# Faculty and Staff Handbook

# 2026 – 2027

**Main Campus**

**Emerald Coast Technical College**
**761 N. 20th Street**
**DeFuniak Springs, Florida 32433**

**Phone: 850.892.1241 Fax: 850.892.1249**
**www.ECTC.edu**

**Instructional Service Center**

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

**Michael Smithart, Director**
**Emerald Coast Technical College & Emerald Coast Technical College @ Magnet Innovation Center – Watersound**

**Superintendent of Walton County Schools**
**A. Russell Hughes**

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

**Governing Board: Walton County School Board**

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

Accreditations and Approvals*:*

*Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center - Watersound are accredited by the Commission of the Council of Occupational Education.*
Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone:770-396-3898 / FAX: 770-396-3790, www.council.org

ASE Education Foundation
1503 Ferry Road N.E., Suite 401
Leesburg, VA 20176
Telephone: 703-669-6650
www.ASEeducationfoundation.org

Cognia Alpharetta office, 9115 Westside Parkway, Alpharetta, GA 30009
Telephone: 888-413-3669 www.cognia.org

*Accreditation documents available in ECTC Director's office.*

**A. Russell Hughes**
*Superintendent of Schools*

**WALTON COUNTY SCHOOL DISTRICT**

145 Park Street
DeFuniak Springs, FL 32435
850.892.1100
Fax 850.892.1191
www.walton.k12.fl.us

August 2026

To the WCSD Faculty and Staff:

I want to extend a personal and enthusiastic welcome to each of you as we begin the 2026-2027 school year!

I hope you have enjoyed a well-deserved summer filled with opportunities to rest, recharge, and spend time with the people and activities that bring you joy. As we return for another exciting year, I am filled with optimism and gratitude for the incredible team that makes our district one of the very best in Florida. There is no doubt in my mind that this year will be EPIC!

Our success has never been accidental. It is the result of the commitment, passion, and resilience demonstrated daily by each member of our school district family. Together, we have built a culture grounded in our EPIC values. Excellence challenges us to pursue the highest standards in everything we do. Whether in the classroom, on a bus, in an office, or across our campuses, we strive to provide the best for our students. Professionalism guides our actions and reflects our commitment to integrity, responsibility, and service. It is demonstrated through our interactions and the pride we take in our work. Innovation inspires us to embrace new ideas, seek creative solutions, and improve to meet the evolving needs of our students and community. Collaboration reminds us that our greatest accomplishments occur when we work together. By sharing talents, supporting one another, and remaining focused on common goals, we create opportunities for every student to excel.

This year, our theme is "Flight 250: Elevating EPIC To Heights Unseen." As our nation commemorates the 250th anniversary of the Declaration of Independence, we are reminded of the vision, courage, and determination that have shaped generations of progress. In the same spirit, we launch into a new school year prepared to reach new heights, explore new possibilities, and achieve goals that may have once seemed beyond our reach.

A successful flight requires preparation, teamwork, trust, and a clear destination. Just as pilots and crew members work together to ensure a safe journey, each of us plays a vital role in helping our students soar. Every lesson taught, every problem solved, every encouraging word, and every act of service helps students discover their potential and pursue their dreams.

As we embark on this school year, I encourage you to dream boldly, embrace challenges, and remain steadfast to the mission that unites us. Our students deserve our first-class efforts, and I am confident that through our EPIC values and collective dedication, we will continue to accomplish extraordinary things.

Thank you for the difference you make each day. Your hard work, persistence, and unwavering faithfulness to students are what make our district exceptional. I am honored to serve alongside you and excited to see where this year's trip takes us. Let's take flight together and reach heights unseen!

Be EPIC, and as always, please do not hesitate to reach out if you need anything.

Best of luck in all you do,

A. Russell Hughes
Superintendent of Schools

*"Preparing the Whole Child for a Life of Success"*



Tammy Smith
District 1

Kim Kirby
District 2

Bill Eddins, Jr.
District 3

Jeri Michie
District 4

Jason Catalano
District 5

761 North 20th Street, DeFuniak Springs, Florida 32433
850.892.1241
www.ectc.edu
Michael Smithart, Director

Dear ECTC Team,

Welcome to a new academic year at Emerald Coast Technical College.

As we begin another year together, I want to take a moment to express my sincere appreciation for each of you. The success of our students and the strength of our institution are direct reflections of your dedication, professionalism, and commitment to excellence.

Every year brings new opportunities, new challenges, and new students who are counting on us to help them take the next step toward a better future. Whether you serve in the classroom, the office, student services, maintenance, or administration, your work plays a vital role in helping our students achieve their goals. Together, we create an environment where learning thrives and futures are transformed.

Our theme this year, **"Soar Into Your Future,"** reminds us that education is more than training—it is a launchpad for opportunity. As we prepare students for high-demand careers and meaningful lives, we also have the opportunity to grow professionally, support one another, and continue building a culture of excellence at ECTC.

I encourage each of us to approach this year with enthusiasm, innovation, and a renewed commitment to student success. Let us continue to work collaboratively, celebrate our accomplishments, and remain focused on the mission that unites us: providing exceptional career and technical education that prepares students for success in the workforce and beyond.

Thank you for the difference you make every day. I am honored to serve alongside such a talented and dedicated team, and I look forward to all that we will accomplish together in the year ahead.

Let's make this our best year yet.

Sincerely,

**Michael D. Smithart**
Director
Emerald Coast Technical College

## 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 Technician and Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 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. ECTC started a brand-new program for Adults with Intellectual Disabilities during the 2024-2025 school year. This program, Specialized Career Instruction – Comprehensive offers opportunities for students to identify career pathways and 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, Phlebotomy, and Pharmacy Technician are approved by the appropriate regulating agency. Programs in the ever-expanding field of information technology include Applied Cybersecurity along with Network Support Services, and Computer Systems & Information Technology (CSIT). Students completing the rigorous demands of the Master 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/Refrigeration (HVAC/R) 1 & 2 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, such as CareerSource Okaloosa Walton and Vocational Rehabilitation 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, Patient Care Technician, and the Practical Nursing Programs at our Instructional Service Center, Emerald Coast Technical College @ Magnet Innovation Center – Watersound.

In the 2025-2026 school year, 427 students were enrolled in career and adult general education programs at Emerald Coast Technical College. Approximately 98% of the postsecondary students who attended ECTC received some form of financial assistance. Small classes, individual attention, programs responsive to both local and national economies, 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 and technical education (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 CTE 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 CTE courses taken at ECTC (F.S. 1009.25).

Whether for personal satisfaction or because of career or higher education requirements, students enrolled at Emerald Coast Technical College find 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.

# 2026-2027 ECTC Calendar

| July 2026 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| July | |
|---|---|
| 1-2 | No students |
| 3 | July 4th WCSD observed - college closed |
| 4 | Independence day |
| 6 | Cosmetology students return |

| August 2026 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August | |
|---|---|
| 3 | EPIC - 7.5 hr day |
| 4 | Professional Dev - 7.5 hr day |
| 5 | Professional Dev - 7.5 hr day |
| 6 | Teacher planning - 7.5 hr day |
| 7 | Teacher planning - 7.5 hr day |
| 10 | Teacher planning - 9.5 hr day |
| **11** | **Classes begin - All students** |

| September 2026 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| September | |
|---|---|
| 7 | Labor Day - College closed |
| 11 | 9/11 Heroes' Day - Never forget |
| 17 | Constitution Day - signing of the U.S. Constitution |

| October 2026 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| October | |
|---|---|
| 12 | No classes day - College closed |
| 13 | Teacher planning - 9.5 hr day - Students out |

| November 2026 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| November | |
|---|---|
| 11 | Veterans Day - College closed |
| 23-27 | Thanksgiving break - College closed |

| December 2026 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| December | |
|---|---|
| 21-30 | Christmas break - College closed |
| 31 | New Year's Eve - College closed |

| January 2027 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| January | |
|---|---|
| 1 | New Year's Day - College closed |
| 4 | Teacher planning - 9.5 hr day |
| 5 | Professional Dev - 9.5 hr day |
| **6** | **All students return** |
| 18 | Martin Luther King Jr. Day - College closed |

| February 2027 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| February | |
|---|---|
| 15 | President's Day - College closed |

| March 2027 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| March | |
|---|---|
| 18 | Teacher planning - 9 hr day - Students out |
| 22-26 | Spring Break - College closed |

| April 2027 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| April | |
|---|---|
| 15 | Purple Up Day - honoring our military |

| May 2027 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| May | |
|---|---|
| 26 | Students last day (not PN, COS, ESOL or AGE) |
| 27 | Teacher planning - 9 hr day - Students out |
| 27 | ECTC Graduation @ WHS |
| 31 | Memorial Day - College closed |

| June 2027 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| June | |
|---|---|
| 1 | Cos & PN teachers and students return |
| 1 | ESOL and Adult Ed teachers & students return |
| 24 | Last day - ESOL & AGE teachers and students |
| 24 | Last day for PN students and teachers |
| 24 | Last day for Cosmetolgy students |
| 30 | Last day for Cos teacher **THIS SY** |

| Faculty & Staff Important Dates 2026-2027 SY | |
|---|---|
| **JULY** | 31: Industry certifications/licensure submitted on the correct form to Data Control Specialist |
| **AUGUST** | 3: Teachers Return<br>7: Program syllabi, advisory member list (including member bios and contact information) uploaded to the S-drive<br>20: Deadline to schedule fall advisory committee meeting<br>31: monthly business/industry contacts uploaded to S-drive (use template), Industry certifications/licensure submitted on the correct form to Data Control Specialist |
| **SEPTEMBER** | 3: Deadline for scheduling fall advisory committee meeting<br>18: Quarterly safety sweep conducted by school plant manager (submit form to Standard 6 team for upload)<br>24: Deadline for conducting fall advisory committee meetings<br>30: Monthly business/industry contacts uploaded to S-drive and industry certifications/licensure submitted on the correct form to Data Control Specialist |
| **OCTOBER** | 1: Deadline to upload fall OAC meeting sign-in, agenda and minutes, and upload completed employer verification forms to the S-drive<br>30: Program outcome forms due (for students that withdrew or graduated prior to July 1), monthly business/industry contacts uploaded to S-drive, and industry certifications/licensure submitted on the correct form to Data Control Specialist |
| **NOVEMBER** | 19: Monthly business/industry contacts uploaded to S-drive and industry certifications/licensure submitted on the correct form to Data Control Specialist |
| **DECEMBER** | 17: Quarterly safety sweep conducted by school plant manager (submit form to Standard 6 team for upload),<br>monthly business/industry contacts uploaded to S-drive, and industry certifications/licensure submitted in the correct form to Data Control Specialist |
| **JANUARY** | 28: Monthly business/industry contacts uploaded to S-drive and industry certifications/licensure submitted in the correct form to Data Control Specialist |
| **FEBRUARY** | 18: Quarterly safety sweep conducted by school plant manager (submit form to Standard 6 team for upload)<br>25: Monthly business/industry contacts uploaded to S-drive and industry certifications/licensure submitted in the correct form to Data Control Specialist |
| **MARCH** | 29: Student and staff surveys due (sent out by Project Specialist)<br>31: Monthly business/industry contacts uploaded to S-drive and industry certifications/licensure submitted in the correct form to Data Control Specialist |
| **APRIL** | 8: Deadline for spring advisory meeting<br>15: Deadline for uploading spring advisory meeting documents to S-drive<br>29: Monthly business/industry contacts uploaded to S-drive and industry certifications/licensure submitted on the correct form to Data Control Specialist |
| **MAY** | 21: Quarterly safety sweep conducted by school plant manager (submit form to Standard 6 team for upload)<br>27: Graduation at WHS<br>29: Program outcome forms for students exiting/graduating between Jul 1 and Feb 28), final business/industry contacts uploaded to S-drive, and industry certifications/licensure submitted on the correct form to Data Control Specialist |

**Denotes shared staff for Main Campus and Instructional Service Center*

# Standard 1: Institutional Mission

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.

