested leave, when possible.
- Valid reasons may include: emergency health condition, family emergencies, death in the family, etc. and must include documentation. The Student Services Dean will review the request with the instructor and Financial Aid Officer. The Student Services Dean will make the final decision as to the leave of absence request and submit approved requests to the Data Control Specialist.
- The LOA may not exceed 180 calendar days in a twelve month period.
- If possible, the leave of absence must be completed within the same school year. If the student cannot return by the end of the school year, the student will be administratively withdrawn in good standing with an incomplete grade. The student may then return the following school year and pick up in the course where he/she left off the previous year pending approval from the instructor, financial aid and the Student Services Dean. In most situations, the school will grant only one leave of absence to the student in any twelve month period. Any combination of leave or extension of a leave of absence will not exceed a total of 180 days in any twelve month period. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993.

The student will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance. If the student does not return from LOA as agreed the incomplete grade will be updated to an F – failing.

Focus Attendance Kiosk Instructions

General Info

- ✓ The kiosk is touchscreen.
- ✓ Teacher should log in at least 15 minutes prior to the start of class.
- ✓ Teachers MUST log in *before* students can log in. Students can only log in under their assigned teacher. For example, a PN student in Gina's class can't log in on a kiosk currently logged in for Twynette's class. Any teacher can log in on any kiosk, but only one teacher can log in at a time.
- ✓ Students can't log in more than 15 minutes prior to the start of class. For example, students can't log in before 3:45 p.m. if class begins at 4:00 p.m. Students are clocked in at 4:00 p.m. if they clock in early, within 15 minutes of class.
- ✓ Students are clocked in at the exact time they scan their badges if they clock in *after* class start time.
- ✓ Students must log in and out on lunch/dinner breaks. However, they do not have to log in/out exactly when lunch is listed on the schedule. For example, a student might be wrapping up a project and logs out for lunch at 12:10 p.m. instead of 11:45 a.m. The attendance kiosk will record time out/in for lunch at 12:10 just like it would at 11:45. The student will not be docked any time as long as he/she scans back in on or within their allotted lunch time.
- ✓ Please let students know that class hours are exact when it comes to when they log out of the kiosk. For example, if they leave 2 minutes early, their class time will show 7 hours 28 minutes instead of 7 hours 30 minutes.
- ✓ The kiosk does not track makeup hours.
- ✓ Please email Carol with attendance changes so there will be a record of the change for auditors.
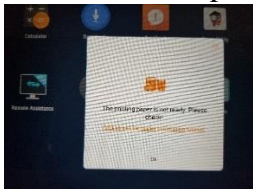
Instructions

- Power on the kiosk, if needed.

- Be patient. It takes the kiosk a moment to boot.
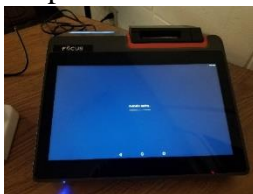
- Click OK if the printing paper message appears. We do not use paper.

- The kiosk is booted when the apps appear or if it goes directly to the login screen.

- Tap to select the Focus Utility, if the kiosk does not go directly to the login screen.

- A log in screen will be displayed. Use the onscreen keyboard to log in using the same credentials *(your user name and password)* that you use to log into your computer. *Note:* Your password on the attendance kiosk will automatically change when you change your domain login password. Your domain password is the one you are required to change every few months for logging into your computer, network, email, etc.
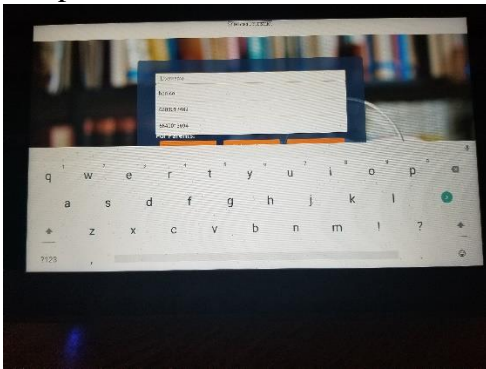
- Select the Kiosk option on the far right, **NOT** the attendance kiosk option.
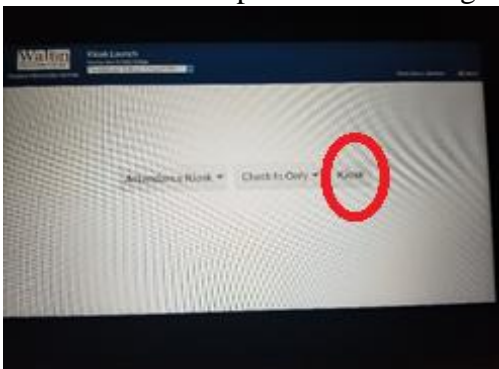
- After the teacher successfully logs into the kiosk, students can begin scanning their ID badges. Student badges should have the barcode on the front of the card. Please send students to see Mrs. Rothgeb to get a new card if their current badge does not have a barcode on the front.
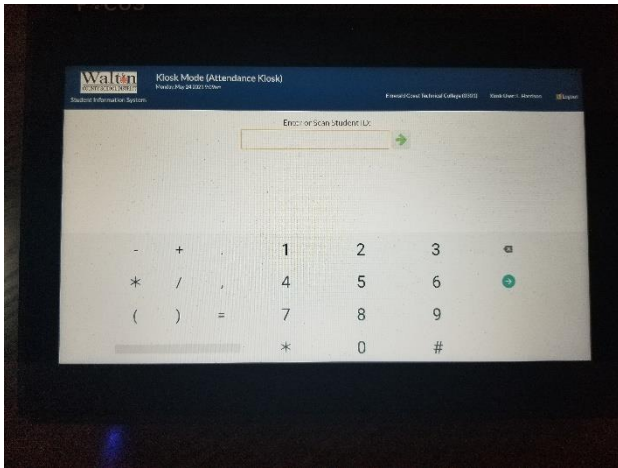
- Each student should scan the student ID badge with the barcode facing the scanner. The badge needs to be held approximately 2-3 inches above the frame, the orange square shown below. Students should not try to slide their badge between the frame and the lens. Students will see their picture appear on the kiosk after they have successfully scanned in. Students should log out when they go on lunch/dinner break and log back in when they return. They will log out a final time at the end of class.

- Teachers should log out of the kiosk after class has ended. Select Logout from the upper right corner of the kiosk's window. Do not log out of the kiosk prior to class ending because student time will not be recorded if students can't log out when they leave class.
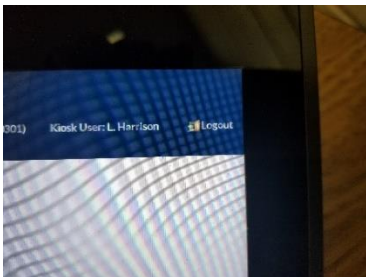
- Teachers must enter their credentials and select *logout*. The credentials requirement prevents students from logging out the class. Teachers do not need to power off the kiosk. It can remain powered on as long as it is logged out.
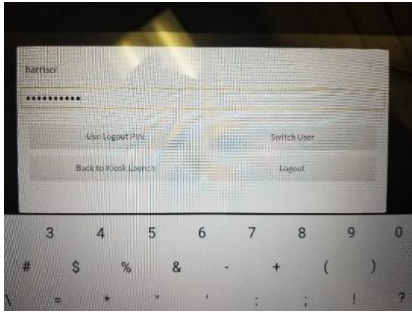
- Teachers should access Focus on their classroom computer after they are logged out and click SAVE to record time for the class session.

Attendance Policy and Procedures 2023-2024

Instructors should follow the attendance kiosk procedures, located in the staff handbook, in addition to the procedures listed below.

It is recognized by business and industry that the single most important trait for career success is good attendance. The following attendance rules are the minimum acceptable standard to be successful in all certificate programs.

Because both campuses are clock hour institutions, it is necessary for program instructors to monitor and document the attendance on a daily basis. This documentation can be seen in FOCUS, Walton County School District's Student Information System. Curriculum delivery and the awarding of credentials and Occupational Completion Points (OPC's) to students are based on the actual number of hours present in the classroom. The decision to withdraw a student for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for late arrivals, early exits, absences, or a combination. Absences will be counted from the first scheduled class meeting. Attendance is an hour-driven process; absences from class are measured in minutes missed. Individual Career Technical Education Programs may have additional requirements for attendance in their programs.

Attendance Kiosks

Attendance kiosks have been placed in every CTE classroom. Students are required to clock in when arriving to class and clock out when leaving campus. In addition, students are required to clock in and out for scheduled lunch/dinner breaks. Students must use their identification badges when clocking in and out. Students must clock in and out on the designated attendance kiosk.

Students are not allowed to scan other students in or out on the attendance kiosks. Violation of this policy can result in all students involved being dismissed from the program.

Student attendance, as recorded in Focus, will be the final authority in determining the number of hours and absences for each student. There are NO excused absences. It is the responsibility of the student to know the attendance policies for the program in which they are enrolled. It is the responsibility of the student to be aware of all absences and keep up with the number of hours they have been in attendance. All attendance records will be reviewed by the financial aid office, and if requested, submitted to auditors.

