SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
August 12, 2025

AGENDA

Call to Order – Immediately following the Workshop

The Superintendent recommends approval to adopt the agenda.

1. The Superintendent recommends approval to advertise proposed rules relating to additions and revisions to the Suwannee County School Board Policy Manual and Student Conduct and Discipline Code, as follows: (Copies are available for review in the office of the Assistant Superintendent of Administration.)

#3.06	Safe and Secure Schools and Progressive Discipline Policy for School Safety Violations **(pgs. 4-19)**
#3.30	Automatic External Defibrillator **(pgs. 20-21)**
#5.04	Student Attendance **(pgs. 22-23)**
#5.13	Zero Tolerance for School Related Crimes **(pgs. 24-30)**
#5.15	Administration of Medication **(pgs. 31-37)**
#5.25	Student Use of Cellular Telephones/Devices **(pgs. 38-39)**
#5.35	Foreign Exchange Students **(pgs. 40-41)**
#6.17	Employment of Non degreed Vocational and Adult Instructional, and Fine and Performing Arts Personnel **(pg. 42)**
#6.19	Certification of Administrative and Instructional Personnel **(pgs. 43-45)**
#6.103	Appointment or Employee Requirements **(pgs. 46-54)**
#8.13	Student Transportation **(pgs. 55-57)**
#8.28	Change Orders **(pgs. 58-59)**
N/A	Student Conduct and Discipline Code **(pgs. 60-99)**

2. The Superintendent recommends approval of the following contract/agreement for the 2025-2026 school year: (Note: This contract has been reviewed and approved as to form and sufficiency by Board Attorney Leonard Dietzen.)

#2026-59	SchoolCafé Family Hub Service Agreement between Cybersoft Technologies, Inc. and the Suwannee County School Board, to provide an online system for managing and paying for student meals. (*New*) **(pgs. 100-106)**

3. The Superintendent recommends approval of the following curriculum items:

   a. 2025-2026 School Calendar (*Revised*) **(pgs. 107-108)**
   b. 2026-2027 School Calendar (*New*) **(pgs. 109-110)**

4. The Superintendent recommends approval of the following forms:

#5100-109	CTE Program Liability Release (*New*) **(pgs. 111-112)**
#5100-110	Assumption of Risk, Waiver, Release & Hold Harmless, Voluntary Extracurricular Activities (*New*) **(pg. 113)**

5. The Superintendent recommends approval of the 2025-2026 School Improvement Plans for all District schools. (Copies are available for review in the office of the Assistant Superintendent of Instruction.)

6. The Superintendent recommends approval of the 2025-2026 Program Cost Sheets, for RIVEROAK Technical College. **(pgs. 114-132)**

7. The Superintendent recommends approval of the 2025-2026 Student Catalog for RIVEROAK Technical College. **(pgs. 133-191)**

8. The Superintendent recommends approval of the 2025-2026 Student Handbook for RIVEROAK Technical College. **(pgs. 192-232)**

9. Expulsion

   a. **Case #2425-24**: The Superintendent recommends expulsion of the student through the remainder of the 2024-2025 school year and all of the 2025-26 school year. (*Final Action*)

10. Human Resources Transactions **(pgs. 233-234)**

Adjourn

School Board Policies
Summer 2025
North East Florida Educational Consortium

Policy #	Req	Proc	Status	Option	Policy Title	Comments/Reason
3.06	X		Revision		Safe and Secure Schools	Amended 1.006.07
3.30	X	X	Revision		Automatic External Defibrillator	Amended 1003.457
5.04	X	X	Revision		Student Attendance	Amended 985.03 and 1003.27
5.13	X	X	Revision		Zero Tolerance for School Related Crimes	Amended 1006.07; 1006.08
~~5.15~~	~~X~~	~~X~~	~~Revision~~	~~1~~	~~Administration of Medication~~	~~Amended 1002.20~~
5.15	X	X	Revision	2	Administration of Medication	Amended 1002.20
~~5.25~~	~~X~~		~~Revision~~	~~1~~	~~Student Use of Cellular Telephones/Devices~~	~~Amended 1006.07~~
5.25	X	X	Revision	2	Student Use of Cellular Telephones/Devices	Amended 1006.07
5.35	X		Revision		Foreign Exchange Students	Updated for federal information
6.17	X		Revision		Employment of nondegreed Personnel	Amended 1012.39
6.19	X		Revision		Certification of Administrative & Instructional Personnel	Amended 1012.56. 1012.315
6.103	X		Revision	1	Appointment or Employee Requirements	1012.22, 1012.799
~~6.103~~	~~X~~		~~Revision~~	~~2~~	~~Appointment or Employee Requirements~~	~~1012.22, 1012.799~~
~~8.13~~	~~X~~		~~Revision~~	~~1~~	~~Student Transportation~~	~~Amended 810.097~~
8.13	X		Revision	2	Student Transportation	Amended 810.097
8.28	X	X	Revision		Change Orders	Amended 218.755

SAFE AND SECURE SCHOOLS AND PROGRESSIVE	3.06
DISCIPLINE POLICY FOR SCHOOL SAFETY VIOLATIONS	

POLICY:

I. Introduction

The Suwannee County School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons. Maintaining a safe environment is the responsibility for all personnel. All exterior and interior doors, gates, and other access points shall remain locked when students are present. All instructional and administrative personnel, as defined in F.S. 1012.01(2) and (3), who knowingly violate the school safety requirements in Section VI.F shall be subject to progressive discipline as provided in Section X. Shop doors that are inside secured areas may be opened for air flow/ventilation when personnel are present and the doors are under direct observation. All SCSB personnel are required to wear their issued CrisisAlert badge on the same tab or lanyard as their access/identification badge at all times, and sball be subject to discipline, up to and including termination, for failing to comply with this requirement.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).

B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.

C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.

E. No person except law enforcement, security officers, and other legally identified individuals may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events. However, District employees may possess a securely encased concealed firearm in their vehicle in accordance with F.S. 790.25(4).

III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Live Oak Police Department All Emergencies
Suwannee County Sheriff's Department All Emergencies

IV. Safety and Security – Emergency Plans

A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators,

representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Suwannee County Health Department. The District's Emergency Response Plan (ERP) is a comprehensive guide that covers all aspects of school safety such as locked doors. The best practice for securing classroom doors is by keeping the door LOCKED at all times. Additionally, as a component of the ERP, SCSB personnel are required to wear their issued CrisisAlert badge at all times to facilitate crisis notifications to the local 911 call center.

B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.

C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of:

(a) reviewing the current School Safety and Security Plan and the results of the self-assessment;

(b) identifying necessary modifications to the plan;

(c) identifying additional necessary training for staff and students; and

(d) discussing any other related matters deemed necessary by the meeting participants.

D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval of appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public

record. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.

E. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

F. Emergency management and preparedness procedures for active shooter situations shall engage the participation of the District's Director of School Safety, threat assessment team members, faculty, staff, and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

   i. Accommodations for drills conducted at exceptional student education centers may be provided.

G. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

H. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Management

A. The primary purpose of a threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. The Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and

students. The goal of the threat management process is to prevent violence or harm to members of the school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.

B. The Board authorizes the Superintendent to designate a Threat Management Coordinator, a District Threat Management Team and school-based threat management teams.

1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public K-12 schools, including charter schools sponsored by the District. The DTMC must:

a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.
c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.

d. Assist School Based Threat Management Teams in the District.

2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration, and persons with expertise.

3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.

a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.

b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).

c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process.

d. All members of the threat management team must be involved in the threat management process and final decision making.

e. Parental Notification

   i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student concern.

   ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.

   iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. 1006.07 are met.

iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).

v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.

vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.

4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.

5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.

6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

7. The threat management team must plan for the implementation and

monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

8. Upon the student's transfer to a different school, the threat management team must verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.

VI. Safety – Procedures

A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.

B. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency. Safety procedures should also identify personnel who are not in compliance with the requirement to wear their issued CrisisAlert badge and/or access/identification badge.

C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus)

shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator, or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;

3. Identifying and reporting hazardous areas requiring corrective measures; and

4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.

D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

E. Parents and legal guardians have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

   1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

   2. Prior to the start of each school year, or at the time of a student's enrollment, if during the school year, the District shall make training available for parents and guardians on the use of

FortifyFL. The training must explain the potential disciplinary actions and potential criminal charges that may result as a consequence for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school sponsored activity. The information concerning criminal charges must include a summary of Sections 790.162, 790.163, 836.10 and 837.05, F.S., and the penalties for violating those statutes.

3. Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and include the possible school disciplinary actions as well as the potential for criminal charges as a result of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

F. All exterior and interior doors shall remain locked when students are present. Shop doors may be opened for air flow/ventilation when personnel are present and the doors are under direct observation.

a. All gates or other access points that restrict ingress to or egress from a school campus shall remain closed and locked when students are on campus. A gate or other campus access point may not be open or unlocked, regardless of whether it is during normal school hours, unless:

   i. Attended or actively staffed by a person when students are on campus;
   ii. The use is in accordance with a shared use agreement; or
   iii. The school safety specialist, or his or her designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the gate or other access point is not subject to this requirement based upon other safety measures at the school.

b. All school classrooms and other instructional spaces must be

locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces. If a classroom or other instructional space door must be left unlocked or open for any reason other than between class periods when students are moving between classrooms or other instructional spaces, the door must be actively staffed by a person standing or seated at the door.

c. All campus access doors, gates, and other access points that allow ingress to or egress from a school building shall remain closed and locked at all times to prevent ingress, unless a person is actively entering or exiting the door, gate, or other access point or the school safety specialist, or his or her designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the open and unlocked door, gate, or other access point is not subject to this requirement based upon other safety measures at the school.

G. **All SCSB personnel are required to wear their issued CrisisAlert badge on the same tab or lanyard as their access/identification badge at all times. Personnel who do not comply with this requirement shall be subject to disciplinary action, including termination.**

VII. Safety – Violence Prevention

A. The Superintendent shall develop a violence prevention plan for use by each school.

B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

C. Violence prevention also includes to prompt and immediate notification of law enforcement personnel to address violent acts on all Suwannee County School Board property through the use of the CrisisAlert badge or cell phones.

VIII. Security

A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).

B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus.

C. When students are on campus, all gates or other access points that restrict ingress to or egress from the "exclusive zone" (the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point of entry) of a campus shall remain closed and locked. Gates or other access points to or from the exclusive zone shall remain closed and locked when students are on campus. ~~Unless~~ unless the gate or access point is attended or actively staffed, another closed and locked gate or access point separates the open or unlocked gate from areas occupied by students, or the use complies with a shared use agreement. ~~the security procedures shall state how all gates or other access points will remain closed and locked.~~ If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, or if the space is designed as an open area for career and technical instruction where locking the door affects the health and safety of the students, said ~~the~~ determination(s) must be documented in the FSSAT.

D. Within the first ten (10) days of school, students must be notified of the safest areas to shelter in a classroom/instructional space. The safety areas for students to shelter within the classrooms/ instructional spaces must be clearly marked. All classrooms/instructional spaces must be locked or actively staffed when occupied hy students, except between class periods.

E. The Superintendent shall designate an administrator or law enforcement officer employed by the Suwannee County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for

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all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.
2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
3. No later than November 1 of each year, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.
4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.
5. The School Safety Specialist will develop a process related to safety used to identify and correct instances of noncompliance at the school.
    a. On a quarterly basis, the School Safety Specialist will report to the Superintendent and School Board any non-compliance with school safety laws or rules.
    b. Deficiencies relating to safe-school officer coverage must be resolved by the next school day.
    c. Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.

6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools, and perform inspections for safe school compliance. The School Safety Specialist must notify and report to the Superintendent, or charter school principal if involving a charter school, any violations are discovered or non-compliance of the safe school requirements is suspected.

F. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board forreview.

G. Each school's emergency plan shall include security provisions including emergency lockdown procedures.

H. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.

I. Adhering to background screening procedures for all staff, volunteers and mentors.

J. Security trailers may be located on school property.

IX. Mental Health

A. The School Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. working with the Office of Safe Schools;

2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;

3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;

4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;

5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and

6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district school board.

X. Progressive Discipline for Violations of School Safety Requirements

A. Forms of Discipline:

(a) The forms of discipline that may be imposed by the District include, but are not limited to:

- verbal warning;
- written warning or reprimand;
- probation;
- suspension without pay;
- dismissal/termination or discharge from employment.

(b) Other forms of discipline, including any combination of the forms described above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

(c) The District retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 316.614, 790.115, 790.25, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

F.S. STATE BOARD OF EDUCATION RULE(S): 6A-1.0403, 6A-3.0171

History:
Adopted:

Revision Date(s): 12/17/02, 4/27/10, 5/22/2018, 9/25/2018, 11/19/2019, 12/15/2020, 4/27/2021, 10/26/2021, 1/25/2022, 8/23/2022, 1/23/2024, 9/24/2024, 6/24/25

Formerly: Campus Disorders and Trespassing 3.06; Safe and Secure Schools 3.06

AUTOMATIC EXTERNAL DEFIBRILLATORS **3.30+**

POLICY:

I. The School Board authorizes the use of an automatic external defibrillator (AED) in a perceived medical emergency.

II. Using evidence-based core elements as well as considering recommendations by the American Heart Association, each school shall develop a plan for urgent life-saving emergencies (PULSE) to address the appropriate use of school personnel needed to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds.

~~II.~~III. All persons who are reasonably expected to use an AED shall be trained in first aid, cardiopulmonary resuscitation, and how to use the defibrillator device. Employees or volunteers ~~expected to use an AED~~ must complete a course in cardiopulmonary resuscitation (CPR) or a basic first aid course, ~~which includes CPR~~ and demonstrate~~d~~ proficiency in the use of a defibrillator.

~~III.~~IV. Each school must have at least one operational automated external defibrillator on school grounds. In addition, ~~E~~each school that is a member of the Florida High School Athletic Association ~~shall~~ must have ~~an~~ a separate operational AED on school grounds for all athletic activities, including those held outside of the school year. The device(s) shall be available in a clearly marked and publicized location(s) ~~for all athletic activities, including those held outside of the school year~~. The location(s) of the device(s) shall be registered with the local emergency medical services director. All persons reasonably expected to use the device shall be notified annually in writing of the location of each AED on school grounds.

~~IV.~~V. The Superintendent or designee shall develop procedures to implement this policy. School officials shall work with local emergency service providers to integrate the PULSE into the community's emergency responder protocols and ~~The~~ procedures. The protocols and procedures shall be reviewed annually and approved by the local emergency medical

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services director.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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LAW(S) IMPLEMENTED: 401.2915, 768.1325, 1001.42, 1001.43, 1006.165, F.S.

History:	Adopted: 2/28/2012 Revision Date(s): 12/15/2020 Formerly: New

STUDENT ATTENDANCE **5.04***

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I. A student who is absent without the principal's approval shall have his/her parent(s) or legal guardian as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the *Code of Student Conduct.*

II. The *Code of Student Conduct* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

III. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rule.

IV. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.

V. Student absences must be tracked on a daily basis and parents contacted as required by law.

VI. A person designated by the Superintendent or his/her designee shall investigate truancy problems and non-enrollment issues.

A. When a student who is subject to compulsory school attendance has been absent as set forth in F.S. 1003.26, the Superintendent/designee may file a truancy petition seeking early truancy intervention with the circuit court.

i The Superintendent/designee may also refer the student to a child study team for review and recommendations on remediating the truancy; or

ii The Superintendent/designee may refer the case to the department of Juvenile Justice's authorized agent for families in need of services.

B. When a student subject to compulsory school attendance is required to be enrolled in school and is not enrolled, the Superintendent/designee:

i Must report the case to the Superintendent. The Superintendent must refer the case to the child study team at the school; and
ii May refer the case to the Department of Juvenile Justice's authorized agent for families in need of services.
If the parent refuses to cooperate or enroll the child in school within 15 days after referral of the case to the child study team, the Superintendent must make a report to law enforcement and refer the case to the Office of the State Attorney. The Superintendent/designee must give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance.

C. The Superintendent/designee will distribute the Department of Children and Families information guide that explains the process for obtaining assistance for a child in need of services or for a family in need of services and the community services and/or resources available to parents upon request or deemed to he in need including parents of truant children.

VII. A student who may be exhibiting a pattern of non-attendance or who has fewer absences than the number required by s. 1003.26 (1) (b), at the discretion of the principal, may be referred to a Child Study Team to determine if early patterns of truancy are developing.

STATUTORY AUTHORITY: 1001.41, 1001.42,

F.S.LAW(S) IMPLEMENTED: 985.03, 1000.21,1001.43, 1003.21, 1003.23, 1003.24, 1003.26, 1003.27 F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.044, 6A-1.09514

History:	Adopted: 08/22/06 Revision Date(s): 5/25/10 Formerly:

ZERO TOLERANCE FOR SCHOOL- RELATED VIOLENT CRIMES 5.13*

POLICY:

I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the State Board of Education's zero tolerance policy as outlined in Florida Statutes.

II. Acts that pose a threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Students found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall he brought before the Board for expulsion or expelled from their regular school, unless the superintendent requests in writing that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:

A. Such acts include but are not limited to:

1. homicide (murder, manslaughter);
2. sexual battery;
3. armed robbery;
4. aggravated battery;
5. battery or aggravated battery on teacher or other school personnel

6. assault or aggravated assault on teacher or other school personnel

7. kidnapping or abduction;

8. arson;

9. possession, use or sale of any firearm or weapon;

10. possession, use or sale of a controlled substance;

11. possession, use or sale of any explosive device;

12. threat or false report to do harm related to bombs or weapons, or

13. victimization of students.

The expulsion limit is mandatory for a minimum of one (1) full year from the student's regular school.

B. Prior to taking such action against any student, the School Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in State Board of Education Rule 6A-6.0331. This provision shall not be construed to remove a School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.

C. The School Board may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.

D. Local law enforcement authorities shall be notified immediately when one of the offenses listed above is committed on school property, on school- sponsored transportation, or during a school-

sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

E. The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. Annually, the principal shall review school discipline data with the school advisory council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to:

A. Cellular telephone violation;

B. Defiance of authority;

C. Disruption, minor;

D. Dress code violation;

E. Eating or drinking on the bus;

F. Forgery;

G. Horseplay;

H. Leaving campus without permission;

I. Lying or misrepresentation;

J. Profanity;

K. Vehicle parking violation.

IV. The District shall establish agreements with the county sheriff's office and

local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

A. Alcohol violation;

B. Alcohol, sale or distribution;

C. Arson;

D. Battery;

E. Bomb or biochemical threat;

F. Breaking and entering or burglary;

G. Disruption of school, major;

H. Drug use, sale or distribution;

I. Explosives, possession or use;

J. Extortion;

K. False alarm;

L. Firearms violation;

M. Gang-related activity;

N. Hate crime;

O. Illegal organization, membership;

P. Robbery;

Q. Sexual battery;

R. Sexual harassment;

S. Sexual misconduct;

T. Sexual offense;

U. Stalking;

V. Trespassing;

W. Weapons violation;

X. Any felony as defined by Florida Statutes.

VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.

VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.

VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system, unless the superintendent requests that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:

A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school- sponsored transportation or possessing a firearm at school.

B. Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.

D. Hazing as defined in 1006.135, Florida Statutes.

IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

X. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

XI. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

XII. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

XIII. Before the expiration of an expulsion period, the threat management team will meet to make a recommendation to the Superintendent on whether the expulsion period should be extended. Upon receiving the threat management team's recommendation, the Superintendent will determine if the expulsion period will be extended and, if the expulsion period is extended, what educational services will be provided. Written notice shall be given to the student and the student's parent(s) of the recommendation to extend the expulsion period in accordance with Section 1006.08(1).

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~~XIII.~~XIV. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

~~XIV.~~XV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04, 1001.42, 1001.43, 1001.54, 1003.31, 1003.42, 1006.07, 1006.08, 1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.03311

History:

Adopted:

Revision Date(s): 11/21/2000, 2/23/10, 3/22/2011, 9/25/2018, 7/23/2019, 11/19/2019, 1/23/2024

ADMINISTRATION OF MEDICATION 5.15

POLICY:

I. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the registered nurse at each school.

II. Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The Student Conduct and Discipline Code shall set forth provisions for administering medications.

III. Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.

IV. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent or guardian.

V. Instructions for the use of the medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner and/or described on the medication container provided by the Florida licensed prescribing healthcare practitioner or pharmacist.

VI. All medications shall be delivered to the school office/clinic with a Medication Authorization Form completed and signed by the student's parent(s) or legal guardian and the Florida licensed prescribing healthcare practitioner, to grant permission for administering all medication. The form must include the following:

A. Name of Student;

B. Diagnosis;

C. Reason the medication must be given during the school day;

D. Name and purpose of medication;

E. Time and/or condition under which the medication is to be given;

F. Specific instructions on the administration of the medication as stated in Section IV above;

G. Approximate duration of medication to include beginning and ending date;

H. Allergies; and

I. Side effects;

VII. Receipt, Storage, Control and Return of Medications

A. All medications being received by Suwannee District Schools, must be counted with the parent/adult delivering the medication and a school health staff person and/or a district school board employee who is receiving the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person delivering the medication(s) and the person receiving the medication(s);

B. All medications being returned to parents/adults shall be counted with the parent/adult receiving the medication and a school health staff person and/or a district school board employee who is returning the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and the person receiving the medication(s);

C. All medication(s) to be administered to a student/students by designated and trained staff members while a student/students are away from school property and/or on official school business shall be counted with designated and trained staff members receiving the medication(s) and the school nurse or a school health staff person who is releasing the medication(s). Verification of the count shall be made in writing on the Medication Administration Log Notes by the person receiving the medication(s) and the person releasing the medication(s);

D. All medications being returned to the school nurse/school health staff by designated and trained staff members shall be counted with designated and trained staff members returning the medication(s) and the school nurse or a school health staff person who is receiving the medication(s). Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and

the person receiving the medication(s);

E. Each prescribed medication to be administered by district school board personnel/school health staff shall be received and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the school principal and/or the school nurse.

F. Only medication in its ORIGINAL container from the store, the Florida licensed prescribing healthcare practitioner, or pharmacy will be accepted.

G. All Non-Prescription/Over the Counter medications must be received by school board personnel /school staff in a sealed, unopened container with the student's name clearly written on the container.

H. A separate Medication Authorization Form must be completed for each medication that must be given during school hours or school sponsored activities.

VIII. Changes to Medications

A new prescription bottle with correct labeling and a new Authorization for Medication Administration Form, completed by the student's parent(s)/guardian(s) and the Florida licensed prescribing healthcare practitioner, is required for any dosage changes.

A. School health staff/district school board personnel cannot begin or discontinue medications, alter or change dosages or times of administration without a new, Medication Authorization Form, being completed by the parent(s)/guardian(s) and the Florida licensed prescribing healthcare practitioner.

B. Prescription labels shall not be altered with handwriting by a parent/guardian, school board personnel, or school health staff.

IX. The first dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

X. All medication which is kept at school/on school board property shall be stored in a secure place under lock and key with the student's name attached and clearly visible (except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis and/or diabetes). Only authorized district school board personnel /school staff who have been designated by the principal and/or trained by the school nurse can have access to and administer said medication.

XI. Emergency Injectable Medications such as Epi-pens, Glucagon, etc. must be accessible immediately in case of an emergency. Only these medications with the exception of inhalers will leave the building in the event of an emergency. These medications should be kept in the clinic. It is not recommended to keep emergency medications in the classroom unless the student has been checked off to self-carry.

Emergency Injectable Medications may be kept in a secure but unlocked location in the clinic. If stored this way, there should be a sign on the outside of the medication cabinet indicating where the emergency medications are located.

A. All schools serving students in K-8 shall provide training to an adequate number of school personnel and contracted personnel on the recognition of an anaphylactic reaction and the administration of epinephrine delivery device.

B. For a student in grades K-8 that has an emergency action plan for anaphylaxis, the plan must be accessible at all times when the student is on school grounds, whether during the school day or participating at school in a school-sponsored activities.

XII. No medications (prescription or non-prescription), with an expired prescription date or that is past the manufacturers' expiration date will be administered at school or during school sponsored activities.

XIII. Special Conditions

A student with a special health condition(s) such as asthma, pancreatic insufficiency or cystic fibrosis, diabetes, or who has experienced or is at risk for life-threatening allergic reactions, may carry and self-administer

prescription medication for emergency situations and/or for the treatment of pancreatic insufficiency or cystic fibrosis, asthma and/or diabetes, as approved by his/her Florida licensed prescribing healthcare practitioner and his/her parent/guardian. The approval of the Florida licensed prescribing healthcare practitioner and the parent and information regarding the medication required in section IV and V must be on file in the principal's and/or nurse's office. A student who has permission to self-administer emergency medication and/or medication for asthma pancreatic insufficiency or cystic fibrosis, and/or diabetes may carry the medication on the bus, to and from school-sponsored events, while participating in school- sponsored activities, and while in school. The principal shall notify the bus driver and the transportation department regarding such students.

A. The school nurse, (who is a Registered Nurse) upon performing a nursing assessment of a student, shall determine whether or not that student is ready to responsibly self-carry and administer medications at school or during school-sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and administer medications at school or during school- sponsored activities, the medication(s) will be administered by school health staff and/or trained district school board personnel.

B. Parents are strongly encouraged to keep a back-up supply of any emergency medications, such as an inhaler, epipen, diabetes medication, etc., in the school clinic.

C. Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication to another student.

XIV. Records

A record shall be maintained on each student who receives any medication during school hours, including the time each dose of any medication was administered. These records shall be made available daily to the principal and authorized personnel.

XV. Discontinued Medication

When medication is discontinued, parents are required to pick up all unused medication within one week. When the school year ends, parents are required to pick up all unused medication by the end of the last student school day.
Unclaimed medications will be destroyed. When medication is destroyed, this action shall be taken pursuant to 499.0121 Florida Statute, in such a manner as no one could make use of the medication or be harmed by it.

XVI. Medications Administered While Students Are Away from School Property

The requirements for the administration of medication while students are away from school property and/or on official school business shall be the same as those while on school property. All medications including non- prescription medications that are taken on field trips or other official school business must be in the original container with the student's name clearly visible on the container, and stored under lock and key (except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes). Only trained district school board personnel or school staff will administer medication away from the school site except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes.

XVII. A student may possess and use a medication regulated by the US Food and Drug Administration for over-the-counter use to treat and/or relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription, the medication must be in the original container.

STATUTORY AUTHORITY: 1001.41, 001.42, F.S.

LAW(S) IMPLEMENTED: 1001.21, 1001.43, 1002.20, 1002.22, 1006.062, F.S.

STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004

History: Opt 2	Adopted: 7/25/06 Revision Date(s): 10/26/10, 8/25/2015, 9/25/2018, 1/23/2024 Formerly:

STUDENT USE OF CELL TELEPHONES, PAGERS AND OTHER COMMUNICATION DEVICES **5.25***

I. Personal telephones and other communication devices (hereinafter, "Device/Phone") may be brought to school with the following conditions applying:

A. Elementary and middle school students may not use a Device/Phone during the school day.

B. High school students may not use a Device/Phone during instructional time, except when expressly directed by a teacher solely for educational purposes. The student code of conduct will designate the locations within the school buildings where a high school student may use his or her wireless communications device with the express permission of a school administrator.

~~A.~~C. Devices / Phones must be ~~turned off~~ silenced and concealed from view during school hours.

~~B.~~D. If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's ~~telephone~~ Device/Phone.

E. Device/Phone ~~Phones~~ should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.).

F. A student will be allowed to use a Device/Phone during the school day in accordance with:

i. The student's individualized education plan;

ii. The student's 504 accommodation plan issued under s. 504 of the Rehabilitation Act of 1973; or

~~C.~~iii. A doctor's note from a physician licensed under Chapter 458 or Chapter 459 certifying in writing that the student requires the use of a Device/Phone based upon valid clinical reasoning or evidence.

II. Violation of these provisions shall result in the confiscation of the personal telephone or other communication devices and its return only to the parent or guardian. If the student is of majority age, then he/she may be prohibited from possessing a phone or other communication devices on campus.

III. The school staff is not responsible for preventing loss, damage or vandalism to electronic devices brought onto its property, including any

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device confiscated due to inappropriate use.

IV. Examples of serious misconduct which will lead to disciplinary consequences include, but are not limited to the following: cyberstalking, sexting, gang participation or display of gang-like behavior, video recording or posting to the internet any recordings/images of inappropriate sexual nature, fighting or acts of bullying, assault, or battery, whether staged or real,

V. The use of personal telephones or other communication devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.04, 1003.31,1006.07, 1006.08, 1006.09, 1006.145, F.S.

History: Opt 2	Adopted:2/28/06
	Revision Date(s): 5/25/2010

FOREIGN EXCHANGE STUDENTS 5.35+

I. The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and having nonimmigrant students with citizenship in countries other than the United States as members of the student body of the District. A foreign exchange student may be enrolled in a Suwannee County school provided that the student:

A. Is sponsored by a program listed with and approved by the Council on Standards for International Educational Travel (CSIET). The representatives from the approved Foreign Exchange Student Program must secure written acceptance from the Student Services department prior to placement and enrollment in the District schools.

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B. Is at least fifteen (15) years or age but has not attained the age of eighteen and one/half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.

C. Agencies must arrange for host family placements with ~~Will be living with~~ an American host family that resides in the county and has been approved by the sponsoring program prior to the student leaving their home country. Exchange students must be enrolled and start attending classes no later than the first day of the first semester each year for full-year placements and the first day of the second semester each year for second-semester placements.

D. Shall gain legal entry into the United States with a J-1 Exchange Visa.

E. Provides an academic transcript from the home school with English translation.

F. Provides evidence of sufficient English proficiency to function successfully in the academic level in which he/she is enrolled.

G. Meets immunization requirements in accordance with Florida statutes.

H. Has health, accident and liability insurance coverage that is valid in the United States.

II. A student shall be enrolled for a minimum of one (1) semester or a complete school year [two (2) semesters].

III. The student shall be subject to the *Code of Student Conduct.*

IV. Eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules.

V. The Superintendent or designee shall approve the admission of each foreign exchange student. The Superintendent shall develop procedures for implementing the foreign exchange student program.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S. 8 C.F.R. 214 et seq., 8 U.S.C. 1101 (Immigration Reform and Control Act)

LAW(S) IMPLEMENTED: 1001.43, 1006.07 F.S.

History:	Adopted: 3/22/2011
	Revision Date(s):
	Formerly:

EMPLOYMENT OF NON-DEGREED VOCATIONAL ~~AND~~ ADULT INSTRUCTIONAL, AND FINE AND PERFORMING ARTS PERSONNEL **6.17***

POLICY:

The Superintendent is authorized to develop a procedural manual for the employment of non-degreed vocational and adult instructional personnel which is entitled Qualifications for Employment of Non-degreed Full-time and Part-time Vocational and Part-time Adult Instructional Personnel, and fine and performing arts instructors per Florida Statutes / F.S. 1012.39. These procedures shall be consistent with Florida Statutes and shall be approved by the School Board. The manual shall be published and made available to persons who are seeking employment as non-degreed vocational, ~~or~~ adult education instructors, or fine and performing arts instructors.

I. Qualifications must include, but are not limited to the requirements:

A. The teacher must submit a complete set of fingerprints in the same manner as required by s. 1012.32;

B. The teacher must submit documentation of education and successful experience, including documentation of:

1. A high school diploma or the equivalent;

2. Completion of 3 years of full time successful experience or the equivalent of part-time experience in the teaching specification area.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.32; 1012.36; 1012.39, F.S.

History: Adopted:

Revision Date(s): 6/22/10
Formerly: GCD

CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL 6.19*

POLICY:

No person shall be employed or continued in employment if he / she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as non- certificated instructional personnel pursuant to School Board Rule. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his / her certificate and each certificate reissuance or renewal in the District Office as soon as the Department of Education issues the new validity period on the certificate.

I. The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.

A. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination. the District must provide information regarding the availability. of state-level and district level supports and instruction to assist in achieving a passing score.

B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.

II. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education Rules or qualify for employment or re-employment as a non-degreed vocational education or adult education teacher based on School Board Rule. All persons applying for employment are governed by the law and rules in effect at the time of

application for issuance of the initial certificate or employment, provided that continuity of certificates or employment is maintained.

III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of temporary instructors, teachers of adult education, non-degreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district will establish the minimal qualifications for the issuance of Suwannee County Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.

A. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.

B. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.

C. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1011.60; 1012.24; 1012.54; 1012.55; 1012.56; 1012.57, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.0501; 6A-1.0502; 6A-1.0503

History:	Adopted:
	Revision Date(s): 6/22/10; 11/19/2019 Formerly: GCD

APPOINTMENT OR EMPLOYMENT REQUIREMENTS 6.103*

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

I. Qualifications

A. Must be of good moral character.

B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.

C. Must not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative or any other position requiring direct contact with students.

II. Certificate Requirements

Each applicant for an instructional or a certificated administrative position shall hold a certificate, have a receipt from the Florida Department of Education acknowledging that an application has been filed and that issuance of the certificate is pending, or have the proper license to perform services.

A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with state law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment as approved by the School Board.

B. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate, through the Human Resources office of the District. When such certificate is received, it must be filed with the office of the

Superintendent. If the Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

III. Interviews and Appointments

A. Interview teams shall reasonably reflect the District's diverse racial, ethnic, and gender composition. Administrative, instructional andnon-instructional employees, including community representatives, may be assigned to serve on interview teams.

B. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the District's intent of maintaining a diverse work force.

C. The Superintendent's designee, other than a school principal, may be given the authority to make a "conditional offer" for a teaching position; consistent with requirements found in current School Board Policy.

IV. Driving Record

A. The driving record of each applicant for the position of school bus operator or for any position that would require the person to drive a School Board vehicle shall be reviewed to determine if the record contains any infractions of the driving code that would make the applicant unqualified for the position in accordance with the District safe driver plan.

B. The driving record of each current school bus operator shall be reviewed prior to the first day of the fall semester and periodically during the school year to determine if the record contains any infractions of the driving code that would make the operator unqualified for the position in accordance with the District safe driver plan. The

driving record of any employee who is required to drive a School Board vehicle shall also be reviewed periodically during the year to determine whether the employee may continue in the position.

V. Criminal Background Check

A. Initial Employment

1. Any offer of employment with the School District is conditioned on submission of fingerprints and photograph as required by Florida Statute and a background investigation by the Superintendent or designee and District Criminal Background Check (CBC) committee. After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check (including verification of work authorization status through the E-Verify system) to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.

2. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must undergo background screening as required by Florida Statutes by filing a complete set of fingerprints and photograph taken by an authorized representative, law enforcement officer, or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The applicant shall be required to pay for full costs of processing at the time of fingerprinting.

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3. A Criminal Background Check (CBC) committee shall be established to review the criminal history of all persons nominated for initial employment. The CBC committee shall obtain criminal background information for applicants through

requests to the Care Provider Background Screening Clearinghouse (Clearinghouse), Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The CBC committee shall include, but not be limited to, the Director of Human Resources, the District EEO Officer, and a representative of the County Sheriff's Department.

4. When the fingerprint or background check reports are returned, the committee shall review both the application and the report(s) concerning the individual. The CBC committee will compare the information provided bythe new employee with the information received from the FDLE Clearinghouse, and/or the FBI pursuant to Florida Statute.

5. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer. For all other applicants, the CBC committee or its designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private or public educational institutions by which the applicant was previously employed while age eighteen (18) or older. The committee shall document all attempts to contact previous employers.

6. No applicant who has received a conditional job offer shall begin work before his/her fingerprints and photograph are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.

7. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are,

or have been convicted of certain serious offenses may be denied employment by the School District. As used in this section the term conviction is defined as a finding of guilt, a plea of guilty, or a plea of *nolo contendere*, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial intervention or pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the School District, may be grounds for denying employment to an applicant.

8. An applicant shall be disqualified from employment in any position requiring direct contact with students if he/she is ineligible for employment under 1012.315, F.S.

9. Any instructional or noninstructional persons under contract to the School District to operate student programs, student teacher, persons participating in short-term teacher assistance experiences or field experiences who have district contact with students must meet the requirements of Section V.A.1., 2., 5. and 6. Such persons may not be in direct contact with students if ineligible under 1012.315, F.S.

B. Current Employees

1. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as part of the investigation.
2. Instructional personnel shall be removed from the classroom within 24 hours of the District being notified by law enforcement or a self-reporting by the employee of the employee being arrested for a felony offense or for a misdemeanor offense listed in s. 435.04(2), to determine the potential impact on the student health, safety and welfare.
~~2.~~3. Instructional personnel and administrative personnel must self-report within 48 hours to the Superintendent or his/her designee any arrest for a felony offense or for a misdemeanor offense listed in s.435.04(2). The self-reporting is not considered an admission of guilt.

~~3.~~4. Instructional and administrative personnel must self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

~~4.~~5. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the District.

~~5.~~6. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the CBC committee. The committee shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances and recommendations for action to the Superintendent. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent shall review the record, recommendation and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board policy, as appropriate.

~~6.~~7. Instructional personnel and noninstructional or contractual personnel who have direct contact with students or have access to or control of school funds must meet the screening requirements described in law every five (5) years in accordance with the statutory re-screening schedules. An employee with a break in service of more than 90 days from a position that requires screening, must be re-screened if the employee is returning to a position that requires screening. Personnel whose fingerprints have not been maintained by the Department of Law Enforcement are required to be re-fingerprinted.

~~7.~~8. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.

VI. Drug Testing

A. Initial Employment

1. A negative drug screen will be a requirement of initial employment. An applicant who has been offered a position will be referred to a Board approved, independent, certified laboratory. The drug screen must be conducted within thirty (30) days prior to employment. The cost of the drug screening will be the responsibility of the applicant.

2. Applicants testing positive will not be eligible for employment by the School Board for one (1) year from the date of the test. Refusal to participate in the drug screening will prohibit an applicant from employment with the Board.

B. Current Employees

1. An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug-free Workplace policy.

2. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.

3. An employee shall be subject to a drug screen immediately following a work related accident or injury.

4. An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA)

shall include pre-employment testing, post accident drug testing and return to duty testing as required by federal law.

VII. Acceptance of Appointment

Failure to signify acceptance of appointment within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

VIII. Reconsideration and Appeal

A. Applicants who have been denied employment, and probationary employees who have been denied permanent employment, on the basis of their criminal record, drug screening and/or background check, may request reconsideration by the CBC committee only if they present new information not previously available to the committee.

B. Applicants who have been denied employment, and probationary employees who have denied permanent employment, because of their criminal record, drug screening and/or background check, may appeal to the Superintendent. Applicants and probationary employees shall receive written notice of the right to appeal the decision by the CBC committee to the Superintendent. Their appeal must be in writing, and may respond to the findings and decision of the CBC committee. If new information is to be submitted, the applicant must first request reconsideration by the CBC Committee. The Superintendent's decision shall be final.

IX. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

CHAPTER 6.00 – PERSONNEL

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 288.061, 381.0056, 435.12, 448.095, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55, 1012.56, , 1012.799 F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-3.0141

History: Opt 1	Adopted:
	Revision Date(s): 12/14/99, 11/21/2000, 7/28/09, 3/25/2014, 9/22/2020, 8/23/2022, 6/24/25

STUDENT TRANSPORTATION 8.13*

POLICY:

Each student who is transported shall be entitled to free transportation provided he / she abides by the Rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of these rules may result in the loss of the student's privilege. The student's parent(s) as defined by Florida Statute shall be responsible for making sure the student abides by the Rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.

I. Any student who resides two (2) or more miles from his / her designated school by the most directly traveled route is eligible to ride the school bus to and from that school. These students shall be reported for funding purposes. Under the following conditions, students who reside within two (2) miles of the designated school may be eligible to ride the school bus.

   A. Special authorization is granted by the School Board. Authorization may be by groups of students or areas.

   B. An exceptional student not requiring special care may ride a school bus regardless of distance from home to school upon furnishing a statement from the Director of Student Services certifying that the student has a disability and is unable to walk to school.

II. A student eligible for transportation that is beyond the accessibility of a school bus may be provided transportation by payment to the parent(s) as defined by Florida Statute for private automobile or other conveyance for this purpose.

III. Transportation service shall be provided for a student living in another school district provided that the student has permission from the

county of residence and the Suwannee County School Board to attend school in this district. Parents or guardians of out-of-county students must contact the Transportation Department to determine the nearest bus stop within Suwannee County for transportation to school.

IV. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's handbook for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the Director of Transportation. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five (5) school days, the Superintendent's approval shall be required. Approval shall not be allowed for:

A. Student visitation, unless duly authorized; and,
B. A student to obtain transportation to his / her regular place of employment.

V. No person shall be eligible for transportation on a field trip or extracurricular school trip unless he/she is authorized by the principal or designee.

~~V.~~VI. Any person who boards, enters, or remains upon a school bus without authorization will be subject to immediate arrest and prosecuted provided there was sufficient notice of the trespass. Sufficient notice includes a clearly posted sign on the bus, or a verbal warning given by the school bus operator, the principal, a school district employee or law enforcement personnel. If a person is taken into custody by the chief administrative officer of a school, or any employee thereof designated by the chief administrative officer to maintain order, a law enforcement officer shall be called to the scene immediately.

~~VI.~~VII. Maximum regard for the safety of students and due consideration for the protection of health of all students transported shall be primary requirements in the routing of buses, establishing student stops, appointing drivers, and in providing and operating transportation equipment.

~~VII.~~VIII. A student who arrives early or remains late because of transportation

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service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.

~~VIII.~~IX. Each route shall be planned and adjusted as nearly as possible to the bus capacity. Travel each morning and afternoon shall be considered in planning and establishing bus routes and should not exceed fifty (50) minutes for elementary students and sixty (60) minutes for secondary students when practicable.

~~IX.~~X. Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate requests for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 810.097, 1000.21; 1006.21; 1006.22; 1006.23; 1011.68, F.S.

STATE BOARD OF EDUCATION RULES: 6A-3.001; 6A-3.017

History: Opt 2	Adopted:
	Revision Date(s): 11/21/2000, 6/25/02, 2/22/11
	Formerly: EE; EEAE

CHANGE ORDERS 8.28

POLICY:

The Superintendent is authorized to approve construction change orders which will not increase the contract amount more than six thousand dollars ($6,000.00) over the original contract amount or the last contract amount (increase or decrease) approved by the School Board and recorded in its minutes.

I. All requested change orders must be in writing and must be approved in writing before the work is done.
If a price quote is received from the school district's contractor for a change order requested or issued by the district for construction services and the price quote conforms to all statutory requirements and contractual requirements for the project, the district must approve or deny the price quote and send written notice of the decision to the contractor within 35 days after receiving the quote. The denial notice must specify the alleged deficiencies in the price quote and the actions necessary to remedy the deficiencies. If the District fails to provide the contractor with a notice, the change order and price are deemed approved and the district must pay the contractor the amount stated in the price quote upon completion of the change order.

II. Requested change orders concerning the same subject shall not be split in the event that the sum total of the initial requested change order increases the contract amount by more than six thousand dollars ($6,000.00).

III. In the Superintendent's absence, the Director of Facilities shall serve as the Superintendent's designee.

IV. Copies of all approved change orders shall be provided to the School Board at its first regular or special meeting following the approval date of the change order.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:	1001.43; 1013.48, F.S.
STATE BOARD OF EDUCATION RULE(S):	6A-2.0010

History:	Adopted: Revision Date(s): 2/22/11 Formerly: FEF

SUWANNEE COUNTY SCHOOL DISTRICT



Student Conduct and Discipline Code
2025-2026

Branford Elementary School
Branford High School
Suwannee Riverside Elementary
Suwannee Pineview Elementary
Suwannee Springcrest Elementary
Suwannee Middle School
Suwannee High School
Suwannee Opportunity School
Suwannee Virtual School
RIVEROAK Technical College

Ronnie Gray
Superintendent of Schools

Suwannee County School Board

Lesley Fry – District 1

Norman Crawford – District 2

Tim Alcorn – District 3

Ed daSilva – District 4

Ronald White – District 5

School Principals

Branford Elementary School – Deidre McManaway

Branford High School – Carl Manna (Interim)

Suwannee Riverside Elementary – Marsha Tedder

Suwannee Pineview Elementary –Amy Boggus

Suwannee Springcrest Elementary – Jennifer Beach

Suwannee Middle School – Cara Disken

Suwannee High School – Laura Williams

Suwannee Opportunity School – Brooke Cox-Knowles

Suwannee Virtual School – Lisa Garbett

RIVEROAK Technical College – Clay Tomlinson~~Mary Keen~~

Student Conduct and Discipline Code
adopted by the School Board September~~June~~ 2025

DISTRICT WEBSITE
www.suwannee.k12.fl.us
(Link to FOCUS to check student grades and attendance online.)

Please complete and return this form to the school within 10 days.

Student's Full Name (Please Print) _____School _____Grade Level_____

2025-2026 PARENT AND STUDENT NOTIFICATION

The Suwannee County School District's Student Conduct and Discipline Code guide for Pre-K through grade 12 has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in their children's education. Parents/guardians should take special notice of the attendance and tardy sections of this Code as well as the suspension and expulsion provisions. Please note the attendance policies and their effect on other policies, such as sports eligibility, compulsory school age, and driving privileges. Parents/guardians should also take special note of information in Section II, entitled "Public Notice," which includes, but is not limited to, your child's educational records, the release of directory information (i.e., Armed Forces) and possible participation in student surveys (i.e., Florida Youth Substance Abuse Survey).

The school is in need of your help and cooperation. When you have read and discussed the Student Conduct and Discipline Code with your son/daughter, sign this sheet, and **return it to the school**. This form will be kept in your son's/daughter's curriculum folder for the current school year.

The Suwannee County School District (SCSD) is not responsible for the supervision of students on school grounds until 30 minutes prior to the start of the regular school day or a scheduled event, or beyond 30 minutes after the regular school day or scheduled event. Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. [1003.31, Florida Statutes]

Failure to return this acknowledgement will not relieve a student, or the parent/guardian of the student, from responsibility for knowledge of the contents of the Student Conduct and Discipline Code and will not excuse non-compliance by the student of the Student Conduct and Discipline Code.

A copy of the Student Conduct and Discipline Code guide has been provided on the District website on the home page under SCSD Quick Links. Please mark your decision in the permission area below and return a copy of the form to your child's school.

Permission: Corporal Punishment Consent

Suwannee County School District's Student Conduct and Discipline Code defines corporal punishment as the moderate use of paddling in front of a witness by a principal/administrator that may be necessary to maintain discipline or to enforce school rules. Parents may opt to not permit corporal punishment as a disciplinary intervention by checking below. Please indicate your decision regarding corporal punishment for your child by signing and returning this form. [§§1002.20, 1003.01, and 1003.32, Florida Statutes]

The school may use corporal punishment with my child.

☐ Yes ☐ No

Signatures below indicate permission for areas checked above.

_____ _____

Parent/Guardian Date Student Date

_____

Witness OR School Administrator Date

Witnesses required; must be at least 18 years of age, cannot be a current student.

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SECTION I: RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students attending Suwannee County Public Schools have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. Students are also vested with other fundamental expectations.

1. Students should be informed of the Suwannee County School District (SCSD) policies and rules of the Student Conduct and Discipline Code.
2. Students should expect a safe and orderly environment in which to learn, have property respected, and to protect self and property against injury attempted by another.
3. Students should know about and use school guidance services.
4. Students should be treated with dignity and respect by other students, school personnel, and campus visitors.
5. Students should expect reasonable and fair treatment and have rules enforced without discrimination.
6. Students should be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older.
7. Students should have free bus transportation as allowable by law.
8. Students should be notified of failure or the potential for failure as outlined in the progress reporting schedule.
9. Students should receive an academic program that promotes high student performance and is delivered by competent teachers in an atmosphere from bias and prejudice.
10. Students should be able to express viewpoints responsibly in writing or orally without jeopardizing relations with teachers or school, conduct meetings on school grounds or in school buildings in accordance with school rules and scheduled use of facilities, and organize clubs and groups.
11. Students should have privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student has any object or material which is prohibited by law or School Board.
12. Students should expect student records will be kept safe and private.
13. Students should expect that other students and school personnel respect feelings, rights, their property, and privacy.
14. Students should expect opportunity for hearing upon suspension from school.
15. Upon written request by his or her parent, a student may be excused from standing for or reciting the Pledge of Allegiance.

DAILY CONDUCT CODE [§1003.31(4)(a-g), Florida Statutes]

By enrolling in a public school in Suwannee County, Florida, each student agrees to conduct himself/herself according to the Statute's Daily Conduct Code.

1. Be respectful and obedient at all times.
2. Not hurt another person with my words or my acts.
3. Tell the truth, because it is wrong to tell a lie.
4. Not steal, because it is wrong to take someone else's property.
5. Not cheat or plagiarize the work of others.
6. Respect my body and not take drugs.
7. Show strength and courage, and not do something wrong just because others are doing it.
8. Pledge to be nonviolent and to respect my teachers and fellow classmates.

SCOPE OF AUTHORITY

The **Student Conduct and Discipline Code** applies to all students enrolled in Suwannee County Public Schools. The code is in effect on School Board owned or controlled property and whenever students are under the official supervision of School Board employees, including but not limited to: field trips, extracurricular activities, or while being transported to and from such places either by school bus, approved drivers, or other official means of conveyance.

FAMILY RESPONSIBILITIES

By enrolling a child in a public school in Suwannee County, Florida, each parent/guardian agrees to comply with the essential parental responsibilities including but not limited to this list.

1. A parent should review the contents of the Student Conduct and Discipline Code guide with his/her child and return the signed acknowledge and receipt of Parent and Student Notification page.
2. A parent must ensure his/her child lives in the assigned school zone.

3. A parent must ensure the daily attendance of his/her child and promptly report and explain any absences or tardiness from school.
4. A parent should provide his/her child with the resources needed to complete class work.
5. A parent should assist his/her child in being healthy, neat, and clean.
6. A parent must bring to the attention of the school authorities any problem or condition which affects his/her child or other children of the school.
7. A parent must ensure his/her child does not bring inappropriate or contraband items to school.
8. A parent should discuss report card and work assignments with his/her child and monitor student academic progress in the FOCUS system (www.suwannee.k12.fl.us) on the Parent Portal.
9. A parent must ensure that the school has up-to-date demographic and contact information in the FOCUS Parent Portal.
10. A parent must ensure that current emergency health care information regarding his/her child is on file with the school. The consent for health services must be completed electronically on your FOCUS Parent Portal in order to participate in any health services including screenings.
11. A parent should communicate with the school (i.e., talk to child's teacher, return requested forms, etc.).
12. A parent should ensure all school issued materials are taken care of and used properly.

STUDENT RESPONSIBILITIES

Becoming a responsible adult begins with becoming a responsible student! The following information outlines student responsibilities:

1. Students must adhere to the guidelines set forth in the school handbook and this Student Conduct and Discipline Code.
2. Students should attend all classes daily and be punctual for all school days during the school year and to provide the school with adequate written explanation and appropriate documentation to explain an absence, and request make-up work assignments from teachers upon return to school and complete them within an appropriate length of time.
3. Students should come to class with all necessary materials and be prepared to learn.
4. Students should take advantage of learning opportunities.
5. Students should use guidance services for educational and personal improvement.
6. Students must show respect for and consideration to all individuals and property.
7. Students must report hazardous or dangerous situations to an adult in authority.
8. Students must immediately report illegal activities to appropriate authorities.
9. Students must refrain from bringing inappropriate or contraband items to school.
10. Students must abide by all rules and regulations established by school, teacher, and bus driver.
11. Students should complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher(s).
12. Students must refrain from profane or inflammatory statements.
13. Students must conduct themselves in a safe and responsible manner.
14. Students should dress in a neat, clean, and well-groomed manner.
15. Students must take responsibility for his/her own work and actions, and share with their parents/guardians grades and progress reports received relative to their progress in each class.
16. Students should ensure all school issued materials are taken care of and used properly.

Note: Students who report any of the above listed activities/information to the appropriate authorities may have their names held in confidence and the District agrees not to release the student's name to any other student.

SECTION II: PUBLIC NOTICE

ACCESS TO STUDENTS AND STUDENT RECORDS BY PARENTS

The parent who registers the student and provides information on the student data registration form will be considered that parent who controls and makes final decisions regarding the student. It is the parent's responsibility to supply the school with any documents that delineate custody issues. **When parents are divorced or separated, both parents have full rights to participate in the child's school activities and know what is happening at school unless there is a court document limiting that access. A non-residential parent may have access to student records and information unless a court order prohibits such access. If a court has issued such an order, then the student's parent is responsible for providing the principal with a certified copy of the order. Additionally, the school will not resolve parental disputes regarding school assignment, school reassignment, and/or school record access.** Normal school procedures for parent pick-up, eating with a student at school, and attendance at other school activities is permitted by both parents unless there is a court document that prohibits contact or severs parental rights. Schools do not have facilities nor is it appropriate to accommodate parent domestic visitations. If parents approach schools for these visitations, they will be requested to make arrangements for out-of-school visitation after school hours [§61.13(2)(b)3, Florida Statutes].

CIVILITY POLICY

Employees of SCSD will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Accordingly, this policy promotes civility, mutual respect, and orderly conduct among District employees (SCSB Policy 2.18).

CRISIS PROTOCOL

Providing a safe and secure environment for our students to learn is a top priority of the SCSD. Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs in one of our schools. A comprehensive Crisis Management Plan has been created to guide our staff through a wide variety of situations. Fire drills, tornado drills, and lockdowns are practiced at each site to ensure that routines and safety procedures are well established and familiar to all.

Parents – The SCSD requires your cooperation with school and district authorities during a lockdown crisis.

1. Please follow school and/or district directives.
2. Please consult local media for regular updates about the incident. Listen for information updates on local radio and television stations.
3. You may be directed to an off-campus parent staging area for the latest information regarding a campus crisis.
4. Please DO NOT call the school because phone lines will be needed for emergency communication.
5. Please DO NOT call your child's cell phone in order for cell towers to be clear for emergency use.
6. Please DO NOT go to the school if a lockdown situation should occur. Roads will be closed, doors will be locked, and campuses will be off-limits to anyone other than authorized personnel.

Pursuant to Florida Statute 120.54, in the event of an emergency, the Superintendent or the School Board can enact additional rules governing student conduct which shall be enforced as included in this Student Conduct and Discipline Code.

DIRECTORY INFORMATION

The District shall make available, upon request, certain information known as directory information without prior permission of the parents or eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. **The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational ageney or institution attended.**

In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telepbone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. **A secondary school student or parent of the student may request that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without parental consent.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

INSURANCE (Student Accident)
The SCSD recommends that parents/guardians, who do not have accident insurance for their child, purchase school accident insurance for their children Pre-K through grade 12 in the event of an incident on any SCSD property. Please note the type of insurance is accident only, not health insurance. School insurance information is available by calling 1-800-541-8256 or online at https://app.gatherguard.com/?v=2154-007 Additional insurance may be purchased. Please contact District Risk Manager at 386-647-4608 for more information.

STATEMENT OF NON-DISCRIMINATION
The Suwannee County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts of America and other designated patriotic youth groups.

If you wish to file a complaint alleging any violation of this policy, notify:

Jimmy Wilkerson, Title IX Coordinator
Suwannee County School District
1740 Ohio Avenue, South
Live Oak, FL 32064
Office: (386) 647-4644 Fax: (386) 364-2635

Elizabeth Johnston, 504 Coordinator
Suwannee County School District
1740 Ohio Avenue, South
Live Oak, FL 32064
Office: (386) 647-4631 Fax: (386) 364-2635

Bill Brothers, Equity Coordinator
Suwannee County School District
1740 Ohio Avenue, South
Live Oak, FL 32064
Office: (386) 647-4633 Fax: (386) 364-2635

NOTIFICATION OF COMPLIANCE
The SCSD adheres to a policy of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by:

Americans with Disabilities Act Title II – The SCSD prohibits discrimination on the basis of disability in state and local government programs/services.

Child Find – The District has an obligation to identify, locate, and evaluate all children with disabilities.

Civil Rights Act of 1994 TITLE VII – The SCSD prohibits discrimination on the basis of race, color, religion, or national origin.

Florida Civil Rights Act of 1992 – The SCSD secures for all individuals within the state, freedom from discrimination because of sex, national origin, age, disability, pregnancy, or marital status.

Florida Education Equity Act – The SCSD prohibits discrimination on the basis of race, disability or marital status, sex, or national origin against students or employees in any educational program or activity, or in any employment conditions or practices. The supervisor responsible for compliance may be contacted at (386) 647-4644.

Section 504 of the Rehabilitation Act of 1973 – The SCSD prohibits discrimination against the disabled. It is the intent of the District to identify, evaluate, and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents/guardians have a right to due process under Section 504. A copy of parent/guardian rights afforded by Section 504 of the Rehabilitation Act of 1973 is available at all district schools and on the Student Services website. The Director of Student Services is the coordinator of Section 504 activities and may be contacted at (386) 647-4638.

Title IX of Education Amendments of 1972 – This legislation states: No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The SCSD affirmed in 1975 that it is in compliance with the requirements of Title IX and does not discriminate on the basis of sex in the educational programs or activities which it operates. This statement of non-discrimination extends to SCSD employment practices and to admission to school programs. A Title IX complaint is a claim by a person that he or she has been discriminated against on the basis of sex in the programs or activities operated by the SCSD. A person having a Title IX complaint should direct his/her concern to the Equity Coordinator who will either investigate the complaint or refer it to appropriate personnel. Pleases see Suwannee County School Board Policy 2.161 for more information regarding Title IX. Title IX complaints should be addressed to:

Jimmy Wilkerson, Title IX Coordinator
Suwannee County School District
1740 Ohio Avenue, South
Live Oak, FL 32064
Office: (386) 647-4644 Fax: (386) 364-2635

Elizabeth Johnston, 504 Coordinator
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Office: (386) 647-4633 Fax: (386) 364-2635

NOTIFICATION OF RISK
Be aware that playing or practicing to play/participate in any sport can be dangerous in nature and involve MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result in complete or partial paralysis; brain damage; serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular-skeletal system; serious injury to virtually all internal organs; serious injury or impairment to other aspects of the body; and could affect other possible impairments to one's general health and well-being. Understand that the dangers and risks of playing or practicing to play/participate in interscholastic sports may result not only in serious injury, but in a serious impairment of future ability to earn a living; to engage in other business; social and recreational

activities; and generally to enjoy life. Because of the dangers of participating in interscholastic sports, it is important to follow and obey coaches' instructions regarding playing techniques, training, and team rules. The best investment that any parent can make is to invest in purchasing school accident insurance.

In consideration of the SCSD permitting tryouts for high/middle school team sports and engaging in all activities related to the team including, but not limited to, trying out, practicing or playing/participating in that sport; all employees, agents, representatives, coaches, and volunteers will be held harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise out of or in connection with participation in any activities related to the high/middle school interscholastic sports team. The terms hereof shall serve as a release and assumption of risk for heirs, estates, executors, administrators, assignees, and all family members.

PROTECTION OF PUPIL RIGHTS AMENDMENTS

Local educational agencies receiving funds from the U.S. Department of Education are required by federal law to comply with requirements for the collection and reporting of certain information by means of student surveys, as well as requirements to protect student privacy. The information that must be reported relates to student attitudes and behaviors on topics such as school safety, substance use and the prevalence of risky attitudes or behaviors, particularly with respect to alcohol and drug abuse. In addition, these surveys also collect information on general health practices and human sexuality. Such information is collected by survey anonymously on a sampling basis, and no personally identifiable information is obtained from or reported on any individual student. The District cooperates with other agencies such as the Florida Department of Health in conducting these surveys.

It is the policy of the SCSD to notify parents/guardians of upcoming surveys that reveal information concerning one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian,
- Mental and psychological problems of the student or the student's family,
- Sexual behavior or attitudes,
- Illegal, anti-social, self-incriminating, or demeaning behavior,
- Critical appraisals of other individuals with whom respondents have close family relationships,
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- Religious practices, affiliations, or beliefs of the student or student's parent/guardian, and
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Participation is Voluntary – No student shall be required to participate in such a survey if the parent/guardian/student objects to participation. Prior written parental consent will be obtained before a minor student takes a survey funded by U.S. Department of Education that includes any of the above topics. On all other surveys, parents/guardians will be given the opportunity to opt their child out of participation. Notification to parents/guardians will occur prior to students being given surveys.

Right to Inspect – A parent/guardian/student has the right to inspect any such survey instrument before the survey is administered or distributed to students if a request is made within a reasonable period of time. Parents/guardians further have the right to inspect or review:

- Arrangements that will be made to protect student privacy,
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
- Instructional material used as part of the educational curriculum.

Notification of Parents/Guardians – Parents/guardians will be notified of this policy annually, at the beginning of the school year, and within a reasonable period of time if any substantive change is made to this policy. Such notice shall include the specific or approximate dates during the school year when any such survey will be administered.

PUBLIC SAFETY INFORMATION ACT 1997 – SEX OFFENDER/SEXUAL PREDATOR LAWS

Information is available at each school. Contact your local principal.

STUDENT GRIEVANCE PROCEDURES

The SCSD will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or SCSD employee shall report the harassment to the building principal, assistant principal(s), guidance counselor(s), or teacher(s). Filing of a complaint or otherwise reporting harassment in good faith will not affect the student's status, extracurricular activities, grade, or any other

assignments. However, willfully reporting a false claim of harassment or discrimination in bad faith is illegal and will subject the reporter of the false claim to disciplinary action.

The harassment or discrimination complaint shall be in writing, state the act(s), state the date(s), state the name(s) of witnesses, and shall be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with the School Board's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action upon finding evidence of misconduct. Retaliation against any student for alleging harassment or discrimination is strictly forbidden.

STUDENT RECORDS AND REPORTS – RIGHTS OF PRIVACY – NOTIFICATION
In accordance with §1002.22, Florida Statutes, students and their parents/guardians shall have rights of access, rights of challenge, and rights of privacy with respect to student records and reports. Every student shall have a right to privacy with respect to the educational records kept on him or her. Personally identifiable information contained in such records and reports is confidential. These records and reports cannot be released without the written consent of the parent/guardian/student, unless the purpose for the release of such information is consistent with §1002.22(3)(d), Florida Statutes. Such a release of information without consent can be for any reason consistent with that in §1002.22(3)(d), Florida Statues, including, but not limited to, purposes consistent with interlocal agreements with other agencies.

SUBPOENAS FOR STUDENT RECORDS
Federal and state law requires that school officials comply with court orders and subpoenas from a court of competent jurisdiction for the timely production of student records. If disclosure is made in response to a court order or subpoena, the parent/guardian will be notified, except where the law prohibits said notification. If a parent/guardian objects to the release of these records, an objection to a subpoena for non-party production must be timely filed and/or a protective order must be timely obtained from a court of competent jurisdiction.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL AND SCHOOL ACTIVITIES
The SCSD is not responsible for the supervision of students on school grounds until 30 minutes prior to the start of the regular school day or a scheduled event or beyond 30 minutes after the regular school day or scheduled event. Please refer to your school's beginning and ending hours and arrange for supervision of your child accordingly. (§1003.31, Florida Statutes)

SECTION III: GUIDELINES GOVERNING STUDENT BEHAVIOR

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES
Each secondary school within the SCSD is a member of the Florida High School Athletic Association (FHSAA). As such, all eligibility determinations are made based on the rules, policies, and procedures set forth and governed by the FHSAA. All determinations shall be made at the school level by the principal and/or designee. Participation in extra-curricular activities is a privilege. For further details, refer to the FHSAA Handbook and the Florida Statutes. (§1006.15, Florida Statues)

A. A student not currently suspended from interscholastic or intrascholastic extra-curricular activities or suspended or expelled from school pursuant to a district school board's suspension or expulsion powers provided in law, including §§1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extra-curricular activities.
B. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in §1006.15 (3)(h).
C. A student's eligibility to participate in any interscholastic or intrascholastic extra-curricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to §1006.20(2)(b).
    1. Attendance – Students must be in attendance all day, at school, in order to participate in extra-curricular/after school activities.
    2. Alcohol/Drug – Prohibited acts include a) possessing or consuming alcohol, b) operating a motor vehicle under the influence of alcohol, c) misrepresenting one's age for the purpose of purchasing, possessing, or consuming alcohol, d) public intoxications, and/or e) violations of additional team rules regarding alcohol use. Prohibited acts also include a) possessing or using illegal substances, as defined by law, b) possessing or using controlled substances as defined by law, c) distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, and/or d) using tobacco products by a student-athlete during practice, competition, or other team functions. A student found to be in violation of the alcohol/drug guidelines may be suspended and/or expelled from extra-curricular/after school activities.
    3. Academic – 2.0 GPA is required for academic eligibility. A middle/junior high student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester. A high school student must have a

cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent at the conclusion of each semester to be academically eligible during the next semester (§1006.15(3)(a)1, Florida Statutes).

4. School Discipline – Students who have been out of school suspended for disciplinary reasons will not be eligible to participate in extra-curricular/after school activities during the duration of disciplinary action. All other school discipline as it relates to student-athlete eligibility for participation will be at the discretion of the principal or designee.
5. Bullying – see Student Conduct & Discipline Code (pages 11 & 15).
6. Sportsmanship – Sportsmanship shall be defined in accordance with the standards of the FHSAA. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by the proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the school, their families, and their communities, with the highest level of sportsmanship. A student found to be in violation of the sportsmanship guidelines may be suspended and/or expelled from extracurricular/after school activities.
7. Dress Code – Students have a responsibility to be dressed and groomed in a manner that is consistent with the Student Conduct and Discipline Code. The principal or designee shall have the final authority for determining whether or not a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items deemed inappropriate or to cause a disruption during school sponsored events to include extracurricular/after school activities.
8. Four-Year Limit of Eligibility – A student is limited to four consecutive school years of eligibility beginning with the school year he/she begins ninth grade for the first time. This does not imply that the student has four years of participation. After four consecutive school years, the student is permanently ineligible.
9. Age Limit – A student may participate at the high school level until the day he/she reaches the age of 19 on or after September 1. The student becomes permanently ineligible at the high school level on the day he/she reaches 19 years. Beginning with students entering the 9th grade in 2014-2015 and thereafter, a student who reaches the age of 19 on or after September 1, and who has not exceeded his/her four-year limit of eligibility may participate in interscholastic athletics during that school year.
10. Physical Evaluation (EL2 Form) – A student must have a physical evaluation each year and be certified as being physically fit to participate in interscholastic athletic programs. A physical evaluation shall be valid for a period not to exceed one calendar year from the date of the practitioner's signature. The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed physical evaluation form is on file in the school [§1002.20(17)(b), Florida Statutes].
    Any student wanting to participate in middle school and/or high school athletics must complete a mandatory Cardiology Report: Electrocardiogram (ECG) as part of the student's athletic packet and must:
    a. Have a mandatory electrocardiogram (ECG) screening prior to participating in his/her first athletic sport in middle school and again prior to participating in his/her first athletic sport in high school; or
    b. Parents/students who decline the mandatory electrocardiogram (ECG) screening will not be permitted to participate in any athletic program.
11. Consent and Release from Liability Certificate (EL3 Form) – A student must have the consent of his/her parent(s) or legal guardian(s) to participate in interscholastic athletic programs at a member school. The student and his/her parent(s) or legal guardian(s) must also release the FHSAA, its member schools and contest officials from all liability for any injury or claim that may result from the student's participation in interscholastic athletics. This consent and release from liability must be provided in writing on a form developed by the FHSAA for that purpose. The form must be signed by the student and his/her parent(s) or legal guardian(s). The student cannot be allowed to participate in any activity related to interscholastic athletic programs until the fully executed consent form is on file in the school.

D. Transfers:
    1. Transfer before a Sport Season – The student transfers and begins attending the new school on or prior to the beginning date of the sport season, as established in the FHSAA calendar, meets all other eligibility requirements per the FHSAA and, (a) the transfer has been approved pursuant to district school board policies in the case of a transfer to a public school or pursuant to the private school policies in the case of a transfer to a private school; and (b) a form to be provided by the association (EL6 Form – Notice of Transfer) has been submitted to the association.
    2. Full and Complete Move – The student moves to a new home address due to a full and complete move by the student and the persons with whom he/she has been living for at least one calendar year that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. A student and his/her parents cannot occupy a residence at more than one address, and only the student's current residence may be used for eligibility purposes.

3. Necessary Relocation to Residence of Another Individual – The student transfers because he/she has to move into the residence of another person who lives at a residence that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA. This exception applies only to the following specific situations: (a) one of the persons with whom the student has been living dies; (b) one of the persons with whom the student has been living is imprisoned or committed by court order to a mental facility; or (c) the student is made a ward of the court or state and is placed in a foster home by a court of legal jurisdiction. In this case, a certified copy of the court order, a copy of the petition upon which the order was based, and other evidence the court had to consider in issuing the order must be provided to the FHSAA office. Permanent guardianship must be appointed legally by a court of competent jurisdiction.
4. Move to New Residence Following Marriage – The student marries and immediately established a new residence with his/her spouse at a residence that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements per the FHSAA.
5. Reassignment by District School Board – The student is reassigned during the school year to a different school by the district school board, as long as the reassignment is not for athletic or disciplinary reasons, and the reassignment is not requested by the student or his/her parents, and the student meets all other eligibility requirements per the FHSAA. In this case, the student may participate in interscholastic athletic competition at the public school where he/she is assigned or a private school he/she chooses to attend.
6. Transfers of Schools within the First Twenty Days – The student transfers school within the first twenty (20) school days of the academic school year, meets all other requirements per the FHSAA and provided: (a) the student has not engaged in any athletic activities affiliated with either school prior to the transfer; (b) the student has not been recruited; (c) the student is not transferring in whole or in part for athletic reasons; (d) the student is not transferring because of disciplinary reasons and/or misconduct; and (e) the receiving school principal communicates and verifies with the sending school principal that the student has not engaged in any athletic activities affiliated with either school prior to the transfer, and the student is not transferring due to disciplinary reasons.
7. Any student-athlete who transfers during the academic year will be evaluated on a case-by-case individualized basis. Athletic eligibility for transfer student-athletes will be determined by the athletic director, school principal, or his/her designee. Student-athletes will be considered immediately eligible upon transfer upon meeting all the requirements for eligibility and athletic participation set forth by the FHSAA. A student who transfers to a school during the school year may seek to join an existing team if the roster for the specific interscholastic or interscholastic extra-curricular activity/team has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements. However, a student may not participate in a sport if the student participated in that same sport at another school during that same school year, unless the student meets one (1) of the following criteria:
   - Children of active duty military whose move resulted from military orders.
   - Children relocated due to foster care placement.
   - Children who move due to a court-ordered change in custody due to separation, divorce, or serious illness or death of a custodial parent.
   - Authorized for good cause in District and or reassignment by District School Board.

   Good cause determinations that may be considered for immediate transfer eligibility.
   - Approved school reassignment by the School Choice Committee.
   - Approved school reassignment by the District School Board.
   - Any transfer of a student-athlete within the first 20 days of a semester.
   - Student-athletes who are currently enrolled in a school within the SCSD and in good standing.

   A student who transfers schools, prior to the spring football approved/official start date, will be automatically eligible for spring football even if they participated in fall football at their previous school.

ATTENDANCE RULES

The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

The District School Superintendent is responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the District School Board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools.

Parents/guardians are responsible for the attendance of their children within the compulsory school age (6-16 years) unless the child files a formal declaration of intent to terminate school enrollment with the School Board on or after age 16. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. Parents/guardians who refuse or fail to have a child in school commit a misdemeanor, punishable as provided by law (§1003.21, Florida Statutes). Students 18 years of age and older shall have all rights accorded to their records unless they are dependent on their parent/guardian as defined in the Internal Revenue Code. Students 18 years of age and older in K-12 educational programs are required to be in compliance with attendance and discipline policies of the SCSD.

Attendance – Students must be in attendance all day, at school, in order to participate in extra-curricular/after school activities.

Absences - Absence is nonattendance of a student at school or in an approved educational activity/field trip or program on days when school is in session. Absence occurs when a student is not physically present at school or not participating in an approved school activity as defined under the compulsory school law. Though school-sponsored academic field trips are not considered absences, students are required to make up missed class work upon return to school.

Excused Absences may include:

- Illness or injury of the student, as documented by a health care professional,
- Illness or injury of the student's immediate family creating insurmountable condition of absence, as documented by health care professional,
- Death of a member of the student's immediate family,
- Documented appointments with health care professionals,
- Administrative approval based upon written request/justification to principal or designee,
- Recognized religious holidays,
- Documented judicial actions-subpoena/summons, or
- Therapy prescribed and delivered by a licensed certified practitioner.

Approval for excused absences other than the absences listed above must have prior written approval by an administrator. The student must make arrangements for makeup of work prior to the absence. Excessive absences and academic standing may be factors in the decision to excuse or not excuse the absence.

Students may be prohibited from competing in extra-curricular activities if they have repeated unexcused absences.

Unexcused Absences - An unexcused absence takes place any time a student is out of school for reasons unknown or not recognized under the law. On the fifth unexcused absence within the previous 30 school days, a letter will be sent to the parent/guardian informing them of the compulsory school attendance law and their legal obligation to follow the law.

Excessive Absences or Truant - A student is considered truant or excessively absent when he/she has had at least five (5) unexcused absences within a calendar month or 10 unexcused absences within a 90 calendar day period. The student may be exhibiting a pattern of nonattendance (truancy), and this may be considered excessive. Students who are truant or excessively absent will forfeit their rights to attend Grad Bash, prom, field trips or other extra-curricular activities. The student may be referred to the school's Student Support Team to determine if early patterns of truancy are developing. If it is determined that an early pattern of truancy is developing, regardless of whether the absences are excused or unexcused, a meeting with the parent/guardian shall be scheduled to identify potential remedies. If absences continue to be a concern, despite intervention attempts, the school may make a recommendation for filing a truancy petition. (§§1003.26 and 984.141, Florida Statutes)

Habitual Truant - A student is considered habitually truant when he/she has 15 unexcused absences within 90 calendar days with or without the knowledge or consent of the parent/guardian (§1003.01, Florida Statutes). Accumulated tardies and early check outs shall be considered unexcused absences. At the high school level or at a 6-12 combination school, six (6)) unexcused tardies, missed periods, or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the middle school level, six unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. At the elementary school level, four unexcused tardies or early checkouts will equal one unexcused absence for the purpose of defining a habitual truant. Legal actions, including possible criminal charges, will be pursued when the parent/guardian ignores school attendance requirements. The Superintendent must provide the Department of Highway and Motor Vehicles (DHMV) with the name of each habitually truant student, age 14-18. The DHMV may not issue a driver's license or learner's permit to and shall suspend any previously issued license of any student who is habitually

truant (§322.091, Florida Statutes). Families receiving public assistance for a student through the State of Florida WAGES program may have that assistance withdrawn if the student is classified as a habitual truant.

Authorized Student Sign Out - Students may not leave or be signed out from a school campus without the presence of an adult who is listed as being authorized to check the student out in the FOCUS Parent Portal. A photo ID is required from the adult listed who is requesting the release of the student to his/her custody. Students who drive to school at BHS and SHS **may not** be released or signed out prior to the end of the regular school day **over the phone** by a parent, guardian, or other individual without the authorization of the principal/designee in emergency situations or circumstances that warrant leaving school campus without the presence of a parent, guardian, or other authorized individual. The principal is the final authority in determining if a student has permission to leave campus in the absence of the parent.

Parent Notes - Whenever a student of compulsory school age is absent without the permission of the person in charge of the school, the parent/guardian of the student will report and explain in writing the cause of such absence or tardy to the appropriate school personnel. This note should be provided to the school within three (3) days upon the student's return to school. The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused or unexcused.

Make-Up Work - Parents and students with absences are responsible for making arrangements with the teacher to make up work and assignments missed while absent. Students with excused absences will be allowed to make up work for full credit. Students with unexcused absences will be allowed to make up work with a maximum of 70% credit. All missed work is due within a reasonable amount of time following the return to school (two days for each day absent) with the following exceptions:

- Test or exams assigned prior to absence will be taken on the day the student returns to school,
- Work assigned prior to absence will be taken on the day the student returns to school,
- Long-term assignments and projects must be turned in on the day the student returns to school,
- Students checking in or out on the day a long-term assignment is due must turn the assignment in by the end of that school day to be accepted as on time, or
- Teacher extends due date.

Failure to comply with requirements may adversely affect academic standing.

Tardies - Tardies may be recognized and calculated in instances of truancy. For truancy purposes and documentation for court action, six (6) unexcused tardies to school or six (6) early checkouts from school will equal one unexcused absence at the high school or combination school. Six (6) unexcused tardies to school or six (6) early checkouts from school will equal one unexcused absence at the middle school. Four (4) unexcused tardies to school or four (4) early checkouts from school will equal one unexcused absence at the elementary level. This number is determined by the number of periods at the school. Tardies are disruptive to the learning environment and have a negative impact on student achievement. A student is tardy when they arrive to school or class after the beginning bell has sounded without an approved excuse. Leaving school early before the end of the school day also falls under this category. For K-8 students, the parent must accompany the student to the office when they are tardy. For secondary and 6-12 schools, the student must report to the attendance clerk.

Home School Students - Home school students with previous attendance concerns will be required to submit ongoing documentation regarding educational participation in a home school curriculum by submitting required documentation as requested to the Home School Coordinator. Failure to meet attendance requirements as demonstrated by academic progress may result in student being ordered to return to student's home base school.

BULLYING AND OTHER FORMS OF AGGRESSION

The SCSD is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The SCSD encourages the promotion of positive interpersonal relations among all members of the school community. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. The SCSD will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school sponsored activities and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Bullying, including cyberbullying, is defined as the systematical and chronical inflicting of physical hurt or psychological distress on one or more students and may involve: teasing; social exclusion; threats;

intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public or private humiliation; and/or destruction of property (§ 1006.147, Florida Statutes) (SCSD Policy No. 5.101)

Each school principal will be fully expected and authorized to implement and monitor the SCSD's policy on bullying.

A student enrolled in a Florida public school in kindergarten through grade 12 who has been involved in an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school the opportunity to transfer to another public school with capacity or enroll in an approved private school under the Hope Scholarship. Incidents reported may be investigated at the District level, however, there does not have to be substantiation on the part of the District to offer a transfer to another public school with capacity or the ability for the student to move to an eligible private school on scholarship. School District personnel in Florida have a responsibility to notify families of the Hope Scholarship Program. For more details on the scholarship, please visit Step Up for Students at https://www.stepupforstudents.org, the Scholarship Funding Organization that administers this program.

BUS CONDUCT RULES

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules, including those addressing medication, while riding a SCSD school bus. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus shall be permitted to ride such a bus while it is being operated on a regular school bus route except upon the written request of the parent/guardian of a student and with the written approval of the Director of Transportation. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five (5) days, the Superintendent's designee's approval shall be required. Approval shall not be allowed for student visitation, unless duly authorized, or for a student to obtain transportation to his/her regular place of employment. Students attending a school on a zone waiver must provide his/her own transportation.

Section 1006.10(1-7), Florida Statutes, gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions at public expense.

Students being transported on a school bus must comply with the rules.

1. Students must get on/off at their regularly appointed bus stop and school where student attends unless written parent/guardian permission is provided to the school administrator early in the day to allow time for verification.
2. Students must use the handrail when entering and leaving the bus. Be careful that loose straps or drawstrings on articles of clothing or backpacks do not get caught on the handrail.
3. **Students must occupy the seat assigned by the driver aud refrain from moving around while the bus is iu motion. Seat belts must be correctly fastened upon taking assigned seat and worn at all times if the bus is designed with seat belts. Students who fail to use seat belts as instructed will face disciplinary consequences.**
4. Students must wait until the bus has come to a complete stop before entering or exiting the front door of the bus. Students shall form a line in order to ensure safety in getting on or off the bus.
5. Students must be at the bus stop at least 5 minutes before bus arrival but not more than 15 minutes before arrival. Students must observe proper rules of conduct while waiting for the bus. Students shall stay at least 12 feet off the road and off private property.
6. If it is necessary for a student to cross a road to board a bus, the student should wait until the bus arrives and the driver deploys the stop arm and flashing red lights. The student should make visual contact with the driver, watching for the Department of Education's (DOE) adopted crossing signal. The student must then make a right and left check for traffic and cross 12 feet in front of the bus.
7. If it is necessary for a student to cross a road after unloading from a bus, the student should stand at the side of the bus in sight and hearing of the driver. The student must make visual contact with the driver, watching for the DOE's adopted crossing signal. The student must then make a right and left check for traffic and cross 12 feet in front of the bus.
8. Students must obey the driver, monitor, and volunteers at all times and follow the standards of conduct while riding the school bus. Students must report promptly to the principal when instructed to do so by the driver. Bus infractions may result in an out-of-school suspension.
9. Students must keep all body parts and belongings inside the bus windows.
10. Students must keep from littering, throwing, or propelling objects inside the bus.
11. Students must keep from throwing or propelling items outside the bus windows. Behavior that violates this rule may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.

12. Students must keep from defacing or vandalizing a school bus. Restitution will be required for any damages sustained to the bus.
13. Students must follow emergency evacuation procedures when appropriate.
14. Students must observe classroom conduct rules at all times (except for ordinary conversation). Silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students. When the bus is in motion, only talk to the driver if it is necessary and be quiet when the driver turns the dome lights on, raises a hand, etc. One of these signals will be used at railroad crossings.
15. The use of profane or objectionable language or engaging in any other objectionable conduct is prohibited. There shall be no pushing, fighting, or any other type of misconduct at any time.
16. Possession of sharp/dangerous instruments or any type of weapons on the bus is prohibited.
17. Students must not bring animals, glass containers, skateboards, food, or drinks on the bus.
18. Students must not use or have any tobacco and/or nicotine producing products (smoking, chewing, dipping, vaping) or other mood-altering substances while on the bus.
19. Students must not bring bulky or inappropriate objects on school transportation. This includes, but is not limited to, musical instruments, athletic equipment, etc., that cannot be held in the student's lap. No objects may block the aisles or emergency exits.
20. Students may not use cell phones while riding school buses to and from school. Cell phones may he used upon returning from a field trip or an extracurricular activity beyond normal school hours. The teacher/coach and the bus driver will jointly give permission for students to call parents to give an estimated time of arrival.
21. Any student found to have willfully and/or intentionally urinated or defecated on any school provided transportation shall be subject to disciplinary action.
22. Students may not use excessive body spray or perfume on the bus. Students who are found to have purposefully or intentionally used excessive body spray may receive disciplinary consequences.

Note: SCSD buses are equipped with video/audio cameras for security purposes. Students are being recorded during their ride. These tapes may be used to determine violations of the Student Conduct and Discipline Code. Only authorized school personnel can view a bus video/audio recording when the need arises due to the protection of other students' privacy.

All bus incidents requiring potential discipline intervention will be referred to school administration for determination of appropriate consequences.

Procedures for students with disabilities are described in the subsection ESE: Suspensions and Expulsions.

BUS SUSPENSION/EXPULSION

When a student is suspended or expelled from the bus, they are not permitted to use any SCSD school bus for extracurricular activities or field trips during the suspension or expulsion timeframe. At the principal's discretion, a student with a Level I or Level II infraction may be allowed to ride the bus for extracurricular activities only for field trips that are academic in nature.

A student who uses School Board provided transportation must abide by the rules of safety and behavior necessary for the operation of the system. Bus riders must follow rules in the Student Conduct and Discipline Code. Serious or repeated infractions of these rules may cause the student to lose the privilege of riding the bus. It is the responsibility of the parent/guardian to see that the student follows the rules or to provide for the student's own transportation. Suspension from a school bus does not affect the requirements of attendance laws and regulations. Level III or Level IV offenses may result in an out-of-school suspension and/or expulsion. Level I and Level II offenses may result in expulsion from school. By statute, criminal penalties may be imposed. See Mandatory Consequences for Bus Violations (§§1001.42, 1003.26, 1006.10, and 1006.21, Florida Statutes).

Parents/guardians are responsible for their children at the bus stop. However, school officials may address misconduct by students at a bus stop. Bus drivers may issue bus referrals based on behavior they observe at bus stops and administrators may investigate and discipline accordingly [§§1006.07(2)(h), 1006.09(1)(b), and 1006.10, Florida Statutes].

CELL PHONES AND/OR ANY ELECTRONIC COMMUNICATIONS DEVICES (PHONE/DEVICE)

Kindergarten–8th Grade: Students may possess a Phone/Device while on school property or in attendance at a school function, but students are not allowed to use the Phone/Device at all during the school day (from the first bell to the last). The Phone/Device must be kept out of sight and set to silent as to not cause disruptions.

9th–12th Grade: Students may possess a Phone/Device while on school property or in attendance at a school function, but may only use the Phone/Device outside of class time or if a teacher gives permission to use them for learning. Otherwise, Phone/Devices must be put away in teacher-designated storage areas during instructional time. Usage zones will be established during instructional time. At all times, the Phone/Device must be set to silent as to not cause disruptions.

~~At the high school, cell phones are allowed to be on and in operational mode before the school day begins, during the assigned lunch period, and after the ending school bell for dismissal. All middle school and elementary school students are not permitted to use their cell phones during the school day. Students are prohibited the use of wireless communications devices during instructional time, unless expressly directed by a teacher and solely for educational purposes.~~ All other cell phone use shall be at the direction and permission of school personnel or with the permission of the bus driver. Only electronic communications approved by school officials for a school assignment will be permitted. Any other electronic communications will be considered a violation and will be prohibited. Electronic communications include, but are not limited to, video/audio records, photographs, and/or text messages. The school will not be held responsible for lost or stolen cell phones and/or any electronic devices. No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any standardized testing (FSA, EOC, etc.). This policy applies to grades PreK-12 as does everything in the Student Conduct and Discipline Code. Violation of this provision may result in the loss of the student's privilege to possess a cell phone on campus in addition to any other prescribed disciplinary intervention. If a cell phone/electronic device is visible, being handled, or otherwise used in any manner during a test or exam, it will be considered cheating and the student may receive a zero for that test or exam. Students who use an electronic device to record a fight or other disturbance may receive the same consequences as the primary violator.

Note: Students who record physical altercations and post the unauthorized recording to any social media platform will be subject to disciplinary consequences.

Note: Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act [§1006.07(2)(e), Florida Statutes].

Note: Students may only use a single earbud during authorized use of any electronic device.

Note: Exceptions for medical needs may be granted when written documentation is provided by a medical doctor when monitoring is required during the school day.

DRESS CODE

Students have a responsibility to be dressed and groomed in a manner that is consistent with the Student Conduct and Discipline Code. The principal shall determine when a student's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health and safety of the student or others. Students who attend the RIVEROAK Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms [§1001.43(1)(b), Florida Statutes].

1. Footwear must be worn at all times.
   a. At the elementary school level, flip flops, bedroom slippers or the appearance of bedroom slippers, and shoes with wheels are not acceptable.
   b. At the middle and high school levels, bedroom slippers or the appearance of bedroom slippers, cleated shoes, and shoes with wheels are not acceptable.
2. Jewelry worn in pierced body parts shall be of a nature that is not distracting to others.
3. All middle and high school students shall be required to wear appropriate dress for physical education as prescribed by the school.
4. The following items have potential to cause disruption or threat to a safe and positive school environment and are not allowed:
   a. Decorations, symbols, mottos, or designs imprinted or attached to the body or clothing which is offensive to good taste or the maintenance of good decorum. Examples include, but are not limited to, wearing advertisements of commodities, such as alcoholic beverages, drugs, tobacco, and symbols or writings that have sexual or racial connotation, gang references, or profane language.
   b. Revealing clothing or clothing that exposes the torso. Examples include, but are not limited to: see-through garments; bare midriff clothing that allows any area of the midriff (front and back) to be exposed when sitting, standing, or raising the arm; backless attire; sleepwear or having the appearance of sleepwear; skin-tight clothing; shirts/blouses that do not extend to or over the cap of the shoulder from the base of the neck.
   c. Clothing that is not worn appropriately, is not properly fastened, or has holes. Clothes shall be worn as they are designed; for example, suspenders over the shoulders, pants secured at the waist, belt-buckled, no underwear as outerwear, no underwear exposed, no oversized or baggy pants.
   d. Skirts, dresses, shorts including bike shorts, and skorts that are shorter than four inches above the top of the knee cap are not acceptable. These items worn with leggings or tights are not acceptable.

e. Caps, hats, headgear, visors, bandanas, face coverings, or sunglasses while in the building and/or other areas designated by the principal. No hoodies with hoods worn over the head are allowed at any time. Exceptions require a medical note.
f. Chains, other than necklaces considered to be jewelry. Examples include, but are not limited to, heavy chains generally used for utility purposes, animal choke collars, and so-called hip-hop chains.
g. Jewelry that contains any type of sharp object or is a disturbance to the educational process is prohibited.
h. Long sharp nail styles that may be considered a disturbance such as stiletto nails may be prohibited. Nail style and type will be addressed by school principal as needed.

Note: The principal or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items that cause disruption during school, on school transportation, or during school sponsored events. When it is determined that the apparel is inappropriate, the parent/guardian will be asked to bring clothing to the school which conforms to the Student Conduct and Discipline Code. Repeated violations of dress code guidelines will be considered insubordination and will be subject to disciplinary interventions.

Per Florida Statute 1006.07, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment shall, on first offense, receive a verbal warning and the principal shall call the student's parent/guardian. For a second offense, the student is ineligible to participate in any extra-curricular activity for a period not to exceed five days and the school principal must meet with the student's parent/guardian. For a third or subsequent offense, a student must receive an in-school suspension for a period not to exceed three days and the student is ineligible to participate in any extra-curricular activities for a period not to exceed 30 days, and the school principal must call the student's parent/guardian and write a letter regarding the student's suspension and ineligibility to participate in extra-curricular activities.

GANGS AND GANG-RELATED ACTIVITY

The SCSD will not tolerate any gang related activity on school grounds, school sponsored events, and/or on school transportation. "Gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal/violent acts and having a common name or common identifying signs, colors, or symbols, or the purposeful violation of any SCSD policy. "Gang-related activity" means engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-related rituals or behaviors on a school campus or at a school-sponsored program or activity. Gang-related activity includes dress, tattoos, bandanas (to be used as gang identifiers), graffiti, hand signals, and verbal slang utilized to demonstrate gang membership. Violations that disrupt the educational process will lead to disciplinary action, up to and including expulsion. If a student is identified or qualifies as a gang member, the student may be subject to expulsion. If a student qualifies as a gang member, subsequent violations of the Student Conduct and Discipline Code may be raised to the next level (i.e., Level IV to Level III, Level III to Level II, Level II to Level I).

It is therefore the policy of the SCSD that gangs and gang activities are prohibited in Suwannee County Schools.

1. No student on or about school property or at any school activity shall:
   a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, bandana or other item that reflects membership in or affiliation with any gang.
   b. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership in any gang or promote a gang.
   c. Engage in any act that encourages or promotes interest in any gang or gang activity, including, but not limited to:
      (1) Soliciting membership in, or affiliation with, any gang,
      (2) Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act,
      (3) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school or personal property,
      (4) Engaging in violence, extortion, or any other illegal act or other violation of school board policy,
      (5) Soliciting any person to engage in physical violence against any other person,
      (6) Engaging in the use of technology that encourages or promotes interest in any gang or gang activity.

The SCSD is working in conjunction with the Suwannee County Sheriff's Office, Department of Juvenile Justice, and the local police department to deter gang activity on school campuses. Any student exhibiting gang activity/characteristics as described in this section may be photographed and information will be shared with local law enforcement. A student

identified as a gang member by the School Resource Officer/Deputy will be photographed and entered into the Florida Department of Law Enforcement's Gang Net (§§874.03 and 874.05, Florida Statutes).

BULLYING/HARASSMENT

The term harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Harassment includes, but is not limited to, racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material in student's possession or constructive possession (i.e., book bag, locker, etc.), worn, posted, circulated in the workplace or schools. The term also includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance. This includes dating violence as per §784.046(1)(d), Florida Statute and SCSD policy 5.101.

USE OF BATHROOMS AND CHANGING FACILITIES

Restrooms and changing facilities are designated for exclusive use by males or females, as determined at birth by biological sex, or as unisex changing facilities. Any student who willfully enters, for a purpose other than those listed in Section 553.865(9), F.S., a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer shall be subject to disciplinary action, up to and including expulsion. Parents and students may also refer to SCSB Policy 5.60, Use of Bathrooms and Changing Facilities.

VIOLENT OR DISRUPTIVE BEHAVIOR

The SCSD is committed to providing an environment supported by educators for improving school safety and increasing access to mental health supports for children and youth. The District will not tolerate violent and disruptive behavior which interferes with the orderly environment and the academic process of the school. Violations may lead to the removal of a student to an Alternative Placement or referral to mental health services. A committee will be established to consider the consequences of such behavior. The purpose of the committee is to review all relevant data for making a determination of placement and services. The parent/guardian will be notified but does not have to be present for placement decisions.

Any student who is determined to have brought a firearm or weapon must be referred to mental health services identified by the District. Any student who is determined to have made a threat or false report must be referred to mental health services identified by the District for evaluation or treatment, when appropriate.

REPORTING SUSPICIOUS BEHAVIOR

FortifyFL is a suspicious activity reporting tool that allows the public to instantly relay information to appropriate law enforcement agencies and school officials and may be found and utilized as a reporting tool on the District website and all District issued devices.

HEALTH SERVICES PROVIDED

School health staff provides health counseling, health education, health screening, referral, and follow up services for suspected or confirmed health problems. They also provide consultation with students' parents/guardians regarding the need for health evaluation by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated. School health staff reviews and maintains records on incidents of health problems, corrective measures taken, and other information that may be needed to plan and evaluate health programs and policies. The school nurse provides health information, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs.

Parents have the primary responsibility to assure the health and well-being of their children, and schools can also play a partnering role. Due to the "Parents' Bill of Rights", Florida Statute 1014.06-Parental consent for health care services, parents must give written consent for school nurses to provide health care services to minor students. The consent must be completed electronically in your FOCUS Parent Portal. **If a consent form is not on record/file at Suwannee County School District, or if you choose "no" to School Health Services, your child will not receive services except for the event of an emergency. If your child gets sick or injured (anything that requires first aid or nursing services), you will be called to come pick him/her up from school.**

ANNUAL EMERGENCY INFORMATION AND HEALTH UPDATE

It is very important that the annual request for updated information is completed in the FOCUS Parent Portal no later than the first week of school. Please provide schools with emergency contacts and inform administration of any health problems your child may have which can affect them in the school setting.

Current accurate health and telephone information enables the school to contact you in case of emergency, accident, or illness, and will help us to ensure the health and well-being of your child. If any information changes during the school year, please contact the school immediately. **It is the parent/guardian's responsibility to keep his/her child's health and contact information (telephone numbers, address, etc.) updated.** In case of a serious accident or illness at school, your child will be transported by ambulance to an emergency medical facility. The parent/guardian is responsible for all expenses.

MEETING EMERGENCY HEALTH NEEDS
Onsite emergency health needs are provided at each school by school health staff employed by SCSD, the Suwannee County Health Department, and/or other trained SCSD staff who are currently certified by a nationally recognized certifying agency to provide first aid and CPR. Onsite emergency health needs means management and aid for illness or injury pending the student's return to the classroom or release to a parent/guardian, designated friend, or designated health care provider.

Please list on the Annual Emergency Information and Health Update form friends and/or relatives who may serve as emergency contacts for your child when you cannot be reached. Please list your best contact information such as a cell phone number, if applicable.

SCHOOL ENTRY HEALTH EXAMINATION
Students in grades Pre-K through 12th who are making their initial entry into a Florida school must present a record of a school entry health examination completed within one year before enrollment. The school entry health exam, completed and signed by a health care provider licensed to perform physical exams in the United States, should be taken to the child's school upon enrollment. Although a specific form is not required, it is recommended that Florida's standardized School Entry Health Exam form (DH3040-CHP—07/2013) be used to document completion of a physical examination. A form signed by a health care provider licensed to perform physical exams in the United States that indicates the results of the components included in School Entry Health Exam form (DH3040-CHP-07/2013) is also acceptable.
For students transferring to a Florida school, a comparable form from another state would also be acceptable, if performed by a health care provider licensed to perform physical exams, and completed within one year before enrollment. [§1003.22(1), Florida Statutes; Rule: Chapter 6A-6.024, FAC].

FLORIDA IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY –2024-2025 SCHOOL YEAR
Section 1003.22 (10) Florida Statutes, requires each district school board and the governing authority of each private school to refuse admittance or temporarily exclude from attendance any student who is not in compliance with the immunization requirements for school attendance.

2025-2026 School Entry Requirements
Before entering or attending school in-person or virtually (kindergarten through 12th grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12th Grade:
- 4 or 5 doses of Diphtheria-Tetanus-Pertussis (DTaP) vaccine*
- 3 doses of Hepatitis B (Hep B) vaccine
- 3, 4, or 5 doses of Polio (IPV) vaccine**
- 2 doses of Measles-Mumps-Rubella (MMR) vaccine
- 2 doses of Varicella vaccine***

*The fifth dose of DTaP vaccine is not necessary if the fourth dose was administered at age four years or older.
**If four or more doses are administered before age four years, an additional dose should be administered at age four through six years and at least six months after the previous dose. A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.
***Varicella vaccine is not required if varicella disease is documented by the health care provider.

Seventh Grade Requirements
In addition to kindergarten through 12th grade vaccines, students entering or attending seventh grade need the following:
- 1 dose of Tetnus-Diphtheria-Pertussis (Tdap) vaccine in grades seven through twelve
- An updated DH 680 form to include Tdap, must be obtained for submission to the school

EXEMPTIONS
There are only two types of exemptions: medical and religious. Your child's doctor (MD or DO) must fill out the DH-680 form (Part C) indicating a valid reason for medical exemption. Only the Health Department can grant a religious exemption.

MENINGOCOCCAL VACCINES
Meningococcal vaccines are not required for school entry or attendance but are recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never previously received Meningococcal vaccines, a dose is recommended at high school entry.

HUMAN PAPILLOMA VIRUS VACCINES (HPV/GENITAL HERPES)
Human Papilloma Virus vaccines are not required for school entry or attendance but are recommended for girls at their routine preadolescent visit (11-12 years of age). Males that are 9-26 years of age may receive HPV vaccine.

MEDICATION ADMINISTRATION
Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require them to be given while at school. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent/guardian. SCSD has a "Zero Tolerance" drug policy. Don't put your child at risk of disciplinary action! As the parent/guardian, you can avoid potential problems for your child. Don't send any medications to school with your child. Remember, even over the counter medications, such as Tylenol and Advil, are considered drugs. Instructions on using medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner or as described on the medication container provided by the pharmacist and/or the Florida licensed prescribing healthcare practitioner. All medications shall be delivered to the school office or health clinic with the Authorization for Medication Administration Form completed and signed by the student's parent/guardian and the Florida licensed prescribing healthcare practitioner. This form is available online on the Student Services webpage at www.suwannee.k12.fl.us. A separate Authorization for Medication Administration Form must be completed for each medication that must be given during school hours or school-sponsored activities. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic or adverse reaction.

1. Only medication in its original container from the store or pharmacy will be accepted.
2. All medications being received at school must be counted with the parent/adult delivering the medication and a school health staff and/or a school employee who is receiving the medication. Verification of the count shall be made, in writing, on the medication administration log notes by the person delivering the medication and the person receiving the medication.
3. Medication should be given as close to the prescribed time as possible. It is acceptable medical practice to give the dose one hour before or after specified time on a routine basis.
4. Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.
5. No medications, prescription or non-prescription, with an expired prescription date or that is past the manufacturer's expiration date will be administered at school or during school sponsored activities.
6. The medication in the bottle must match the label, match the student's name, match the authorization form, and have a current prescription label on the bottle (if it is a prescribed medication). The date on the label must be within the past 30 days for controlled substances and antibiotics and within the past 12 months for other prescribed medications.
7. Prescription labels shall not be altered with handwriting by a parent, school staff, or school health staff.
8. A new prescription bottle with correct labeling is required for any dosage and/or time changes.
9. The school cannot alter dosages without a new Authorization for Medication Administration Form completed by the parent/guardian and the Florida prescribing healthcare practitioner.
10. Unused medication should be retrieved from the school/office within one week after medication is discontinued or by the end of the last student school day of the current school year. Otherwise, the school will dispose of the medication.
11. A student may possess and use a medication regulated by the US Food and Drug Administration for over-the-counter use to treat and/or relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription, the medication must be in the original container. Students may not share over-the-counter medications or any other medications with others.

AUTHORIZATION FOR STUDENTS TO CARRY A PRESCRIPTION, INHALER, EPIPEN, INSULIN, PANCREATIC ENZYME SUPPLEMENT OR OTHER APPROVED EMERGENCY MEDICATION
If a student has asthma or other health-related conditions that require self-administration of medicine or emergency type(s) of medication or a student needs to carry medication and self-administer on his/her person, you must complete an Authorization for Students to Carry a Prescription, Inhaler, EpiPen, Insulin, Pancreatic Enzyme Supplement or Other Approved Medication Form. You may obtain a form from your child's school or online at http://www.suwannee.k12.fl.us/medication-

administration. This form requires signatures of a Florida licensed healthcare practitioner, the parent/guardian, and the student.

1. The school nurse, who is a registered nurse, upon performing a nursing assessment of the student, shall determine whether or not this student is ready to responsibly self-carry and self-administer medication at school or during school-sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not responsibly self-carry and self-administer medication at school or during school-sponsored activities, the medication will be administered by school health staff and/or trained school staff.
2. Parents are strongly encouraged to keep a "back up" supply of any emergency medications, such as an inhaler, EpiPen, diabetes medication, etc., in the school clinic. For further instructions, please call or visit your child's school nurse.
3. Emergency Injectable Medications, such as EpiPens, Glucagon, etc., must be accessible immediately in case of an emergency. Only these medications with the exception of inhalers will leave the building in the event of an emergency.
4. Emergency Injectable Medications, such as EpiPens, Glucagon, etc., should be kept in the clinic. It is not recommended to keep emergency medications in the classroom unless the student has been checked off to self-carry in the event of an emergency.
5. Emergency Injectable Medications, such as EpiPens, Glucagon, etc., may be kept in a secure but unlocked location in the clinic. If stored in this way, there should be a sign on the outside of the medication cabinet indicating where the emergency medications are located.

Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication(s) to/with another student!

SCSD's definition of substance abuse: The use of any drug when such use is unlawful, and the use of any drug when such use is detrimental to the user or to others but is not unlawful.

STUDENT USE OF SUNSCREEN

Students may possess and use non-aerosol topical sunscreen without a physician's note or prescription if the sunscreen is regulated for over-the-counter use to limit ultraviolet light-induced skin damage.

HEALTH SCREENINGS

The Suwannee County Health Department and the SCSD provide health screenings to students in Suwannee County Schools. Florida Statute 381.0056 of the School Health Services Act requires these screenings. These screenings are designed to detect health problems that could affect student's learning and/or growth. The screenings conducted are those outlined in our current School Health Plan. The screenings for our county include:

- Vision – Kindergarten, first, third, and sixth grade students and students entering ~~SCSD~~ Florida Schools for the first time,
- Hearing – Kindergarten, first, and sixth grade students and students entering ~~SCSD~~ Florida Schools for the first time,
- Growth and Development (height and weight) with BMI calculation – first, third, and sixth grade students, and
- Scoliosis – Sixth grade students.

These screenings will not harm your child in any way. Mass screenings as listed above will take place within the first semester. If your child does not pass any part of the screening exam(s), you will be notified in writing. Results of your child's health screenings will remain confidential and shared only with school personnel with a need to know.

Screening tools used:

Vision – The Spot Vision Screener is a handheld, portable device designed to help users quickly and easily detect vision issues on patients from six months of age through adult. Spot screens both eyes at once from a nonthreatening 3-foot distance.

Hearing – We have two different screening machines. An audiometer is a machine used for evaluating hearing acuity. They usually consist of an embedded hardware unit connected to a pair of headphones and a test subject feedback button. The Otoacoustic Emissions (OAE) test checks part of the inner ear's response to sound. The test is mostly done on infants and children who may not be able to respond to behavioral hearing tests because of their age. To perform an OAE test, a soft probe is placed into the patient's ear canal and plays a sound to the ear. The device measures the sound that comes back and the results are displayed on the screen of the OAE hearing screener as passed or failed.

Note: Vision and hearing screening should be done for teacher/parent referral of a suspected problem and for students being evaluated for Special Education Placement, new to District.

The Consent for Health Services must be completed electronically on the FOCUS Parent Portal in order to participate in any health services including screenings.

HEALTH INSTRUCTION

Health instruction will be provided by properly trained personnel as mandated by the Florida Law including F.S. 1003.42, which requires that public school curriculum include instruction on human growth and development, AIDS, and pregnancy prevention, and to reduce destructive behavior in children. This legislation established abstinence from sexual activity outside marriage as the expected standard for all school age children and states that human growth and development education will stress this standard.

PARKING/VEHICLE RULES

The parking of a student's vehicle on campus is a privilege that is granted by the SCSD that may be conditioned upon the purchase of a parking decal at the school of attendance. Students who repeatedly violate campus-parking rules may have their parking decal revoked and/or are subject to disciplinary interventions. Students must follow the school policies on driving and parking. Violation of the Student Conduct and Discipline Code policies or the school parking/driving policies may result in loss of privileges, suspension, or expulsion from school [§1001.43(1)(f), Florida Statutes)].

Note: Privileges and Responsibilities – Parents are encouraged to review Florida law pertaining to the operation of motor vehicles by their children. High school students with operator's licenses may not be legally allowed to drive their vehicle home after a late ballgame. It is the student and parent's responsibility to know the law.

1. A student will not be permitted to drive any vehicle to school until filing with the principal the written consent of the student's parent/guardian and a written agreement to comply with all rules of the SCSD and local school officials. Students parking vehicles on campus without authorization are subject to disciplinary interventions.
2. A student leaving home for school shall proceed directly to the school campus. After arriving at school, a student shall remain on school grounds unless given permission to leave the grounds as provided in these rules. At the close of the school day, the student shall leave the school grounds promptly unless under the supervision of a faculty member.
3. The student shall park a car driven to school in the area designated for student parking.
4. **Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, contraband, etc., which may be found in the vehicle.**
5. No student shall loiter in or around the parking area or areas.
6. Students shall not occupy cars during class hours, between classes, or before or after school except as they arrive and leave for the school day and travel to and from approved programs at other locations.
7. A student who receives a citation for a traffic violation while traveling to or from school or who is known to be operating a vehicle in such a manner as to endanger the student's own safety or that of others may at the principal's discretion lose the privilege of driving a vehicle to school. Any student violating such directives shall be subject to suspension or expulsion from school.
8. Students must follow all Florida DHMV traffic laws and regulations while on school property or be subject to citations.
9. Habitual truants will have their driver's license withheld/suspended by the DHMV.
10. Student parking is provided only at the high school facilities, therefore, no middle or elementary school students are permitted to drive themselves to school.

TECHNOLOGY – STUDENT ACCEPTABLE TELECOMMUNICATIONS/ELECTRONIC COMMUNICATIONS USE POLICY AND AGREEMENT

The Suwannee County School District (SCSD) provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. K-5 classrooms are equipped with a class set of Chromebook devices for student use on campus. Students in grades 6-12 are issued a Chromebook device to use both on campus and at home, similar to the issuance of a textbook. If the device is damaged due to misuse, the parent/student will be responsible for the cost or repair not to exceed $250 for a device damaged beyond repair.

The Suwannee County Schools Network is an electronic network which serves public education in accessing the Internet. The Internet is an "information highway" connecting thousands of computers and millions of individual people all over the world. Students, teachers, and support staff of SCSD with network accounts have access to electronic mail (E-Mail) with the ability to communicate with people all over the world. Information, news, and data can also be received from a variety of world-wide sources.

With access to computers and people all over the world comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Efforts have been made to direct participation to education-related materials only. However, on a global network, it is impossible to control all materials. The Suwannee County School Board has established Acceptable Use Guidelines for all users of technology and the Internet in the school system. If any user violates any of these guidelines, his/her access to the network may be terminated and appropriate disciplinary and/or legal action will be taken.

A student's activities while using District devices and/or network resources must be in support of education and research and be consistent with the educational objectives of the SCSD. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Devices and network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all District devices and/or information stored on the network.

Students may not use a personally owned Chromebook or network alternative for educational purposes on campus. The use of personal USB Flash Drives is authorized to students for educational purposes permitting that such use complies with all policies set by SCSD. Using other personal electronic resources, including, but not limited to, digital cameras, tablets, cell phones, digital recorders, MP3 players, and iPods are prohibited unless student has permission from the classroom teacher where the electronic resource will be used. SCSD does not insure personal property of students, staff, teachers, or the public brought on school property. Property of this nature that is stolen, damaged, or lost is the sole responsibility of the owner. The SCSD assumes no responsibility for costs associated with loss or damage to devices not owned by SCSD while on the network. SCSD assumes no responsibility for the technical support or functionality of personal technology brought on school property.

All users must read and be familiar with the IT Policies and Procedures manual. The most recent version is located on the district website at https://www.suwannee.k12.fl.us/information-technology. Examples of prohibited activities according to the manual are as follows:

UNACCEPTABLE USE AND PROHIBITED ACTIVITIES

1. Revealing your account password to others or allowing use of your account by others is prohibited. This includes family and other household members when work is being done at home.
2. Attempting to, accessing, or sharing the account credentials of others or penetrating, attempting to penetrate security measures of the SCSD or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications system is prohibited.
3. Using the services for any activity which adversely affects the ability of other people or systems to use SCSD's network or the internet is prohibited. This includes denial of service attacks against another network host or individual user.
4. Interference with or disruption of other network users, network services, or network equipment is prohibited.
5. Students must not leave devices unattended while logged on.
6. Students must not read, create, send and/or receive email unless using a District-provided email account.
7. Students must not access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offends or degrades others.
8. Students must not use social network sites including, but not limited to, twitter.com, facebook.com, chat rooms, etc.
9. Students must not use video streaming not related to educational purposes or curriculum set by the school or District.
10. Students must not download music or videos not authorized by the school or District.
11. Students must not install services or electronic file sharing mechanisms.
12. Students must not access, modify, harm, or destroy another user's data.
13. Students must not attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message.
14. Students must not engage in cyber bullying on or off campus (i.e., threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes, but is not limited to, online threats and insults intended to embarrass, harass, or terrify others via electronic resources).
15. Students must not post personal information about self or others, sharing confidential information about students or employees.
16. Students must not agree to meet with anyone met online.
17. Students must not intentionally waste limited resources.
18. Students must not bypass the filtering by use of anonymous proxies or unauthorized proxies and services.
19. Students must not download and/or install games, software, tools, or any executable file.
20. Students must not connect to any unauthorized wireless access point or internet service provider.
21. Other uses that the Superintendent/designee may find unacceptable are prohibited.

STUDENT TECHNOLOGY AND DEVICE GUIDELINES

1. Student access to created documents and data will be unavailable following withdrawal from SCSD. Students are encouraged to download a copy of created documents and data to a USB flash drive prior to withdrawal for personal retention purposes.
2. The SCSD expects students to properly maintain electronic devices supplied by SCSD IT Department. Students must notify a school administrator or teacher of device or network malfunctions immediately.
3. All SCSD devices must be made available for immediate inspection by SCSD staff with or without prior notification.
4. Scheduled device checks will occur throughout the year; all devices must be brought to school every day.
5. Students and/or parents must notify a school administrator or teacher of device damage immediately.
6. The SCSD expects devices to be maintained in good working order by the student. If misuse is evident, the full price of repair or replacement of the device becomes the responsibility of the parent.
7. It is strongly suggested that protective equipment (covers, bags, etc.) are used to ensure an additional layer of protection from damage to the device.
8. Students may not use the device for purposes in contrast to the SCSD Acceptable Use Policy.
9. If a student violates the Acceptable Use Policy, the SCSD device must be immediately returned in good working order.
10. If a device is damaged, the student is responsible for the cost or repair in accordance to the following:
    a. Screen Replacement: $50
    b. Keyboard Assembly or Replacement: $75
    c. Charger: $40
    d. Battery: $40
    e. Full replacement: $250

If a student violates any of these guidelines, his/her access to the network or SCSD devices may be terminated and appropriate disciplinary and/or legal action will be taken.

SECTION IV: DISCIPLINARY INTERVENTIONS

The SCSD philosophy of student behavior is one that employs a structured, systematic approach designed to support learning. Classroom management, student motivation, and positive reinforcement generate an atmosphere where student rules are viewed as guidelines for academic success.

The SCSD will provide safe, comfortable classrooms and campus environment and maximize opportunities for student learning which are the most important factors in governing student behavior. All students' interests, strengths, and cultural backgrounds are welcomed and valued.

The SCSD believes that all students have the right to a safe and effective learning environment and that teachers have the right to a safe and effective teaching environment. Discipline issues are minimized when students are engaged in meaningful and interesting activities. Students do best with positive reinforcement techniques. Students need to have structure and limits.

The SCSD believes that discipline and classroom management exist as additional learning experiences for students. Discipline should come from a desire to teach students to self-assess and self-regulate their behavior. A well-disciplined student understands what is socially and personally healthy and productive, and can correct his or her own behavior when straying from that ideal. This kind of student can resolve conflicts in a healthy way and knows what behavior is productive within social communities. Likewise, classroom management exists to guide students toward positive behaviors. It not only maximizes the time spent learning in the classroom, but it also serves to eliminate many situations in which students are tempted to exhibit negative behaviors. Effective classroom management helps ensure student success.

The SCSD believes that as professional educators, the SCSD is charged with providing a safe, structured, and orderly environment for all students, staff, and school visitors. Further, the SCSD believes that expecting, teaching, and upholding high behavioral standards are key components in preparing students to be successful and productive citizens in the greater society. In order to fulfill these responsibilities and achieve these goals, as a District, all SCSD schools will:

1. Follow the Student Code of Conduct and School Board Policies,
2. Provide training for staff and parents in effective behavior practices,
3. Promote positive behavioral supports,
4. Administer disciplinary measures with fairness and consistency, and
5. Engage parents as partners in identifying and maintaining student behavior as an educational priority for all SCSD students.

Below are definitions associated with disciplinary interventions. Some definitions have been created by the state, and disciplinary interventions pertaining to these definitions require reporting to the state through School Environmental Safety Incident Reporting (SESIR). All SESIR definitions apply to actions that occur while on school campus, on school-provided transportation, at a school or School Board sponsored function, or while at other School Board facilities.

Abusive, Profane, Obscene, Discriminatory Language/Material - The use of oral or written language, electronic messages, pictures, objects, gestures, or any other physical act (engaging in unwelcome or inappropriate touching) that is considered to be offensive, socially unacceptable, or not suitable for an educational setting; the deliberate use of inappropriate language (profanity) with the intent for others to hear, the use of obscenity toward a school staff member, or the use of obscene gestures.

Aggravated Battery (SESIR) (Level I) – A battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g), such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

Alcohol Possession/Use/Sale (SESIR) (Level IV) - Possession, sale, purchase, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.

Arson (SESIR) (Level I) – To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

Bullying (SESIR) (Level IV) - "Bullying, as defined in Section 1006.147(3)(a), F.S., involves systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees." Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

SCSD definition includes but is not limited to, unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing acts, by an adult or student, that are severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Burglary (SESIR) (Level II) – Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

Bus Conduct – See bus conduct rules on page 11 and 12.

Cell Phone/Electronic Device Violation - Disruptive and inappropriate exposure/use of cell phones, text messaging, web access, portable music devices, digital cameras, and like communication devices during the instructional day. Students who use an electronic device to record a fight or other disturbance may receive the same consequences as the primary violator. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act [§1006.07(2)(e), Florida Statutes].

Cheating/Plagiarism - Cheating on any assignment, test/quiz, or online classwork. The possession of, deliberate distribution of, or use of inappropriate information, including, but not limited to: computer files or folders, passwords, electronic devices, or oral or written notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

Contraband – Possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or items which are prohibited at school, including, but not limited to: ammunition storage/feeding devices (magazines, drums, clips, etc.), ammunition (bullets, casings, shells, cartridges, etc.), flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, nerf guns, toy guns, facsimile of any weapon or other similar devices. This also includes possession of a tool, instrument, appliance, or utensil, laser pointer, self-defense spikes, or light pen, which may/may not be intended to cause harm to another.

Criminal Mischief (SESIR) (Level III) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism

thereto. Incidents that fall below the $1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

Defiance/Insubordination - Not submitting to authority, disobedience, failure to follow reasonable request by School Board employee, not telling the truth when requested by School Board employee.

Defiance of Authority and School Rules - The flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority.

Destruction of School Property (Minor) - To deliberately destroy or deface school property with a value of less than $300.

Destruction of School Property (Major) - To deliberately destroy or deface school property with a value of more than $300 but less than $1,000.

Disorderly Conduct (Minor) - Any act that substantially disrupts the orderly conduct of a school functiou or substantially disrupts the orderly learning environment.

Disruption on Campus (Major) (SESIR) (Level III) - Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

Dress Code Violation - Failure to comply with the established dress code policy.

Drug Sales or Distribution (SESIR) (Level II) - The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.

Drug Use or Possession (SESIR) (Level III) - The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation. Drug use or possession includes use or possession of counterfeit drugs and substances which imitate any drug, narcotic, or controlled substance. Drug use or possession also includes use or possession of vaporizers/electronic cigarettes containing THC, otherwise known as "THC vape pens," "weed pens," and "dab pens."

False Information –A recommendation of expulsion or assignment to a second chance school may also be made for any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff, according to the District Student Conduct and Discipline Code. Any recommendation of expulsion shall include a detailed report by the principal or the principal's designated representative on the alternative measures taken prior to the recommendation of expulsion. F.S. 1006.09 Section C.

Fighting (SESIR) (Level III) – When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

Forgery (Minor) - To fraudulently or falsely make or alter a document.

Forgery (Major) - To make a false or misleading written communication to a school staff member with either the intent to deceive, or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document, item, or record.

Grand Theft ($750 threshold) (SESIR) (Level III) - The unauthorized taking of the property of another person or organization, including motor vehicles, valued at $750 or more, without threat, violence, or bodily harm. Incidents that fall below the $750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

Harassment (SESIR) (Level IV) - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that: (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with a student's educational performance,

opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that caused substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.

Hazing (SESIR) (Level III) - Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (1) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior; or (2) any brutality of a physical nature, such as whipping, beating, banding, or exposure to the elements.

Homicide (SESIR) (Level I) - The unjustified killing of one human being by another.

Instigating a Fight - A person instigating, inciting, or encouraging a fight or confrontation between individuals.

Kidnapping (SESIR) (Level I) - Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Medication Policy Violation - Failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.

Misuse of School Computer - Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network program(s) or data.

Off-Campus Felony – Students who are charged with an off-campus felony may be felony suspended pending the disposition of the charges. Students could also face disciplinary consequences up to expulsion for off campus felonious acts [§1006.09(2), Florida Statutes].

Other Gang-Related Activity – Engaging in any verbal, written, or physical act that does not fall under another discipline code and is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors on a school campus, transportation, or at a school-sponsored program or activity. See Gangs and Gang-Related Activity on page 14.

Other (Minor) - Minor incidents that do not fit within the other definitions.

Other (Major) (SESIR) (Level III) - Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified.

SCSD examples include, but are not limited to, student producing or knowingly using counterfeit money, participating in gambling activities, possession of child pornography, and possession of drug paraphernalia.

Physical Conflict - The uninvited touching, pushing, shoving, or physical conflicts.

Public Display of Affection (PDA) - Failure to comply with the established PDA policy of the individual school.

Recording Students without Consent – Students who record physical altercations and post the unauthorized recording to any social media platform will be subject to disciplinary consequences.

Robbery (SESIR) (Level II) - The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.

Sexual Assault (SESIR) (Level II) - An incident that includes a threat of: rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.

Sexual Battery (Rape) (SESIR) (Level I) - Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both male and females can be victims of sexual battery.

Sexual Harassment (SESIR) (Level III) – Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.

Sexual Offense Other (SESIR) (Level III) – Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexting, sexual activity, or exposing private body parts in a lewd manner.

Simple Battery (SESIR) (Level II) – An actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.

Skipping Class - Not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of a class.

Tardiness (Excessive) - A student will be considered tardy to class when he/she is not in the classroom when the tardy bell rings. Any student arriving late must go to the attendance/front office to sign in before attending class.

Theft (Minor) - The unauthorized taking, carrying, riding away, or concealing the property of another person which is less than $750 in value, without threat or bodily harm.

Threat/Intimidation (SESIR) (Level III) – A statement of an intention to inflict pain, injury, damage, reprisal, or other hostile action upon another individual. This includes instances where the listener or victim reasonably believed physical harm could have occurred based on verbal or nonverbal communication by the declarant. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically, or through any other means.

Throwing/Propelling Objects - To drive forward an object by means of force that imparts motion.

Tobacco (SESIR) (Level IV) - The possession, sale, purchase, distribution, or use of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related.

SCSD definition includes tobacco products in any form including, but not limited to, synthetic tobacco, use of electronic cigarettes or similar devices, and/or vaping **in any form.** Vaping-Related – All SESIR incidents that involve the use of non-combustible vaping products, including electronic cigarettes, vapes, and vape pens, or any electronic nicotine delivery system (ENDS) are required to be reported as vaping-related, if the liquid used contains nicotine or a controlled substance. Schools are not required to test for nicotine or drugs in vaping devices.

Trespassing (SESIR) (Level III) - To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry. Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported in SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.

SCSD prohibits the unauthorized entry onto School Board owned property, into a school function, or an extracurricular activity, or remaining on School Board owned property after being directed to leave that location by a school staff member or law enforcement official or while subject to suspension, expulsion, or assignment to an alternative placement.

Unauthorized Area/Location - Being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

Unauthorized Leaving of Campus - Failure of student to follow proper procedures to leave school campus.

Unauthorized Sales - The selling of goods which has not been authorized by administration.

Unsubstantiated Bullying - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying, as listed in the Jeffrey Johnston Stand Up for All Students Act (§1006.147, Florida Statutes).

Uusubstantiated Harassment - After a complete investigation and follow up of reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of harassment, as listed in the Jeffrey Johnston Stand Up for All Students Act (§1006.147, Florida Statutes).

Vandalism (Minor) – The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data. Damage must be $1,000 or less.

Vehicle Violation - Failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus, to include parking in unauthorized areas, driving or parking without proper sticker, improper driving on campus, or unauthorized driver on campus.

Weapons Possession (SESIR) (Level II) Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.

SCSD policy prohibits possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to: fixed blade knives, folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and "look-alike" weapons. Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement, per §1006.07(2), Florida Statutes. However, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.

Note: If a common pocketknife is used in a threatening or aggressive manner, the knife will be considered a weapon by both the school district and law enforcement.

Level I	Level II	Level III	Level IV
Aggravated Battery SESIR	Burglary SESIR	Abusive, Profane, Obscene, Discriminatory Language/Materials Directed to an Adult	Abusive, Profane, Obscene, Discriminatory Language/Materials Directed to a Student
Arson SESIR	Contraband	Cell Phone/Electronic Device Violation	Alcohol Possession/Use/Sale SESIR
Contraband	Defiance/Insubordination	Cheating/Plagiarism	Bullying SESIR
Destruction of School Property (Major)	Defiance of Authority and School Rules	Criminal Mischief	Cell Phone/Electronic Device Violation
Homicide SESIR	Destruction of School Property (Minor)	Disorderly Conduct (Minor)	Cheating/Plagiarism
Kidnapping SESIR	Drug Sales or Distribution SESIR	Disruption on Campus (Major) SESIR	Disorderly Conduct (Minor)
Physical Conflict	Forgery (Major)	Dress Code Violation	Dress Code Violation
Sexual Battery (Rape) SESIR	Instigating a Fight	Drug Use or Possession SESIR	Forgery (Minor)
	Medication Policy Violation	Fighting SESIR	Harassment SESIR
	Other Gang-Related Activity	Forgery (Minor)	Medication Policy Violation
	Physical Conflict	Grand Theft	Misuse of School Computer
	Robbery SESIR	Hazing SESIR	Other (Minor)
	Sexual Assault SESIR	Medication Policy Violation	Public Display of Affection (PDA)
	Simple Battery	Misuse of School Computer	Skipping Class
	Theft (Minor)	Other Gang-Related Activity	Tardiness (Excessive)
	Vandalism (Minor)	Other Major Incidents SESIR	Throwing/Propelling Objects
	Weapons Possession SESIR	Public Display of Affection (PDA)	Tobacco SESIR
		Sexual Harassment SESIR	Unauthorized Area/Location
		Sexual Offense Other SESIR	Unauthorized Leaving of Campus
		Skipping Class	Unauthorized Sales
		Tardiness (Excessive)	Unsubstantiated Bullying
		Threat/Intimidation SESIR	Unsubstantiated Harassment

		Throwing/Propelling Objects	Vandalism (Minor)
		Trespassing SESIR	Vehicle Violation
		Unauthorized Area/Location	
		Unauthorized Leaving of Campus	
		Unauthorized Sales	
		Unsubstantiated Harassment	
		Vehicle Violation	

Note: Violations not listed in this table could result in disciplinary consequences up to and including expulsion.

ACTIONS/INTERVENTIONS

Teacher Managed Consequences
Corporal Punishment
Corporal Punishment by Parent
CPI Restraint
Punitive Assignment
Parent Contact
Parent Conference
Verbal Reprimand/Warning
Time Out
Written Apology
Guidance Referral
Mental Health Counseling Referral
MTSS Referral
Lunch Detention
ISS
Computer Suspension
Computer Expulsion
Work detail
Detention
Behavior Contract
Schedule Change
Restitution
Suspension of Driving/Parking Privilege
Suspension of Lunch Privilege
Suspension of Privilege
Removed from After School/Summer School
Online Module
Bus Suspension/Expulsion
OSS
OSS Pending Manifestation
Parent Training Requirement
Expelled, Without Continuing Educational Services
Expelled, With Continuing Educational Services
Stipulated Expulsion Agreements
Suspension Extended, Pending Hearing
Mechanical Restraint
Physical Restraint
Other SESIR Defined
Change in Placement
Other

SECTION V: DUE PROCESS

DUE PROCESS PROCEDURES FOR SUSPENSIONS

A student accused of an offense which in the opinion of the principal/designee would require suspension from school or bus shall be afforded the following due process procedures. If a student is formally charged with a felony occurring off property **not** owned by the SCSD, the principal/designee shall determine if the student's presence on campus threatens the orderly environment or safety of others. Suspension proceedings, pursuant to rules of the State Board of Education, may be initiated against any enrolled student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents of the student by the principal of the school pursuant to rules adopted by the State Board of Education and to rules developed pursuant to s. 1001.54, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed 10 days, as determined by the district school superintendent. The suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in a daytime alternative education program, or an evening alternative education program, where appropriate (F.S 1006.09). An administrative hearing should be scheduled if it is determined the felony charge is upheld. The information shall be provided to the Superintendent who shall determine the length of the suspension by an administrative placement in an alternative setting. A recommendation to expel a student shall be determined by the Superintendent and submitted to the School Board if the student is adjudicated guilty of a felony. Additional procedures for students with disabilities are described in the subsection ESE: Suspension and Expulsions. In emergency situations, these procedures may be modified so long as reasonable efforts are made to provide substantially similar opportunities for due process.

Step 1 – The student must be told by the principal/designee of the reason(s) for consideration of suspension from school or from the school bus (not to exceed 10 days).
Step 2 – The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
Step 3 – The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the determination is to impose suspension, the notice of suspension shall be in writing. The following information shall be included in the written notice of suspension to the parent/guardian/student and the Superintendent:

- Nature of the offense,
- The date of the offense, the beginning date of the suspension, and the date on which the student may return,
- Any condition involving the suspension, such as a possible reduction of the suspension.

Step 4 – The principal/designee shall report each suspension from school or the school bus in writing to the student's parent/guardian and to the Superintendent/designee. Any suspension notice to parent/guardian/studeut, shall be hand-delivered by the principal or an administrative staff member or shall be sent by first class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This report shall be mailed and delivery initiated within 24 hours of the start of the suspension or on the next regular workday. Reasonable efforts shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
Step 5 – The student and parent/guardian have a right to a conference with the principal/designee upon request of the parent/guardian to appeal the discipline imposed. The principal shall have the discretion to reduce or cancel the suspension if it is felt that it would be in the best interest of the student and school to do so.
Step 6 – If the parent/guardian feels that due process was not provided, they may appeal by contacting the office of Student Services or the Assistant Superintendent of Administration to further discuss the matter. This shall not be interpreted as permitting the District administrator to substitute their judgment for the judgment of the principal.

DUE PROCESS PROCEDURES FOR ALTERNATIVE SCHOOL PLACEMENT

Same as for suspension decisions.

DUE PROCESS PROCEDURES FOR EXPULSION

A student accused of an offense which, in the opinion of the principal/designee may require expulsion from school or bus, shall be afforded the due process described below. Additional procedures for students with disabilities are described in the

subsection ESE: Suspension and Expulsions. In emergency situations, these procedures may be modified as long as reasonable efforts are made to provide substantially similar opportunities.

Step 1 – The student must be told by the principal/designee of the reason(s) for consideration of expulsion.
Step 2 – The student must be given the opportunity to present the student's side of the matter either verbally or in writing and must have the opportunity to present witnesses to the incident.
Step 3 – The principal/designee shall make a determination as to whether or not the student is guilty of the misconduct, and if so, what the terms of the disciplinary response will be. The student shall be informed of the determination. If the principal/designee determines that there are sufficient grounds for expulsion, then the principal/designee shall inform the student of the suspension from school for ten days and that a recommendation for expulsion is being considered.
Step 4 – The principal/designee shall report in writing to the student's parent/guardian and the Superintendent that the student has been suspended for ten days and that a recommendation for expulsion is being considered. Any suspension notice to a parent/guardian/student shall be hand-delivered by the principal or an administrative staff member, or shall be sent by first-class mail if the principal or an administrative staff member documents a personal contact (not an attempt or recorded message) with the parent/guardian concerning the suspension and that the paperwork is being sent by mail. If contact cannot be made with the parent/guardian, then the notice may be sent by certified mail. This shall be mailed within 24 hours of the start of the initial 10-day suspension or on the next regular workday. Reasonable effort shall be made to contact the parent/guardian prior to the start of the suspension. If the parent/guardian cannot be reached prior to the start of the suspension, the principal/designee may determine that the suspension will start without the prior contact with the parent/guardian.
Step 5 – The Superintendent/designee shall review the principal's recommendation for expulsion within five school days of receipt and shall recommend whatever action is deemed appropriate. The Superintendent shall notify the parent/guardian and the principal/designee of the decision within 24 hours.
Step 6 – The parent/guardian shall have the right to a hearing with the Superintendent/designee to challenge the extension or imposition of an expulsion. The hearing shall be informal in nature and shall be granted on written request.
Step 7 – The parent/guardian/student shall be informed of any alternatives, if appropriate, and changes shall be made in the student's assignment or program.
Step 8 – If the Superintendent decides to recommend expulsion, the parent/guardian shall be notified by certified mail of the hearing at which the School Board will consider the recommendation. Failure to request a hearing in writing in a timely manner shall be considered a waiver of the student's right to a hearing to contest the charges.
Step 9 – The parent/guardian shall have the right to appear before the School Board, which will act on the Superintendent's recommendation for expulsion.
Step 10 - After the parties have presented their case at the hearing, the School Board shall vote on whether to adopt the Superintendent's recommendation for expulsion. The School Board's final action shall be memorialized in a Final Order.
Step 11 – A student who is expelled from the District by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for a rehearing shall be made by the parent/guardian to the Superintendent/designee. The Superintendent's office shall determine whether the expulsion shall be reheard by the School Board.

Note: The Superintendent/designee may recommend to the School Board expulsion of a student who is found guilty of a felony. However, any student subject to discipline or expulsion for the unlawful possession or use of any substance under Chapter 893, Florida Statutes may be entitled to a waiver of the discipline or expulsion if the student divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if the student voluntarily discloses the unlawful possession of such controlled substance prior to arrest. For the purpose of this section, "voluntarily discloses" means that the individual comes forward on his/her own volition, without coercion from outside influences (§1006.09, Florida Statutes).

ESE: SUSPENSIONS AND EXPULSIONS
Students with disabilities identified as exceptional education students may be suspended in accordance with SCSD policy for a total of ten days. In case of serious breach of conduct involving the health, safety, and welfare of students and SCSD employees, appropriate alternatives for allowing the student to continue receiving educational programs and services during the suspension may include, but are not limited to, a reduced day program, transfer to a more restrictive placement for a designated period of time, attendance for special class(es) only, modified school day (i.e., student may come to the school campus at the end of the school day for the instructional program), home instruction, and other options.

Any recommendation for the expulsion of any exceptional education student with a disability shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Act (IDEA). The expulsion of an exceptional education student shall not result in a complete cessation of educational services; the District is responsible for providing the student's education during the expulsion in accordance with

a revised Individual Education Plan (IEP). The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities. The following procedures shall be followed for the expulsion of exceptional education students:

- **Step 1** – The principal shall be responsible for convening a manifestation committee. The committee shall include, but not be limited to, the Director of Student Services/designee, the school psychologist, the guidance counselor, ESE school specialists, the involved ESE teacher, and the principal/administrative designee. Proper parent/guardian notification/invitation procedures must be followed.
- **Step 2** – The committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to the student's exceptionality. This decision will be taken into consideration when reviewing all evidence and making recommendations. If the committee determines the student's behavior is in relation to the exceptionality, the team may modify the student's IEP in accordance with current needs, and expulsion will not be applied (cessation of educational services is not an option for a student with a disability). Procedures in State Board of Education Rules shall apply when a student's conduct does not bear a relationship to the exceptionality.
- **Step 3** – The decision of the committee shall be documented. The student's IEP may be revised to reflect a modification of the current special program or an alternative placement or an indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in the Student Conduct and Discipline Code.
- **Step 4** – Any change from the student's school placement to an alternative education setting must be reviewed within 45 days. The principal/designee of student's home school must attend the meeting to review the interim alternative education placement prior to extending the alternative setting or returning the student to his/her home school.
- **Step 5** – The principal/designee is responsible for taking appropriate action consistent with School Board policy and the Procedural Safeguards for Parents of Students with Disabilities.

SCHOOL COUNSELING PROGRAMS

All SCSD schools have school counselors that provide a variety of services to students. These services are presented to students in classrooms, small groups, and in individual counseling sessions. If you do not wish your child to have access to these programs and activities, please notify the school principal in writing.

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2025-2026

MY CHOICE for High Quality Education!

JULY 2025					
July 1-31: Summer Hours		1	2	3	4
July 3: Holiday (Observed)	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

AUGUST 2025					
Aug 4-8: Pre-Planning Days					1
Aug 11: First Day for Students/	4	5	6	7	8
Student Early Release Day	**11**	12	13	14	15
Aug 25: PD Day	18	19	20	21	22
	~~25~~	26	27	28	29

SEPTEMBER 2025					
Sept 1: Labor Day Holiday	1	2	3	4	5
Sept 29: PD Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	~~29~~	30			

OCTOBER 2025					
Oct 10: End of Q1 (42 Days)			1	2	3
Oct 13: Teacher Work Day	6	7	8	9	10
Oct 27: PD Day	~~13~~	14	15	16	17
	20	21	22	23	24
	~~27~~	28	29	30	31

NOVEMBER 2025					
Nov 11: Veteran's Day Holiday					
Nov 24-28: Thanksgiving Break	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

DECEMBER 2025					
Dec 19: Student Early Release	1	2	3	4	5
Dec 19: End of Q2 (42 Days)	8	9	10	11	12
Dec 22-31: Christmas Break	15	16	17	18	19
	22	23	24	25	26
	29	30	~~31~~		

JANUARY 2026					
Jan 1: New Year's Day Holiday				1	~~2~~
Jan 2: Teacher Work Day	5	6	7	8	9
Jan 5: Students Return	12	13	14	15	16
Jan 19: MLK Day Holiday	19	20	21	22	23
	26	27	28	29	30

FEBRUARY 2026					
Feb 16: PD Day					
	2	3	4	5	6
	9	10	11	12	13
	~~16~~	17	18	19	20
	23	24	25	26	27

MARCH 2026					
March 10: End of Q3 (45 Days)	2	3	4	5	6
March 13: Teacher Work Day	9	10	11	12	~~13~~
March 23: PD Day	16	17	18	19	20
	~~23~~	24	25	26	27
	30	31			

APRIL 2026					
April 3: Good Friday Holiday			1	2	3
April 13-17 Spring Break	6	7	8	9	10
	13	14	15	~~16~~	~~17~~
	20	21	22	23	24
	27	28	29	30	

MAY 2026					
May 22: End of Q4 (45 Days)					1
May 22: Students' Last Day	4	5	6	7	8
May 25: Memorial Day	11	12	13	14	15
May 26-27 PD Days	18	19	20	21	22
May 28: Post Planning Day	25	~~26~~	~~27~~	28	29

JUNE 2026					
June 1-30: Summer Hours	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

PD Day - Holiday for students

Teacher Work Day - Holiday for students, buss drivers, food service workers and paraprofessionas (as assigned)

Holiday for students, 10/11 month teachers, bus drivers, food service workers, and paraprofessionals

Holiday for all employees and students

*Early Release days may be subject to change with prior notice
*PD Days may be converted to student days if needed for storm make-up days

SCSB Approved 9/24/2024

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2025-2026

MY CHOICE for High Quality Education!

Pre-Planning: August 4-8, 2025 **Post-Planning:** May 28, 2026

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

Progress reports will be distributed	Friday, September 12, 2025
End of first nine weeks/mid 1st term	Friday, October 10, 2025
Grade reports go out	Friday, October 17, 2025

Second nine weeks/term:

Progress reports will be distributed	Friday, November 14, 2025
End of second nine weeks/end of 1st term	Friday, December 19, 2025
Grade reports go out	Friday, January 9, 2026

Third nine weeks/term:

Progress reports will be distributed	Friday, February 6, 2026
End of third nine weeks/mid 2nd term	Friday, March 10, 2026
Grade reports go out	Friday, March 20, 2026

Fourth nine weeks/term:

Progress reports will be distributed	Friday, May 1, 2026
End of fourth nine weeks/end of 2nd term	Friday, May 22, 2026

The school office is responsible for the distribution of report cards at the end of the year.

TEACHERS' WORKDAYS (3)

October 13, 2025	January 2, 2026	March 13, 2026

PROFESSIONAL DEVELOPMENT (PD) DAYS (7.5 DAYS)

August 25, 2025	February 16, 2026	May 27, 2026
September 29, 2025	March 23, 2026	
October 27, 2025	May 26, 2026	

HOLIDAYS 12-Months

July 3, 2025	December 22-26, 2025	April 3, 2026
September 1, 2025	December 29-30, 2025	April 13-15, 2026
November 11, 2025	January 1, 2026	May 25, 2026
November 24-28, 2025	January 19, 2026	

HOLIDAYS Students

August 25, 2025	November 24-28, 2025	March 13, 2026
September 1, 2025	December 22-26, 2025	March 23, 2026
September 29, 2025	December 29-31, 2025	April 3, 2026
October 13, 2025	January 1-2 2026	April 13-17, 2026
October 27, 2025	January 19, 2026	
November 11, 2025	February 16, 2026	

TEACHER PAID HOLIDAYS (6)

Labor Day	Christmas Day
Veteran's Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day

- **Paraprofessionals** will work all student days, (5) pre-planning days and the following six (6) Professional Development Days: 8/25/25, 9/29/25, 10/27/25, 2/16/26, 3/23/26 and 5/26/26
- **Food Service** and **Bus Drivers** work the following six (6) Professional Development Days: 8/25/25, 9/29/25, 10/27/25, 2/16/26, 3/23/26 and 5/26/26
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB Approved 9/24/2024

SUWANNEE DISTRICT SCHOOLS DIRECTORY

SCHOOLS:

Branford Elementary School	935-5700
Guidance	935-5704
Nurse	935-5707
Branford High School	935-5600
Attendance Office	935-5601
Athletic Department	935-5620
Guidance (Grades 9-12)	935-5607
Guidance (Grades 6-8)	935-5608
Nurse	935-5609
RIVEROAK Technical College	647-4200
Night School/Community Education	647-4200
Student Services	647-4210
Financial Aid	647-4214
Suwannee High School	647-4000
Athletic Department	647-4046
Attendance	647-4004
Guidance	647-4005
Nurse	647-4023
Suwannee Middle School	647-4500
Guidance	647-4507
Nurse	647-4513
Suwannee Pineview Elementary	647-4400
Guidance	647-4453
Nurse	647-4465
Suwannee Riverside Elementary	647-4300
Guidance	647-4305
Nurse	647-4307
Suwannee Springcrest Elementary	647-4700
Guidance	647-4704
Nurse	647-4710
Suwannee Opportunity School	647-4276
Coordinator	647-4275
Suwannee Virtual School	647-4290
Coordinator	647-4291

DISTRICT DEPARTMENTS:

Assistant Superintendent of Administration	647-4610
Assistant Superintendent of Instruction	647-4647
ESE Parent Liaison	647-4640
Facilities	647-4156
Title I	647-4637
Finance	647-4608
Food Service	647-4177
Homeless Advocate	647-4648
Home School/Virtual School	647-4243
Human Resources	647-4634
Information Technology	647-4100
School Board District Office	647-4600
School Choice	647-4600
School Safety	647-4644
Student Services	647-4638
Superintendent of Schools	647-4600
Transportation Office (7:00 a.m. – 4:00 p.m.)	647-4125
Transportation Shop (5:00 a.m. – 7:00 a.m. and 4:00 p.m. – 5:00 p.m.)	647-4141

SchoolCafé Family Hub Service Agreement

This SchoolCafé Service Agreement ("Agreement") is entered into between Cybersoft Technologies, Inc. ("Cybersoft"), a Texas corporation with its principal place of business located at 4422 Cypress Creek Parkway, Suite 400, Houston, Texas, 77068 and Suwannee County School Board (the "Customer"), with its principal place of business located at 1740 Ohio Ave. S Live Oak, FL 32064 and shall be effective from the later of the Signature Dates of the parties ("Effective Date"), and shall remain effective for the entire period as stated herein.

Recitals

WHEREAS SchoolCafé enables parents and guardians of students and other individuals authorized to act on the student's behalf ("Registered User") to register and maintain SchoolCafe student accounts. Registered users will be able to view student accounts, set purchase restrictions, spend limits, view purchase history and make payments to their SchoolCafe student account over the Internet.

WHEREAS the Customer desires to use SchoolCafé pursuant to the terms and conditions contained in this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. DEFINITIONS

1.1 "End User" means the Customer including, but not limited to employees, authorized agents, and volunteers of the Customer; Registered Users; third party consultants, auditors and other independent contractors performing services for the Customer; and any governmental, accrediting, or regulatory bodies lawfully requesting or requiring access to any data as defined herein.

1.2 "End User Data" or "Data" includes End User account credentials and information, and all records sent, received, or created by or for End Users, including email content, headers, and attachments, and any protected information of any End User or third party contained therein or in any logs or other records of Cybersoft reflecting End User's use of SchoolCafé.

2. ACCESS

2.1 Cybersoft grants to the Customer the right to use the SchoolCafé service. Registered Users may register with SchoolCafé and make payments to their SchoolCafé student accounts over the Internet. Registered Users will only be able to view information about the SchoolCafé student account that has been provided and regularly updated by the Customer. Such information may include account balance, payment details, usage history, and details about the Customer's students.

2.2 Authorized personnel of the Customer will have access to data and reports pertaining to the End User Data and accounts to facilitate maintenance and administration of SchoolCafé in specified areas defined by Cybersoft and will assist Registered Users in managing and viewing SchoolCafé student accounts maintained by the Customer. 2.3 The Customer shall provide Cybersoft uninterrupted access to information and data files that are required to update SchoolCafé student account records on SchoolCafé.

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3. PAYMENTS

3.1 Cybersoft will process and accept payments, as outlined in Exhibit A. To benefit from online payments, the Customer may offer bonuses on eligible payments, in order to encourage Registered Users to make payments via SchoolCafé.

3.2 The Customer and/or Registered User shall be charged a convenience fee as specified in Exhibit A for each transaction made using this service. This fee will be charged to the Customer at the time of remittance, and/or Registered User at the time of the transaction. Cybersoft also reserves the right to change such convenience fees by providing 30 days' notice in writing to the Customer. Cybersoft will notify Registered Users of any convenience fees or charges to be incurred by using SchoolCafé.

3.3 For payments made via SchoolCafé, the student balances will be updated within 24 hours from the time of transaction. The Customer agrees that Cybersoft will not be held responsible if such updates are not possible due to circumstances beyond Cybersoft's control. The Customer agrees to accept the payments received at SchoolCafé as monies available to SchoolCafé student account owners even if the actual transfer of such funds has not yet taken effect.

4. TRANSFER OF PAYMENTS TO THE CUSTOMER

Cybersoft will make its best efforts to transfer payments received by SchoolCafé ("Transferable Funds") on behalf of the Customer on a weekly basis to the bank account(s) specified and authorized in Exhibit A of this Agreement. Cybersoft will not be held responsible if there is a delay in such transfers of funds due to circumstances beyond Cybersoft's control. Other than the Transferable Funds, collecting any other funds owed to the Customer is the responsibility of the Customer.

5. CONTENT OWNED BY CYBERSOFT

5.1 Hyperlinks or icons of SchoolCafé may be included as links to this service at suitable locations within the web pages of the Customer's website. Without Cybersoft's written permission, the Customer may not use, distribute, modify, transmit, or post the content of the SchoolCafé website via any means including mailings (also electronically), signage, handouts, any media including text, image, audio, or video, for any reason other than as informative and/or promotional material as may already be available on the Customer website.

5.2 The SchoolCafé website and its contents are owned by Cybersoft or its affiliates or agents and are protected by the United States copyright laws and international treaty provisions. All content, trademarks, services marks, trade names, logos, and icons are proprietary to Cybersoft or its affiliates or agents. Nothing contained on the SchoolCafé website should be construed as granting, by implication, estoppels, or otherwise, license or right to use any trademark displayed on the SchoolCafé website, without the express written permission of Cybersoft or any such third party that may own the trademarks displayed on the website. The Customer's use of the trademarks displayed on the SchoolCafé website, or any other content on the website, except as provided herein, is strictly prohibited.

6. DATA SECURITY AND INTEGRITY

6.1 All facilities used to store and process End User Data will implement and maintain administrative, physical, technical, and procedural safeguards and best practices at a level sufficient to secure such Data from unauthorized access,

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destruction, use, modification, or disclosure. Such measures will be no less protective than those used to secure Cybersoft's own data of a similar type and in no event less than reasonable in view of the type and nature of the data involved.

6.2 Except as required by law or as agreed upon previously in writing between parties, Cybersoft does not allow for any sharing of Data with any other party and affirms that the Data will be used for the purpose only as outlined in this Agreement.

7. RESPONSE TO LEGAL ORDERS, DEMANDS OR REQUESTS FOR DATA as otherwise expressly prohibited by law, Cybersoft will:

a) If required by a court of competent jurisdiction or an administrative body to disclose End User Data, notify the Customer in writing immediately upon receiving notice of such requirement and prior to any such disclosure.

b) Consult with the Customer regarding its response.

c) Cooperate with the Customer's reasonable requests in connection with efforts by the Customer to intervene and quash or modify the legal order, demand, or request; and

d) Upon the Customer's request, provide the Customer with a copy of its response.

8. DATA COMPROMISE RESPONSE

8.1 Cybersoft shall report, either orally or in writing, to the Customer any data compromise involving End User Data, or circumstances that could have resulted in unauthorized access to or disclosure of or use of End User Data, not authorized by this Agreement or in writing by the Customer, including any reasonable belief that an unauthorized party has accessed End User Data. Cybersoft shall report to the Customer immediately upon discovery of the unauthorized disclosure, but in no event more than forty-eight (48) hours after Cybersoft reasonably believes there has been such unauthorized use or disclosure. Oral reports by Cybersoft regarding data compromise will be reduced to writing and supplied to the Customer as soon as reasonably practicable, but in no event more than forty-eight (48) hours after the oral report.

8.2 Immediately upon becoming aware of any such data compromise, Cybersoft shall fully investigate the circumstances, extent, and causes of the data compromise, and report the results to the Customer and continue to keep the Customer informed on a daily basis of the progress of its investigation until the issue has been effectively resolved.

8.3 Within five (5) business days from the time Cybersoft becomes aware of any such data compromise, Cybersoft shall have completed the implementation of corrective actions to remedy the data compromise, restore the Customer's access to the SchoolCafé website, and make reasonable efforts to prevent further similar unauthorized use or disclosure.

8.4 Except as otherwise required by law, Cybersoft will not provide notice of the incident directly to the End Users whose Data was involved, regulatory agencies, or other entities, without prior written permission from the Customer.

9. DATA RETENTION AND DISPOSAL

9.1 Cybersoft will retain Data in an End User's account, including attachments until the earlier of the following: (i) the date the End User deletes them, (ii) upon termination or expiration of this Agreement, or (iii) seven years from creation of the Data in End User's account.

9.2 Using appropriate and reliable storage media, Cybersoft will regularly backup End User Data.

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9.3 Cybersoft will immediately place a "hold" on data destruction or disposal under its usual records retention policies of those records that include End User Data, in response to an oral or written request from the Customer indicating that those records may be relevant to litigation that the Customer reasonably anticipates. Oral requests by the Customer for a hold on data destruction will be reduced to writing and supplied to Cybersoft for its records as soon as reasonably practicable under the circumstances. The Customer will promptly coordinate with Cybersoft regarding the preservation and disposition of such data. Cybersoft shall continue to preserve such data until further notice by the Customer.

10. TERM AND TERMINATION

The term of this Agreement shall be from the Effective Date through June 30, 2026. Thereafter, this Agreement shall automatically renew for consecutive 1-year terms with each term expiring June 30 of the following year. This Agreement may be terminated by either party for any reason, or no reason, by providing 30 days' written notice to the other party.

11. DISCLAIMER OF WARRANTIES

ALL CONTENT ON THIS WEBSITE IS PROVIDED ON AN "AS IS" and "AS AVAILABLE" BASIS WITHOUT WARRANTY OF ANY KIND EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, AND NONINFRINGEMENT. Cybersoft will present on the SchoolCafé website relevant information as captured by the Customer and made available to Cybersoft. However, the Customer will not hold Cybersoft responsible for disruption of SchoolCafé services caused by events beyond Cybersoft's control. CYBERSOFT MAKES NO WARRANTY AS TO THE ACCURACY, COMPLETENESS, CURRENTNESS, OR RELIABILITY OF ANY CONTENT THAT MIGHT HAVE BEEN TAMPERED WITH OR ALTERED BY ANYONE OR ANY OTHER EVENT BEYOND CYBERSOFT'S CONTROL. CYBERSOFT MAKES NO REPRESENTATIONS OR WARRANTIES THAT USE OF THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE.

The Customer and End Users are responsible for taking all necessary precautions to ensure that any content obtained from the website is free of viruses.

12. LIMITATION OF LIABILITY, INDEMNIFICATION

NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES (INCLUDING BUT NOT LIMITED TO THE LOSS OF DATA, USE, PROFITS OR GOODWILL, THE COST TO RE-CREATE LOST DATA, THE COST OF A SUBSTITUE SERVICE, AND ANY DELAYS OR INTERRUPTIONS RESULTING FROM USE OF THE WEBSITE) INCURRED OR SUFFERED BY THE OTHER ARISING AS A RESULT OF OR RELATED TO THIS AGREEMENT OR THE USE OF THE WEBSITE, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, EVEN IF THE OTHER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING THE FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

13. GOVERNING LAW

The parties agree that this Agreement will be governed by, construed, and interpreted in accordance with the laws of the State of Florida. The parties agree that all actions or proceedings arising in connection with this Agreement

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will be brought solely in the state or applicable federal courts located in Suwannee County, Florida. Each party hereby unconditionally and irrevocably consents to the jurisdiction of such courts and waives its rights to bring any action or proceeding against the other party except in such courts.

14. **SEVERABILITY**

If any term of this Agreement is found to be unenforceable or contrary to law, it will be modified to the least extent necessary to make it enforceable, and the remaining portions of this Agreement will remain in full force and effect.

15. **FORCE MAJEURE**

Neither party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delaying party's reasonable control. The party claiming excusable delay must promptly notify the other party, in writing, of such delay. If the delay continues for more than forty-five (45) days, the other party may terminate this Agreement by giving fifteen (15) days' written notice to the delaying party, provided, however, that this Agreement will not terminate if the party claiming excusable delay substantially performs the material obligation which has been delayed within such fifteen (15) days.

16. **ENTIRE AGREEMENT AND COUNTERPARTS**

This Agreement, together with any attachments referred to herein, constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior agreements, proposals, negotiations, representations, or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein. The Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement.

17. **PUBLIC RECORDS**

If you are a contractor as defined by Section 119.0701(1)(a), Florida Statutes, you must comply with Florida's public records law. You must keep and maintain public records required by the School District to perform the contracted services. Upon request from the School District's Custodian of public records, you must provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or otherwise provided by law. You must ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract, if the contractor does not transfer the records to the District. Upon completion of the contract, you must transfer, at no cost, to the District all public records in possession of the contractor or continue to keep and maintain public records required by the District to perform the contracted services. See Section 119.0701(2)(b)4, Florida Statutes, for additional record keeping requirements.

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If the contractor has questions regarding the application of chapter 119, Florida Statutes, to the contractor's duty to provide public records relating to this contract, he or she must contact the district's custodian of public records, Lorie Norris, Risk Manager, at 386-647-4608, lorie.norris@suwannee.k12.fl.us, or 1740 Ohio avenue, South, Live Oak, FL 32064.

REQUEST FOR RECORDS RELATING TO DISTRICT'S CONTRACT FOR SERVICES

A request to inspect or copy public records relating to a District's contract for services must be made directly to the district's records custodian. If the District does not possess the requested records, the District shall immediately notify the contractor of the request, and the contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time. If contractor does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees. A contractor who fails to provide the requested public records to the District within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

FOR: CYBERSOFT TECHNOLOGIES, INC.	FOR: Suwannee County School Board
	FED. TAX NUMBER: 59-6000872
NAME: Bhaskar Patel	NAME: Ronnie Gray
TITLE: VICE PRESIDENT	TITLE: Superintendent of Schools
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Chairperson, Suwannee County School Board

"Approved as to Form and Sufficiency
BY _____
Leonard J. Dietzen, III
Rumberger, Kirk & Caldwell, P.A.
Suwannee School Board Attorney"

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Exhibit A
Suwannee County Schools Food Service Agreement

CONVENIENCE FEE:

Convenience Fee at the Rate of $2.25 of the transaction amount will be assessed as follows:

FEE ASSESSED TO THE SCHOOLCAFÉ USER AT THE TIME OF THE TRANSACTION: $2.25

FEE ASSESSED TO THE CUSTOMER, DEDUCTED FROM THE TRANSFERABLE FUNDS: $0.00

PAYMENT LIMITS FOR EACH TRANSACTION:

MINIMUM AMOUNT $0.00

MAXIMUM AMOUNT $100.00

BONUS APPLICATION RULES:

To encourage SchoolCafé Users to make electronic payments, the Customer offers bonuses on eligible payments as follows:

PERCENTAGE OF TRANSACTION AMOUNT TO BE CREDITED AS BONUS:

BONUS IS ONLY APPLICABLE ON TRANSACTION AMOUNTS GREATER THAN:

BANK INFORMATION:

BANKING INSTITUTION:

BANK ACCOUNT NAME:

BANKING ROUTING NUMBER:

BANKING ACCOUNT NUMBER:

BANKING ACCOUNT TYPE:

I authorize Cybersoft Technologies, Inc. to transfer funds received through SchoolCafé on behalf of the Customer into the bank account listed above.

NAME:

TITLE:

SIGNATURE:

DATE:

SchoolCafé Primero edge

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SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2025-2026

MY CHOICE for High Quality Education!

JULY 2025					
July 1-31: Summer Hours		1	2	3	4
July 3: Holiday (Observed)	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

AUGUST 2025					
Aug 4-8: Pre-Planning Days					1
Aug 11: First Day for Students/	4	5	6	7	8
Student Early Release Day	**11**	12	13	14	15
Aug 25: PD Day	18	19	20	21	22
	~~25~~	26	27	28	29

SEPTEMBER 2025					
Sept 1: Labor Day Holiday	1	2	3	4	5
Sept 29: PD Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	~~29~~	30			

OCTOBER 2025					
Oct 10: End of Q1 (42 Days)			1	2	3
Oct 13: Teacher Work Day	6	7	8	9	10
Oct 27: PD Day	~~13~~	14	15	16	17
	20	21	22	23	24
	~~27~~	28	29	30	31

NOVEMBER 2025					
Nov 11: Veteran's Day Holiday					
Nov 24-28: Thanksgiving Break	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

DECEMBER 2025					
Dec 19: Student Early Release	1	2	3	4	5
Dec 19: End of Q2 (42 Days)	8	9	10	11	12
Dec 22-31: Christmas Break	15	16	17	18	19
	22	23	24	25	26
	29	30	~~31~~		

JANUARY 2026					
Jan 1: New Year's Day Holiday				1	~~2~~
Jan 2: Teacher Work Day	5	6	7	8	9
Jan 5: Students Return	12	13	14	15	16
Jan 19: MLK Day Holiday	19	20	21	22	23
	26	27	28	29	30

FEBRUARY 2026					
Feb 16: PD Day					
	2	3	4	5	6
	9	10	11	12	13
	~~16~~	17	18	19	20
	23	24	25	26	27

MARCH 2026					
March 10: End of Q3 (45 Days)	2	3	4	5	6
March 13: Teacher Work Day	9	10	11	12	~~13~~
March 23: PD Day	16	17	18	19	20
	~~23~~	24	25	26	27
	30	31			

APRIL 2026					
April 3: Good Friday Holiday			1	2	3
April 13-17 Spring Break	6	7	8	9	10
	13	14	15	~~16~~	~~17~~
	20	21	22	23	24
	27	28	29	30	

MAY 2026					
May 22: End of Q4 (45 Days)/ Last day					1
for students / Student early release day	4	5	6	7	8
May 25: Memorial Day	11	12	13	14	15
May 26-27 PD Days	18	19	20	21	22
May 28: Post Planning Day	25	~~26~~	~~27~~	28	29

JUNE 2026					
June 1-30: Summer Hours	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

- ⧸ PD Day - Holiday for students
- ⧸ Teacher Work Day - Holiday for students, bus drivers, food service workers and paraprofessionals (as assigned)
- ☒ Holiday for students, 10/11 month teachers, bus drivers, food service workers, and paraprofessionals
- ☐ Holiday for all employees and students

*Early Release days may be subject to change with prior notice
*PD Days may be converted to student days if needed for storm make-up days

SCSB Approved 9/24/2024
Revised

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2025-2026

MY CHOICE for High Quality Education!

Pre-Planning: August 4-8, 2025 **Post-Planning:** May 28, 2026

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

Progress reports will be distributed	Friday, September 12, 2025
End of first nine weeks/mid 1st term	Friday, October 10, 2025
Grade reports go out	Friday, October 17, 2025

Second nine weeks/term:

Progress reports will be distributed	Friday, November 14, 2025
End of second nine weeks/end of 1st term	Friday, December 19, 2025
Grade reports go out	Friday, January 9, 2026

Third nine weeks/term:

Progress reports will be distributed	Friday, February 6, 2026
End of third nine weeks/mid 2nd term	Friday, March 10, 2026
Grade reports go out	Friday, March 20, 2026

Fourth nine weeks/term:

Progress reports will be distributed	Friday, May 1, 2026
End of fourth nine weeks/end of 2nd term	Friday, May 22, 2026

The school office is responsible for the distribution of report cards at the end of the year.

TEACHERS' WORKDAYS (3)

October 13, 2025	January 2, 2026	March 13, 2026

PROFESSIONAL DEVELOPMENT (PD) DAYS (7.5 DAYS)

August 25, 2025	February 16, 2026	May 27, 2026
September 29, 2025	March 23, 2026	
October 27, 2025	May 26, 2026	

HOLIDAYS 12-Months

July 3, 2025	December 22-26, 2025	April 3, 2026
September 1, 2025	December 29-30, 2025	April 13-15, 2026
November 11, 2025	January 1, 2026	May 25, 2026
November 24-28, 2025	January 19, 2026	

HOLIDAYS Students

August 25, 2025	November 24-28, 2025	March 13, 2026
September 1, 2025	December 22-26, 2025	March 23, 2026
September 29, 2025	December 29-31, 2025	April 3, 2026
October 13, 2025	January 1-2 2026	April 13-17, 2026
October 27, 2025	January 19, 2026	
November 11, 2025	February 16, 2026	

TEACHER PAID HOLIDAYS (6)

Labor Day	Christmas Day
Veteran's Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day

- **Paraprofessionals** will work all student days, five (5) pre-planning days and the following six (6) Professional Development Days: 8/25/25, 9/29/25, 10/27/25, 2/16/26, 3/23/26 and 5/26/26
- **Food Service** and **Bus Drivers** work the following six (6) Professional Development Days: 8/25/25, 9/29/25, 10/27/25, 2/16/26, 3/23/26 and 5/26/26
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB Approved 9/24/2024
Revised

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2026-2027

MY CHOICE for High Quality Education!

JULY 2026					
July 1-31: Summer Hours			1	2	3
July 2: Holiday (Observed)	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

AUGUST 2026					
Aug 3-7: Pre-Planning Days	3	4	5	6	7
Aug 10: First Student Day	10	11	12	13	14
Aug 10: Early Release/Students	17	18	19	20	21
Aug 24: PD Day	24	25	26	27	28
	31				

SEPTEMBER 2026					
Sept 7: Labor Day Holiday		1	2	3	4
Sept 28: PD Day	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

OCTOBER 2026					
Oct 9: End of Q1 (42 Days)				1	2
Oct 12: Teacher Work Day	5	6	7	8	9
Oct 26: PD Day	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

NOVEMBER 2026					
Nov 11: Veteran's Day Holiday	2	3	4	5	6
Nov 21-29: Thanksgiving Break	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

DECEMBER 2026					
Dec 18: Student Early Release		1	2	3	4
Dec 18: End of Q2 (42 Days)	7	8	9	10	11
Dec 19-31: Christmas Break	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

JANUARY 2027					
Jan 1: New Year's Day Holiday					1
Jan 4: Teacher Work Day	4	5	6	7	8
Jan 5: Students Return	11	12	13	14	15
Jan 18: MLK Day Holiday	18	19	20	21	22
Jan 25: PD Day	25	26	27	28	29

FEBRUARY 2027					
Feb 15: President's Day Holiday	1	2	3	4	5
Feb 22: PD Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

MARCH 2027					
March 12: End of Q3 (45 Days)	1	2	3	4	5
March 15: Teacher Work Day	8	9	10	11	12
March 26: Good Friday Holiday	15	16	17	18	19
March 29: PD Day	22	23	24	25	26
	29	30	31		

APRIL 2027					
April 10-18: Spring Break				1	2
April 26: PD Day	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

MAY 2027					
May 27: End of Q4 (45 Days)	3	4	5	6	7
May 27: Last Day for Students/	10	11	12	13	14
Student Early Release Day	17	18	19	20	21
May 28: Post Planning Day	24	25	26	27	28
May 31: Memorial Day Holiday	31				

JUNE 2027					
June 1-30: Summer Hours		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

PD Day - Holiday for students

Teacher Work Day - Holiday for students, bus drivers, food service workers and paraprofessionals (as assigned)

Holiday for students, 10/11 month teachers, bus drivers, food service workers, and paraprofessionals

Holiday for all employees and students

*Early Release days may be subject to change with prior notice

*PD Days may be converted to student days if needed for storm make-up days

SCSB Approved

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2026-2027

MY CHOICE for High Quality Education!

Pre-Planning: August 3-7, 2026 **Post-Planning:** May 28, 2027

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

Progress reports will be distributed	Friday, September 11, 2026
End of first nine weeks/mid 1st term	Friday, October 9, 2026
Grade reports go out	Friday, October 16, 2026

Second nine weeks/term:

Progress reports will be distributed	Friday, November 20, 2026
End of second nine weeks/end of 1st term	Friday, December 18, 2026
Grade reports go out	Friday, January 8, 2027

Third nine weeks/term:

Progress reports will be distributed	Friday, February 12, 2027
End of third nine weeks/mid 2nd term	Friday, March 12, 2027
Grade reports go out	Friday, March 19, 2027

Fourth nine weeks/term:

Progress reports will be distributed	Friday, April 30, 2027
End of fourth nine weeks/end of 2nd term	Friday, May 27, 2027

The school office is responsible for the distribution of report cards at the end of the year.

TEACHERS' WORKDAYS (3)

October 12, 2026	January 4, 2027	March 15, 2027

PROFESSIONAL DEVELOPMENT (PD) DAYS (7.5 DAYS)

August 24, 2026	January 25, 2027	April 26, 2027
September 28, 2026	February 22, 2027	
October 26, 2026	March 29, 2027	

HOLIDAYS 12-Months

July 2, 2026	December 19-27, 2026	February 15, 2027
September 7, 2026	December 28, 2026	March 26, 2027
November 11, 2026	January 1, 2027	April 10-14, 2027
November 21-29, 2026	January 18, 2027	May 31, 2027

HOLIDAYS Students

August 24, 2026	December 19-27, 2026	February 22, 2027
September 7, 2026	December 28-31, 2026	March 15, 2027
September 28, 2026	January 1, 2027	March 26, 2027
October 12, 2026	January 4, 2027	March 29, 2027
October 26, 2026	January 18, 2027	April 10-18, 2027
November 11, 2026	January 25, 2027	April 26, 2027
November 21-29, 2026	February 15, 2027	

TEACHER PAID HOLIDAYS (6)

Labor Day	Christmas Day
Veteran's Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day

- **Paraprofessionals** will work all student days, (5) pre-planning days and the following six (6) Professional Development Days: 8/24/26, 9/28/26, 10/26/26, 1/25/27, 2/22/27 and 3/29/27
- **Food Service** and **Bus Drivers** work the following six (6) Professional Development Days: 8/24/26, 9/28/26, 10/26/26, 1/25/27, 2/22/27 and 3/29/27
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB Approved

Suwannee County School District
Career and Technical Education (CTE) Program
READ THIS FORM CAREFULLY - IT CONTAINS A FULL AND COMPLETE RELEASE OF LIABILITY

Name of Participant (please print): _____
Date of Birth: _____
If a minor, Name of parent/legal guardian authorizing participation: _____

By signing below, I hereby confirm that I am or my child (the "Student") is electing to voluntarily participate in the [list CTE Program Name here (describe with particularity)] program (the "CTE program") being offered at _____ School. This program may include classroom instruction or practical exercises requiring the use of machinery or tools, site visits, and potential off-campus experience related to career training. I acknowledge the Student will be supervised at all times. However, at some times, the Student will be expected to safely operate equipment and tools independently. The student is responsible for complying with all safety guidelines and instructions and for wearing all Personal Protective Equipment at all times as instructed by program staff.

I understand that participation in a CTE program may involve risk of injury or death. In consideration for the Student's participation in the CTE program, I and our children, wards, heirs, assigns, and personal representatives voluntarily release and hold harmless the Suwannee County School Board, and its employees, instructors, volunteers, and agents, from any and all liability, claims, or demands for any damages, losses, or injuries that may occur while participating in this program.

In the event of a medical emergency, I authorize school personnel to seek emergency medical treatment for the student at the nearest available medical facility. I understand school personnel will contact me as soon as practicable should an accident or injury occur requiring medical treatment. I understand that I will be responsible for any costs incurred.

I certify that I have no health problems or physical infirmities which impair my ability to participate in the named in the above-described activity.

READ THIS FORM CAREFULLY. YOU ARE AGREEING YOU OR YOUR CHILD WILL BE ENGAGING IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE ACKNOWLEDGING THAT THERE IS A CHANCE YOU OR YOUR CHILD COULD BE INJURED OR KILLED IN THIS ACTIVITY. BY SIGNING THIS FORM, YOU ARE GIVING UP YOUR RIGHT TO RECOVER DAMAGES FROM THE SCHOOL, THE SCHOOL BOARD, ANY SPONSORS, OR OTHERS WHO SUPERVISE YOU OR YOUR CHILD IN THIS ACTIVITY AND ANY PERSONNEL ASSOCIATED WITH THIS ACTIVITY IN THE EVENT YOU OR YOUR CHILD SUFFER SERIOUS PERSONAL INJURY OR DEATH. YOU HAVE A RIGHT TO REFUSE TO SIGN THIS FORM. YOU OR YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE IN THE ACTIVITY IF YOU REFUSE TO SIGN THIS FORM.

I ACKNOWLEDGE THAT I HAVE READ THIS DOCUMENT CAREFULLY, UNDERSTAND ITS TERMS, AND KNOW THAT IT CONTAINS A RELEASE OF LIABILITY.

_____Date:_____
Signature of Parent/Guardian

_____
Printed Name of Parent/Guardian

_____Date:_____
Student Signature if 18 years of age or older

_____
Printed Name of Student

SUWANNEE COUNTY SCHOOL BOARD, FLORIDA

Assumption of Risk, Waiver, Release & Hold Harmless

Voluntary Extracurricular Activities
For School Year 2025-2026

I desire to participate or allow my child(ren) to participate in one or more voluntary extracurricular activities sponsored by the School Board of Suwannee County, Florida. There are inherent risks which occur during student participation in extra-curricular activities such as band, drama, field trips, athletics, and other student activities. These risks include, but are not limited to, injuries which occur during travel to and from these activities in vehicles and on school buses.

Suwannee County School Board, at each of its public schools ("schools"), will conduct certain extracurricular activities beginning in the Fall of 2025 and continuing through the 2025-26 school year. These activities, hereinafter known as "Activity," will be conducted with safety protocols appropriate under the circumstances at the time. For the safety of all people involved, participants in the Activity will be required to adhere to all safety protocols and are subject to immediate removal from the Activity if they do not comply. Extracurricular activities are a privilege, and not a right, of public school students.

By signing this document below, I acknowledge and affirm all the statements above. I voluntarily assume all risks that I and/or my child(ren) may be exposed to by participation in the Activity, and that such exposure may result in personal injury, illness, sickness, and/or death. I understand that the risk of exposure may result from the actions, omissions, or negligence of myself, my child(ren), school staff, volunteers, or agents, other Activity participants, or others not listed, and I acknowledge that all such risks are known to me.

In consideration of me and my child(ren) being able to participate in the Activity, I, on behalf of myself, as well as anyone entitled to act on my behalf, hereby forever waive, release, and hold the School Board of Suwannee County, Florida and its employees and agents harmless from any and all claims, suits, liability, actions, judgments, attorneys' fees, costs, and any expenses of any kind resulting from injuries or damages, grounded in tort or otherwise, that I and/or my child(ren), or my or our representatives, sustain during or related to my child(ren)'s participation or involvement in the Activity.

_____	_____
Signature of Parent/Guardian	Signature of Student
_____	_____
Print name of Parent/Guardian	Print name of Student
_____	_____
Date of signature	Date of signature

2025-2026 Auto Collision Technology Technician (3002) FL Resident Program Cost					
1400 Clock Hours Total					
		Term 1	Total Tuition	Total Books/Supplies	
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00		
3012 - Financial Fee	$	109.80	$ 109.80		
3018 - Capital Improvement	$	54.90	$ 54.90		
3013 - Technology Fee	$	54.90	$ 54.90		
3030 - Liability Insurance	$	15.00		$ 15.00	
1 - ID Badge	$	10.00		$ 10.00	
2 - Parking Permit	$	10.00		$ 10.00	
20 - Books: Motor Age B2-B6	$	230.00		$ 230.00	
21 - Lab Fee	$	650.00		$ 650.00	
3095 - RTC Tshirt/Polo - Auto	$	50.00		$ 50.00	
Tool Kit	$	200.00		$ 200.00	
24 - ASE Exam	$	94.00		$ 94.00	
Total Due Term 1	**$**	**2,576.60**			
		Term 2			
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00		
3012 - Financial Fee	$	109.80	$ 109.80		
3018 - Capital Improvement	$	54.90	$ 54.90		
3013 - