2021-2022

D.A. DORSEY TECHNICAL COLLEGE

1937

M-DCPS

SCHOOL CATALOG

Study A Career For Real Success

7100 N.W. 17th Avenue
Miami, FL 33147
Phone: (305) 693-2490
www.www.dorseytechnicalcollege.com

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D. A. Dorsey Technical College

7100 N. W. 17th Avenue
Miami, Fl.33147
PHONE: (305) 693-2490
E-MAIL: Pr8139@dadeschools.net

ADMINISTRATION

Dr. Angela Thomas – DuPree, Principal
Mr. Jacoby Watkins, Assistant Principal

MISSION STATEMENT

Our mission is to positively impact the residents of this community through educational and economic empowerment by providing sound academic programs spanning for literacy through vocational certification.

VISION STATEMENT

Through effective and proactive leaderships, we will unlock the potential of all learners.

From the Desk of the Principal
Dr. Angela Thomas-DuPree

With profound gratitude, I thank you for visiting D.A. Dorsey Technical College website. We are here to serve and enrich the Liberty City community and surrounding areas of Miami-Dade County.

Should you select D. A. Dorsey Technical College for your educational endeavors, I promise to ensure that you receive an enriching educational experience that will equip you with the academic skills needed to attain your high school diploma or the vocational training to acquire gainful employment.

As you peruse our website you will find a comprehensive overview of our programs and services.

If you see anything you might be interested in, please stop by we will be happy to serve you. Again, I thank you for taking the time to visit D.A. Dorsey Technical College's website, where you come first.

Educational Yours,

Dr. Angela E. Thomas-DuPree
Principal

ACCREDITATIONS

D.A. Dorsey Technical College is accredited by the
Council on Occupational Education (COE)

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

Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790

Health Science Education Programs

Medical Coding/ Billing
Pharmacy Technician
Medical Assisting

Automotive Service Technology I & II

The Automotive Service Technology Programs are certified by:

The National Automotive Technicians
Education Foundations, Inc.

(NATEF)

GENERAL INFORMATION HISTORY

On December 15, 1937, the Florida State Board of Education authorized the Miami-Dade County School Board to establish a high school to meet the increasing demands of parents in a growing section of Miami known as Liberty City. The origin twelve (12) acres of land were donated by the first black pioneer and real estate millionaire Mr. Dana Albert Dorsey. This action resulted in the construction of Dorsey High School and the creation of a rich academic history to our black community. Many prominent black members of our community attended and graduated from our school.

Dorsey High School also had a thriving athletics and musical program. Former alumni still meet on school grounds regularly and reminisce about the 'Golden' Dorsey era. Many come dressed in the school colors of gold and deep blue.

The school remained a high school until the 1950's when the new Miami Northwestern High School was inaugurated just a few blocks from Dorsey High School. The campus was then retrofitted and renamed Dorsey Junior High School by the Miami- Dade County School Board. It remained a junior high school until the spring of 1967. Around 1969, the Miami-Dade County School Board established a Vocational Center to meet the increasing demands for post-secondary technical education in this neighborhood. The new school was christened Miami Dorsey Skill Center. It served as a beacon of hope for everyone in the community. The new adult technical college was to provide high school completion and certificate programs in various vocational trades. The school has ever since attempted to maintain this philosophy of helping those in our community.

Miami Dorsey Skill Center has evolved throughout the years along with the community it serves. The school switched its name to Miami Dorsey Adult Education Center in 1977. In 1991, the school was renamed D. A. Dorsey Technical College. Presently, Dr. Angela Thomas-Dupree, our 9th, D.A. Dorsey school principal, has continued the tradition of developing and augmenting the longtime commitment to the post-secondary adult programs.

Dr. Angela Thomas-Dupree has committed D.A. Dorsey to acquiring federal accreditation in order to accommodate the changing times in which we live. Under this direction, D. A. Dorsey Technical College looks forward to an array of new educational possibilities, which will serve to fulfill the needs of the students and our community.

Dr. DuPree feels fortunate to work with a dedicated team of professional, some who have been employed at D.A. Dorsey for over twenty years and willing to carry out the mission "Our mission is to positive impact the residents of this community through educational and economic empowerment by providing sound academic programs spanning from literacy through vocational certification". During the course of this year Dr. DuPree has expanded the process of striving for excellence by providing four satellite schooling throughout the community: Memorial Highway and Northwestern High School. Dr. DuPree will continue to facilitate dynamic educational programs laced with new challenges and traditions so that each student will be prepared, resilient, skillful, and committed individuals in our competitive global society.

FACILITIES

D.A. Dorsey Technical College is a full-service career/technical school that offers adults applied technology and academic programs on a full-time and/or a part-time basis at the main campus and at a number of postsecondary auxiliary instructional sites including Northwestern High School and Memorial Highway Baptist Church.

D.A. Dorsey Technical College is a 9 acres campus located in the historic subdivision of Liberty City, Miami. It consists of air-conditioned classrooms equipped with the most modern teaching equipment available. The campus consists of one main building, with each area identified by 10 wings: A, B, C, D, E, F G, H, J, & K. All administrative offices are in the front of the main building facing N.W. 17th avenue.

Most of the high school classes are held in the D wing of the main building. All vocational courses are scattered throughout the main campus and the A building. The school auditorium, where graduation ceremonies and other events are held, is housed in the F wing of the main campus. The student diner is located in a portable that is situated near the north parking lot. The campus houses a staff of administrators, counselors, teachers, clerks, paraprofessionals, security, and custodians. The school operates Monday through Thursday from 8:00 am to 8:00 pm and Friday from 8:00 am to 3:30 pm.

PROGRAMS

Career/technical post-secondary certificate programs are offered as follows: Automotive Service Technology 1, Automotive Technology 2, Medical Coder & Biller, Pharmacy Technician, Medical Assisting, Patient Care Assistant, Adult General Education (AGE) curriculum ranges from Adult High School (AHS), English for Speakers of Other Languages (ESOL) to Adult Basic Education (ABE), General Educational Development (GED) test preparation to obtain a high school diploma and basic skills remediation. Guidance counselors are available to assist all students.

OPEN-ENTRY/OPEN–EXIT PROGRAMS

Many programs are open-entry/open-exit which means that students may enroll at any time during the trimester. Some programs, particularly in the health science area, require a specific entry date and may have an enrollment waiting list. Prospective students are encouraged to check with a counselor, department chairperson, and/or instructor to determine the specific admission requirements of their program of interest.

BOOKSTORE

The campus bookstore is available for your convenience, offering a variety of textbooks and workbooks for the courses available right on campus. Students may use their financial aid funds to purchase the books at the school's bookstore as well as receive a discount when purchasing text and workbooks for their course. The prices for our books are competitive due to our direct relationship with the textbook vendors.

The student bookstore is situated in the front and next to the administrative offices, in room C-10. This store sells books and materials necessary for use in classes taught at D.A. Dorsey Technical College. The school accepts only **cash** for books or materials purchased. The bookstore hours are as follows:

Monday – Thursday	Friday
8:00 am – 7:00 pm	8:00 am – 4:00 pm

Please note that the bookstore has a no refund policy unless there are extenuating circumstances which must be approved by the school **principal**. Textbook requirements can be found on our website. Students receiving Title IV funds can complete an authorization form authorizing the use of Title IV for payment of Textbook charges to the school bookstore.

LOST AND FOUND

Articles that are lost or found are taken to the school's main office in. Students are required to provide some form of identification when making any claim.

VIRTUAL MEDIA CENTER

Media Center

The support the mission of D. A. Dorsey Technical College and the intellectual needs of the community, the institution utilizes our school district's virtual library with cooperative efforts with the shared library system http://virtuallibrary.dadeschools.net/index.html.

The aim is to produce well informed and high skilled individuals that could contribute to the economy of the region. Students can access the shared library system within any classrooms within the institution.

Orientation

At the beginning of each trimester, a formal orientation is held for newly registered students. During that orientation session, students receive a Student Handbook and the instructor discuss school's policies, services, class schedule, student code of conduct, and other information pertaining to student services.