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

| | |
|---|---|
| Vision | Empowering Students, Powering the Future |

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 postsecondary 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.

## 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.

ECTC Handbooks and Written Institutional Plans

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, Student Handbook & Program Catalog and Work-Based Learning Plan. The documents can also be found on www.ectc.edu.

ECTC Student Handbook & Program Catalog

The ECTC Student Handbook & Program Catalog 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 Student Handbook & Program Catalog. Notify the ECTC Director of changes and recommendations for the ECTC Student Handbook & Program Catalog.

Faculty & Staff Handbook

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

School Improvement Plan

The School Improvement Plan is reviewed annually by the Walton County School Board, faculty and staff, the School Improvement Team (SIT) 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 use the data to develop the School Improvement Plan for the following year.

# Standard 2: Educational Programs

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 or distance education. ECTC does not offer associate degrees.

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.

Program Syllabi

Instructors for each program must update the syllabus 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.

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 will utilize the self-service portal if a student's 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 form. Each instructor should submit the form *as students earn licensure/industry certifications*. The form 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.

The instructor should meet with the Test Administrator on the main campus to determine if industry certification exams can be administered through Emerald Coast Technical College. Instructors at Emerald Coast Technical College @ Magnet Innovation Center - Watersound should email the Test Administrator to discuss the possibility of online testing or to arrange an in-person exam.

Testing

The ECTC Test Administrator is responsible for administering the PERT, TABE, CASAS, Wonderlic, 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 the main campus.

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.

Testing Lab

The ECTC testing lab is a PEARSON VUE Authorized testing center, and provides PROMETRIC CNA exams, year-round. The following testing services are also provided through the ECTC Testing Lab, located on the main campus, and administered by the ECTC Test Administrator:

| | | |
|---|---|---|
| ASE | CASAS | ESCO |
| NATE | NCCER: Electricity, Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1&2 and Plumbing | NHA |
| PEARSON: CompTIA, GED | PERT | Prometric: CNA |
| TABE | TEAS | Wonderlic |

Occupational Advisory Committees Activities

Occupational advisory committees meet, at least annually to evaluate equipment and 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.

- Each program must have an 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 (at least 2 physically present)
- 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
- Advisory committee member lists, sign-ins, agendas and minutes located on shared drive
- Business and Industry Contacts

Program Curriculum and Instruction

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

Graduation

Faculty and staff are required to attend graduation. Students who successfully complete career and technical 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 select 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 career and technical education 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.

Student Academic Progress

Both the main campus and Emerald Coast Technical College @ Magnet Innovation Center - Watersound offer CTE (postsecondary adult vocational) career education programs. Students should refer to the program syllabus for program-specific grading scales. Students must maintain satisfactory academic progress (SAP) toward completion of their certificate to receive financial aid. The following is a non-exhaustive sample listing of areas in which a student in CTE career education

programs may be graded: safety, work habits, projects, class participation, cooperation, attitude, punctuality, attendance (per general and program policy), completion of projects, objective tests, written and oral reports, comprehensive evaluations, skill proficiency/competency, skill demonstration, and professional ethics. Student grades may be reduced due to excessive absences especially in specific licensure programs (e.g., cosmetology, practical nursing), failure to make up missed work, and academic dishonesty (cheating and/or plagiarism). Satisfactory academic progress is evaluated at least twice per year, usually on a course-by-course basis. Students should refer to the appropriate program syllabus for more detailed information regarding grading and satisfactory academic progress requirements.

Attendance and Make-Up Policy

Attendance Requirement

Students are expected to attend 100% of all scheduled instructional hours. Students must maintain a minimum of 90% attendance to remain in good standing. This attendance policy applies to all students, regardless of financial aid status or funding source.

Make-Up Time

Students may complete up to 5% of program hours per course as make-up time. Make-up time is intended for limited, occasional absences and may not be used to replace scheduled attendance on a routine basis. All make-up hours must be supervised by instructional staff, equivalent in content to missed instruction, completed by the end of the month, and documented in FOCUS.

Attendance Monitoring

Attendance may be monitored at any time and must be formally reviewed at the end of each month to ensure consistency and compliance. The institution will implement intervention measures for students who fall below attendance thresholds or approach make-up limits. FOCUS alerts will be issued when a student reaches 95% and 92% attendance.

Failure to Meet Attendance Requirements

Students who fall below 90% attendance or exceed the 5% make-up allowance for the program may be subject to academic warning, probation, evaluation under Satisfactory Academic Progress (SAP), or administrative withdrawal.

Last Date of Attendance (LDA)

The Last Date of Attendance (LDA) is the last date the student engaged in an academically related activity, including approved make-up hours. Attendance must be recorded in a timely and consistent manner to ensure accurate determination of LDA.

Program-Specific Requirements

Programs leading to licensure or certification may have stricter attendance requirements based on state, accreditor, or regulatory guidelines. Students must comply with the more stringent standards where applicable.

Policy Review

This policy will be reviewed annually prior to the start of each academic year, with additional reviews conducted as needed based on regulatory updates, audit findings, or operational feedback.

School Closure

Hours missed due to school closures will not be counted against the student.

Health Science Programs
Attendance and SAP requirements for the Health Science programs will be managed and enforced by the Chief Nursing Officer.

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 of 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 10% 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 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.

Recording Attendance
The 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 practical nursing student in instructor A's class cannot log in on a laptop currently logged in for instructor B's class. Any teacher can log in on any laptop, but only one teacher can log in at a time.

Students cannot log in more than 7 minutes prior to the start of class. For example, students can't log in before 3:50 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 7 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 during 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 laptop 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 they log out of the laptop. For example, if they leave 2 minutes early, their class time will show 7 hours 28 minutes instead of 7 hours 30 minutes. The laptop does not track makeup hours. Please email the Data Control Specialist with attendance

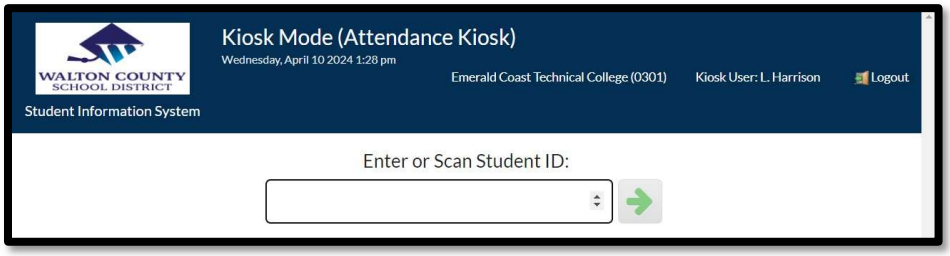
changes so there will be a record of the change for auditors.

**Focus School Software Laptops in Kiosk Mode Login Instructions**

Step 1: Log into the laptop login using the following credentials:
Username: focus-ectc
Password: AroundBusy7!
This account only works on the kiosk laptops. It should NOT be used on other devices.

Step 2: Double-click the "Kiosk Mode" shortcut. It will look like a Google Chrome logo with "Kiosk Mode" under it.

Step 3: The shortcut will take you to the log in screen on the Focus website. Log in using your Focus username and password.




Step 4: After selecting Kiosk, the laptop should display a single text box labeled "Enter or Scan Student ID:"

Step 5: Click inside the Student ID text box once to ensure the scanner works properly. Students should now be able to scan in via the scanner. *If the shortcut does not work, visit [www.walton.focusschoolsoftware.com/focus/kiosk](www.walton.focusschoolsoftware.com/focus/kiosk).*

Instructors should take the attendance kiosk laptops to clinicals and offsite locations, such as those used by the Electricity, HVAC/R and Plumbing programs. Scanners can be transported with the laptops or students can enter their student ID # by typing into the field. Instructors should take the power adapter with the laptop so the laptop can be charged, if needed.

Attendance laptops have been placed in every CTE classroom. Students are required to clock in when arriving to class and clock out when leaving campus. Students must use their identification badges when clocking in and out. Students must clock in and out on the designated attendance laptop.

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

Grades

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's overall grade falls below the minimum program requirements. The student will not be moved by MIS to the next course until the student has a passing grade.
- Instructors should also submit an 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 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.

Competency-Based Program Completion Policy

Policy Statement

Emerald Coast Technical College (ECTC) provides competency-based instructional options in select programs to allow students to progress based on demonstrated mastery of required skills and knowledge. Competency-based completion ensures that students meet all established program learning outcomes and occupational standards regardless of the time required to achieve such competencies.

All programs are designed to maintain equivalency with Florida Department of Education (FLDOE) clock-hour requirements, ensuring that competency-based delivery is substantively comparable in instructional content, rigor, and outcomes to traditional clock-hour programs.

Purpose

The purpose of this policy is to define the standards and procedures governing competency-based program completion in accordance with Council on Occupational Education (COE) requirements, Florida Department of Education (FLDOE) clock-hour standards, and applicable state regulations. This policy ensures that all graduates have demonstrated the competencies necessary for entry-level employment in their field of training.

Scope

This policy applies to all programs and courses at ECTC that have been approved for competency-based delivery. It applies to all students enrolled in such programs, including self-pay students and those funded

through approved third-party sources, where permitted.

Definitions

- Competency-Based Education (CBE): An instructional model in which student progression is based on the demonstration of mastery of clearly defined competencies rather than seat time alone.
- Competency: A measurable skill, knowledge set, or ability aligned with program outcomes and industry standards.
- Mastery: Demonstration of competency at or above the minimum proficiency level established by the program.
- Assessment: A method used to evaluate student mastery of a competency (e.g., performance tasks, written exams, practical demonstrations).
- Clock Hour (FLDOE Standard): A minimum of 50 minutes of supervised instruction or instructional activity within a 60-minute period, as defined by the Florida Department of Education for postsecondary vocational programs.

Policy Requirements

1. Program Eligibility

Only programs approved by ECTC administration and, where applicable, regulatory or accrediting agencies (including COE and FLDOE requirements), may offer competency-based completion pathways. Programs must:

- Define competencies aligned with industry standards and employer expectations;
- Establish measurable learning outcomes;
- Maintain documented assessment methods;
- Demonstrate equivalency between competencies and Florida DOE clock-hour program requirements in content and rigor.

2. Student Eligibility

Students may participate in competency-based completion if they:

- Are formally admitted into an approved program;
- Demonstrate the ability to progress independently;
- Meet any prerequisite requirements established by the program.

ECTC reserves the right to determine student readiness for competency-based progression.

3. Instruction and Progression

- Students may progress through program content at an individualized pace based on demonstrated mastery of competencies.
- Instruction may include a combination of direct instruction, guided learning, lab work, and independent study.
- Faculty provide oversight, instruction, and evaluation to ensure competency attainment.
- Although delivered in a competency-based format, instructional contact, lab participation, and learning activities are designed to be equivalent in educational value to Florida DOE clock-hour instructional standards.

4. Assessment of Competency

- Competency attainment must be verified through valid and reliable assessments aligned with program objectives.
- Students must achieve a minimum proficiency level as defined by the program (e.g., 70% or higher, or “competent” rating).
- Multiple assessment attempts may be permitted at the discretion of the instructor, with documented

remediation.

5. Documentation and Recordkeeping
· All competency attainment must be documented in the student's academic record.
· Programs must maintain records of assessments, grading criteria, and student performance.
· Completion of all required competencies must be verified prior to awarding a credential.
· Records must support equivalency between competency completion and required Florida DOE clock-hour instructional content for audit and compliance purposes.

6. Timeframe for Completion
· While competency-based programs allow for flexible pacing, all students must complete program requirements within the maximum timeframe established by ECTC and in compliance with COE standards.
· Programs must ensure that competency completion requirements remain consistent with the total instructional clock-hour equivalent established under Florida DOE standards.
· Failure to complete within the maximum timeframe may result in administrative withdrawal unless an extension is approved.

7. Attendance and Participation
· Students enrolled in competency-based programs are still subject to ECTC attendance and participation requirements, where applicable.
· Regular academic engagement must be demonstrated through ongoing participation, assessments, instructional activities, or documented learning engagement consistent with clock-hour equivalency expectations.

8. Financial Considerations
· Tuition and fees for competency-based programs will be assessed in accordance with ECTC's approved tuition structure.
· For self-pay students, accelerated completion does not reduce total program cost unless otherwise specified in writing.
· Eligibility for financial aid or third-party funding must comply with applicable regulations, which may limit the use of competency-based models.

Federal Financial Aid Limitation for CBE Completion: Students receiving federal financial aid who intend to complete a program through a competency-based education (CBE) pathway must formally declare their intent prior to the start of their anticipated payment period. Upon such declaration, the student will be considered enrolled in a competency-based completion status and will be ineligible to receive federal financial aid for that term.

This election cannot be made after federal aid has been disbursed for the payment period. Once a student transitions to a competency-based completion, no additional federal aid will be awarded. The student's last date of attendance will be determined, and return to Title IV funds (R2T4) will be applied if required.
ECTC will provide written acknowledgment of this status change, and students are responsible for understanding the financial implications prior to electing competency-based completion.

9. Completion and Credential Awarding
· A student is eligible for program completion when all required competencies and program requirements have been successfully met.
· Credentials will be awarded only after verification of competency attainment and satisfaction of all

institutional obligations.

· Completion documentation must support equivalency to Florida DOE-approved clock-hour program outcomes and requirements.

10. Compliance

ECTC ensures that all competency-based programs:

· Align with COE standards for program length, content, and outcomes;
· Maintain academic rigor equivalent to traditional clock-hour instructional formats;
· Maintain documentation demonstrating equivalency to Florida DOE clock-hour requirements;
· Are subject to regular review for effectiveness, completion rates, and employment outcomes.

## Work-Based Activities

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.

# Standard 3: Program Outcomes

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 the Placement Info under the ISP page in Focus for postsecondary 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.

Placement Info 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.

The Project Specialist will send a Placement Info email reminder to all instructors in the spring and fall of each year. Placement Info 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. Placement Info 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 Placement Info*

- Instructor will evaluate the student's knowledge and skills required for the occupation.
- Instructor will access the placement information and employee information in FOCUS under the ISP page.
- Instructor will complete boxes for
  - Placement Info: employment and field of interest drop down fields
  - Employer Information: All boxes under employer information drop down fields
  - All other fields are populated from FOCUS from data control specialist input.
- 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

**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 under ISP notes.

- *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**

- *Hands-on experience was relevant to their career field.*

- Student surveys will be sent out by the Project Specialist in the Spring of each year.
  - *Overall satisfaction with the program?*
- Student surveys will be sent out by the Project Specialist in the Spring of each year.
  - *What are some suggestions to improve experience at ECTC?*
- Student surveys will be sent out by the Project Specialist in the Spring of each year.

**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 is stored in FOCUS and accessible to administration and instructional staff throughout the year.

**Program Outcome Evaluation and Quality of Program Outcomes**

Employment reports 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.

| | |
|---|---|
| MONTHLY | Instructors will update Placement Info as needed. |
| JULY | The reporting period for the current year begins on July 1 of each year. |
| AUGUST | Instructors will verify all Placement Info has been reported in FOCUS. |
| OCTOBER | The Project Specialist will follow-up with instructors and Student Services to ensure the program outcome procedure is being followed. |
| DECEMBER | • The Project Specialist will submit ECTC annual report.<br>• 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. |
| FEBRUARY | • February staff meeting:<br>○ Administration and staff will review the annual report (CPL data)<br>○ Administration and staff will discuss ways to improve CPL rates<br>○ Administration and staff will review program CPL rates and discuss program recommendations with the director.<br>• Administration and staff will perform its annual review of the procedures for collecting CPL data, program outcomes, withdrawals and leave of absences.<br>• Administration and staff will review the Institutional and Program Outcome Plan<br>• Administration and staff will review the student survey results as well as the staff survey results<br>• The Standard 3 Committee will verify administration, faculty and staff review the Annual Report's CPL data and documented ways to improve the quality of program outcomes. |
| SPRING | • Administration will evaluate instructors and discuss Placement Info and improvement.<br>• Administration will review the institutional and Placement Info with the institutional advisory committee at the annual spring meeting. |
| JUNE | 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 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 Student Handbook & Catalog.

- Withdrawal forms should be completed within two class sessions (days) of a withdrawal.
  - 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 Forms/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.
  - 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.

- 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.

# Standard 4: Strategic Planning

The ECTC Strategic Plan is a three-year tool to guide ECTC and its stakeholders toward a brighter future. The plan is reviewed, and progress is evaluated annually by ECTC administration, faculty and staff and the ECTC Institutional Advisory Committee.

Emerald Coast Technical College Assures:

- 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 postsecondary career training endeavors.
- ECTC's staff is 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.

Emerald Coast Technical College's fundamental principles express the core values of its community and direct administrators, instructors and staff members in supporting a healthy learning environment where students can thrive.

# Standard 5: Educational Resources

**Educational Resources**
Educational Resources are accessible to faculty and students to ensure the achievement of desired outcomes and learning objectives and are provided to students on both campuses. Educational resources are selected with faculty input and focus on the achievement of desired outcomes and learning objectives and are appropriate and inclusive of all methods of program delivery.

**Instructional Equipment**
All instructional equipment and supplies are relevant and up to date and are used to support programs offered by ECTC. Instructional Equipment and supplies meet the appropriate and required safety standards.

**Staff Roles and Responsibilities**
ECTC has identified the roles and responsibilities of staff related to implementation and coordination of educational resources. Please refer to the organizational chart found on page 100 for names of employees, titles, and contact information.

**Orientation**
ECTC conducts an annual orientation on the use of educational resources, instructional equipment, and supplies. Staff orientation is provided during pre-planning, while student orientation is delivered by the Student Services Dean during the registration process. ECTC maintains documentation confirming that all staff and students have received the annual orientation.

**Annual Budgetary Support**
District funds are allocated for instructional equipment and educational resources. ECTC receives an annual budget from the WCSD. There is a technology budget which supports the purchase of software and hardware.
The director makes every effort to ensure that each program has the funds available to it 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 grant funds, lab fees, and internal accounts funded by on-campus enterprises (ie automotive repairs, cosmetology services). The annual school budget allocates funding for instructional supplies that may be accessed by each instructor through the requisition purchase process.

**Evaluation of Educational Resources and Instructional Equipment**

ECTC faculty and staff annually evaluate the effectiveness of its educational resources and use the results to modify and improve its resources and services provided by ECTC. Feedback is received from annual climate surveys administered to students and instructors as well as end of program evaluations completed by staff. Feedback is also obtained during Occupational Advisory Committee meetings whereby members can view instructional equipment and supplies and make recommendations based on current industry standards. Recommendations of program Occupational Advisory Committee (OAC) are found in the OAC Minutes.

**Comprehensive and Current Educational Resources**

ECTC's educational resources, including media services, technology, facilities, and materials are comprehensive and current. Additional information about the Technology Plan and facilities can be found on pages of the Faculty and Staff Handbook. Educational resources and instructional equipment and supplies are in each program classroom and are made accessible to faculty and students. This includes curriculum, reference materials, professional journals/periodicals, technology, audio and video media, and software pertinent to the needs of each individual program. Local newspaper subscriptions are current and maintained through the institution's general operating budget. Faculty and staff should refer to the section "Purchasing Instructional Equipment and Supplies" for information regarding placing orders.

Additionally, students, staff, and faculty may request additional resources through the Destiny Circulation Program. Questions about using the Destiny Circulation Program should be directed to the Student Services Dean. A Student Resource Room can be found in Building 600 where students have access to computers, a copier, and basic office supplies. Students attending Emerald Coast Technical College @ Magnet Innovation Center – Watersound can also take advantage of media services offered on ECTC's main campus.

**Inventory of Supplies and Instructional Resources**

The WCSD maintains a formal inventory of all district-listed purchases. The school plant manager conducts an annual inventory and updates records when equipment and supplies are removed.

For items with a purchase price of $2,500 or more, the grant writer or school bookkeeper requests a property number from the district property department, which then adds the item to ECTC's inventory. The school plant manager affixes property labels prior to classroom delivery.

The WCSD Technology Department manages ECTC's technology inventory, including the addition of new equipment and supplies and the removal of obsolete items.

**Purchasing Educational Resources and Instructional Equipment and Supplies**

ECTC follows the WCSD policies for purchasing. All purchases must have the approval of ECTC's Administrator. Capitalized instructional equipment, supply, and technology orders must be approved by appropriate WCSD staff prior to placing orders.

Requisition templates, located on the shared drive, are provided for all staff for any purchases that are necessary. Faculty and staff must complete a requisition and submit it to the bookkeeper or grant writer. The bookkeeper or grant writer then verifies funding sources and submits the requisition to the ECTC Director for approval. Upon approval, the grant writer or bookkeeper will place the order. With prior approval from the administrator, smaller purchases can be made using the district credit card obtained from the bookkeeper.

The WCSD Information Technology Department is responsible for approving and placing all technology orders.

**Storing Instructional Equipment and Supplies**

When educational equipment and supplies are received, they are delivered to the respective programs for storage or may be staged in the storage buildings located on the ECTC campus until.

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 Technology Contact.

**Emergency Purchases of Instructional Equipment and Supplies**

Emergency purchasing procedures mirror the regular purchasing procedures. The staff member requiring an immediate purchase must submit a requisition to the school bookkeeper or grant writer. 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 purchase, the equipment or supply item needed is placed as an emergency item at 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 and supplies can be made within a reasonable time to support continuous instruction.

**Maintenance and Repair of Instructional Equipment and Supplies**

Instructors are responsible for communicating with administration, the bookkeeper, and/or grant writer when instructional equipment and supplies need service or repair by a party outside WCSD. When determined instructional equipment and supplies can be repaired by WCSD staff, instructors should contact administration and the plant manager for assistance in submitting a work order to the WCSD Maintenance Department. Instructors are responsible for documenting and maintaining records of all maintenance and repairs to instructional equipment and supplies used by their respective program.

**Replacement of Instructional Equipment and Supplies**

The program instructor and/or the plant manager should communicate with administration and verify the warranty status of instructional equipment and supplies prior to submitting a requisition to replace the equipment or request repairs. In the event equipment cannot be repaired or is obsolete, instructors should follow the process of submitting a requisition to order replacement equipment. For additional information on ordering, refer to the "Purchasing Instructional Equipment and Supplies" section of the ECTC Faculty and Staff Handbook.

**Equipment Disposal**

Instructors are responsible for reporting obsolete or nonworking instructional equipment and supplies that need to be removed from the inventory list to administration and the plant manager. A Property Acquisition/Disposition form is filled out; equipment is then moved to the WCSD Property Department for proper disposal. The Plant Manager is responsible for updating the comprehensive inventory list to reflect the removal of the instructional equipment and supplies.

**Technology Maintenance, Replacement, and Disposal**

Problems with technology should be reported to the on-campus ECTC Technology Contact (see employee handbook). The Technology Contact will troubleshoot the problem or use a currently enrolled IT student to resolve the issue. The ECTC Technology Contact or any other staff member can also contact the WCSD's Information Technology Department if needed by calling the Help Desk for immediate assistance at extension 4357 (HELP). Computers, printers, and audio-visual equipment and supplies are replaced when deemed to be beyond repair or in need of upgrade by the WCSD Technology Department. The ECTC technology budget is used to purchase replacement technology. The ECTC Technology Contact is responsible for requesting maintenance, replacement, and disposal of all technology.

**Safety Standards for Instructional Equipment and Supplies**

All instructional equipment and supplies used in career and technical education programs adhere to current safety standards. Instructors are responsible for regularly inspecting program equipment and supplies to ensure the safety of students, faculty and staff. Program advisory committees also inspect equipment and supplies annually to ensure they meet industry safety standards. Regular safety sweeps are conducted in each program area. Safety issues should be reported to the campus administrator and school plant manager immediately.

All instructional equipment and 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.

Each instructor employs methods to ensure that students receive the proper instruction to maintain a safe learning environment when handling the instructional equipment and supplies used within their program. Equipment such as hard hats, safety goggles, gloves, masks, etc. are provided to students as necessary. Instructors are responsible for providing students with training on proper and safe use of instructional equipment and supplies and monitoring students for safety. Students should not be allowed to use supplies/equipment in which they have not received the required safety training or supplies/equipment found to be in disrepair.

Additionally, 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 the other areas throughout campus. 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 in its use. The Plant Manager conducts periodic safety sweeps to ensure ECTC facilities are in compliance with safety standards. For more on facilities and safety, refer to sections in the Faculty and Staff Handbook.

# Standard 6: Institutional Infrastructure

## Emerald Coast Technical College (Main Campus)

761 North 20th Street, DeFuniak Springs, FL 32433

### BUILDING 100

| ADMINISTRATION | STUDENT SERVICES | PROGRAMS | CareerSource® Workforce Development |
|---|---|---|---|
| • Director<br>• School Bookkeeper<br>• Custodial Storage<br>• Grant Writer & Public Relations Specialist<br>• School Plant Manager<br>• Restrooms<br>• School Secretary<br>• School Resource Deputy<br>• Staff Lounge | • Data Control Specialist<br>• Financial Aid Officer<br>• Project Specialist<br>• Student Accounts<br>• Student Services Dean | • Applied Cybersecurity, Computer Systems & Information Technology (CSIT), and Network Support Services Classroom, Lab, technology equipment, and program storage<br>• Master Automotive Service Technology 1 & 2 Classroom, Lab, Laundry Room, Instructor Office, and Storage<br>• Electricity Classroom, Labs, and Instructor Office<br>• Plumbing Classroom, Lab, Instructor Office, and storage | |

### BUILDING 200

PROGRAM
- Cosmetology Appointment Desk
- Cosmetology Labs
- Instructor Office
- Restrooms

### BUILDING 300

| PROGRAM | TESTING CENTER |
|---|---|
| • ABE/GED Classroom | • Testing Lab<br>• Test Administrator Office<br>• Restrooms |

### BUILDING 400

| PROGRAMS | STUDENT RESOURCES |
|---|---|
| • Patient Care Technician / Phlebotomy Classroom, Lab, and Instructor Office<br>• Practical Nursing Classrooms, Labs, and Instructors Offices | • Lounge<br>• Resource Room<br>• Restrooms |

### BUILDING 500

PROGRAMS
- Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2 Classroom and Labs
- Computer Equipment Room (CER)
- Welding Technology and Welding Technology – Advanced Classroom and Labs
- Restrooms
- Storage

### BUILDING 600

PROGRAMS
- Chief Nursing Officer, Office
- Professional Nursing (LPN-RN) Classroom
- Instructor Offices
- Pharmacy Technician Classroom
- Staff Restroom
- Technology Equipment Room
- Custodial Office and Storage

### PORTABLE 1

PROGRAM
- Specialized Career Instruction - Comprehensive Classroom
- Kitchen
- Restroom

### PORTABLE 2

- English Speakers for Other Languages (ESOL) Classroom
- Meeting Room
- Restroom
- Storage

### PORTABLE 3

Community Education Classroom

Emerald Coast Technical College @ Magnet Innovation Center – Watersound
Instructional Service Center
133 S. Watersound Parkway, Inlet Beach, FL 32461

## BUILDING 1

Administration
- On-Site Administrator's Office
- School Secretary
- School Resource Deputy
- Student Success Coach

## BUILDING 5

| PROGRAMS | STUDENT RESOURCES | STUDENT SERVICES |
|---|---|---|
| • Applied Cybersecurity & Applied Information Technology Classroom<br>• Practical Nursing Lab<br>• Restrooms | • Lounge (large room)<br>• Resource Room | • Financial Aid<br>• Student Services Dean |

## PORTABLE 1

PROGRAM
- Practical Nursing Classroom

# Physical Resources Plan

The plan for the ongoing operation and maintenance on each campus includes physical facilities and technical infrastructure. 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 Physical Facilities Plan is made available to all employees and students on both campuses through the ECTC Student Handbook & Program Catalog. The plan, as part of the ECTC Student Handbook & Program Catalog, is also made available to all employees and students online at ECTC's website, http://www.ectc.edu/o/ectc/page/catalog-plans.

## 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.

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

The onsite School Plant Manager is responsible for issues associated with facilities maintenance and upkeep of the student resource center at Magnet Innovation Center -Watersound. The custodian assigned to the student resource center building cleans and inspects the student resource center daily. Walton County School District Maintenance Department personnel are also available to assist when issues arise with student resource center facilities.

## Equipment Inspection

The School Plant Manager 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 the Walton County Maintenance Department.

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 Michael.Smithart@walton.k12.fl.us or submitted in written form and dropped off with the school secretary. This plan is revised annually when the ECTC Student Handbook & Program Catalog is revised, prior to the start of a new school year. At the end of each school year, instructors are provided with the opportunity to report any faulty equipment using the end of the year checklist. A climate survey is provided to students, faculty and staff that addresses ECTC's facility needs. 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.
School Plant Manager: Tooraj Adibzadeh
Custodian (Full-time): Jennifer Simpson
Custodian (Full-time): Ricky Traywick

Emerald Coast Technical College @ Magnet Innovation Center – Watersound (Instructional Service Center) has onsite custodial services provided by one employee.
School Plant Manager: TBD

Non-Instructional Equipment and Supplies

Safety Data Sheets (SDS) information is available for all cleaning supplies, and the custodians are trained in the use of the supplies and how to apply the SDS information. Emerald Coast Technical College and Emerald Coast Technical Center @ Magnet Innovation Center - Watersound provide the materials and equipment needed to maintain the facilities. The Walton County School District Maintenance Department provides maintenance of the major building systems including heating ventilation air conditioning systems, electrical, plumbing, kitchen equipment and roofing. Records and work requests are kept electronically and can be accessed by the Director and School Plant Manager.

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.

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 school secretary for the lunch menu and pricing. Lunch orders should be placed prior to 8:30 a.m.

### 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 building 400 in the student lounge or at the outdoor picnic tables and covered bench areas located throughout campus.

Students at Emerald Coast Technical College @ Magnet Innovation Center - Watersound may eat at the facilities in the student resource room.

## ECTC Health and Safety Plan

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation - Watersound strives to create safe, high-quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals.

### Purpose

The ECTC Health and Safety Plan, as described here, is used to ensure the safety of employees, students and guests on both campuses. Equipment such as hard hats, safety goggles, gloves, masks, etc. are provided to students as necessary.

### Distribution

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

### 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 school secretary, located in the main office of each campus, to facilitate notification of 911 emergency services. When such reporting causes a delay in medical attention needed, students and staff are reminded to contact 911 emergency services directly. Instructors should submit a student accident claim form to the school secretary as soon as possible following an accident. Administration, and other personnel as needed, will investigate all accidents.

### Badges

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound have incorporated an Identification Badge Policy to enhance the safety and security of all students. All school personnel and students must always wear badges in a conspicuous place while on campus. Student badges must have the Emerald Coast Technical College Student ID number on the badge and a current clear picture. Badges are used to access the entrance into exterior doors which are to always remain locked. Individuals may be delayed and questioned regarding their business on campus if no student badge is displayed. To maintain campus security, all students are required to use their own badge when entering secured areas. Entering through a door opened by another person without using your badge, commonly referred to as tailgating, is not permitted. If the badge is determined to be a safety issue during a lab, the badge can be removed and reattached upon completion of the lab. *As a reminder, replacement badges are $15.00 through Student 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 School Plant Manager and custodial support staff. The custodial staff is scheduled to clean each building and portables on a regular basis. Contact the School Plant Manager about custodial needs or safety issues related to cleanliness.

## 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 the Walton School District School Safety Specialist.

## Emergency Exits

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

## 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, the school resource deputy or the school secretary 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. 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 and the use of AED units. Instructors should notify the administration as soon as possible following an emergency healthcare situation. Administration, and other personnel as needed, will investigate the situation.

## 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 school 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. The plant manager conducts 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 school plant manager.

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

Parking Permits
Parking permits provide an additional campus safety measure. Students who drive a vehicle on campus must register the vehicle (including motorcycles) with the school secretary. All faculty and staff members are provided with a parking pass. In automobiles, the parking pass should be visible at all times.

Parking Privileges
Parking permits provide an additional campus safety measure. Students who drive a vehicle on campus should register the vehicle (including motorcycles) with the school secretary. In automobiles, the parking pass should be visible at all times. Students who operate a vehicle, including a motorcycle, on campus must observe the following rules:

- All vehicles and motorcycles must have a parking permit prominently displayed. Students should contact the school secretary concerning the proper placement of the permit.
- Students must purchase a parking permit and present their driver's license along with the required $10.00 parking permit fee and completed parking permit request form.
- Students must obey all posted rules and speed limits.
- Blocking traffic flow, parking areas, sidewalks, or entrances
- Students must park in spaces designated for student parking. Vehicles/motorcycles may be towed if parked in unauthorized areas. Overnight parking is not permitted.
- To provide for student safety, students are not permitted to loiter in parking areas.
- Students should observe all safety precautions, including locking vehicles.
- Students should refrain from excessive noise coming from vehicle.
- Student vehicles/motorcycles may be subject to search by law enforcement officials.
- Students are expected to keep the parking areas clean. Do not throw garbage in the parking areas.

Students must comply with all posted traffic signs, parking instructions, and directions from school personnel.

***Violations may result in disciplinary action, loss of parking privileges, and/or referral to the School Resource Deputy (SRD). The SRD may address violations in accordance with applicable laws, district policies, and campus safety procedures.***

Parking Lot Safety
Emergency Call Stations are located on ECTC's main campus parking lots. The emergency call stations are a direct line to 911 emergency services. Emerald Coast Technical College @ Magnet Innovation Center – Watersound campus is secured by perimeter fencing.

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.

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 Michael.Smithart@walton.k12.fl.us or submitted in written form and dropped off with the school secretary. This plan is revised annually when the ECTC Student Handbook & Program Catalog is

revised, prior to the start of a new school year. 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 Instruction

While the 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.

### Safety Report

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

### Safety Sweeps

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

### School Resource Deputy

ECTC has an on-campus school resource deputy (SRD). The School Resource Deputy (SRD) is a member of the Walton County Sheriff's Office. The SRD's office is located in the main office in Building 100 of each campus. Campus crimes should be promptly reported to the administration and the school resource deputy.

### 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.

### 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 case of serious sickness, the protocols for emergency health care needs will be initiated.

Instructors who become sick while on campus should report to the director. In case of serious sickness, the protocols for emergency health care needs will be initiated.

Summary of Reported Crimes

This annual security report is prepared as part of the ECTC Student Handbook & Program Catalog 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 - On campus**

| Criminal Offense | 2022 | 2023 | 2024 |
|---|---|---|---|
| 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 | 0 |
| j. Motor vehicle theft | 1 | 1 | 0 |
| k. Arson | 0 | 0 | 0 |

**Hate Crimes - On campus**

| Criminal Offense | *Category of Bias for crimes reported in 2024* | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 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 |

| Criminal Offense | Category of Bias for crimes reported in 2023 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 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 |

| Criminal Offense | Category of Bias for crimes reported in 2022 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 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

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 director. In addition, employees are responsible for immediately reporting any suspicion directly to the director.

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 director; blank forms are to be maintained in the office of each school site."

Suspected Drug Abuse

All school personnel must report to the director any suspected unlawful use, possession, or sale of controlled substances, counterfeit controlled substances, alcoholic beverages, or inhalants by a student.

Drug and Alcohol Abuse Prevention Program (DAAPP)

Emerald Coast Technical College follows the Walton County School District's Drug and Alcohol Abuse Prevention Plan, which applies to all district campuses, including ECTC. The District's plan outlines prevention efforts, prohibited conduct, disciplinary actions, legal sanctions, health risks, and resources for students seeking assistance.

Students are expected to comply with all federal, state, local, and district regulations regarding the possession, use, or distribution of alcohol and controlled substances. Violations may result in disciplinary action up to and including program dismissal, as well as referral to law enforcement when required.

The full Walton County School District Drug Prevention Plan is available online through the District website and is included as part of ECTC's annual Consumer Information notification.

Suspected Potential Suicide Risk

Refer the student immediately to the student services dean or school resource deputy. Walk with the student-to-student services or have another student walk with the individual. Notify the student services dean, school resource deputy, or director of the student you suspect may be considering suicide. Contact the student's emergency contact on the registration form or in FOCUS if no one is immediately available to support the student's current needs. *Do not leave the student unattended.* If you receive information after school hours about a potential suicide risk, contact your administrator and the Student Services Dean immediately.

Abuse Hotline Phone (800) 962-2873

Students may call the Abuse Hotline 24 hours a day.

Campus Sexual Violence Elimination Act (Campus SAVE Act)

Emerald Coast Technical College is committed to maintaining a learning environment that is safe and promotes respect and dignity of students, faculty, and staff. Everyone at ECTC has the responsibility to exercise high ethical principles and standards of conduct.

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 this catalog. The Clery Act was most recently amended by the Violence Against Women Reauthorization Act of 2013.

Student Services can provide information 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 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 student and staff safety.

The prohibited conduct refers to incidents that occur on the institute's premises, during the institute's sponsored activity, or off campus 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 counseling services are available for students through the Student Services department. Off-campus services are also available.

Drug-Free Schools and Communities Act

The use, possession, or distribution of drugs and alcohol by students or school employees on school property or as part of any school activities is strictly prohibited. Students and employees should be aware that certain health risks are associated with drug and alcohol use and abuse. Student Services is available to provide referrals for students and employees who may be able to benefit from drug or alcohol counseling or treatment programs. Such services are available through community agencies in the local area. A listing of community resources is available in student services. In addition to legal sanctions and penalties as prescribed under federal, state and local law for the unlawful possession or distribution of illicit drugs and alcohol, students or employees who violate the controlled substances policy will be subject to appropriate disciplinary actions and sanctions, up to and including, expulsion or termination of employment.

Self-Harm or Harm to Others

If an individual (student, staff, or visitor) has indicated self-harm or harm to others, please report this information to an administrator immediately. Administrators will intervene to provide additional help and/or services to the individual. The individual should never be left alone (such as having the individual walk to the office or sit in a waiting area).

Reporting Prohibited Conduct

All prohibited conduct allegations will be fully investigated. Students are encouraged to report violations to a staff member. ***If you see something, say something!***

We are a tobacco and smoke-free campus. Smoking (including e-cigarettes), tobacco products and smokeless devices, such as vapes, are not permitted on the campus, in parking lots, or in any building.

WCSD School Safety and Security Initiatives for all Campuses

- All School District employee's badges must be displayed on person at all times while on Walton County School District property.
- All classroom doors and gates must be locked and secured.
- All visitors enter school through the secure lobby entrance. (Parents, contractors, bus drivers, maintenance workers, district employees, etc.)

- Raptor license verification check for all school visitors (Raptor Badge displayed at all times while visitor is on campus)
- *See Something Say Something* Initiative
- Students can report suspicious activity to teacher, parent/guardian, administration, guidance, school resource deputy (SRD), or school staff.
- Emerald Coast Crime Stoppers – Anonymous Tip Reporting (Crime Watch Program)
- Toll free number - (850)863-TIPS
- Mobile App - P3 Tips Mobile App
- Web tips – www.emeraldcoastcrimestoppers.com
- Students can report suspicious activity to the Walton County School District Safe School department e-mail safeschools@walton.k12.fl.us
- FortifyFL App – Suspicious Activity Reporting App – Created by the Office of Safe Schools
- 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)
- 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.)
- 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.
- 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.
- 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).
- Each school will create a school level threat assessment (SLTAT) 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. (SLTAT teams will meet each month)
- Ongoing Social Media threat monitoring (Social Sentinel)
- Ongoing Mental Health First Aid Training for all school district employees (8-6 hours of training)
- SRD Expectations for the 2026-2027 School Year
- Two Emergency Bags at each school (Red Bag)
- Emergency Panic Buttons tested every semester at the school (administration and school resource deputy will make dispatch and staff aware they are testing the system before alarm is activated.)
- Walton County School District School Safety Webpage - https://www.walton.k12.fl.us/page/school-safety
- 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.
- 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.

- 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.)

Each school's staff will be trained in the components and structure of incident commands 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.

Visitors

Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound welcome 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.

## Technical Infrastructure 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 offer a distance education program, so related infrastructure is in place to support this service. The ECTC Technology Plan follows the Walton County School District Technology Plan.

Technology Goals & Beliefs

- 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
- All students should have the opportunity to acquire 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.

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.

The ECTC technology budget is used to purchase replacement equipment. The ECTC Technology Contact is responsible for requisitioning replacement equipment. The director is responsible for replacement equipment approval.

In the student resource room in building 400 on the main campus there are student computers, a printer, and a phone for student use. Problems should be reported to the on-campus ECTC Technology Contact. The Technology Contact will troubleshoot the problem or may use currently enrolled IT students to resolve the issue.

The student resource room is in the student resource center, in portable 5, at Emerald Coast Technical College @ Magnet Innovation Center - Watersound. A computer and printer are available for staff and student use. Problems should be reported to the program instructor. The program instructor will email the technology contact on the main campus at extension 5161 about the issue.

Program instructors or any staff member at Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center – Watersound are responsible for reporting tech-related issues to the onsite administrator and copying the Technology 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 Technology Contact both have access to Omni, the online trouble ticket system. A ticket will be entered into Omni. District IT personnel are assigned to each campus and handle any trouble tickets that arise. Computers, printers and audio-visual equipment are replaced if it is beyond repair.

Audio-Visual Materials and Equipment

All audio-visual materials and equipment are a part of the institution's inventory. Instructors have access to Clear Touch interactive devices. Each Clear Touch device can access the Internet through wired or wireless connections.

Computers and Internet Access

Computers are located in the student resource room 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.

Computer and Network Reliability and Support

Both campuses will have support in effort to integrate technology into the 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.

Copyright Guidelines

Copyrighted materials will not be duplicated or reproduced by electronic or other means without

written authorization obtained from the copyright owner.

Data Backups

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

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.

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.

Technology Orientation

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 during the registration process.

- Students are provided with technology orientation during the registration process. Instructions are also posted in both the ECTC Faculty and Staff Handbook and the ECTC Student Handbook & Program Catalog.
- Bring Your Own Device (BYOD)
- Emerald Coast Technical College adheres to the WCSD Information Technology Department BYOD policy.
- 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 will utilize the self-service portal to reset the student password, if necessary.

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.

Software

Each student and staff Windows 11 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.

Minimum Computer Specs:

Student and staff computers at ECTC will have the following minimum specifications:

Operating System: Windows 11 Education
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

Technological Supports

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.

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.

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.

ECTC ensures the long-term sustainability of its technical infrastructure through diversified funding sources that provide support for technology operations, equipment replacement, system enhancements, and strategic investments. Current funding sources include the following measures:

- Walton County School District Information Technology Department
- Emerald Coast Technical College 5% Tech Fee Account
- Lab Fees
- Grants

ECTC Website

Grant Writer & Public Relations Specialist and Student Services Dean maintain the www.ectc.edu website and serve as the site's webmasters. Suggestions, recommendations and changes to the website should be directed to either staff member above by email. ECTC Director's approval is needed, where appropriate, for changes to the site.

Technical Assistance

Contact the ECTC Technology Contact at extension 5161 if you require technical assistance on the main campus. Contact onsite administration if you require technical assistance at Emerald Coast Technical College @ Magnet Innovation Center - Watersound. You may also contact the WCSD Help Desk at extension 4357 (HELP) for immediate assistance during the hours of 7:30 a.m. until 4:00 p.m.

# Standard 7: Financial Resources

The financial aid policies for both campuses are developed in collaboration with the Walton County School District Finance Director and approved by the Walton County School Board.

Students who are interested in pursuing career education goals at Emerald Coast Technical College are encouraged to discuss their financial aid needs with the financial aid office. Grants and scholarship funds from a variety of resources can help make it possible for a student to attend courses and complete programs. Many of these resources are available only after completing the online application StudentAid.gov

Finance Department

Emerald Coast Technical College (ECTC) has a finance department that oversees the financial and business operation of the institution and demonstrates fiscal stability. Our Chief Financial Officer is located at the Walton County School District Office. Emerald Coast Technical College also has a local bookkeeper located at the main campus. Monthly "Principals Reports" are analyzed by our bookkeeper and our director. Walton County School also prepares an annual Financial Report outlining all revenues and expenditures that show evidence of fiscal stability.

Audits

Walton County District School Board is annually audited by the State of Florida Auditor General. The Financial and Federal Single Audit reports are located at https://flauditor.gov/. ECTC reports all contingent liabilities in a timely manner to the Federal Department of Education using the eZ-Audit.

The Chief Financial Officer as well as the bookkeeper utilize the Florida approved Financial & Program Cost Accounting & Reporting for Florida Schools known as the Red Book.

Dishonesty Policy

ECTC is covered by an Employee Dishonesty Policy held by Arthur J. Gallagher Risk Management Services, LLC. A copy of the Certificate of Liability Insurance is located on the Shared Drive.

Lawsuits

ECTC complies with all required reporting obligations related to legal actions, contingent liabilities, and regulatory notifications. If a lawsuit is filed, ECTC is required to notify the Council of Occupational Education, Florida Board of Nursing, the Federal Department of Education, our Student Body if required; see applicable federal consumer information requirements. and Walton County School District.

Financial Aid

ECTC's financial aid programs are administered in accordance with applicable federal and state regulations and accurately documented. A copy of the Financial Aid Policy and Procedures and be found on the Shared Drive. ECTC's financial aid officer complies with all State and Federal regulations, attends annual training, and webinars for all funding sources public and/or private. The financial aid office maintains compliance with the Higher Education Reauthorization Act Title IV eligibility and certification requirements. A copy of the Eligibility and Certification Approval Report and the Program Participation Agreement can be found on the Shared Drive.

## Student Loans

ECTC does not participate in the Federal Direct Loan Program. ECTC does not participate in the Federal Direct Loan Program and is therefore not required to participate in federal default management, loan counseling, or loan monitoring activities.

Students receive Financial Aid Rights and Responsibilities information during the financial aid application process.

## Refund Policy

Emerald Coast Technical College's refund policy is utilized for both campuses. Students receive notification of the policy prior to and during the registration process. This policy is also up-to-date on ECTC's website at www.ectc.edu.

# Standard 8: Human Resources

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. The workplace is defined as the site for the performance of work done in connection with the duties of an employee. That term includes any place where the work of the school 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

Employees are selected 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. ECTC complies with all federal and state laws prohibiting discrimination in employment. ECTC 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. ECTC 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.

Principles of Conduct for All Employees

The School Board and Superintendent have 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.

Florida educators shall be guided by the following ethical principles:
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.

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.

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.

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.

Obligation to the student requires that the individual:

- 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.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- 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.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Obligation to the public requires that the individual:

- Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- Shall not use institutional privileges for personal gain or advantage.
- Shall accept no gratuity, gift, or favor that might influence professional judgment.
- Shall offer no gratuity, gift, or favor to obtain special advantages.
- Obligation to the profession of education requires that the individual:
- Shall maintain honesty in all professional dealings.
- 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.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- 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.
- Shall not make malicious or intentionally false statements about a colleague.
- Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.
- 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.
- Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.

Harassment

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.

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 director. If you do not feel comfortable talking to your director 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

Procedures for Filing Complaints
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.

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.

Definitions:

- *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.

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

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

- *Day* shall mean a working day.

- 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.

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.

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.

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.

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.

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 with 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.

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 for 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.

Leave

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.*

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 a 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.*

Completion of Leave Requests

- Please direct initial questions about leave requests to the Director.
- Complete the leave request in Skyward. Fill in the appropriate type of leave and the days and hours to be taken.
- 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.

Compensatory Time for Employees

Compensatory (comp) time shall be granted for volunteer duty, assigned duty, or for other activities pre-approved by the 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.

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.

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 expenses.

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 each 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:
    - the recipient may not use the donated leave until all of his or her sick leave has been depleted.
    - 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.

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 school secretary if they need assistance acquiring a substitute. All staff should enter leave requests in Skyward.

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.

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.

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 leave 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.

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.

## 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 at least 90% of all PD sessions (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 Deliberate Practice 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 Deliberate Practice 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.

Deliberate Practice (DP)

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

Professional Development Opportunities

Faculty on both campuses are 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 is also 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

Deliberate Practice is the method of documentation for professional development for all faculty at Emerald Coast Technical College. Each faculty member's Deliberate Practice is stored online in PowerSchool. Each faculty member, along with the director, evaluates and tracks the progress of the Deliberate Practice throughout the year. Each track point is time-stamped 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.

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
2. Classroom Management
3. Direct Instruction
4. Professional Responsibilities
5. Deliberate Practice
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
Each assessment must state the date, beginning time, and ending time of the formal observation. Each formal observation must be at least thirty (30) consecutive minutes in length

Electronic devices maybe utilized only with written consent of both parties, (i.e.: video or audio).

A conference shall be held between the employee and the school administrator within fifteen (15) work days 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.

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.

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 work day.

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 work day 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 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).

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 work day 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.

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.

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.

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

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.

- - 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.

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.

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.

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 retirement benefit, you must terminate all relationships with ALL FRS employees. 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.

Faculty and Staff Meetings
Faculty and staff meetings will be held as needed.

Job Descriptions
Current job descriptions for all employees on both campuses can be found on the Walton County School District website @ www.walton.k12.fl.us

Faculty and Staff Records
Hardcopies of faculty and staff for both campuses' records are maintained in the main office on the main campus. 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.

# EMERALD COAST TECHNICAL COLLEGE

2026-2027 Committees

## COE STANDARD TEAMS

***Director: Michael Smithart Ext. 5110*** ***COE Liaison: Lisa Jones Ext. 5182***

| STANDARD 1: INSTITUTIONAL MISSION | STANDARD 2: EDUCATIONAL PROGRAMS | STANDARD 3: PROGRAM OUTCOMES | STANDARD 4: STRATEGIC PLANNING | STANDARD 5: EDUCATIONAL RESOURCES |
|---|---|---|---|---|
| Lisa Jones* Ext. 5182<br>Michael Smithart<br>Chastity McLaney | Sandy Love* Ext. 5161<br>Glen Duvall * Ext. 5171<br>Patricia Alred<br>Leonard DeMarco<br>Jeffrey Falivene<br>Johnny Lynch<br>Gina Johnson<br>Johnny Lynch<br>Laura Kirk<br>Deana Majors<br>Erin Miller<br>Walter Miller<br>Melissa Mosier<br>Gary Price<br>Patricia Roman<br>Chelsea Standland<br>Amber Watson<br>Shannon Whitfield | Carol Rothgeb* Ext. 5112<br>Twila Shields | Diana Gillis* Ext. 5163<br>Sandy Love<br>Michael Smithart | Brook Spires* Ext. 5109<br>Kristin Leonard |

| STANDARD 6: INSTITUTIONAL INFRASTRUCTURE | STANDARD 7: FINANCIAL RESOURCES | STANDARD 8: HUMAN RESOURCES | STANDARD 9: ORGANZATIONAL STRUCTURE | STANDARD 10: STUDENT SERVICES AND ACTIVITES |
|---|---|---|---|---|
| Daniel Appel* Ext. 5168<br>Tooraj Adibzadeh<br>Dawn Morgan<br>Jennifer Simpson | Brooke Parker* Ext. 5185<br>April Chambless | Stephanie Davis* Ext. 5102<br>Michael Smithart<br>Susan Hebert<br>Elizabeth Sims | Elizabeth Sims* Ext. 5101<br>Stephanie Davis | Lisa Jones* Ext. 5182<br>Brooke Parker<br>Maria Preis-Rogowski<br>Elizabeth Sims |

| DATA TEAM | NEW TEACHER MENTOR | PROFESSIONAL LEARNING FACILITATOR | TECHNOLOGY CONTACT | SAFETY TEAM |
|---|---|---|---|---|
| Carol Rothgeb Ext. 5112<br>Twila Shields Ext. 5162 | Daniel Appel Ext. 5168<br>Diana Gillis Ext. 5163<br>Lisa Jones Ext. 5182<br>Sandy Love Ext. 5161 | Diana Gillis Ext. 5163 | Sandy Love Ext. 5161 | Jody Day* Ext. 5109<br>Daniel Appel* Ext. 5168<br>*(SLTAT Contact)*<br>Michael Smithart<br>Tooraj Adibzadeh<br>Lisa Jones<br>Gary Price |

| SCHOOL IMPROVEMENT TEAM |
|---|
| Sandy Love* Ext. 5161<br>Michael Smithart<br>Diana Gillis<br>Lisa Jones<br>Kristin Leonard<br>Brooke Parker |

*Denotes Team Contact/Lead

# Standard 9: Organizational Structure

*Emerald Coast Technical College (Main Campus)*

*2026-2027*

**WALTON COUNTY SCHOOL DISTRICT**

**SUPERINTENDENT OF SCHOOLS**
**Mr. A. Russell Hughes**
**Walton County School District**

**DIRECTOR**
**Michael Smithart**

**INSTITUTIONAL ADVISORY COMMITTEE**

CHIEF NURSING OFFICER
Kristin Leonard

HEALTH SERVICES ADMINISTRATOR
Susan Hebert

| ADMINISTRATIVE SUPPORT STAFF | INSTRUCTIONAL STAFF | | | | STUDENT SERVICES |
|---|---|---|---|---|---|
| | ADULT EDUCATION | CAREER TECHNICAL EDUCATION (CTE) | HEALTH SCIENCE CTE PROGRAMS | PROGRAMS | |
| School Bookkeeper<br>Stephanie Davis<br><br>Custodian<br>Jennifer Simpson<br>Ricky Traywick<br><br>Grant Writer & Public Relations Specialist<br>Diana Gillis<br><br>Project Specialist<br>Twila Shields<br><br>School Plant Manager<br>Tooraj Adibzadeh<br><br>School Resource Deputy<br>Jody Day<br><br>School Secretary<br>Elizabeth Sims | ABE / GED Preparation<br><br>DAY<br>Dawn Morgan<br><br>EVENING<br>Chastity McLaney<br><br>English Speakers of Other Languages (ESOL)<br>Maria Preis-Rogowski | Applied Cybersecurity, Computer Systems & Information Technology (CSIT), and Network Support Services<br>Sandy Love<br><br>Cosmetology<br>Erin Miller<br><br>Electricity<br>Johnny Lynch<br><br>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1&2<br>Jeffrey Falivene<br><br>Master Automotive Service Technology 1 & 2<br>Gary Price<br><br>Plumbing<br>Leonard DeMarco<br><br>Welding Technology and Welding Technology – Advanced<br>Welding Technology | Patient Care Technician & Phlebotomy<br>Deana Majors<br><br>Pharmacy Technician<br>Patricia Roman<br><br>Practical Nursing<br>DAY<br>Gina Johnson<br>Chelsea Standland<br><br>EVENING<br>Laura Kirk<br>Shannon Whitfield<br><br>Professional Nursing (LPN-RN)<br>Amber Watson | Specialized Career Education, Comprehensive<br><br>Specialized Career Education, Extended<br><br>PACE Transition Program Facilitator<br>Brook Spires<br><br>Instructor<br>Patricia Alred | Data Control Specialist<br>Carol Rothgeb<br><br>Financial Aid Officer<br>VA Certifying Official<br>Brooke Parker<br><br>School Secretary<br>Student Accounts<br>April Chambless<br><br>Student Services Dean<br>Lisa Jones<br><br>Test Administrator<br>Daniel Appel |

**STUDENTS**

**OCCUPATIONAL ADVISORY COMMITTEES**
**(Function in advisory capacity for each career technical education program.)**

*Emerald Coast Technical College @ Magnet Innovation Center - Watersound*

*(Instructional Service Center)*

*2026-2027*

**WALTON COUNTY SCHOOL DISTRICT**

**SUPERINTENDENT OF SCHOOLS**
**Mr. A. Russell Hughes**
**Walton County School District**

**DIRECTOR**
**Michael Smithart**

**PRINCIPAL**
**Onsite Administrator**
**Brad Drake**

**INSTITUTIONAL ADVISORY COMMITTEE**

CHIEF NURSING OFFICER
Kristin Leonard

| ADMINISTRATIVE SUPPORT STAFF | INSTRUCTIONAL STAFF | | STUDENT SERVICES |
|---|---|---|---|
| | CAREER TECHNICAL EDUCATION (CTE) | HEALTH SCIENCE CTE PROGRAMS | |
| School Bookkeeper<br>Stephanie Davis*<br><br>Grant Writer & Public Relations Specialist<br>Diana Gillis*<br><br>Project Specialist<br>Twila Shields*<br><br>School Plant Manager<br>Scott Simpson<br><br>School Resource Deputy<br>Alexis Post<br><br>School Secretary<br>Kim Griffin<br>Elizabeth Sims* (main campus)<br><br>School Counselor<br>Stephanie Hill | Applied Cybersecurity & Applied Information Technology<br>Glen Duvall | Practical Nursing<br>Melissa Mosier | Data Control Specialist<br>Carol Rothgeb*<br><br>Financial Aid Officer<br>VA Certifying Official<br>Brooke Parker*<br><br>School Secretary<br>Student Accounts<br>April Chambless*<br><br>Student Services Dean<br>Lisa Jones*<br><br>Test Administrator<br>Daniel Appel* |

STUDENTS

STUDENTS

**OCCUPATIONAL ADVISORY COMMITTEES**
**(Function in advisory capacity for each career technical education program.)**

**indicates shared staff.*

# Standard 10: Student Services and Activities

Instructor and Student Services Student Interview Procedures

Instructors will provide the Student Services Dean with an initial interview/orientation placement timeline no later than 30 days prior to beginning interviews. Student Services will provide completed files to the instructor prior to the initial interview for review. Once interviews are completed, the instructor will provide:

- a complete list of students interviewed indicating whether the applicant is accepted or not
- the acceptance/rejection letter and any other information instructor wishes to provide to students by snail mail and/or email information to all rejected or accepted students
- return the completed application file to the Student Services Dean

Student Services will file rejected applications into the vault for two years. The Student Services Dean and the Financial Aid officer will reach out to accepted students to initiate the registration process. Instructor will send letter to applicant.

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.

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 or Administration 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. 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 and receive an "F" in the current course. The student will be required to reenroll and pay for all tuition and fees associated with the failed course.

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. 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 a failing grade of "F" on his/her transcript.

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 postsecondary 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 section of the withdrawal form.

The withdrawal forms should be completed when the instructor receives notification from a student stating he/she will not be returning -OR- when a student exceeds the number of absences allowable, as outlined in the ECTC Student Handbook & Program Catalog.

Withdrawal forms should be completed within two class sessions (days) of a withdrawal.
Example: A postsecondary 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 "Forms" folder.

- The instructor will submit a withdrawal form to student services.
- The instructor will verify the grade recorded on the withdrawal form is correct and matches the grade in Focus.
- Withdrawal grades must be an reported as an "F" in Focus.
- The instructor will submit the withdrawal form to the Student Services Dean, who will route the withdrawal form to the Data Control Specialist, Financial Aid Officer, and Student Accounts.
- The Data Control Specialist will process the student withdrawal in Focus.
- Financial Aid will verify the status of funding for the student.
- Student Accounts will verify any outstanding balance.
- The Student Services Dean will scan the withdrawal form into the student's FOCUS portal on the student documentation screen and place a paper copy in the student's cumulative file.
- Instructors will complete program outcomes on the Individualized Student Plan (ISP) page in FOCUS portal for ALL withdrawals.

## Retention Plan

### Purpose

Retention is a key gauge of student 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.

The ECTC Retention Plan establishes a structured, equitable process to support student persistence, academic success, and program completion. The plan ensures consistent monitoring of student progress, early identification of barriers, and timely remediation interventions. The plan is reviewed annually. Students, faculty, and staff may submit written recommendations for improvements to Administration no later than April 30.

### Scope

The Retention Plan applies to all students enrolled in Career and Technical Education (CTE) and Adult Education programs at ECTC. Individual programs may have additional requirements outlined in program syllabi.

### Counseling and Student Academic Progress (SAP)

The Student Services Dean will create a Student Academic Progress form for students who fall below the minimum attendance threshold. 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

Students should be referred to the Financial Aid Officer if the student could 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.

### Satisfactory Academic Progress (SAP)

SAP is evaluated at least twice per year, or more frequently depending on program structure. SAP includes both qualitative and quantitative measures, such as grades, competencies, attendance, and pace of progress.

### Basic Skills Deficiency & Registration Remediation

During registration, the Student Services Dean will create a SAP Form for any student who does not achieve the minimum Basic Skills Test score required for a CTE program. Students must enroll in the Adult Education remediation program and attend weekly meetings with an instructor until requirements are met. Post-testing is administered as needed.

### Early Alert & Referral

Students showing signs of academic difficulty are identified through the Early Alert system, including attendance

issues, low grades, or skill deficiencies. Alerts must be addressed within 3 business days.

Remediation Steps
Step 1: Notification and Initial Meeting.
Step 2: Academic Improvement Plan (AIP).
Step 3: Progress Monitoring. Step
4: Academic Warning or Probation.
Step 5: Course/Clinical Remediation.
Step 6: Appeal Process.
Step 7: Good Standing or Program Exit.

Roles & Responsibilities
Students, Faculty, Program Leads, Student Services Dean, Adult Education Instructors, the Advisory Committee, and Administration each play a defined role in supporting student success.

Key Timelines
Early alert: 3 business days.
Duration: 4–8 weeks.
SAP reviews: twice yearly.
Appeals: within 5 business days.
Annual feedback deadline: April 30.

Documentation & Privacy
All SAP and remediation documentation is maintained securely and in compliance with FERPA.

Annual Review
The plan is evaluated annually using performance data and stakeholder feedback, with revisions published in the next Handbook & Catalog.

Grades
Instructors enter grades and verify attendance in Focus 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 registration process or program orientation.

Instructor Responsibilities
Instructors' 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 provide students with their cell numbers so students can contact them after hours if necessary. ROOMS is the Walton County School District's approved student/teacher; student/parent communication platform. To use ROOMS, you can download the mobile app from the Apple App Store or Google Play Store using the QR codes below.

iPhone Google Play

You can also use ROOMS on a desktop device by visiting www.thrillshare.com to login. You will receive a text message to authenticate your account and establish the connection between you and your student's teachers.

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

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 CTE 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 Student Handbook & Program Catalog, which is made publicly available at http://www.ECTC.edu. The program of study outlines the courses and occupational completion points required to complete the program.

Student Schedules

Students receive their schedules from Student Services during the registration process. 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 Focus portal and shared drive for review by instructors and other staff members.

Withdrawals and Program Outcome Forms

Instructors must enter earned OCPs on student withdrawal forms and complete program outcomes in the FOCUS portal on the ISP page as students exit programs.

Annual Report

The Project Specialist 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 Strategic Plan and School Improvement Plan (SIP). These plans focus on goals/objectives to improve student 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 the administration as part of instructor evaluations. As stated earlier, the evaluation of these results is often used to revise an institution's plans.

The Retention Plan, included in the Student Handbook & Program Catalog, is made publicly available on the ECTC website and is evaluated and revised annually. Input from the Institutional Advisory Committee is noted in the 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 Student Handbook & Program Catalog.

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 postsecondary career education opportunities, secondary education opportunities, and enrichment activities.

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 for COE accreditation must include COE's full address, phone number, fax number and website address.

Social Media

ECTC's Facebook https://www.facebook.com/EmeraldCoastTechnicalCollege and Instagram @ECTCFL pages are used to provide public information and promote the institution's mission in the community.

Public Information and Community Relations

Emerald Coast Technical College is an active member of the Walton Area Chamber of Commerce and Economic Development Alliance. Attending these meetings provides 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 an annual Career Fair, for local high school students as well as local industry partners.

Emerald Coast Technical College frequently participates in community events such as the Walton County Fair in order to connect with potential students and businesses.

## Student Records

Student enrollment, financial, academic, attendance and current educational progress records as well as program completion, job placement and if applicable, licensure exam pass rate status are available in Student Services at the main campus. 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 a 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 to be entered prior to accessing 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/out procedure. Only authorized administration, faculty and staff, wearing staff ID badges, are allowed to access 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 direct custody of an approved school records custodian.

Students may request official transcripts 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, period of enrollment, and certifications if applicable.

## Student Complaints and Grievances

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 the 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 the date of the 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://www.floridasnursing.gov. Information regarding these approvals may be provided through the administrative offices at ECTC.

*Emerald Coast Technical College and Emerald Coast Technical College @ Magnet Innovation Center - Watersound are accredited by the Commission of the Council on Occupational Education.* For grievances not settled at the institutional level, the Commission's contact information is:

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

## Placement Services Plan

### 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 instructor to coordinate placement services and liaison with potential employers and place their students. It is the responsibility of the Student Services Dean or Secretary to post and maintain a listing of employment opportunities and to notify instructors when employment opportunities arise. It is the responsibility of the Project Specialist to compile completion and placement on the COE Annual Report.

### 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 and student services personnel 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 students to search of and applying to jobs. Instructors complete program outcomes on the ISP page in the FOCUS portal 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 Employ Florida website and improving interview techniques.

### Employment Opportunities

Employment opportunities received from potential employers and agencies are found on the information board in the student lounge on both campuses. These listings are updated and maintained by the Student Services Dean or School Secretary.

### 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 regarding employment opportunities and industry changes this information should be documented 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 and send direct emails to current/former students whenever possible.

### Maintenance of Placement Records

The ISP Page is the primary document used to record student placement for program outcomes.

Instructors document student placement for program completion. Upon student's successful completion of a CTE program, the program outcome is updated by the instructor to record placement data and to note student contact information and employer/ job-related information.

The Project Specialist follows up with program outcomes to ensure placement data is being accurately and regularly reported. Reminders to complete program outcomes are in the Standard 3 section of this handbook and the end-of-the-year checklist. The Project Specialist follows up with outcomes while compiling ECTC's Annual Report.

Placement documentation is maintained in the FOCUS portal where it can be used to assist in the compilation of the COE 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.

## Effectiveness of Student Services Plan

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.

### Counseling

#### Academic and Career Counseling

Advisors are available on each campus to help with 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 Student Services Dean 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 Student Services Dean can help the student make informed career choices. The Student Services department is also available to help students 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 students in determining a workable schedule as well as assist in registering students for these services.

The goal of the Student Services department is to provide successful learning experiences 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 referrals 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 with selecting the financial assistance needed 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.

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 the program.

Personnel

Data Control Specialist
Financial Aid Officer
Student Accounts
Student Services Dean
Test 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, faculty, and 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 monthly to discuss day-to-day business, student services, issues and

department goals/challenges.

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 Student Resource Room at Emerald Coast Technical College @ Magnet Innovation Center – Watersound. All potential students should sign in with the school secretary as a visitor if they use 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.§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).*

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. Student Services 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, be specific in identifying 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 students in writing of the decision and the students' right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.

Adult Basic Education (ABE) Programs

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.

*Adult Basic Education* provides basic skills instruction (0.0-8.9) and critical thinking skills. Students entering this program might be interested in improving their language and math skills for personal satisfaction or treat it as a steppingstone in preparation for the GED tests.

*GED Preparation* consists of four content areas: Reasoning through Language Arts, Mathematics Reasoning, Science and Social Studies. The purpose of the program is to prepare students to obtain knowledge and skills necessary to pass the Official GED Test and be awarded a State of Florida High School Diploma and be prepared for postsecondary education.

*ESOL is designed for adult English Language Learners (ELL)* who want to acquire and/or improve the English language skills in four basic areas of Listening, Speaking, Reading, and Writing. The purpose of the program is twofold. Some students want to improve their language skills for personal satisfaction, to engage more fully in the community, to help with employment prospects, or to help their children with homework. Others have further education goals and dreams and are presented with more academic curriculum to help them prepare for passing their GED tests, which enables them to feed into the ECTC CTE programs or enter postsecondary educational institutions elsewhere.

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.

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 (Main Campus) and Emerald Coast Technical College @ Magnet Innovation Center – Watersound (Instructional Service Center). Students are reminded that Emerald Coast Technical College is a public school operated by the Walton County School District and that the Walton County School District publishes a Student Code of Conduct each year.

| FOR ECTC OFFICE STAFF USE ONLY | |
|---|---|
| Student Enrollment Date: | |
| Date Form Received: | |
| Received by: | |

# Student Appeal Form

Emerald Coast Technical College (Main Campus) and Emerald Coast Technical College @ Magnet Innovation Center – Watersound

**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.** 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 (ex. desire 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.* **Students will be notified in writing of the decision of the Appeals Committee.**

| STUDENT DEMOGRAPHIC INFORMATION | |
|---|---|
| Name | |
| Student Number | |
| Program of Enrollment | |
| Mailing Address | |
| Phone | |
| 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.*

**Type of Appeal Being Submitted: *Please check the request preference*.**

☐ 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.*

**Submission Steps:** *For all appeals, please submit this form with full documentation to Student Services for review.*

| | | | | | |
|---|---|---|---|---|---|
| 1 | Meet with the instructor and attempt to resolve the issue. | Approved | ☐ | Denied | ☐ |
| 2 | Meet with Student Services on the ECTC campus. | Approved | ☐ | Denied | ☐ |
| 3 | Financial Aid Verified. | Verified | ☐ | Needs Review | ☐ |
| | Resolution | | | | |
| 4 | What is the situation or action for need of requesting an appeal?<br>*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 needed/seeking.<br>*For example, if re-enrollment in the program, state "Re-enrollment in Program."* | | | | |
| | | | | | |
| 6 | Please provide an explanation of any previous attempts to resolve this matter.<br>*Please reference #1, 2, and 3 if appropriate.* | | | | |
| | | | | | |
| 7 | Please submit any supplementary information for the appeals committee's consideration.<br>*Attach additional paper, if needed.* | | | | |
| | | | | | |

Student Signature _____ Signature Date _____

## APPEALS COMMITTEE FINAL DECISION

Date of Committee Proposed Action _____

Action Recommended by Committee

- Approved ☐
- Denied ☐
- Probational Approval ☐

| Comments |
| --- |
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**ECTC Mission Statement: We prepare and empower today's students to meet the demands of an evolving and competitive workforce.**

Administration, Faculty and Staff Directory

*Emerald Coast Technical College (Main Campus)*

*761 N. 20th Street, DeFuniak Springs, FL 32433*

## ADMINISTRATION

| NAME | TITLE | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Smithart, Michael | Director | Michael.Smithart@walton.k12.fl.us | 5110 |
| Hebert, Susan | Health Services Administrator | HebertS@walton.k12.fl.us | 5177 |
| Leonard, Kristin | Chief Nursing Officer | Kristin.Leonard@walton.k12.fl.us | 5183 |

## ADMINISTRATIVE SUPPORT

| NAME | TITLE | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Adibzadeh, Tooraj | School Plant Manager | AdibzadehT@walton.k12.fl.us | 5170 |
| Davis, Stephanie | School 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 |
| Shields, Twila | Project Specialist | ShieldsT@walton.k12.fl.us | 5162 |
| Simpson, Jennifer | Custodian | Jennifer.Simpson@walton.k12.fl.us | 5170 |
| Sims, Elizabeth | School Secretary | Elizabeth.Sims@walton.k12.fl.us | 5101 |
| Traywick, Ricky | Custodian | Ricky.Traywick@walton.k12.fl.us | 5170 |

## STUDENT SERVICES

| NAME | TITLE | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Appel, Daniel | Test Administrator | AppelD@walton.k12.fl.us | 5168 |
| Chambless, April | Student Accounts | April.Chambless@walton.k12.fl.us | 5111 |
| Jones, Lisa | Student Services Dean | JonesL@walton.k12.fl.us | 5163 |
| Parker, Brooke | Financial Aid Officer/VA Certifying Official | Brooke.Parker@walton.k12.fl.us | 5185 |
| Rothgeb, Carol | Data Control Specialist | RothgebC@walton.k12.fl.us | 5112 |

## INSTRUCTORS

| NAME | PROGRAM(S) | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Morgan, Dawn | Adult General Education (Day) | MorganD@walton.k12.fl.us | 5175 |
| McLaney, Chastity | Adult General Education (Evening) | McLaneyC@walton.k12.fl.us | 5175 |
| Pres-Rogowski, Maria | ESOL Instructor | Maria.Pres-Rogowski@walton.k12.fl.us | 5169 |
| Love, Sandy | Applied Cybersecurity, Computer Systems & Information Technology (CSIT), and Network Support Services | LoveS@walton.k12.fl.us | 5161 |
| Miller, Erin | Cosmetology | MillerE@walton.k12.fl.us | 5155 |
| Lynch, Johnny | Electricity | Johnny.Lynch@walton.k12.fl.us | 5151 |
| Falivene, Jeffrey | Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2 | Jeffrey.Falivene@walton.k12.fl.us | 5165 |
| Price, Gary | Master Automotive Service Technology 1 & 2 | PriceG@walton.k12.fl.us | 5160 |
| Majors, Deana | Patient Care Technician / Phlebotomy | MajorsD@walton.k12.fl.us | 5172 |
| Roman, Patricia | Pharmacy Technician | Patricia.Roman@walton.k12.fl.us | 5147 |
| DeMarco, Leonard | Plumbing | Leonard.Demarco@walton.k12.fl.us | 5148 |
| Johnson, Gina | Practical Nursing (Day) | Gina.Johnson@walton.k12.fl.us | 5159 |
| Kirk, Laura | Practical Nursing (Eve.) | Laura.Kirk@walton.k12.fl.us | 5158 |
| Standland, Chelsea | Practical Nursing (Day) | Chelsea.Standland@walton.k12.fl.us | 5141 |
| Whitfield, Shannon | Practical Nursing (Eve.) | Shannon.Whitfield@walton.k12.fl.us | 5149 |
| Watson, Amber | Professional Nursing (LPN-RN) | Amber.watson@walton.k12.fl.us | 5453 |
| Alred, Patricia | Specialized Career Instruction - Comprehensive | Patricia.Alred@walton.k12.fl.us | 5174 |
| Spires, Brook | Transition Program Facilitator | Brook.Spires@walton.k12.fl.us | 5109 |
| Miller, Walter | Welding Technology & Welding Technology – Advanced | Walter.Miller@walton.k12.fl.us | 5152 |

# Administration, Faculty and Staff Directory

*Emerald Coast Technical College @ Magnet Innovation Center – Watersound*

*133 S. Watersound Parkway, Inlet Beach, FL 32461*

## ADMINISTRATION

| NAME | TITLE | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Smithart, Michael | Director* | Michael.Smithart@walton.k12.fl.us | 5110 |
| Drake, Todd | Principal, On-Site Administrator | Todd.Drake@walton.k12.fl.us | 5410 |
| Leonard, Kristin | Chief Nursing Officer* | Kristin.Leonard@walton.k12.fl.us | 5183 |

## ADMINISTRATIVE SUPPORT

| NAME | TITLE | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Davis, Stephanie | School Bookkeeper* | DavisS@walton.k12.fl.us | 5102 |
| Gillis, Diana | Grant Writer & Public Relations Specialist* | GillisD@walton.k12.fl.us | 5163 |
| Griffin, Kim | School Secretary (on site) | Kim.Griffin@walton.k12.fl.us | 5401 |
| Hill, Stephanie | School Counselor | Stephanie.Hill@walton.k12.fl.us | 5428 |
| Post, Alexis | School Resource Deputy | Alexis.Post@walton.k12.fl.us | 5427 |
| Shields, Twila | Project Specialist* | ShieldsT@walton.k12.fl.us | 5162 |
| Simpson, Scott | School Plant Manager | Scott.Simpson@walton.k12.fl.us | 5419 |
| Sims, Elizabeth | School Secretary* | Elizabeth.Sims@walton.k12.fl.us | 5101 |

## STUDENT SERVICES

| NAME | TITLE | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Appel, Daniel | Test Administrator* | AppelD@walton.k12.fl.us | 5168 |
| Chambless, April | Student Accounts* | April.Chambless@walton.k12.fl.us | 5111 |
| Jones, Lisa | Student Services Dean* | JonesL@walton.k12.fl.us | 5163 |
| Parker, Brooke | Financial Aid Officer/VA Certifying Official* | Brooke.Parker@walton.k12.fl.us | 5185 |
| Rothgeb, Carol | Data Control Specialist* | RothgebC@walton.k12.fl.us | 5112 |

## INSTRUCTORS

| NAME | PROGRAM(S) | EMAIL ADDRESS | EXT. |
|---|---|---|---|
| Duvall, Glen | Applied Cybersecurity & Applied Information Technology | Glen.Duvall@walton.k12.fl.us | 5450 |
| Mosier, Melissa | Practical Nursing | Melissa.Mosier@walton.k12.fl.us | 5454 |

**Denotes shared staff for Main Campus and Instructional Service Center*

Acronyms

| | |
|---|---|
| ABE | Adult Basic Education |
| AC | Annual Contract |
| ADA | Americans with Disabilities Act |
| AED | Automated External Defibrillator |
| ALICE | Alert, Lockdown, Inform, Counter, Evacuate |
| APP | Application |
| ASE | Automotive Service Excellence |
| BYOD | Bring Your Own Device |
| CASAS | Comprehensive Adult Student Assessment Systems |
| CC | Continuing Contract |
| CNA | Certified Nursing Assistant |
| COE | Council on Occupational Education |
| CPL | Completion, Placement, Licensure |
| CPR | Cardiopulmonary Resuscitation |
| CSIT | Computer Systems & Information Technology |
| CTE | Career Technical Education |
| DP | Deliberate Practice |
| DROP | Deferred Retirement Option Program |
| ECTC | Emerald Coast Technical College |
| EEO | Equal Employment Opportunity |
| ELL | English Language Learners |
| EPIC | Excellence, Professionalism, Innovation, Collaboration |
| ESCO | Energy Service Company |
| EVE | Evening |
| FAC | Florida Administrative Code |
| FAFSA | Free Application for Federal Student Aid |
| FDLE | Florida Department of Law Enforcement |
| FERPA | Family Educational Rights and Privacy Act |
| FLDOE | Florida Department of Education |
| FMLA | Family and Medical Leave Act of 1993 |
| FRS | Florida Retirement System |
| FSA | Florida Standards Assessment |
| GB | Gigabytes |
| GED | General Education Development |
| IAC | Institutional Advisory Committee |
| ID | Identification |
| ISP | Individualized Student Plan |
| ITS | Information Transport Solutions |
| HVAC/R | Heating Ventilation Air-Conditioning/Refrigeration |
| LLC | Limited Liability Company |
| LOA | Leave of Absence |
| Mbps | Megabits Per Second |
| MIS | Management Information Services |
| NATE | North American Technician Excellence |
| NCCER | National Center for Construction Education and Research |

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|---|---|
| NEAT | Notice, Explanation, Assistance, Time |
| NHA | National Healthcareer Association |
| OAC | Occupational Advisory Committee |
| OCP | Occupational Completion Point |
| OPS | Other Personnel Services |
| PAEC | Panhandle Area Education Consortium |
| PERT | Postsecondary Education Readiness Test |
| PLC | Professional Learning Community |
| PLF | Professional Learning Facilitator |
| PSC | Professional Service Contract |
| PSC/CC | Professional Service Contract/Continuing Contract |
| SAP | Student Academic Progress |
| SAVE | Sexual Violence Elimination Act |
| SCCM | System Center Configuration Manager |
| 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 |
| TDE | Temporary Duty Elsewhere |
| TEAS | Test of Essential Academic Skills |
| VA | Veterans Affairs |
| VAM | Value-Added Model |
| VoIP | Voice over Internet Protocol |
| WAN | Wide-Area Network |
| WCEA | Walton County Education Association |
| WCSB | Walton County School Board |
| WCSD | Walton County School District |