Students will be administratively withdrawn after five consecutive absences.

The section below describes the interventions as students accumulate hours away from class.

First Absence/Missed Hours
One-on-one conference between student and teacher.

Second Absence
Instructor submits a Satisfactory Academic Progress (SAP) form to the Student Services Dean and the Financial Aid Officer after a student accumulates two absences or the equivalent in clock hours. The Student Services Dean will counsel the student and arrange for makeup hours. The Financial Aid Officer will pull the students financial aid file for review.

Subsequent Absences
Instructor continues to submit Satisfactory Academic Progress (SAP) forms to the Student Services Dean and the Financial Aid Officer for each absence or the equivalent in clock hours.

Post-secondary students will be placed on financial aid probation if they miss more than 10% of their total clock hours during a payment period. This will result in delayed disbursement from all funding sources. This can also include dismissal from the program. The student may be required to repeat the course, at their own cost, if dismissed from a program.

A student who has been withdrawn for attendance reasons, may apply for re-entry and will only be allowed to enroll with administrative approval when the re-entry is deemed academically appropriate.

Makeup Hours
Students on both campuses are required to makeup all hours and assignments missed. Missed clock hours must be made up within two weeks of the date the missed hours occurred. Hours missed must be made up on campus under the supervision of an instructor. Students should meet with their instructor to schedule makeup hours on the first day they return to class. Makeup hours MUST be documented in Focus.

Instructors on both campuses must document makeup hours. The documentation is crucial for auditing purposes and to ensure student attendance is accurate. Instructors should email the Data Control Specialist, Carol Rothgeb, with the following:
- ✓ Date/time/hours of the absence
- ✓ Date/time/hours for makeup
- ✓ The location where the hours were made up
- ✓ The instructor present during makeup hours
- ✓ "Attendance Change" should be listed in the subject line of the email.
    - o The Data Control Specialist will maintain these emails for auditing purposes

All of this information is required. Please use email only and send it no later than 24 hours after makeup hours are awarded. Do not give the Data Control Specialist handwritten notes or phone calls because we need standardized email documentation for audit purposes. Put "attendance change..." in the subject line of the emails so they can be easily located and sorted for auditing purposes. Use the example below as your guide.

Example:

Subject line: attendance change for August 12, 2021-confidential student information

Body of email: Jane Wayne made up 3.75 hours from Gina Johnson's August 12, 2021 day class on the evening of August 16, 2021 under instructor Theresa Bolton in room 101. She was present from 4:00 p.m - 7:45 p.m. on August 16, 2021. Please apply 3.75 makeup hours to her attendance on August 12, 2021.

Appeals

If a student is notified of an attendance policy violation, and the student wishes to file an appeal, the student can pick up an appeal request form from the Student Services Dean. The completed form and supporting documentation for days absent must be filed in the director's office before the end of the next class day. Students are allowed a maximum one attendance appeal per school year.

Students who are receiving veteran's benefits may be withdrawn for failure to meet attendance requirements. Withdrawal may affect veteran's benefits. Students are encouraged to access all available resources through veterans' assistance and Student Services to assist them in meeting attendance requirements.

As noted previously, please be aware of the attendance policy and consequences for not meeting these requirements. Students using Veterans Benefits Administration who miss more than 15% of the scheduled hours in one month will be terminated for Veterans Benefits Administration. The student may be reinstated if able to show full attendance for one calendar month (without benefits) and the reinstatement is not retroactive. Specific policy is located in the VA packet for financial aid that each eligible veteran is required to sign.

Students enrolled in developmental program/GED preparation will be administratively withdrawn following six (6) consecutive absences.   The date of withdrawal will be reflected as the regularly scheduled class day following the last date of attendance. Students who are administratively withdrawn may face delays in re-enrolling if space is not available.

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Instructor Responsibilities Regarding Student Grades

These responsibilities apply to instructors on both campuses.
- Instructors will enter student grades in Focus on at least a *weekly* basis.
- Instructors will meet with a student after the student fails an assignment to discuss improvement strategies. The instructor will document the student meeting.

- Instructors will submit Student Academic Progress (SAP) forms to the Student Services Dean after a student fails an assignment.
- Instructors should also submit a SAP form to the Student Services Dean if a student is struggling academically or is having other problems, such as financial or transportation issues that are contributing to student absences or academic troubles.
- Instructors will continue to submit SAP forms to the Student Services Dean for each subsequent failed assignment.
- Instructors will notify the Student Services Dean and Financial Aid, via email, if a student is failing a course PRIOR to the completion of the course.
- The Student Services Dean will meet with students for the purpose of discussing improvement strategies. The meeting will be documented on the Student Academic Progress formed signed by both the student and the dean. The instructor will be provided with a copy of the completed form.

Instructor and Student Services Student Interview Procedures

Instructors will provide the Dean of Student Services with an initial interview/orientation placement timeline no later than 30 days prior to beginning of interviews. Student Services will provide completed files to instructor within 1 week of initial interview. Once interviews are completed, instructor will provide 1.) a complete list of students interviewed indicating whether accepted or not, 2.) along with the acceptance/rejection letter and any other information instructor wishes to provide to students by mail and 3.) completed student file. Student Services will verify student files are complete and snail mail and e-mail information to all rejected or accepted students. Instructors are responsible for providing the acceptance/rejection letter and any information to be sent to students.

Retention Plan

Retention is a key gauge of student success, and institutional success. The Retention Plan is implemented on both campuses. The Retention Plan consists of several elements and systematically ensures administration, faculty and staff are making every effort to assist students with meeting their education goals. Awareness is critical to retention and student success. Students are continually made aware of their progress as they work through the occupational completion points in their chosen program of study. Counseling is provided to students to assist them in meeting their education goals and help ensure retention.

Occupational Completion Points (OCPs)
As a non-degree granting institution under the authority of the Florida Department of Education, Division of Career and Adult Education, each campus awards certificates of completion in Postsecondary Adult Vocational (PSAV) programs. As provided in 6-A-14.030(6),(9), FAC (Florida Administrative Code), each campus awards credit in clock hours. Students may earn certificates detailing competency attainment for each of the occupational completion points (OCPs) offered in a program. Occupational completion points correlate to specific standard occupational codes (SOCs) and titles and successful accomplishment may also prepare students for appropriate third-party skills verification through industry certification or licensure. OCPs are associated with courses in the Focus student management system. A specific data element for each OCP is noted in the Focus student management system after instructors enter final course grades for students.

Program of Study
A program of study for each program offered at each campus is listed in the ECTC Catalog and Student Handbook, which is made publicly available at www.ectc.edu. The program of study outlines the courses and occupational completion points needed to complete the program.

Student Schedules
Students receive their schedules from Student Services prior to the start of class. The schedule reflects each course the student will complete as they progress through their chosen program of study. The Data Control Specialist enters schedules in the Focus student management system. The student moves from one course to the next after a final grade has been posted in Focus by the student's instructor. The schedules reflect a reasonable timeframe for program completion. Student schedules are uploaded to the shared drive and available for review by instructors and other staff members.

Grades
Instructors enter grades and attendance in the Focus student management system for each course in which the student is enrolled. Students earn a final grade upon completion of a course. Students have logins to check grades and attendance in Focus, allowing them to track their progress. Instructions on how to use Focus are provided to students on the USB flash drives they receive during the admissions/registration process.

Instructor Responsibilities
Instructor's office hours and contact information are noted on program syllabi. Students can contact instructors and staff in a variety of ways, including email and telephone. Many instructors use the Remind app or provide students with their cell numbers so students can contact them after hours if necessary. However, some students will not seek attention. This can result in a student withdrawing from the program or failing to complete a course.

Instructors are required to counsel with students when they are absent. The discussion includes the reasons why the student was absent and how future absences can be avoided. Instructors are required to council with students that are having difficulty in class. Many resources are available to assist the student. Instructors inform students that counseling services are available, as outlined in the ECTC Catalog and Student Handbook. Instructors can refer the student to the Student Services Dean if necessary.

Counseling and Student Academic Progress (SAP)
Instructors should complete and submit a Student Academic Progress form to the Student Services Dean and Financial Aid Officer for students that reach *two absences*, not necessarily consecutive absences. Instructors should continue to complete and submit SAPs for each subsequent absence. The Student Services Dean will meet with the students to arrange makeup hours and discuss the reasons behind the absences. Instructors should also submit a SAP form to the Student Services Dean if a student is struggling academically or is having other problems, such as financial or transportation issues that are contributing to student absences or academic troubles.

Financial Aid Counseling
The Student Services Dean can refer the student to the Financial Aid Officer if the student would benefit from financial aid assistance. Financial aid counseling is available to assist students in securing or maintaining financial aid to help meet the costs associated with attending either campus. The financial aid office can help students in selecting needed financial assistance for which they may be eligible as well as explaining the requirements of grants and scholarships, satisfactory academic progress, successful completion rate, enrollment periods, and appeals.

Withdrawals and Program Outcome Forms
Instructors must enter OCPs on student withdrawal forms and program outcome forms as students exit programs.

Annual Report
The Career Education Programs Facilitator uses the OCP information from the Program Outcome Forms and other data elements to compile the institution's Annual Report. The Completion Rate of each program is calculated for the Annual Report. The Annual Report is made available to administration, faculty and staff during the spring of each year.

Input and Evaluation
Input from students, administration, faculty and staff is key to improving retention. The Annual Report, including completion rates, is reviewed during a faculty and staff meeting. The faculty and staff are asked for their input regarding how to promote retention and improve completion rates. The ECTC director also reviews completion rate and retention information with program instructors during instructor evaluation. This information is provided to the ECTC Data Team and is used when annually revising the ECTC School Improvement Plan (SIP). The SIP targets completion rates in goals/objectives in an attempt to improve retention. Individual programs may require additional analysis or program improvement strategies as a result of the evaluation.

Annual climate surveys are distributed to students, instructors, advisory committee members and staff. The results from these surveys are used to improve the climate and culture of ECTC, which in turn, improves retention. The results are also disseminated to ECTC's faculty and staff during a faculty/staff meeting and analyzed by administration as part of instructor evaluations. As stated earlier, the evaluation of these results is often used to revise institution's plans.

The Retention Plan, included is the handbook, is made publicly available on the ECTC website and is evaluated and revised annually. Input from the Institutional Advisory Committee is noted in meeting minutes. Students, faculty and staff should submit recommendations/changes to administration in writing no later than April 30 so that input can be considered prior to the development of the next revision of both the ECTC Catalog and Student Handbook.

Plan for Placement Services
Coordination of Placement Services/Responsibilities
Both campuses provide placement services for all students. The Student Services Dean, program instructors and Student Services staff play vital roles in student placement. It is the responsibility of the Student Services Dean to coordinate placement services. It is the responsibility of instructors to liaison with potential employers and place their students. It is the responsibility of Student Services to post and maintain a listing of employment opportunities and to notify instructors when employment opportunities arise. It is the responsibility of the Career Education Programs Facilitator to compile completion and placement on the Annual Report.

Communications Network
The Student Services Dean meets with students during admissions/registration to discuss career opportunities associated with program offerings on both campuses. The Student Services Dean develops a program outcome form for each student after the student registers for classes and uploads the form to the shared drive, which is available to faculty and staff. The program outcome form is used to track and follow-up with placement. The Student Services Dean notifies instructors that program outcome forms have been uploaded to the shard drive.

Networking with Employers

Since instructors develop strong relationships with advisory committee members and industry partners, they are the first point of contact for job referrals. Instructors are required to document frequent contact with potential employers on the Business/Industry Contact Form.

Student Services personnel regularly network with area employers while attending various Chamber of Commerce meetings, tradeshows, career days and local business meetings. They gather employment opportunities for students and promote current programs offered on both campuses. Staff members in Student Services notify instructors of employment opportunities through email and by providing instructors with hard copy notifications of employment opportunities.

File Listing of Employment Opportunities

Updated listings of employment opportunities received from potential employers and agencies are found on the information board outside of Student Services. These listings are updated and maintained by Student Services staff, specifically the Data Control Specialist. Student Services maintains a file listing of employment opportunities.

Counseling of Students

Emerald Coast Technical College assists students in making informed career choices through personalized counseling and assistance in appropriate program placement. Instructors stay abreast of industry certifications and licensure earned by their students as students complete their program of study. Instructors know the skills and strengths of their students and are able to match those to employer requirements. Instructors incorporate local resources for job search tools, tips for resume writing and finding jobs, and current employment opportunities specific to each program's curriculum. Instructors counsel with students in searching for and applying for jobs. Instructors can also complete a SAP form and refer students to the Career Counselor for counseling or to assist with job placement, on an as needed basis. Instructors complete program outcome forms and follow up with the student and employer to document placement outcomes.

CareerSource's local workforce development personnel are located in Building 100 on the main campus. They are not part of the institution but they provide enhanced placement services on an as-needed basis to students on both campuses. Instructors can also refer students to CareerSource for assistance with writing resumes, applying for jobs through the EmployFlorida website and improving interview techniques.

Maintenance of Placement Records

The Program Outcome Form is the primary document used to record student placement.
- The Student Services Dean creates a Program Outcome Form for each student involved in a program of study at ECTC. The Student Services Dean notifies instructors that the program outcome form has been uploaded to the shared drive.
- Instructors document student placement on Program Outcome Forms, located on the shared drive. Upon student's successful completion of a CTE program, the program outcome form is updated by the instructor to record placement data and to note student, employer and job-related information.
- The Project Specialist follows up with program outcome forms to ensure placement data is being accurately and regularly reported. Reminders to complete program outcome forms are also noted on the Timeline for Program and Institutional Outcome and the end-of-the-year checklist. The Project Specialist follows up with outcomes while compiling ECTC's Annual Report.
- Placement documentation is maintained on the institution's shared drive where it can be used to assist in the compilation of the Annual Report.

- ECTC uses Completion, Placement, and Licensure (CPL) data to measure success in meeting the institution's mission. CPL data incorporated into the ECTC Strategic Plan and the ECTC School Improvement Plan.
- ECTC surveys its students to determine the effectiveness of Student Services.

Testing
The ECTC Test Administrator is responsible for administering the PERT, TABE, CASAS and TEAS, where applicable. The ECTC Test Administrator is also certified to administer numerous industry certification exams. Industry certification exams play an important role in placement, as industry certification is often a desired qualification for employment. In-person exams are administered in the testing lab in Building 300, on main campus.

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Media Services Plan

Scope and Availability of Services
Media services are available to ensure the achievement of desired student learning and program objectives. Media services are provided to students on both campuses. Students attending Emerald Coast Technical College @ Magnet Innovation Center – Watersound can also take advantage of media services offered on ECTC's main campus. The ECTC Media Center on the main campus houses approximately 3400 books and reference materials for faculty, staff, and student checkout. The media center at Emerald Coast Technical College @ Magnet Innovation Center – Watersound also provides students with the opportunity to check out books. The Destiny Circulation Program is used to maintain the collection on both campuses. Students may email the Student Services Dean to request books from any school in the Walton School District through the program. There is a technology budget which supports the purchase of software and hardware. Supplies are purchased out of the general operating budget. There are also stand-alone computers with Internet access for student testing and research. Students and staff receive annual instructions via the ECTC Faculty and Staff Handbook, the ECTC Catalog and Student Handbook and emails to familiarize them to the procedures, programs, and resources available to them. When a new program begins, instructors advise the students of the availability of the media center during their orientation and students are provided with a copy of the Catalog and Student Handbook on a USB flash drive. The Student Services Dean assigned to oversee the media center undergoes an annual teacher evaluation, but the evaluation is not specific to the media center.

Educational Program Resources
The ECTC Media Center houses approximately 3400 books and reference materials for faculty, staff, and student checkout. The media center at Emerald Coast Technical College @ Magnet Innovation Center – Watersound also provides students with the opportunity to check out books from any institution in the district, including ECTC's main campus. In addition, each career and technical education program maintains its own media resources, such as technical manuals and reference books. Students can access periodicals and magazines online using computer stations in the media center and in the classroom.

Current and Relevant Materials
Current and relevant materials such as professional journals/periodicals, audio and video media, software, and related equipment pertinent to the individual program are available to students. Local newspaper subscriptions are current and maintained through the institution's general operating budget. Lacking a certified media specialist on campus, there are no designated media funds. The Destiny Circulation Program is used to maintain the collection, and students may request the career counselor to order books from any school in the Walton School District through the program.

Audio-Visual Materials and Equipment
All audio-visual materials and equipment are a part of the institution's inventory. The main campus Media Center and each program on both campuses are provided with a Clear Touch. The Clear Touch devices are equipped with both Windows 10 and Android modules and interactive 55-inch displays. Each Clear Touch device can access the Internet through wired or wireless connections.

Computers and Internet Access
Computers are located in the media center and can be used by instructors and students for testing, research, online course work, and other program projects as deemed appropriate. Each classroom has computers or access to computers with Internet connectivity. Wireless access points and wired network outlets provide network and Internet access throughout the institution.

Reference Materials
Because ECTC does not employ a certified media specialist, faculty and staff purchase and maintain reference and research materials specific to their programs. Faculty and staff may also check out research or reference materials from the media center inventory to keep in their classroom for student use. These materials are inventoried annually. Because there is no budget amount specifically dedicated to the media center, the program instructors make renewal requests through the bookkeeper. Instructors maintain program reference materials and resources in the classroom.

Staff Roles and Responsibilities
Emerald Coast Technical College does not employ a certified media specialist. The Student Services Dean is assigned to oversee the day-to-day operations of the media center. The career counselor maintains the resources of the media center and oversees the calendar for library use by students, faculty, and staff. The calendar is shared with the staff through Outlook. Media check out and return is under the supervision of the career counselor who is responsible for maintaining the media center inventory. The career counselor conducts an annual inventory to assess the collection. This inventory is used to assist in the evaluation of book condition, relevance of materials, weeding of materials, and adjusting the availability of materials to patrons. When media supplies are needed, a requisition form is filled out by the career counselor, submitted for director approval, and then submitted to the district for approval.

Orientation for User Groups (i.e., instructors, students, and others)
Instructors, students, and others are provided media center orientation during the registration process with the Student Services Dean and through instructions posted in both the ECTC Faculty and Staff Handbook and the ECTC Catalog and Student Handbook. Instructors can also schedule an orientation of the media center at the beginning of each new program semester by emailing a request to the Student Services Dean.

Physical Facilities and Technical Infrastructure Plan
The media center is located in Building 400, Room 119, on the ECTC main campus. Housed in the media center are 3 student computers, 1 staff computer, 1 multifunction printer, 1 Clear Touch interactive board, 1 phone, 1 poster maker and 1 laminator. Problems should be reported to the on-campus ECTC Tech Contact. The Tech Contact will troubleshoot the problem or use a Computer System & Information Technology (CSIT) student to resolve the issue. The ECTC Tech Contact or any other staff member can also contact the WCSD's Information Technology Department if needed by dialing extension 1501 or by calling the Help Desk for immediate assistance at extension 4357 (HELP). Computers, printers and audio-visual equipment is replaced if it is beyond repair. The ECTC technology budget is used to purchase replacement equipment. The ECTC Tech Contact is responsible for requisitioning replacement equipment.

The ECTC Plant Manager is responsible for issues associated with facilities maintenance and upkeep of the media center on the main campus. The custodian assigned to Building 400 cleans and inspects the media center daily. Walton County School District Maintenance Department personnel are also available to assist when issues arise with media center facilities.

The media center is located in the Media Center Building at the instructional service center, Emerald Coast Technical College @ Magnet Innovation Center - Watersound. A computer and printer are available for staff and student use. Problems should be reported to program instructor. The program instructor will email onsite administration about the issue. The instructor, or any other staff member, can also contact the WCSD's Information Technology Department if needed by dialing extension 1501 or by calling the Help Desk for immediate assistance at extension 4357 (HELP). Computers, printers and audio-visual equipment is replaced if it is beyond repair. The institution's technology budget is used to purchase replacement equipment. The onsite administrator at the instructional service center is responsible for requisitioning replacement equipment.

The onsite Plant Manager is responsible for issues associated with facilities maintenance and upkeep of the media center at Magnet Innovation Center -Watersound. The custodian assigned to the media center building cleans and inspects the media center daily. Walton County School District Maintenance Department personnel are also available to assist when issues arise with media center facilities. The media centers on both campuses have restrooms located in the same building.

Annual Budgetary Support
District funds are allocated for instructional equipment as well as grants received. Requisition templates, located on the shared drive, are provided for all staff for any purchases that are necessary. Smaller purchases can be made using the district credit card obtained from the bookkeeper.

Evaluation of Media Services and Utilization
Climate surveys are administered annually to students and instructors. Administration uses the responses from these surveys to identify the effectiveness of media services and utilization of the results to modify and improve media services. Survey results are distributed to faculty and staff annually. For media center use, the Student Services Dean uses the sign in sheets and book check out reports to identify student and staff needs. Faculty, staff and students can make recommendations to the Student Services Dean regarding the availability of services, reference materials, computers and audio-visual equipment.

Instructional Media Services
The media center on the main campus is equipped with a staff computer, three student computers, an interactive Clear Touch, a laminator, a poster maker and a printer. The media center at the instructional service center provides staff and students with a computer and printer. Each computer provides students, faculty and staff with Internet access, network access, print capabilities and the Microsoft Office suite. The Microsoft Office suite includes Word, Excel, PowerPoint, Publisher and Outlook. The printer is a multifunctional printer that can be used as a printer, scanner or copy machine. The equipment and Microsoft Office suite can be used to develop instructional media services.

Copy Machines
Copy machines are located on the main campus in the main office (building 100), Student Services (building 100) and in health sciences (building 400). Copy machines at the instructional service center are located in the main (administrative) building. The Minolta Biz Hub copy machines are connected to the network and capable of scanning directly to the shared drive.

Scanners

Each program is equipped with a scanner. Scanners are located in program classroom/lab areas. Scanners on the main campus are also located in Student Services, the main office and the receptionist's office. Notify the Tech Contact if there is a problem with any of the scanners on the main campus. Notify administration at scanner issues at the instructional service center.

Printers
Each program is equipped with a printer. Notify the Tech Contact on the main campus for replacement toner.

Web Cameras and Microphones
Each program is equipped with a web camera and microphone that is compatible with the ClearTouch panels and any other computer running Windows.

Copyright Guidelines
Copyrighted materials will not be duplicated or reproduced by electronic or other means without written authorization obtained from the copyright owner.

Technical Assistance
Contact the ECTC Tech Contact at extension 5161 if you require technical assistance on the main campus. Contact onsite administration if you require technical assistance at the instructional service center. You may also contact the WCSD IT Help Desk at extension 4357(HELP) for immediate assistance during the hours of 7:30 a.m. until 4:00 p.m.

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Instructional Equipment Plan
The Instructional Equipment Plan covers the maintenance, replacement and disposal of equipment on both campuses. Instructors are responsible for maintaining and notifying the plant manager and director of equipment needs in their programs. ECTC's plant manager, at each campus, is responsible maintaining equipment needs throughout campus.

Instructional Equipment Plan
Relevant and up-to-date equipment is available to support instruction. Instructors, with the input of the advisory committees, evaluate existing program equipment for relevancy and determine additional equipment needs which are then placed on the annual technology plan. Equipment review is noted on program advisory committee minutes. Campus inventory is updated to reflect any changes made.

Inventory
The campus plant manager, under the direction of onsite administration, is responsible for maintaining the equipment inventory. An annual formal inventory is conducted by the plant manager. The inventory includes all instructional areas including classrooms, labs and offices. All equipment is examined and the location noted during the inventory. Individual program advisory committees review the program's tools and equipment inventory on an annual basis to ensure the equipment and tools used in the programs are suitable and are similar to those used in the field. The plant manager submits inventory changes to the Walton County School District, which also maintains an inventory of the institution's equipment.

Safety
All equipment used in career and technical education programs adhere to current safety standards. Program advisory committees inspect equipment annually. Instructors are responsible for regularly inspecting program

equipment to ensure the safety of students, faculty and staff. Issues should be reported to the campus plant manager immediately. Regular safety sweeps are conducted in each program area.

Students receive instruction on the proper safety precautions in each program area. Students should not be not allowed to use equipment on which they have not received adequate safety training.

Equipment such as hard hats, safety goggles, gloves, masks, etc. are provided to students as necessary. Each program is equipped with fire extinguishers and first aid kits. Fire extinguishers, AED life-saving devices and first aid kits are also located in other areas throughout campus. Periodic safety sweeps are conducted to check the status of each area's compliance with safety standards. Both campuses have staff who are certified in First Aid/CPR. An AED is maintained in the main office of each campus, and staff is trained on its use.

Equipment Maintenance
Instructors are responsible for contacting the plant manager in the event a maintenance issue should arise with instructional equipment. If the plant manager cannot resolve the issue, he/she will submit a work order to Walton County District Maintenance. The plant manager will follow-up to ensure equipment was properly repaired.

Replacement of Equipment
The program instructor and/or the plant manager should check the warranty status of equipment prior to submitting a requisition to replace the equipment. Instructors in need of new or replacement equipment should email a requisition to the bookkeeper located on the main campus. The bookkeeper then verifies funding sources and submits the requisition to the ECTC Director for approval. Upon approval, the bookkeeper orders the equipment. If the equipment is $500 or higher, the plant manager requests a property number from the district property department and adds the equipment to the program's inventory. The plant manager is responsible for attaching property labels on the equipment before delivering it to the classroom.

Emergency Purchases
Emergency purchasing procedures mirror the regular purchasing procedures. The staff member requiring an immediate purchase emails a requisition to the director for authorization, and if the item is within budget and deemed necessary, the item is purchased following authorization from the ECTC director. Should the item not be able to be purchased through the purchase card, the item will be purchased through the purchase order process at the district level or through appropriate internal funds. For items that exceed the director's approval limit for purchasing, the needed equipment item is placed as an emergency item on the next available school board meeting so that the purchase can be approved. School board meetings are generally held twice per month, so emergency purchases of equipment can be made within a reasonable time to support continuous instruction. Emergency repairs can be managed through the school district maintenance department, thus providing for immediate response.

Equipment Disposal
The instructor with the equipment in need of disposal contacts the campus plant manager. The plant manager verifies the equipment is no longer under warranty, picks up the equipment and removes it from the inventory. A Property Acquisition/Disposition form is filled out; equipment is then moved to the Walton County School District property department for proper disposal.

Plan for Instructional Supplies
Instructional supplies are available to support all programs on both campuses.

Supply Storage
Each campus maintains several storage areas to house supplies. Each classroom is equipped with a storage area. General office supplies such as paper, pens, tape, staples, batteries, binders, etc. are stored in the administrative (main) building of each campus. Replacement printer toner cartridges can be obtained by emailing the ECTC Tech Contact.

Supply Budget
The director makes every effort to ensure that each program has the funds available to it in order to accommodate the specific instructional needs they have during the year. Adequate funds are budgeted to provide supplies at a level that assures the quality of occupational education. Each year, the ECTC Director prepares the school budget with allocated line items for instructional supplies. Instructional supplies for expanding and enhancing career and technical education programs are also budgeted through Perkins grant funds and lab fees. The annual school budget allocates funding for instructional supplies that may be accessed by each instructor through the purchase requisition process.

Supply Purchases
All purchases submitted by requisition must have administrative approval. Instructors may order supplies as needed and store them within their program areas. Instructors in need of instructional supplies should complete a requisition and send it to the bookkeeper. Supplies will be ordered after the director approves the purchase and verifies funding is available.

Emergency Purchase of Supplies
Emergency purchasing procedures mirror the regular purchasing procedures. The faculty or staff member requiring an immediate supply purchase should email a requisition detailing the needed item(s) to the bookkeeper on the main campus and copy the director with the request. The bookkeeper will then hand deliver the requisition to the director for authorization and will purchase the item through the purchase card following authorization, to expedite the purchase. Should the item not be able to be purchased through the purchase card, the item will be purchased through the purchase order process at the district level or through appropriate internal funds.

First Aid Supplies
Each classroom has a first aid kit that is readily available and clearly marked. Instructors are responsible for notifying the main campus bookkeeper when first aid supplies need to be replenished. Students receive instruction for their program on the proper safety precautions for each program of study. As part of the curriculum of the main campus electricity program students, under the supervision of the electricity instructor, the electricity students conduct a semi-annual safety sweep to check on the status of each area's compliance with safety standards, including the availability of first aid supplies. Safety sweeps at Emerald Coast Technical College @ Magnet Innovation Center - Watersound are conducted by onsite administration and the plant manager.

Supply Safety
All instructional supplies meet appropriate and required safety standards as established by the manufacturer and/or distributor. Safety Data Sheets (SDS) binders are readily available in each program area. The SDS binders are updated as supplies are purchased. In addition, each program should employ methods to ensure that students receive the proper instruction to maintain a safe learning environment when handling supplies/equipment necessary for their program. Students should not be allowed to use supplies/equipment on which they have not received required safety training.

Technology Plan

Emerald Coast Technical College (ECTC) and Emerald Coast Technical College @ Magnet Innovation Center – Watersound function as part of the Walton County School District (WCSD). Governed by the Walton County School Board as part of the WCSD, the facility and campus improvement plan is included in the Walton County School District's five-year plan. This five-year physical plant plan is conducted and amended in compliance with State of Florida requirements. As a district facility, renovations and expansion is also included in these plans. ECTC does not offer distance education courses, so related infrastructure is not in place to support this service. The ECTC Technology Plan follows the Walton County School District Technology Plan.

WCSD is responsible for imaging student and staff computers on both campuses. System Center Configuration Manager (SCCM) delivers a portfolio of applications that will enable the WCSD to deploy software, protect data, monitor the health of a device, enforce compliance and inventory all computers and devices connected to the WCSD network. The ability to manage all of the systems from a common interface helps the WCSD to quickly and effectively respond to issues as they arise.

Technology Goals
- Increase student achievement.
- Provide students with technology needed to meet/exceed program objectives.
- Provide staff with equipment needed to meet/exceed program objectives.
- Provide data safety and integrity without creating a barrier to learning.

Technology Beliefs
- All students should have the opportunity to acquire the technological knowledge and skills in order to meet the demands in today's workforce.
- All faculty should provide appropriate integration of technology with standards-based curricula and instructional management to enhance student learning.
- Both campuses should work with community and business leaders in order to develop, implement, and utilize technology as it relates to today's workforce.

Technical Infrastructure
Each program is equipped with an instructor computer, student computers, a printer, a Clear Touch interactive board and a VoIP phone. Some areas are also equipped with 3D printers and scanners. Each computer, printer and Clear Touch is a network-capable device and is capable of accessing the Internet. The network infrastructure provides students with both wired and wireless access to the network and the Internet.

Security Measures
Security measures have been implemented to protect data without creating a barrier to learning. The security hardware and software provided, maintained and monitored by the WCSD Information Technology Department are configured to allow Internet access and provide network reliability without interfering with teaching or learning.

Integration
Technology will be a part of daily student learning. Faculty and staff members will check email on a daily basis. Faculty members will verify attendance in Focus on a daily basis. Faculty members are expected to enter grades in Focus on at least a weekly basis.

Computer and Network Reliability and Support
Both campuses will have support in its effort to integrate technology into curriculum. On the main campus, the ECTC Computer Systems & Information Technology (CSIT) instructor and students handle day-to-day PC/network maintenance, troubleshooting and repair as part of their work-based learning activities. Students in the ECTC Network Support Services program will troubleshoot minor network issues as a work-based learning activity within the program. Students in the ECTC Applied Cybersecurity program will handle minor security-related issues as a work-based learning activity within the program. The ECTC Tech Contact will submit a work order to the WCSD Information Technology Department for all WAN-related issues.

Program instructors at Emerald Coast Technical College @ Magnet Innovation Center – Watersound are responsible for reporting tech-related issues to the onsite administrator and copying the Tech Contact on the main campus with the email. The instructor can also contact the Help Desk by dialing extension 4357 (HELP). The onsite administrator and Tech Contact both have access to Remedy, the online trouble ticket system. A ticket will be entered into Remedy. District IT personnel are assigned to each campus and handle any trouble tickets that arise.

Data Storage
Employees should save all files to OneDrive and/or the server, as opposed to the computers' local hard drives. Each staff member and student has a Microsoft OneDrive account. Each staff member has a designated personal user (U:) drive, which is only assessable by the designated employee. The shared drive (S:) is accessible by staff possessing valid login credentials. All ECTC data stored on OneDrive, the user (U:) drive and the shared drive (S:) is stored, monitored and maintained by the WCSD Information Technology Department.

The privacy, safety and security of data on the network is the responsibility of the WCSD Information Technology Department, as ECTC is part of the Walton County School District, as is governed by the Walton County School Board.

Data Backups
Data backup, including emergency backups, are performed regularly and maintained by the WCSD Information Technology Department.

Upgrade/Replacement Schedule
One of the goals of the WCSD Information Technology Department is to provide adequate and up-to date computing devices that support staff and students. The WCSD Information Technology Department replaces each computer every three years to ensure students and staff are using current, relevant technology. In turn, both campuses are able to provide students and faculty with the technology and equipment needed to meet and exceed program objectives.

Software
Each student and staff Windows 10 computer has Microsoft Office installed, which includes Word, Excel, PowerPoint, Publisher and Outlook. Each computer has either wired or wireless Internet access. Applications specific to the program of study are also installed on each staff and student computer, as needed.

Funding sources:
➢ Walton County School District Information Technology Department

- ➢ Emerald Coast Technical College 5% Tech Fee Account
- ➢ Lab Fees
- ➢ Grants

Minimum Computer Specs:
Student and staff computers at ECTC will have the following minimum specifications:
- ✓ Operating System: Windows 10 Professional
- ✓ RAM: Minimum of 8 GB for 64-bit systems
- ✓ Multicore processor
- ✓ Hard Drive Capacity of 80 GB or higher
- ✓ Network Adapter: 100 Mbps-RJ45 (wired) **or** IEEE 802.11n or better (wireless)
- ✓ Microsoft Office
- ✓ Browsers: Edge, Chrome and Firefox
- ✓ Plugins, if needed)
- ✓ Antivirus: Provided by WCSD information technology department

WAN Connectivity
The WCSD WAN (wide area network) connections are 5Gbps to 14 schools and 1Gbps to 2 school sites which connect to the District Administration Center. Currently, Unity provides the fiber connection between each school site, which terminates at the District Administration center. ITS (Information Transport Solutions) provides the current connection at 1.5Gbps.

Bring Your Own Device (BYOD)
Emerald Coast Technical College adheres to the WCSD Information Technology Department BYOD policy.

Introduction to Technology
Students are provided with an introduction to technology. An introduction to technology presentation is located at www.ectc.edu and is publicly available. It can also be found on the shared drive. A member of the Student Services staff presents the introduction to students in all program areas annually.

Office 365
Office 365 is available to all students. Students can download Office on up to five devices. Office 365 instructions are included in the introduction to technology.

Self-Service Portal and Student Passwords
Instructors should familiarize themselves with the Self-Service Portal, located at https://ss.walton.k12.fl.us/login.aspx. Instructors should use the portal to provide student with temporary login credentials. Students should use the temporary login credentials to log into an ECTC student computer. Students will be required to immediately change their passwords after initially logging into the system using the temporary credentials. Students' permanent passwords will not be visible to instructors in the self-service portal. The instructor should email the ECTC Tech Contact on the main campus if a student password needs to be reset.

ECTC Website
www.ECTC.edu Web Application Development and Programming students maintain www.ectc.edu and serve as the site's webmaster. The instructor designates a student as webmaster. Suggestions, recommendations and changes should be directed to the instructor. The instructor will seek the ECTC Director's approval where appropriate and instruct the student webmaster to make changes to the site.

Food Services

Emerald Coast Technical College does not provide a campus-based food service program on either campus. Vending machines for student use are located in and outside of building 400 on the main campus. Faculty, staff and students on the main campus may purchase lunches through the Walton High School cafeteria. See the receptionist for the lunch menu and pricing. Lunch orders should be placed prior to 8:30 a.m.

Vending machines for staff and student use are located in the Media Center building at Emerald Coast Technical College @ Magnet Innovation Center – Watersound. Faculty, staff and students at the instructional service center may purchase lunches that will be delivered from the local high school. Lunch orders should be placed prior to 8:30 a.m.

No Food in Classrooms

Food is not allowed in classrooms. The staff lounge is available for faculty and staff. Students on the main campus may eat in the vending area of the main building or at the outdoor picnic tables and covered bench areas located throughout campus. Students at the Magnet Innovation Center – Watersound may eat at the facilities in the Media Center building or on outside tables.

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Student Records and Transcripts

Student enrollment, financial, academic and educational progress records are available in Student Services on the main campus and in the main office at the instructional service center. ECTC preserves and protects student records by the use of storage devices, duplicate physical and/or digital records, and security files, which ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions. Hard copy permanent student records are securely stored in a locked, fire-resistant vault. Student Accounts is responsible for maintaining hard copy of student files and official records. Hard copy student records include but are not limited to: course information, testing information, student demographics and admissions/registration documents. The Financial Aid Officer is responsible for maintaining students' financial records. Since 1988, duplicate digital student records have been maintained electronically. The Data Control Specialist is responsible for maintaining the digital version of student records in the Focus student management system.

The Focus student management system is currently used to maintain digital records and is backed up on a regular schedule by Walton County School District MIS personnel. The Focus student management system consists of a database that includes, but is not limited to, student demographics, schedules, occupational completion points, grades, attendance, course dates. The Focus student management system ensures privacy and confidentiality by requiring valid staff and student login credentials be entered prior to access student data. This process ensures only authorized individuals have the ability to access student records. Faculty members only have access to the digital records of their students. They cannot access the digital student records of students in other programs. Access to hard copy records is achieved through a sign-in procedure. Only authorized administration, faculty and staff, wearing staff ID badges, are allowed to access to student records.

Student transcripts are maintained digitally and /or filed in individual student record files. Upon request and retrieval, adult students and parents/guardians of dual enrollment students have the right to access, inspect, and review their individual student educational record. Adult students are defined as those students 18 years and older OR those students enrolled *only* in postsecondary/adult courses and programs. Such access is available while the records are under the direct custody of an approved school records custodian.

Students may request official transcripts through the receptionist at the main campus, the onsite administrator at the instructional service center or online at https://www.ectc.edu/transcript-request-form.html. The online transcript form is used for both campuses. Transcripts require a payment of $5.00 per ordered transcript and are usually processed within ten business days. At a minimum, transcripts include grades, attendance, program of study, courses and the period of enrollment.

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Plan for Determining the Effectiveness of Student Personnel Services

Overview

Student Services plays a key role in ECTC's mission on both campuses. Student Services addresses the personal, financial, social, educational and career needs of all students. Supporting student needs is the responsibility of every administrator, faculty and staff member on both campuses.

Purpose

Admissions, registration, academic counseling, career counseling, financial aid, testing, and many other services are available through the Emerald Coast Technical College Student Services Department. The Student Services department serves students on both campuses. The primary function of the Student Services staff is to assist students in reaching their potential by working cooperatively with students, administration, teachers and staff. The goal is to help the student successfully complete a career technical education program and embark on a successful career upon completion of program.

Personnel

Student Services Dean
Data Control Specialist
Financial Aid Officer
Student Accounts
Testing Administrator

Survey Tool/Evaluation of Student Services:

ECTC utilizes a survey tool to determine the effectiveness of Student Services. The survey is administered to students, faculty and staff on both campuses. The survey contains a comments box in addition to questions. The comment box allows students to expand their answers, where necessary. Survey results are uploaded to the institution's shared drive. Administration notifies faculty and staff that survey results are available for review.

Evaluating Survey Results

Administrators, instructors, and Student Services department staff meet annually to review survey results. The survey results are used to determine the effectiveness of the Student Services department. Areas of effectiveness and improvement are discussed.

Student Services Meetings

Student Services personnel meet weekly to discuss day-to-day business, student services, issues and department goals/challenges.

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Program Instruction

Curriculum Frameworks

Instructors on both campuses should review the curriculum framework for each program of study they teach. Curriculum frameworks can be found at http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks. The curriculum framework should be the guiding document for lesson plans and work-based activities. FLDOE uploads curriculum frameworks by July 1 of each year. Instructors should check the framework date to ensure the most recent framework is in use.

Instructional Delivery Methods

Instructional delivery methods on both campuses include hands-on training, written assignments and work-based learning. All programs offer instruction taught on campus. ECTC does not offer distance education, hybrid classes or associate degrees. However, classes may have to temporarily move to a distance education or hybrid platform due to adhering to CDC Covid-19 guidelines. For this reason, ECTC has purchased Canvas. Instructors will receive training on how to begin adding curriculum, assessments and other tools to Canvas in the event learning from a distance is needed.

Program Syllabi

Program syllabi must be updated annually, prior to the start of fall classes. A program syllabus must be completed for each program. The program syllabus template is located on the shared drive. All items on the template should be addressed. Items can be added to the syllabus as needed but items should not be removed.

Program Planning and Approval

The ECTC Director is actively involved in each program on each campus. The ECTC Director determines program offerings on an annual basis after evaluating completion, placement, licensure and certification data, advisory committee recommendations and instructor recommendations.

Instructors can request a meeting with the ECTC Director, the Financial Aid Officer, Student Services Dean, Onsite Administrator and the Project Specialist to request program additions or deletions. The instructor should provide the following documentation during the meeting:

- Program's Curriculum Framework from FLDOE
- CPL rates for existing program
- Advisory Committee Minutes showing discussion about the program addition/deletion
- Regional Demand Occupations List or local job listings showing careers opportunities for students
- Licensure and Industry Certification Information
- Program addition/deletions form

Note: Program additions must be added to the COE List of Approved Programs and approved by the U.S. Department of Education for financial aid. Therefore, instructors should provide administration with appropriate documentation no later than November 1 so the program information can be put in place prior to the start of the next school year.

Self-Service Portal and Student Passwords

Instructors should familiarize themselves with the Self-Service Portal, located at https://ss.walton.k12.fl.us/login.aspx. Instructors should use the portal to provide student with temporary login credentials. Students should use the temporary login credentials to log into an ECTC student computer. Students will be required to immediately change their passwords after initially logging into the system using the temporary credentials. Students' permanent passwords will not be visible to instructors in the self-service

portal. The instructor should email the ECTC Tech Contact on the main campus if a student password needs to be reset.

Licensure and Industry Certification
Instructors are responsible for documenting licensure and industry certification earned by their students. Instructors should complete the licensure and industry certification spreadsheet, located on the shared drive. Each instructor should submit their own spreadsheet *as students earn licensure/industry certifications*. The spreadsheet should be completed in its *entirety* and emailed to the Data Control Specialist. A copy of the licensure/industry certification should also be attached to the email.

Lab fees are used in some programs for exam vouchers. The ECTC Director, Project Specialist, Financial Aid Officer and Student Accounts should be notified when exam voucher pricing changes.

The instructor should meet with the Testing Administrator on the main campus to determine if industry certification exams can be administered on campus if exams are not currently being administered on campus. Instructors at the instructional service center should email the Testing Administrator to discuss the possibility of online testing or to arrange an in-person exam.

Graduation
Faculty and staff are expected to attend graduation. Students who successfully complete PSAV (career education) and adult education/GED® program requirements are invited to share their success with family and friends by participating in graduation ceremonies. These ceremonies, complete with caps and gowns, are annually scheduled on the institution's calendar. Pinning ceremonies in some of the health science programs are scheduled as students near program completion.

High School Students - Technical Dual Enrollment
High school students may apply for admission to selected technical dual enrollment career education programs at Emerald Coast Technical College. Technical dual enrollment programs provide qualified high school students with opportunities to earn postsecondary adult vocational (PSAV) credits as well as high school credits. These programs have explicit requirements, including minimum grade point average and program-specific test scores. The Student Services Dean can provide additional information. Technical dual enrollment requires high school guidance counselor and parent approval.

Advisory Committees
Institutional Advisory Committee (IAC)
The Institutional Advisory Committee meets at least twice annually. The IAC promotes community involvement and helps the institution meet its mission. The IAC also reviews the ECTC Strategic Plan, Annual Report and School Improvement Plan. Sign-in sheets, agendas and minutes are maintained for each meeting. All documents should be uploaded to the shared drive after each meeting. IAC meeting dates are posted on ECTC's website.

Occupational Advisory Committees (OAC)
Occupational advisory committees review, at least annually, equipment, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program on each campus.

o   Each program must have occupational advisory committee

- The committee should consist of at least 5 local members (professionals in the field, not retired)
  - Member bios should be noted on member lists and saved to the shared drive
- At least 3 members present each meeting
  - Minimum of 2 meetings per year (fall and spring) at least 3 months apart
  - Instructors must upload meeting sign-in sheets, agendas and typed minutes to the shared drive after each meeting
  - Templates for member list, fall agenda, spring agenda and minutes located on shared drive
  o Advisory committee member lists, sign-ins, agendas and minutes located on shared drive

Business and Industry Contacts

All instructors must maintain business and industry contacts to keep programs current and relevant. Business and industry contacts are used to document instructor contact with potential employers and potential work-based learning partners. Instructors should document monthly contacts, at a minimum, and upload the completed form on the shared drive monthly. The template for the business/industry contact form is located in the templates folder on shared drive

Employer Verification Forms

Three potential employers are required to review each program annually. The employer verification forms confirm potential employers have reviewed admission requirements, program content, length, objectives, competency tests, learning activities, instructional materials, equipment, program evaluation, delivery format, skill and proficiency levels. Signatures and all fields must be completed on *each* of the employer verification forms. Forms should be completed no later than the data of the fall advisory committee meeting. Completed forms should be uploaded to the shared drive upon completion. The employers are not required to be members of the program advisory committee. However, the employers must be potential employers in the field related to the program of study. Templates are located on the shared drive.

Visitors

Emerald Coast Technical College welcomes visitors having legitimate business on campus. To help ensure a safe and orderly learning environment, ALL visitors to the campus MUST report to the reception area in Building 100 and sign in upon arrival. Visitors will be provided the appropriate visitor pass to visit the campus. Visitors should also return to the reception area and sign out when their business on campus is completed. School rules prohibit unauthorized persons (without a visitor's pass) on campus during school hours. Unauthorized person(s) are subject to arrest for trespassing by the Walton County Sheriff's Department. All authorized persons on each campus must wear a staff badge, student badge or visitor's pass.

Testing Lab

The following testing services are provided through the ECTC Testing Lab, located on the main campus, and administered by the ECTC Testing Administrator: CareerScope, CASAS, CIW exams, CompTIA, GED, MyFloridaShines, NCCER, NATE, Parapro Exam, PERT, TABE, TEAS and Wonderlic.

Counseling
Academic and Career Counseling

Advisors are available on each campus to help in planning coursework to maximize the student's possibility of benefiting from the educational experience and to assist in planning for successful entry into employment

and/or additional education.   Student interests, aptitudes, and long-term goals are considered when developing the student's program of study.

Career counseling services are available to students to help in planning and achieving career and academic educational goals. The counselor will use tests, such as CASAS, PERT and TABE results, to help advise potential students. Student Services can help students explore possible career options through current labor market information and objective and subjective assessment of student interests, aptitudes, attitudes, and values. By assisting the student in acquiring relevant information, the counselor can help the student make informed career choices. The Student Services department is also available to help the student gain job search skills as well as job placement.

Students who require additional academic skills preparation to facilitate success in career education programs can benefit from enrollment into developmental programs available on the main campus. Student Services can help the student in determining a workable schedule as well as assist in registering students for these services.

The goal of the Student Services department is a successful learning experience for all students. Along with assisting students with specific academic and career related needs, counselors can assist students in developing skills for successful goal-setting, test-taking, and conflict resolution. Student Services may also provide the student with referral for additional services as needed.

Financial Aid Counseling
Financial aid counseling is available to assist students in securing or maintaining financial aid to help meet the costs associated with attending either campus. The financial aid office can help students in selecting needed financial assistance for which they may be eligible as well as explaining the requirements of grants and scholarships, satisfactory academic progress, successful completion rate, enrollment periods, and appeals.

Students should contact the financial aid office after enrollment if they have questions about their financial aid award(s) or if they are concerned about meeting the requirements for maintaining financial aid.

CareerSource
Florida residents can access a variety of employment services through www.employflorida.com. Students who reside in Region 2 (Walton and Okaloosa counties) may also be eligible for help in securing information or referral for additional scholarship or grant opportunities for needed occupational skills training or job search assistance. Students who are interested in these services should see a CareerSource representative, located on the main campus in building 100 for more information.

Orientation
Student orientation schedules for specific programs are noted in the ECTC calendar. An online orientation presentation is located on ECTC's website for all students, on both campuses. The online orientation requirement is noted on the Admissions Checklist. Potential students that do not have Internet access can complete the orientation on one of the computers located in Student Services at the main campus or on a computer in the Media Center at Emerald Coast Technical College @ Magnet Innovation Center – Watersound. All potential students should sign in with the receptionist as a visitor if using a campus computer.

FERPA
The rights of students and their parents with respect to education records created, maintained, or used by either campus shall be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g and the implementing regulations issued pursuant thereto. As a postsecondary institution,

with respect to disclosure of a student's personally identifiable information, both campuses make every effort to balance the interests of safety and privacy for individual students. Except for directory information, Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound will not release a student's records without written consent of the student (parent if student is under 18 years of age and is not enrolled as a postsecondary adult student only) except in those situations provided by law.

As referenced in the Code of Student Conduct, Walton County School District, Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound have designated the following information as directory information which may be released without student (or parent) consent UNLESS otherwise notified:

- Student name, address, email, and telephone listing
- Date and place of birth
- Dates of attendance
- Student participation in officially recognized activities
- Most recent education agency or institution attended
- Photograph
- Major field of study
- Grade level
- Certificates, degrees, honors, and awards received

Students who do NOT consent to the release of the listed directory information should notify admissions/enrollment services when registering for classes.

*Tip: Parents who wish to be informed of grades and other academic progress should request that their child who is over eighteen years of age or is enrolled in ONLY postsecondary/adult courses and programs sign a statement releasing such information to the parent(s). Release forms are available in the admissions office. For students who are eighteen years of age and living with parent(s)/guardian(s), such release is not required in order for school personnel to talk with parents. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

A student should submit, to the administration, a written request that identifies the record(s) the student wishes to inspect. The ECTC records custodian will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask ECTC to amend a record should write to the ECTC administrator, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If ECTC decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Adult Basic Education (ABE)

Adult basic education provides basic literacy and life skills to adults. Students may enroll in these programs on the main campus to develop required scores for enrollment into GED® preparation, to improve reading, writing, or mathematical skills, or to pursue employment or personal goals.

Job Placement and Employment Support Services

Both campuses provide students with access to many job search resources including Internet-based job search tools.   Student Services and instructional staff offer assistance with employability skills including job application completion, resume writing, interview skills, and job referral/job placement. In addition to placement assistance offered by Student Services and faculty, assistance is also available free of charge through CareerSource®/Regional Workforce personnel located in Building 100 on the main campus.   Students may also access a variety of labor market and referral services online at www.employflorida.com. A job listing bulletin board is located outside the Student Services department in Building 100 on the main campus. Refer to the Plan for Placement Services, located in this handbook, for specifics on placement procedures and documentation.

ECTC Contacts and Committees

Data Team – Rothgeb, Carol (ext. 5112) and Spaid, Jesse (ext. 5162)
Professional Learning Facilitator (PLF) – Dawn Morgan (ext. 5175)
Safety Contact- Jody Day (ext. 5108)
School Improvement Chair – Lisa Jones (ext. 5182)
Technology Contact – Leslie Harrison (ext. 5161)
Threat Assessment Contact - Dan Appel (ext. 5168)

Standard 1: Institutional Mission
- Crozier, Wyndy (ext. 5110) – Director/Principal
- Jones, Lisa (ext. 5182) – Student Services Dean

Standard 2: Educational Programs
- DeMarco, Leonard – Instructor, Plumbing
- Dorriety, Steve (ext. 5103) – Instructor, Welding Technology and Welding Technology-Advanced
- Duvall, Dave (ext. 5450) – Instructor, Applied Information Technology - MIC
- Earley, Twynette (ext. 5158) – Instructor, Practical Nursing
- Falivene, Jeffrey (ext. 5165) – Instructor, Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2
- Gillis, Diana (ext. 5163) - Grant Writer & Public Relations Specialist
- Leonard, Kristin (ext. 5183) – Instructor, Practical Nursing
- Lynch, Johnny (ext. 5151) – Instructor, Electricity
- Miller, Walter (ext. 5103) – Instructor, Welding Technology and Welding Technology-Advanced
- O'Neill, Lisa (ext. 5171) – Health Sciences Programs Director
- Preis-Rogowski, Maria (ext. 5169) - Instructor, ABE/GED Prep / Evening
- Roman, Patricia (ext. 5148) – Instructor, Pharmacy Technician
- Sweat, Larry (ext. 5151) – Instructor, Electricity / Evening
- Watson, Amber (ext.) – Instructor, Practical Nursing

Standard 3: Program and Institutional Outcomes
- Rothgeb, Carol (ext. 5112) – Data Control Specialist
- Spaid, Jesse (ext. 5162) – Project Specialist

Standard 4: Strategic Planning
- Johnson, Gina (ext. 5159) – Instructor, Practical Nursing
- Miller, Erin (ext. 5143) – Instructor, Cosmetology

Standard 5: Learning Resources
- Morgan, Dawn (ext. 5175) – Instructor, ABE/GED Prep / Day
- Spires, Brook (ext.5109) – ESOL Instructor

Standard 6: Physical Resources and Technical Infrastructure
- Adibzadeh, Tooraj "T.J." (ext. 5170) – Plant Manager
- Appel, Daniel (ext. 5168) – Testing Administrator
- Simpson, Jennifer (ext. 5170) - Custodian
- Traywick, Ricky (ext. 5170) - Custodian

Standard 7: Financial Resources
- Adam, Brooke (ext. 5185) – Financial Aid Officer
- Chambless, April (ext. 5111) – Student Accounts

Standard 8: Human Resources
- Davis, Stephanie (ext. 5102) – Bookkeeper
- Hebert, Susan (ext. 5177) – Instructor, Practical Nursing
- Majors, Deana (ext. 5165) – Instructor, PCT/Phlebotomy

Standard 9: Organizational Structure
- Harrison, Leslie (ext. 5161) – Instructor, IT Programs
- Price, Gary (ext. 5160) – Instructor, Automotive Service Technology 1 & 2

Standard 10: Student Services and Activities
>Bolton, Theresa (ext. 5172) – Instructor, Practical Nursing
>Sims, Elizabeth (ext. 5101) – Receptionist

Student Grievance Procedure

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Emerald Coast Technical College. Students are reminded that Emerald Coast Technical College is a public school operated by the Walton County School District and that Walton County School District publishes a Student Code of Conduct each year. Student Grievance procedures are outlined in the Walton County School District Student Code of Conduct and are restated here:

1.   Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.

2.   If left unresolved: The student/parent must give the principal/director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the principal not more than ten (10) days after the incident occurred. The principal will then render his/her response within three (3) school days when feasible.

3.   If the student/parent does not agree with the principal's decision, the grievance, as described in Step 2, may be sent to the Walton County School District Superintendent. This has to be done within three (3) days after the principal's decision. The Superintendent's decision is considered final and will be rendered to the complainant within five (5) days.

4.   Filed Student Grievances will be maintained for a period of seven (7) years from date of principal's decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described in this Code of Conduct to the Equity Officer, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435.
                    --Walton County School District Student Code of Conduct

Emerald Coast Technical College is approved for postsecondary public education programs through the Florida Department of Education. The following is current contact information for the Florida Department of Education, Division of Career and Adult Education: http:www.fldoe.org/workforce. Emerald Coast Technical College provides programs approved through the Florida Board of Nursing. The following is contact information for the Florida Board of Nursing: http://floridasnursing.gov/. Information regarding these approvals may be provided through the administrative offices at ECTC.

Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education. The Commission's contact information is:

> Council on Occupational Education
> 7840 Roswell Road
> Building 300, Suite 325
> Atlanta, Georgia 30350
> Telephone: 770-396-3898
> FAX: 770-396-3790
> www.council.org

Appeal Form

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Emerald Coast Technical College

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This written appeal must be filed within 90 calendar days after the decision or action occurred and for which the student is making the appeal unless making appeal to re-enroll in program following maximum attempts within a two year period.

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STUDENT APPEAL FORM

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This form should be completed and returned to the Emerald Coast Technical College Student Services Department within 90 calendar days of the action that the student is appealing (e.g. desire to return to re-enroll in program following academic dismissal, etc.). Students should complete the entire form (front and back). Incomplete forms will not be considered and will be returned to the student.

Emerald Coast Technical College will notify in writing of the decision of the Appeals Committee.

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FOR ECTC OFFICE USE ONLY

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Student Enrollment Date: _____
Date Form Received:_____ Received by:_____

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Student Name:_____ Student ID# _____
Mailing
Address:_____Phone:_____

_____Program:_____
Email address:_____@_____

Please read this entire form carefully and follow the procedures in the order they are listed. Incomplete forms will not be considered and will be returned to the student. All appeals must be accompanied by full documentation (e.g., schedule, billing statement, physician's note, employer letter, etc.) justifying the student's request.

Please check which type of appeal you are submitting:

_____ Academic Appeal (Related to: instructor, classmates, grades, course content and/or delivery method, etc. Complete Steps 1 through 6. Complete item #7 if applicable.

_____ Administrative Appeal (Related to: administration, registration, late withdrawals due to medical problems or other extenuating circumstances (documentation required) Complete steps 3-6. Complete item #7 if applicable.

1. Meet with instructor and attempt to resolve the issue. Request Approved_____ Denied_____	For all appeals, please submit this form with full documentation to Student Services for review. Request Approved:_____ Denied_____
2. Meet with Student Services on the ECTC campus Request Approved_____ Denied_____ Request Approved_____ Denied_____	Resolution:
3. Financial Aid Checked OK:_____ Needs Review:	

Please complete back page of form with specific information regarding your appeal.

Student Name_____   Submission Date:_____

4. What is the situation or action that you would like to appeal? For example, if student is desiring to re-enroll after dismissal, please state: "Re-Enroll in program after dismissal," if student wishes to have financial aid reviewed or re-instated, please state: "Financial aid reviewed/ reinstated."

_____

_____

5. Please provide an explanation of the corrective action you are needing /seeking? (if re-enrollment in the program, state "Re-enrollment in Program.")

_____

_____

6. Please provide an explanation of any previous attempts to resolve this matter: Please reference #1, 2, and 3 if appropriate.

_____

_____

7. Please provide any additional information you would like for the appeals committee to consider (attach additional paper if needed):

_____

_____

_____

_____   _____
Student Signature   Date

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Appeals Committee Final Action

Action recommended by committee: **Student Appeal Approved**_____

                                                          Student Appeal Denied_____

                                                          Student Appeal Approved Probationary_____

Date of Committee Proposed Action:_____

Comments:_____

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Acronyms

ABE	Adult Basic Education
AED	Automated External Defibrillator
ALICE	Alert, Lockdown, Inform, Counter, Evacuate
ASE	Automotive Service Excellence
AWS	American Welding Society
BYOD	Bring Your Own Device
CFO	Chief Financial Officer
CIW	Certified Internet Webmaster
COE	Council on Occupational Education
CPL	Completion, Placement, Licensure
CRP	Cardiopulmonary Resuscitation
CSIT	Computer Systems & Information Technology
DOE	Department of Education
ECAR	Eligibility and Certification Approval Report
ECTC	Emerald Coast Technical College
EPIC	Excellence, Professional, Innovative, Collaboration
FA	Financial Aid
FAFSA	Free Application for Federal Student Aid
FAO	Financial Aid Officer
FERPA	Family Educational Rights and Privacy Act
FETPIP	Florida Education and Training Placement Information Program
FLDOE	Florida Department of Education
GED	General Education Development
IAC	Institutional Advisory Committee
IT	Information Technology
IEP	Individual Education Plan
HVAC/R	Heating Ventilation Air-Conditioning/Refrigeration
LMC	Library Media Center
LOA	Leave of Absence
MIC	Magnet Innovation Center - Watersound
NATE	North American Technician Excellence
NCCER	National Center for Construction Education and Research
NWRDC	Northwest Florida Regional Data Center
OAC	Occupational Advisory Committee
OCP	Occupational Completion Point
PAEC	Panhandle Area Education Consortium
PCT	Patient Care Technician
PLC	Professional Learning Community
PLF	Professional Learning Facilitator
PLP	Professional Learning Plan
POF	Program Outcome Form
SAC	School Advisory Committee
SAP	Student Academic Progress
SDS	Safety Data Sheets
SIP	School Improvement Plan
SLTAT	School-Level Threat Assessment Team
SOC	Standard Occupation Classification

SRD	School Resource Deputy
TABE	Test of Adult Basic Education
TEAS	Test of Essential Academic Skills
URL	Uniform Resource Locator
WCSB	Walton County School Board
WCSD	Walton County School District