Moreover, part of the process is the Media Center Orientation where students are given an overview of the Media Center's rules and the materials available and how to access the materials available. The procedure for utilizing the computer network and the rules that are encompassing are emphasized.

Scope and Availability

Because our Media Center is largely virtual in nature, the scope and availability is vastly unlimited. Every classroom has access to the internet and computer stations equipped with the necessary software to support the effort to bring information to students wherever they might be. Moreover, students and teachers at the institution have access to the **Destiny** program which is shared library system with other schools within the district. To this end, students and instructors can access non-print instructional media at any time. Moreover, instructional media is widely available to instructors to mitigate the process of content delivery. To this end, each program maintains relevant instructional media resources and equipment housed in its respective classrooms and laboratories. A list of these materials is maintained and updated annually by the Vocational Programs' Chairperson.

Current and Relevant Educational Materials

Instructional materials such e-books, technical manuals, professional journals and program specific simulators, are available to students during their instructional periods. Moreover, there is a computer lab that is equipped to serve student beyond their instructional hours. In addition, wireless access to the internet is made available to students, staffs and visitors and they have unlimited access to content relevant information. Software and equipment/computers are maintained and replaced or disposed should they become obsolete.

Professional Staff

Our virtual library is currently operated by our own Network Infrastructure Support Technician who works collaboratively with the program instructors to ensure that the students have access to the content related information. He initiates the purchase requests for the media center, and he reports to the Instructional Leader.

Roles and Responsibilities

The Network Infrastructure Support Technician plays the role of the Media Specialist. Due to the fact that the media center is virtual in nature, he performs the following tasks to ensure continuous functionality of the system:

a) Evaluates selects and orders appropriate library media materials and equipment.
b) Works with other educators to plan and evaluate library media programs and services.
c) Organizes and delivers library media services in the school.
d) Organizes the collection for easy and quick access and efficient circulation of materials and equipment.

e) Plans for and stimulates effective use of media facilities, materials, and equipment.
f) Maintains the collection, including materials and equipment; inventories the collection annually.
g) Promotes reading, listening, viewing, and computing.
h) Coordinates district media services in the school.
i) Performs related work as required or as assigned by the supervising administrator or his/her designee.
j) Operates a computer to access books, periodicals, and film catalogs.
k) Maintains Media Center facilities and resources
l) Maintains database of bibliographies, videos, equipment and reserves books, periodicals, and other library materials for instructional personnel.
m) Aids students and staff in locating and/or using library resources, audio-visual equipment, and computers.
n) Repairs damaged books and maintains supplies/materials inventories incidental to the operation of the library media center.
o) Assists with yearly inventory of media materials and equipment and preparation of inventory report.
p) Opens and/or closes media center as assigned; monitors the work activities and assists students.
q) Maintains electronic records of all daily transactions, attendance statistics, and monthly circulation records.
r) Performs related work as required or as assigned.

VIRTUAL LIBRARY

Unlimited Access to Digital Copies to:

- eBooks
- content you've curated from the Internet
- digital content created and shared by members of your school community
- support and services that your library offers online
- information and news about your library

Program	Website
ESOL	http://abeweb.mpls.k12.mn.us/List.aspx? Casas Competencies Links for English Level 2 http://abeweb.mpls.k12.mn.us/List.aspx? Casas Competencies Links for English Level 3 http://www.esl.lab.com (Listening Resources) http://abeweb.mpls.k12.mn.us/list.aspx? (Casas Competences Links for English Level 4) http://abeweb.mpls.k12.mn.us/list.aspx? (Casas Competencies Links for English Level 5)
ABE	www.englishforeveryone.com www.mathforfun.com
AHS	https://www.mathway.com/ https://collegereadiness.collegeboard.org/sat http://www.act.org/ http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments/
GED	https://ged.com/
Medical Assisting	https://evolve.elsevier.com/cs/ https://www.practicalclinicalskills.com/ekg-practice-drill https://www.americanmedtech.org/
Medical Billing & Coding	https://medterminology.com/ INTERACTIVE MEDICAL TERMINOLOGY http://www.anatomyarcade.com/games/gamesSkeletal.html ANATOMY ARCADE

VIRTUAL LIBRARY

Unlimited Access to Digital Copies to:

- eBooks
- content you've curated from the Internet
- digital content created and shared by members of your school community
- support and services that your library offers online
- information and news about your library

Program	Website
Patient Care Assistant	https://www.prometric.com/en-us/Pages/home.aspx https://www.prometric.com/en-us/clients/nurseaide/pages/nurse-aide-practice-exam.aspx https://www.theabfm.org/tutorial/cbt/index.html https://quizlet.com/57872093/practice-questions-cna-state-exam-flash-cards/ https://cna.plus/pass-cna-skills-test-how-to/
Automotive Service Technology	http://lv2014.dors.cdxsite.com/
Pharmacy Technician	www.denalirx.com www.uspnf.com www.ashp.org
Private Security	https://www.freshfromflorida.com/
Miami Dade Public Library	https://www.mdpls.org https://www.mdpls.org/library-card/library-card.asp https://www.mdpls.org/community-resources/community-resources.asp https://www.mdpls.org/digital-library/digital-library.asp
Broward County Library	http://www.broward.org/library/Pages/default.aspx https://www.broward.org/Library/Services/Pages/LibraryCard.aspx http://www.broward.org/Library/Pages/eBooks.aspx http://www.broward.org/Library/Pages/OnlineResources.aspx

TECHNOLOGY

There are various computer laboratories that facilitate learning. They are stationed in English for Speakers of Other Languages (ESOL) classrooms, the Adult General Education Department, the Health Science Department, and in the library media center.

The Educational Technology Plan for the D. A. Dorsey Technical College (DADTC), provides and supports the electronic tools and or equipment necessary to enhance the educational programs at the school. The core of its focus consists of safeguarding the data stored on the school network and supplying safe, secure, reliable network access to the D. A. Dorsey Technical College staff and students.

The scope of this plan extends to all uses of DADTC-owned technology resources, by all employees and students of the District. Following Miami-Dade Public Schools Acceptable Use Policy), any violation of the policies and procedures defined in the plan may entail progressive disciplinary proceedings up to and including termination of employment and suspension of network privileges. All employees and students of D. A. Dorsey Technical College are expected to abide by the defined security policies; all DADTC leadership and staff share the responsibility of enforcing the security policies of the D. A. Dorsey Technical College.

The Miami-Dade County Public School IT department will:

- Ensure adequate Privacy, Safety and Security of Data
- Maintain server access
- Perform periodic network scans for suspicious, questionable, disallowed or potentially copyright infringing files.
- Require universal strong passwords.
- Monitor web and network traffic, the firewall, web filtering logs and spam filter for anomalies.
- Follow formal security, data retention and disaster recovery policies.
- Maintain a list of supported software and track installed applications.
- Schedule internally hosted automated remote patch installation on workstations and automated patch awareness on servers.
- Continue to monitor wireless networks and current rogue tracking and containment process.

Oversight of network security is the responsibility of the District assigned IT technician to DADTC.

SECURITY

D.A. Dorsey Technical College has a security plan detailing procedures to be followed in the event of both internal; and external emergencies. Both security lock downs and fire drills are held periodically throughout the year as per school district mandates. The school has a staff of three security specialist and two school monitors to provide school security to ensure a safe campus at all times students are in class.

FIRE DRILL:

When fire alarm is activated, all occupants in the building must exit to their closest exit. Dr. Thomas-DuPree (principal) and Mr. Jacoby Watkins (assistant principal) are in constant contact using two-way radios as they make sure the building is evacuated. All occupants must have face covering during drills. All occupants are to move away from the building and teachers must gather their students for attendance to make sure all are accounted for. All occupants may enter the building after "All Clear" is given by administration.

BOMB THREAT:

When a bomb threat occurs, all occupants leave the building at the closest exit. Dr. Thomas-DuPree (principal) and Mr. Jacoby Watkins (assistant principal) will communicate by radio as well as contacting the Miami-Dade County Public Schools Police Department. All occupants will move away the school and teachers will take attendance to make sure all students are accounted for. Staff will re-enter when an "All Clear" has been given.

SHELTER IN PLACE:

School administrator will announce "Code Yellow" lock down for all occupants shall shelter in place. Staff, students and occupants in open area should immediately report to the nearest secured area. Teachers and students are to lock all doors, close all windows including shades and use "hard corners". Audio-visual equipment will be turned off. Disregard bell system. Teachers should take roll to make sure all students are accounted for. Follow the directions of emergency personnel and school administrators. Once an "All Clear" is given, teachers and students may resume normal school operation.

PRECAUTIONARY LOCKDOWN:

School administrator will announce "Code Yellow" lock down for all occupants shall shelter in place. Staff, students and occupants in open area should immediately report to the nearest secured area. Teachers and students are to lock all doors, close all windows including shades and use "hard corners". Audio-visual equipment will be turned off. Disregard bell system. Teachers should take roll to make sure all students are accounted for. Follow the directions of emergency personnel and school administrators. Once an "All Clear" is given, teachers and students may resume normal school operation.

LOCKDOWN:

Our "Code Red" procedures are lights out, classroom doors and windows are closed and locked. Windows with blinds and shades must be pulled down for covering. Door vision panels must remain covered at all times. Audio-visual equipment will be turned off and bell system deactivated. Staff and students shall move to designated hard corners away from windows, doors and glass. Everyone should take cover and remain calm until an "All Clear" announcement is made. Once an "All Clear" is given, teachers and students may resume normal school operation.

STUDENT IDENTIFICATION

Students must always wear a current and valid D. A. Dorsey Technical College identification badge (ID) visible. The badge must be shown upon request by school officials. Student identification badges are obtained by paying a $5.00 fee at the time of registration for classes. Disciplinary actions may be taken against students not having and/or not displaying a valid school identification badge.

TRANSPORTATION/PARKING

School transportation is not provided for students. However, local bus and Metrorail service is available in close proximity to the school. Contact the office of the Miami-Dade Transit Department for times and stop locations. The telephone number is (305) 891-3131 or it can be visited at www.miamidade.org/transit. The school does have adequate parking on the north as well as the west sides of the school with free parking for currently enrolled students. Security patrols the parking areas throughout the day.

2021-2022 SCHOOL CALENDAR

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2021-2022 SCHOOL CALENDAR
ADULT/VOCATIONAL EDUCATION

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
°16	°17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		1	2	3
6	7[a]	8	9	10
13	14	15	16[a]	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24[a]	25	26
29	30			

December 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21[a]
24	25	26	27	28
31				

February 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15[a]
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July 2022				
M	T	W	T	F
				1[a]
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022				
M	T	W	T	F
1	2	3	°4	°5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

New Teachers Report
Teacher Planning Day
Teacher Planning Day - (No Opt)
District-wide Professional Development
Recess Day
Beg/End of Grading Period
Legal Holiday
Available to opt
Teacher Planning Day available to opt

Days in Grading Period
1- 77
2- 66
3- 73

For information on employee opt days, please refer to back of calendar.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2021-2022 SCHOOL CALENDAR
ADULT/VOCATIONAL EDUCATION

HOLIDAYS 2021	
September 6	Labor Day
November 11	Veterans' Day
November 25	Thanksgiving Day

HOLIDAYS 2022	
January 17	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 21	All Presidents' Day
May 30	Observance of Memorial Day
July 4	Fourth of July

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
7	19	20	18	13	19	19	18	10	10	21	21	19	2
TOTAL: 77					TOTAL: 66				TOTAL: 73				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

*Teachers may opt to work one or two days, August 16, 17, 2021, or August 4, 5, 2022, in lieu of any of the teacher planning days except August 18, 2021, August 20, 2021 and the designated District-wide Professional Development Days, August 19, 2021 and October 29, 2021 . Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**August 3, 2022 is a Teacher planning day; not available to opt.

STUDENT SERVICES

ADMISSIONS

Any person 16 years of age or older, officially Withdrawn from the K-12 program in Miami- Dade County Public Schools, may enroll in most programs offered through D.A. Dorsey Technical College. As one of the Miami-Dade County Public Schools, D.A. Dorsey Technical College adheres to a policy of non-discrimination and strives affirmatively to provide equal opportunity to all potential students.

Any individual with physical or mental disorders applying for admission will be referred to vocational rehabilitation or other appropriate agencies that will work closely with the school in determining when the individual is ready to be accepted for admission to the adult program. Career and technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination within the first six (6) calendar weeks after admission into the program, even if they hold a high school diploma. Exceptions from the basic skills testing requirements include students possessing an associate of applied science, arts, and baccalaureate or graduate level degree, students who have passed or are exempt from the college level communication and computation examination and/or students who are exempt from the college entry-level examination. Students with disabilities may request testing accommodations if they provide written documentation verifying their disability.

The basic skills requirement cannot be used to deny entry or placement in a vocational program. Students who want to enter career and technical programs, who have not met the minimum basic skills levels established by the State of Florida for completion of their career and technical program, may register for remediation in Adult Basic Education (ABE) classes and/or the Applied Academics for Adult Education (AAFAE) laboratory concurrent with their career and technical program or prior to entering their career program.

Prospective students may register directly for many courses that do not have pre-entrance requirements by completing registration and paying a one-time $30.00 registration plus tuition fees. For certain post-secondary programs, such as those within the health science cluster, Nutrition and Dietetic Services and Early Childhood Education prospective students must also meet with Departments staff members prior to enrollment because of additional admissions requirements, to include proof of high school or GED transcripts, minimum scores on an entrance test, Level 2 background check, physical examination and/or orientation sessions. If counseling and/or testing indicate that students do not qualify for the original program choice, then an alternate program or remediation is recommended. Students enrolling in adult education programs are required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

COUNSELING

D.A. Dorsey Technical College offers a comprehensive program of guidance and counseling services. These services address individual, small-group and large-group counseling, as well as the personal/ social, educational and career needs of all students. The counseling staff is well trained and offers personalized services to each student. Counselors are available Monday through Thursday from 8:00 a.m. to 9:00 p.m. and on Friday from 8:00 a.m. to 3:20 p.m. in Room D–1.

SERVICES FOR DISABLED STUDENTS

The disabled student services program has been designed to integrate disabled students into the D. A. Dorsey Technical College community. The school strives to provide a holistic educational and vocational experience. It is the school's belief that disabled students are best served by placement into existing classes. Therefore, there are no classes or laboratories especially designed for disabled students. Other community-based organizations including Vocational Rehabilitation, Division of Blind Services and the Veterans Administration will also fund disabled students who attend D. A. Dorsey Technical College. For information about disabled student services assistance, see a guidance counselor.

The following services are available to accommodate the special learning needs of students with disabilities and therefore ensure them an equal opportunity to competitively pursue a quality education:

- Testing accommodations
- Career planning
- Registration assistance
- Adapted aids and equipment
- Referrals to outside agencies
- Interpreters for the deaf
- Note takers for the blind

D.A. Dorsey Technical College has no facilities or personnel to render medical assistance of any type. If a student has a medical problem that might result in an emergency situation, the student should inform the instructor of the condition when initially entering the class. If a student emergency occurs, school officials will call fire rescue. Fire rescue personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring medical attention is responsible for payment.

ATTENDANCE POLICY

All students are expected to attend class regularly and as scheduled. Attendance records are recorded by the teacher on a daily basis through the electronic grade book. Career and technical students absent from class for six (6) consecutive meetings and adult general education students absent from class for four (4) consecutive meetings are dropped automatically from the class roll. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

FINANCIAL AID INFORMATION

All students who plan to enroll in career/technical classes at D. A. Dorsey Technical College are encouraged to complete the Free Application for Federal Student Aid, (FAFSA), for the current school year. The federal school code for D. A. Dorsey Educational is **041646**, and the application can be accessed at www.fafsa.gov. Students should complete a new FAFSA for each academic year. All financial aid at D. A. Dorsey is need-based assistance. For students to be eligible for federal financial aid, such as the Pell Grant, they must be enrolled in a career/technical program of 600 or more clock hours. For students to be eligible for District Financial Aid Programs (DFAP) and Fee Waiver they must be enrolled in a career/technical program offered at the school, aid is available on a limited basis and is need-based. Once a student becomes eligible for financial assistance deferments are given for tuition and some fees. Students are responsible for initially purchasing supplies and uniforms. For students to maintain all types of financial aid, they must meet Satisfactory Academic Performance (SAP) requirement. Information regarding financial assistance is available in room 001-C

GENERAL ELIGIBILITY REQUIREMENTS

In order for students to receive financial assistance from federal, state or district financial aid programs, they must:

- Apply for admission and submit documentation required by the desired school and receive notification of admittance;
- Not be receiving Title IV financial aid concurrently from another institution;
- Be enrolled as a regular student in an eligible program;
- Complete a Free Application for Federal Student Aid (FAFSA). This must be completed for each year of enrollment. The application can be accessed at http://www.fafsa.ed.gov/;
- Have a verifiable financial need based upon the Student Aid Report (SAR) or the Institutional Student Information Report (ISIR) in relation to the institutional cost of attendance;
- Be one of the following to receive FSA:
  - A U.S. Citizen or national;
  - A U.S. permanent resident or other eligible noncitizen; or
  - A citizen of the Freely Associated States: the Federated State of Micronesia and the Republic of Palau and the Marshall Islands. These students can only receive aid from selected FSA programs.
  - Please visit www.studentaid.ed.gov for additional information on eligibility criteria;

Need to maintain SAP in accordance with school policy and procedures. SAP is based on grades and pace of program completion. Students must complete their program within 150% of the length of the total scheduled hours for the program.

- Not be in default on a Federal Perkins Loan or any loans under the Federal Family of Educational Loan Programs (FFELP) made available through M-DCPS or other institutions, or have made satisfactory arrangements to repay a defaulted loan, and must not have borrowed in excess of the loan limits under any Title IV program.
- Not owe refunds on a Federal Pell Grant, or any other Title IV grant.
- Have a signed Statement of Registration Compliance indicating that they have either registered with the Selective Service or are not required to register. Please visit: https://www.sss.gov/ for additional information.
- Have a signed Statement of Educational Purpose indicating that they will use the money only for expenses related to attending school. This mandatory for Federal Pell Grant recipients (See Appendix 1).
- Hold a high school diploma or GED® diploma. A diploma can be from a foreign school if it is officially verified as equivalent to a U.S. high school diploma. The high school diploma must be recognized by the Department of Education of the state from which it was issued. A state certificate is acceptable if received by a student after the student has passed a state authorized examination that the state recognizes as the equivalent of a high school diploma as required by Chapter 34 CFR 600.2.
- Not be enrolled in any high school completion program or hold a bachelor's degree or higher.
- Comply with attendance policies, safety regulations, and the Post-Secondary Code of Conduct.
- Comply with federal requirements regarding felony drug conviction policy in accordance with section 421(a) (1) of the Controlled Substances Act.
- Receive and sign the check list of Registration Information You are Required to Know, FM 6827 (See Appendix 2)

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

SAP is a required measurement of a student's academic progress towards their academic goal. Progress must be measured by both grade-based (qualitative) and time/pace of completion (quantitative) standards. For programs lasting one year or less, SAP must be accessed at the end of each payment period. For programs lasting more than one year, SAP must be assessed annually corresponding with the end of a payment period. SAP must be measured cumulatively. The Code of Federal Regulations, CFR 668.34 requires that schools establish satisfactory progress standards and policy for students applying for and receiving federal aid. This regulation requires that the Financial Aid Office review all periods of a student's enrollment history to determine if a student is making SAP towards an educational objective. The policy must include grade requirements (qualitative) and pace of completion (quantitative) standards.

The SAP form must be utilized by the FAOs in order to document and monitor students' progress at the successful completion of 67% of the maximum scheduled hours for which the student is enrolled. The SAP Report form (FM 5431) is completed by teachers and returned to the FAO. It will indicate the student's current attendance data as reflected in the Electronic Gradebook and their pace towards program completion, as well as the student's current grade based on weekly academic assessments

derived from class/shop work, externships, and other practicum which appear in the electronic gradebook as well as in the district's Students Information System (SIS). (The school official will confirm a student's attendance to ensure they have successfully completed the 67% of the maximum scheduled hours for which they are enrolled). The SAP criteria that are expected from all students are as follows:

- Successfully complete 67% of the maximum scheduled hours for which the student Is enrolled* for most programs.* The Federal Aviation Administration requires that 85% of the maximum scheduled hours for Airframe and PowerPoint programs.
  - The number of payment periods for which students will be awarded financial aid will be limited by the number of hours required to complete the program.
  - The period of eligibility commences from the date students enter the program
  - The quantitative measure is based on the calendar time and based on the student's clock hours.

Clock Hour Pace Example:

- At 450 scheduled hours, student completed 300 hours: 300/450= 67%*,
- Expressed in calendar time, 10 weeks/15 weeks = 67 %.
- If this criterion is not met, the student is no longer eligible for financial aid and their award will be canceled.

If a student fails to make SAP as reflected on the Satisfactory Academic Progress Report form, a meeting will be held with the student and the FAO. The student will be placed on "Financial Aid Warning" for one payment period. The FAO will closely monitor the student's progress. The student is eligible to continue receiving financial aid.

Appeals Concerning Unsatisfactory Progress

If a student fails to achieve SAP, while on "financial aid warning", he/she will become ineligible for a financial aid award. On a case-by-case basis, students may be recommended to appeal in order to be placed on "financial aid probation". They will submit a Financial Aid Student Appeals form (FM 6863) obtained from the FAO in order to request an appeal. All requests for appeal will be heard by the school's Financial Aid Appeals Committee which will be comprised of an administrator, FAO, guidance counselor, and the respective career/technical department chairperson. The committee shall convene as needed and will carefully review all information and documentation related to the student's appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing, using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student's appeal is approved, a meeting will be held with the student and the FAO and the student will then be placed on "Financial Aid Probation" status for one payment period. Students will be entitled to one (1) appeal's hearing during the entire length of their program (See Appendix 5). FAOs, guidance counselors and career/technical teachers will work together in order to closely monitor a student's progress while on "financial aid probation" and should the student regain SAP during the next evaluation, he/she will be considered as being in academic compliance and their eligibility will be reinstated. If a student does not make SAP while on "financial aid probation", a meeting will be held with the student and the Financial Aid Officer and the student will be informed that they will be ineligible for the payment period following their "unsatisfactory" academic progress report. Students will be financially responsible for their academic expenses until they have successfully reestablished SAP.

Through the consistent and daily use of Student Information System (SIS), FAOs will effectively monitor all students' hours and academic grades in order to make the necessary SAP determinations.

Students who transfer will have their hours and grades earned at the previous school counted towards their SAP within the timeframe of enrollment. If a student withdraws, their existing hours and grades upon re-entering will be counted towards their SAP within 150% of the length of the program. Awards will be recalculated when needed, in order to ensure proper compliance with the SAP policy.

VERIFICATION

As a result of Florida Statute 1009.21, which took effect on July 1, 2010, and Florida Statute 1009.22, which became effective on July 1, 2011, applicants seeking to enroll in CTE courses where tuition fees are assessed, must show proof of Florida residency. Those who can show proof of Florida residency will be eligible for the in-state tuition fees. Those who cannot show proof of residency will be charged out-of-state fees for career and technical education programs only. Florida residency for tuition purpose is defined as documented proof that a student has lived or resided in the State of Florida for twelve (12) consecutive months. This does not refer to other definitions of residency established by other entities, including the U.S. Citizenship and Immigration Service (USCIS).

PELL GRANT DISBURSEMENT

PELL Grant aid will be disbursed in multiple installments within a payment period. FSA funds will be provided in a timely manner to best assist the student in paying their educational expenses.

VETERAN EDUCATIONAL BENEFITS PROGRAM

If a student is a veteran of the United States Armed Forces, he/she may be eligible for Veteran Education benefits. Eligibility is determined by the Department of Veteran's Affairs. The School Certifying Official is available to provide additional information to the students in room A-130 or by phone at 305 247-7839. Students may also visit the U.S. Department of Veterans Affairs website at www.va.gov.

For more information on Veteran's Benefits, visit: https://www.dorseytechnicalcollege.com/wp-content/uploads/2020/09/Miami-Dade-County-Public-Schools-VA-Catalog_2020_V15-final.pdf

TUITION /FEES

Tuition and fees for the trimester are collected at time of registration. Tuition for full-time and short classes are charged at the established hourly rate based on 15 weeks per trimester or on the actual number of hours the class is scheduled to meet. Current tuition/fees are listed in the Class Schedule each trimester, and are subject to change without notice.

2021-2022 FEE SCHEDULE

Resident Vocational
Certificate (PSAV) $2.56/hour
Non-Resident Vocational Certificate $10.25/hour
Resident Adult General Education $30.00/trimester
Non-Resident Adult General Education $30.00/trimester
Identification Badges $5.00/trimester
First-time Career and Technical Student Application Fee $15.00

Cash, Company/Agency check, Cashier's Check or Money Order is the only acceptable forms of payment.

TRANSFER POLICY

Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of counselors and instructors. Transferring students are assessed by instructors to determine the highest achieved competency in order to assist them in continuing their education at the appropriate level. Students beyond the compulsory school age and currently enrolled as full-time secondary students must follow Miami-Dade County Public Schools' transfer policy when desiring to transfer to a vocational post-secondary school.

TUITION FEE WAIVERS

Course fees are subject to legislative action, residency, individual designated intent, and level of proficiency as determined by standardized examination. Vocational class fees are assessed for all vocationally funded classes. This applies to all day and night students taking these classes. All courses, fees, and times are subject to change.

Tuition fee waivers may be granted to financially needy students. In order to qualify, the student cannot receive financial aid from any other sources. A fee waiver application must be submitted each trimester. In addition, the applicant must provide documentation verifying financial need.

DISTRICT FINANCIAL AID PROGRAM

District Financial Aid Program (DFAP) is a needs-based grant program. Students must complete FAFSA and be enrolled in a vocational program. Awards may vary but cannot exceed 70 % of tuition. Awards are determined by the Financial Aid Office.

For more information on Financial Aid visit: https://www.dorseytechnicalcollege.com/financial-aid/financial-aid-resources/

REFUNDS

Students are eligible for a full refund of Adult, Post-secondary CTE tuition, test fees and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later. Adult General Education (Adult High School, ESOL, ABE and GED®) Block Tuition, ID fees, lab fees, AGE test and application fees are non-refundable after class starts unless the course is canceled. The five (5) days shall not apply to CTE courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two (2) days. A student is entitled to a full refund of fees if a course is canceled by the school principal or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the State requirement shall be refunded.

Refunds when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev. 08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date. Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees. Students who paid fees but were entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.

In cases of unusual or extraordinary circumstances (such as illness, death in the family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees provided that:

the request is made in writing prior to the end of the course and supporting documentation (where appropriate) is provided.

Students who receive FSA (Title IV funds) and withdraw from their program will receive a refund based on the Federal post-withdrawal calculation formula R2T4. For additional information, contact the Financial Aid office. If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

ACADEMIC POLICES – GRADING SYSTEM

The grading system used for dual enrollment of high school students and selected adult students in career/ technical programs, follows that of the Miami-Dade County Public School System. Specifically, the policy states that academic grades for students shall be **A, B, C, D, F or I.** The letter grade **I** will be reserved for secondary use only.

GRADE	*NUMERICAL VALUE*	*INTERPRETATION*	*GRADE POINT VALUE*
A	*90- 100%*	*OUTSTANDING*	*4*
B	*80-89%*	*GOOD*	*3*
C	*70-79%*	*SATISFACTORY*	*2*
D	*60-69%*	*Minimal; improvement needed*	*1*
F	*0-59%*	*Unsatisfactory*	*0*
I	*0%*		*0*

A majority of the career/technical programs are competency based and use a variety of means to assess student mastery of the program including competency checklists, written tests, performance tests and student portfolios.

UNSATISFACTORY PROCESS

Policies of The School Board of Miami-Dade County require that all students be notified in writing at anytime during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or program. An acknowledgment of such notification is obtained. A conference may be called among the teacher, student and counselor or administrator to create a contract to assist the student and avert a possible action leading to dismissal.

PROBATION

All students ages 18 and under are admitted into all programs in the first trimester on a probationary basis. After the first trimester of study, depending on academic progress, the probationary status may be lifted. Adult students who have an extensive disciplinary case management record from high school, who has been referred twice in one semester, or who have accumulated three referrals for more than one trimester will be placed on probation. Referrals by instructors to counselors can include reasons such as tardiness, lack of attendance, poor performance and in-class disruption. This probation will extend for the remainder of the enrolled trimester. When the probation takes place within the last four weeks of the trimester, the probationary period will extend to the end of the next enrolled trimester.

PROGRESS RECORDS

Hours of attendance and earned OCPs summaries for students enrolled in career/technical programs can be obtained through Data-In-Your-Hands (DIYH), created by the Adult Education Data Systems team to provide data in a more timely and user-friendly manner.

Verification of enrollment and hours of attendance for students enrolled in AGE classes can also be obtained through DIYH.

Grades and transcripts for students completing OCPs or full programs are kept in the Student Services Department together with the Certificate Request Clearance Packet. Grades for completion of OCPs are manually posted in VACS by the registrar. In addition, instructors must report students' attainment of competencies and grades in the electronic Vocational Tracking System.

Students who have completed vocational hours within any Florida public school system may transfer the hours. All others, upon furnishing a transcript or evidence of mastery of specific competencies, may be advanced in their program of study based on the assessment of the instructor.

D.A. Dorsey Technical College requires that all Veterans' Administration (VA) students report all previous education and training. The school will evaluate such and grant credit as appropriate, with training with the student and U.S. Department of Veterans' Affairs so notified.

TESTS OF ADULT BASIC EDUCATION (TABE)

For students who enroll in an applied technology (vocational) program, basic skills testing in mathematics, language and reading must be completed no later than six weeks from the time of entry. D. A. Dorsey Technical College uses the Tests of Adult Basic Education (TABE) for all basic skills testing. All students must be administered a basic skills test even if they hold a high school diploma, with the following exceptions:

- Students possessing an Associate of Arts or Associate in Science, Baccalaureate, or graduate-level degree, or those who have passed the College Level Academic Skills Test (CLAST) and/or have met the minimum requirements on college placement exams. Students must present an official copy of the degree, transcript and/or documentation of test scores, as evidence of the above.
- Students enrolling in job preparatory programs of less than 450 clock hours of instruction.

Students who have passed a state, national or industry licensure exam are exempt from post-testing on the basic skills test (TABE), although they must take an initial test within six weeks of entering the vocational program. Currently the State of Florida submits updates to the TABE exemption list based on industry licensure exams every school year.

APPLIED ACADEMIC FOR ADULT EDUCATION

The Applied Academic for Adult Education (AAAE) lab provides basic skills remediation in a vocational forum. A state-approved standardized examination is used to determine the students' strengths and weaknesses in reading, language and mathematics. This type of remediation assists students in meeting the adult basic education TABE requirements for the receipt of a vocational certificate. Students may enroll voluntarily or be referred by a counselor or instructor. Students whose test scores fall one or two grade levels below the career and technical program's basic skills requirement for completion of the program are automatically assigned to the Applied Academics for Adult Education laboratory. Any student assigned by a counselor for remediation, and who are one or two grade levels below the required TABE score, is assigned concurrently into the Applied Academics for Adult Education at no additional fee.

STUDENTS' RIGHTS
STUDENT RIGHT-TO-KNOW

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population.

Campus Security Act of 1990:

- The Campus Security Act of 1990 requires all post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. In order to comply with the provisions of the law, security reports are available on the school's web site and in the building operations office.

College Complaint Procedure Information:

- Federal regulations and State laws require that public colleges in The Florida College System have processes for students, employees, and applicants to file complaints against any respective college. In almost every situation, the college's process for resolving complaints must be followed first. Before contacting the State Division of Florida Colleges, please read your college's policies and procedures for filing complaints.
  - http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml

Post-Secondary Code of Student Conduct

- The Post-Secondary Code of Student Conduct can be found at: http://adulted.dadeschools.net/AGE/Documents/Post-Secondary_Code_of_Student_Conduct.pdf

GRIEVANCE PROCEDURES

A grievance is a situation that occurs in the course of the financial aid operation which causes students to consider themselves aggrieved. The school is responsible for establishing procedures for the filing and resolution of grievances.

A student who believes he/she has been aggrieved may take his/her complaints to the designated school administrator who will investigate the alleged incident. If the administrator agrees that the student has legitimate grievance, appropriate action will be taken. The student will be notified as soon as possible of the disposition either by phone, e-mail or correspondence.

The following steps must be followed for any issue regarded as a student grievance.

1. A student will first discuss the situation with the D. A. Dorsey Technical College DADTC) instructor.
2. If a resolution is not reached, the student will document the problem in writing to the D.A. Dorsey Technical College (DADTC) department chairperson. A conference will be scheduled.
3. If resolution is not reached at this level, the student will schedule a conference with the appropriate D.A. Dorsey Technical College (DADTC) counselor.
4. If the resolution is not reached at this level, the student will schedule a conference with the appropriate administrator in charge.
5. If the grievance remains unresolved at this level, the grievance will then be sent to the D.A. Dorsey Technical College (DADTC) committee for appeals.
6. Once the grievance has been presented to this committee, if the student is still not satisfied, the student has the right to appeal to the next administrative level.
7. If the student feel that the grievance has not been resolved at all levels the student may contact the

Commission on Occupational Education (COE)

7840 Roswell Road
Building 300, Suite 325 Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
Fax:770-396-379
https://council.org/contact-info/

DISCRIMINATION/ HARRASSMENT: COMPLAINT PROCEDURES FOR STUDENTS

A student who has a reasonable and good-faith belief of being the subject of discrimination, bullying, or harassment because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability shall proceed with the following steps.

1. The student/parent shall communicate in writing the allegation(s) to the school Principal.
2. If the student does not feel comfortable discussing the complaint at the school or region office, the student may file the complaint directly with the School Board's Civil Rights Compliance (CRC) office.
3. Due to the sensitive nature of sexual harassment complaints, students/parents may file such a complaint directly with the school board's CRC office.
4. If the complaint is submitted to the Principal, the Principal will be responsible for scheduling a meeting with the complainant to discuss the complaint. In the event the complaint involves the student's principal, the student may go directly to the next level of administration, the school district's Department of Adult and Community Education.
5. If the complaint is not resolved to the complainant's satisfaction after discussion with the principal, or cannot be resolved at that level, the student may appeal to the next administrative level, the school district's Department of Adult and Community Education.
6. If the complaint is not satisfactorily resolved at the second level of administration, as determined by the student, the complainant may file a complaint with the School Board's Office of Civil Rights Compliance (CRC). The student/parent will be requested to provide the School Board's CRC office signed, specific information regarding the discriminatory or harassing action(s) or inaction(s), the basics such as age, race or disability for the action(s) or inaction(s), the alleged offender(s), witnesses and other pertinent information.
7. If the student/parent does not agree with the final determination made by the School Board's CRC office, the complainant may appeal the determination to the Superintendent of School's designee to hear such appeals by submitting a letter of appeal within 15 workdays of the date of the final determination.
8. Failure on the part of the student to initiate and/or follow-up on a complaint in a timely manner may result in the complaint being considered abandoned. A complaint must be filed within 30 days of the alleged discriminatory act(s).
9. In general, students shall continue attendance at school and pursue their studies, as directed, while complaints are pending resolution.

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

11. The address of the CRC office follows:

Ms. Nicole B. Rutherford
Executive Director & District Title IX Coordinator
M-DCPS Office of Civil Rights Compliance
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
(305) 995-1580
(305) 995-2047 (FAX)
nrobertson@dadeschools.net

STUDENT RECORDS

Miami-Dade County Public Schools maintains educational records in accordance with state and federal laws. Educational records are maintained to facilitate the instruction, guidance and educational progress of students in programs operated under the authority and direction of the School Board of Miami-Dade County. These records include the data necessary to facilitate the orderly educational progress of students as stated in School Board Policy 6Gx13- 5B-1.07, *Student Records*. The document *Student Educational Records*, published by the Division of Student Services, contains the guidelines and district directives regarding student records and outlines the rights accorded eligible students.

STUDENT CONDUCT

The primary objective of the Miami-Dade County Public Post-Secondary/ Career Technical Educational programs is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school's environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/ her potential for learning and the development of positive relationships. This Post-Secondary Code of Student Conduct also applies to students who commit felonies or delinquent acts which would be felonies if committed by an adult, off School Board owned property or whose off-campus conduct creates a substantial disruption to the school environment. Off campus conduct and conduct outside of school time that violates the district's Code of Student Conduct may also be the basis for discipline up to expulsion if it is accomplished through electronic means and substantially disrupts the educational process or orderly operation of a school. Off-campus conduct that poses a threat or danger to the safety of other students, staff, School Board members, any other members of the District Community, or school property may constitute behavior that has a substantial adverse impact on the educational environment requiring disciplinary action. The purpose of this document is to assist post-secondary students, teachers and school administrators in the consistent maintenance of an environment

which will enhance the achievement of this objective. To enhance its effectiveness, this post-secondary Code of Student Conduct addresses not only the role of the student and the school, but also addresses:

- Grounds for disciplinary action; and
- Procedures for taking disciplinary action;

Definitions of behaviors subject to discipline can be found in the Code of Student Conduct, Secondary, F.A.C. Rule 6A-1.0017, applicable state and federal laws and/or in application of common use. These individuals governed by this document are post-secondary students, 16 years of age and older who no longer participate in the secondary educational program. Students, who continue to participate in the secondary educational programs (K-12), while participating in a post-secondary program (co-enrolled) are governed by the procedures as specified in the Code of Student Conduct (Secondary) Policy 5500. Any infraction occurring during their attendance in the adult education and/or post-secondary program will be reported to the Home School principal or designee and notification provided to the parent/ guardian. You are encouraged to read this booklet and develop a thorough understanding of the details presented in this publication.

❖ *NOTE: This is not an all-inclusive list. For a complete list, see the Code of Conduct for Adult Students.*
https://www.dorseytechnicalcollege.com/wp-content/uploads/2020/10/2020-2021-Postsecondary-Handbook.pdf

AMERICANS WITH DISABILITY ACT

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

DRESS CODE

It is essential that students dress appropriately for the world of work. Since the primary purpose of D. A. Dorsey Technical College is to prepare students for employment, students are required to be neat and clean in appearance. Items of dress that pose a risk to health and safety, cause classroom disturbances or create objectionable noise are forbidden. Students must adhere to the following specific regulations concerning dress:

- No metal cleats on shoes, no clogs, thongs, sandals, bedroom slippers or other shoes without back straps. Safety shoes are recommended in industrial shop area

- No written messages or pictures or symbols on clothing which portray ideas which may be harmful to the health, safety and welfare of students such as messages related to drugs, smoking, alcohol, sex and profanity.
- No mini-shorts, micro-mini-skirts, cut-offs or oversized pants, tank tops, tube tops, see-through blouses without a camisole or whole slip, bare backs, bare midriffs or plunging neck lines.
- No hats or bandanas in the classroom or cafeteria except for religious purposes.
- Students enrolled in certain career technical programs are required to wear uniforms or apparel suitable to the training.

ADULT GENERAL EDUCATION (AGE)

The Adult General Education Programs at D.A. Dorsey Technical College is designed specifically to help a student strengthen their foundational skills and get the student ready for a career of your choice, or to enter college. We can also prepare the student to learn English as a second language, complete high school credits, and earn your high school diploma, or earn your GED®.

Adult General Education (AGE) courses provide students with the opportunity to improve the level of literacy skills required to lead productive lives. Students perform and progress at their own rate depending on ability, levels of achievement and academic and vocational goals. Instruction is individualized in order to meet the needs of the students.

ADMISSION REQUIREMENT

The Tests of Adult Basic Education (TABE) is a required examination to ensure placement in the appropriate level in Adult Basic Education (ABE) and General Education Development (GED) Preparation classes. The Comprehensive Adult Student Assessment System (CASAS) test is required for appropriate placement in the English for Speakers of Other Languages (ESOL) program and the English Literacy for Career and Technical Education (ELCATE). Students must be at least 16 years of age and not currently enrolled in another Miami-Dade County Public School in order to enroll in all Adult General Education classes.

LENGTH

ABE - reading/writing/math – variable length
ESOL - one trimester minimally per level
GED - one trimester minimally
ELCATE – one to two trimesters

COST

Adult General Education courses will be assessed a block tuition fee as follows:

- In-State Tuition (resident) rate will be $30.00 per term
- Test Fee $5.00
- I.D. Fee $5.00
- Out-of-State Tuition (non-resident) rate will be $30.00 per term

If a student with a high school diploma enrolls in a class and scores a nine or higher on the TABE test, there will be a tuition charge for the course. Students must pay for an ID card and its renewal each trimester and must also purchase textbooks and workbooks.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education courses of instruction which are conducted in English are designed to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills at grade level equivalency 0.0 to 8.9. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors and to improve employment opportunities.

The Adult Basic Education (ABE) Program includes content standards that describe what students should know and be able to do in Mathematics, Language Arts (language, speaking and listening, and writing), and Reading.

ABE is a non-credit course designed to develop literacy skills necessary to be successful workers, citizens and family members. A student enrolled in the ABE program may be receiving instruction in one or more of the following courses: Mathematics, Language Arts, or Reading.

This program is divided into levels that are reported as student educational gains: Educational Functioning Levels (EFLs) for federal reporting and Literacy Completion Points (LCPs) for state reporting. It is the teacher's responsibility to decide and inform the student of the criteria for demonstrating proficiency in a benchmark. It is not necessary for a student to master 100% of the benchmark skills to demonstrate proficiency in an anchor standard.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Other Languages

(ESOL) courses assist students in developing literacy skills which help students communicate in English, succeed in career/technical education programs, find and keep a job and advance in chosen careers. There are five consecutive levels of language instruction in ESOL. These levels are configured logically and sequentially for language acquisition.

GENERAL EDUCATION DEVELOPMENT PROGRAM (GED)

This course prepares students for the General Educational Development (GED) test, often referred to as the high school equivalency exam. It consists of reading comprehension, mathematics, writing, social studies and science and provides a review for students taking the GED test. Upon receiving a passing score on the GED examination, the student is issued a State of Florida high school diploma. GED passing score requirements are the same nationwide. Test admission requirements may vary from state to state.

TECHNOLOGY SUPPORT

English for Speakers of Other Languages

(ESOL) students are scheduled to attend on a weekly basis the ESOL computer language laboratory. In the ESOL computer language laboratory, students get additional practice in reading, listening and speaking English. Through the use of the English Language Learning and Instruction System (ELLIS) and All-Star software programs, students view mini-videos, listen, repeat and record words, phrases, and sentences and interact with the program to complete multiple-choice, true/false, matching and fill-in-the-blank exercises.

Adult Basic Education (ABE) classes are scheduled into the ABE computer labs on a weekly basis. In the ABE computer laboratories, students get additional practice in reading, language and mathematics. Through the use of Read On, Instruction Targeted for TABE Success (ITTS), Skills Bank, and My Skills Tutor software programs, students complete exercises which prepare them for the Tests of Adult Basic Education (TABE) and for the career/technical class of their choice.

D. A. DORSEY TECHNICAL COLLEGE
APPROVED PROGRAMS

2021-2022
SCHOOL YEAR

PROGRAM	*HOURS*	*PROGRAM LENGTH (TRIMESTER)*
Automotive Service Technology I	*1050*	*4*
Automotive Service Technology II	*750*	*3*
Medical Coding/Billing	*1110*	*4*
Medical Assisting	*1300*	*4*
Pharmacy Technician	*1050*	*4*
Patient Care Assistant	*290*	*1*

D.A. Dorsey Technical College
FACULTY AND STAFF

Name	Title
Thomas, DuPree, Angela	Principal
Watkins, Jacoby	Assistant Principal
Day, Nakia	Leadership
Bowers, Patsy	Financial Aid Officer

Acanda, Ariel	Computer Technology
Als, Irma	Medical Biller/Coder
Benjamin, Jackie	Counselor
Bonet, Felipe	ESOL Instructor
Britt, Alonzo	Custodian
Bonet, Felipe	ESOL
Brown, Katrina	Treasurer/Business Manager
Bruton, Kathye	ABE Instructor
Coro, Antonio	Art/Drawing Instructor
Covington, Latoyia	Pharmacy Technician Instructor
Curry, Alonzo	Head Custodian
Espinoza, Carlos	ABE Instructor
Fishburne, Tammy	Principal Secretary
Hardy, Shundra	Testing (Morning)
Hylor, Donald	Counselor
Jackson, Austin	Student Services
Kline, Judith	Medical Assisting Instructor
Lazare, Joseph	ESOL Instructor
Lighbourne, Odette	Patient Care
Magny, Georges	Math/AAAE Instructor
Mondelus, Wilner	Security
Noel, Natasha	Adult High School
McNeely, Michael	Automotive Technician Instructor
Palmer, Patrice	Testing (Evening
Pierre, Leomene	Student Orientation
Pope, Alesia	Custodian
Proctor, Eric	GED/AHS
Richards, Patricia	Payroll Clerk/Treasurer Asst.
Sands, Amanda	Support Staff
Sheffield, Chianta	Registratr
Torrens, Orlando	Security
Valdes, Roberts	Computer Technology
White, Mary	Receptionist
Wingard-Percell, Glenda	Student Services Support Staff

Anti-Discrimination Policy

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

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

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

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

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

Revised 07/2020

Política Antidiscriminatoria

La Junta Escolar del Condado Miami-Dade, Florida se adhiere a una política antidiscriminatoria en el empleo y en programas / actividades educativas y se esfuerza de manera afirmativa por proporcionar oportunidades equitativas a todos según lo requiere:

Título VI de la Ley de Derechos Civiles del 1964 – prohíbe la discriminación por motivo de raza, color, religión u origen nacional.

Título VII de la Ley de Derechos Civiles del 1964 en su forma enmendada – prohíbe la discriminación en el lugar de empleo por motivo de raza, color, religión, género u origen nacional.

Título IX de las Enmiendas de la Educación del 1972 – prohíbe la discriminación por motivo de género. Las M-DCPS no discriminan por motivo de género en ningún programa o actividad de educación que opera según requiere el Título IX. Las M-DCPS tampoco discriminan por motivo de género en admisiones o empleo.

Ley de Discriminación por motivo de Edad del 1975 – prohíbe la discriminación por motivo de edad en programas o actividades.
Ley de Discriminación por motivo de Edad en el Lugar de Empleo del 1967 (ADEA) en su forma enmendada – prohíbe la discriminación por motivo de edad con respecto a las personas que tienen por lo menos 40 años de edad.

Ley de Igualdad Salarial del 1963 en su forma enmendada – prohíbe la discriminación por motivo de género en el pago de salarios a mujeres y hombres que realicen labores de considerable igualdad en el mismo establecimiento.

Sección 504 de la Ley de Rehabilitación del 1973 – prohíbe la discriminación de los discapacitados.

L**ey de Estadounidenses con Discapacidades del 1990 (ADA)** – prohíbe la discriminación contra personas con discapacidades en lugares de empleo, servicios públicos, acomodación pública y telecomunicaciones.

La Ley de Ausencia Familiar y Médica del 1993 (FMLA) – requiere que los empleadores cubiertos proporcionen hasta 12 semanas de baja sin pago con protección de empleo para empleados "elegibles" por ciertos motivos familiares y médicos.

Ley de Discriminación por Embarazo del 1978 – prohíbe la discriminación en lugares de empleo por motivo de embarazo, parto o condiciones médicas relacionadas.

Ley de Equidad en la Educación de la Florida (FEEA) – prohíbe la discriminación contra estudiantes o empleados por motivo de raza, género, origen nacional, estado civil o discapacidad.

Ley de Derechos Civiles de la Florida del 1992 – a toda persona dentro del estado, le garantiza la libertad de ser discriminado por motivo de raza, color, religión, sexo, origen nacional, edad, discapacidad o estado civil.

Título II de la Ley de No Discriminación por Información Genética del 2008 (GINA) – prohíbe la discriminación contra empleados o solicitantes por motivo de información genética.

Ley de Acceso Equitativo para los Boy Scouts of America del 2002 – ninguna escuela pública debe negarse a ofrecer acceso equitativo o igualdad de oportunidad justa para que los grupos se reúnan en los planteles escolares o edificios escolares antes o después de las horas de clases, ni tampoco discriminar contra cualquier grupo de afiliación oficial con los Boy Scouts of America o cualquier otro grupo juvenil o comunitario enumerado en el Título 36 (como sociedad patriótica).

A los veteranos se les proporciona derechos de reempleo de acuerdo al P.L. 93-508 (Ley Federal) y Sección 295.07 (Estatutos de la Florida), que estipulan preferencias categóricas para el empleo.

Además:
Las Políticas de la Junta Escolar 1362, 3362, 4362 y 5517 – Prohíben el acoso y/o la discriminación contra estudiantes, empleados o solicitantes por motivo de sexo, raza, color, origen étnico u origen nacional, religión, estado civil, discapacidad, información genética, edad, creencia política, orientación sexual, género, identificación de género, origen social y familiar, preferencia lingüística, embarazo, estado de ciudadanía y cualquier otro motivo prohibido por ley. La represalia por participar en una actividad que esté protegida también es prohibida.

Para más información sobre el Título IX o cualquier otra inquietud concerniente a la discriminación / el acoso, comuníquese con el Secretario Adj. para Derechos Civiles (Asst. Secretary for Civil Rights) del Departamento de Educación de los EE. UU. (U.S. Department of Education):

Office of Civil Rights Compliance (CRC)
Oficina del Cumplimiento de Derechos Civiles
Executive Director/Title IX Coordinator
Director Ejecutivo / Coordinador de Título IX
155 N.E. 15th Street, Suite P104E Miami,
Florida 33132
Teléfono: (305) 995-1580 TDD: (305) 995-2400
Correo electrónico: crc@dadeschools.net Sitio web: https://hrdadeschools.net/civilrights

Revisado 07/2020

Règ Kont Diskriminasyon

Komisyon Konsèy Lekòl Miami-Dade County, Florid aplike règ kont diskriminasyon nan anplwa ak pwogram/aktivite edikasyonèl e li fè efò pozitif pou ofri opòtinite egal pou tout moun nan:

"Title VI of the Civil Rights Act of 1964" (Akò 1964 sou Dwa Sivil 'Title VI') - entèdi diskriminasyon sou baz ras, koulè, relijyon, oubyen orijin nasyonal.

"Title VII of the Civil Rights Act of 1964" (Akò 1964 sou Dwa Sivil 'Title VII') jan yo amande li – entèdi diskriminasyon nan anplwa sou baz ras, koulè, relijyon, sèks (fi/gason) oubyen orijin nasyonal.

"Title IX of the Education Amendments of 1972" (Amandman 1972 nan Edikasyon 'Title IX') - entèdi diskriminasyon sou baz sèks (fi/gason). M-DCPS pa diskrimine sou baz sèks nan kèlkeswa pwogram edikasyon oubyen aktivite li opere jan Title IX mande l. MDCPS pa diskrimine tou sou baz sèks nan admisyon oubyen anplwa.

"Age Discrimination Act of 1975" (Akò 1975 Kont Diskriminasyon sou Laj) - entèdi diskriminasyon baze sou laj nan pwogram oubyen aktivite.

"Age Discrimination in Employment Act of 1967 (ADEA)" (Akò 1967 Kont Diskriminasyon sou Laj nan Anplwa) jan yo mande li - entèdi diskriminasyon sou baz laj nan sa ki konsène moun ki gen omwen 40 an.

"The Equal Pay Act of 1963" (Akò 1963 sou Egalite nan Salè) jan yo amande li – entèdi diskriminasyon kont sèks (fi/gason) nan salè pou fi ak gason ki ap pèfòme sibstansyèlman travay egal nan menm etablisman an.

"Section 504 of the Rehabilitation Act of 1973" (Seksyon 504 Akò 1973 sou Reyabilitasyon) – entèdi diskriminasyon kont moun ki gen andikap.

"Americans with Disabilities Act of 1990 (ADA)" (Akò 1990 sou Ameriken ki gen Andikap) – entèdi diskriminasyon kont moun ki gen andikap nan anplwa, sèvis leta, akomodasyon piblik ak telekominikasyon.

"The Family and Medical Leave Act of 1993 (FMLA)" (Akò 1993 sou Vakans Medikal ak Fanmi) – mande pou anplwayè ki anba akò sa a bay jiska 12 semèn vankans san peye pou pwoteksyon travay pou anplwaye ki elijib pou sèten rezon familyal ak medikal.

"The Pregnancy Discrimination Act of 1978" (Akò 1978 Kont Diskriminasyon nan Gwosès) – Entèdi diskriminasyon nan anplwa sou baz gwosès, akouchman, oubyen kondisyon medikal ki gen rapò ak sa.

"Florida Educational Equity Act (FEEA)" (Akò sou Egalite nan Edikasyon nan Florid) – entèdi diskriminasyon sou baz ras, sèks (fi/gason), orijin nasyonal, kondisyon marital, oubyen andikap kont yon elèv oubyen yon anplwaye.

"Florida Civil Rights Act of 1992" (Akò1992 sou Dwa Sivil nan Florid) – asire pou tout moun anndan eta a gen libète kont diskriminasyon akoz ras, koulè, relijyon, sèks, orijin nasyonal, laj, andikap, oubyen kondisyon marital.

"Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)" (Akò 2008 'Title II' sou Absans Diskriminasyon nan Enfòmasyon Jenetik - entèdi diskriminasyon kont anplwaye ak aplikan akoz enfòmasyon jenetik.

"Boy Scouts of America Equal Access Act of 2002" (Akò 2002 sou Aksè Egal pou Eskout Gason nan Amerik la) – Okenn lekòl leta pa dwe anpeche aksè egal, oubyen yon opòtitinite rezonab pou gwoup rankontre sou pwopriyete lekòl oubyen nan etablisman lekòl anvan oubyen aprè lè lekòl, oubyen fè diskriminasyon kont kèlkeswa gwoup ki afiliye ofisyèlman avèk 'Boy Scouts of America', oubyen nenpòt gwoup jèn oubyen gwoup kominotè ki sou lis 'Title 36' (kòm yon sosyete patriyotik).

Veteran gen dwa pou rejwenn anplwa ann akò avèv P.L. 93-508 (Lwa Federal) ak Seksyon 295.07 (Lwa Florid), ki ensiste sou preferans kategorik pou anplwa.

Anplis:
Règ Komisyon Konsèy Lekòl 1362, 3362, 4362, ak 5517 - Entèdi arasman e/oubyen diskriminasyon kont elèv anplwaye, oubyen aplikan sou baz sèks, ras, koulè, etnisite oubyen orijin nasyonal, relijyon, sitiyasyon marital, andikap, enfòmasyon jenetik, laj, opinyon politik, oryantasyon seksyèl, sèks fi/gason, idantifikasyon seksyèl, ran sosyal ak istwa familyal, preferans lengwistik, gwosès, kondisyon sitwayènte oubyen nenpòt lòt baz lalwa entèdi.

Pou plis enfòmasyon sou 'Title IX' oubyen nenpòt lòt kesyon sou diskriminasyon/arasman kontakte Asistan Sekretè pou Dwa Sivil Depatman Edikasyon oubyen:

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

Revize 07/2020

Acknowledgment

I _____acknowledge that I have received a copy D.A. Dorsey Technical College 2021-2022 School Catalog. I have reviewed handbook and understand all the rules and expectations. I agree to be responsible for fulfilling the expectations of the school and its policies pertaining to this school catalog contents.

I understand that this catalog is subject to changes during the year without notice.

_____ _____

Signature Date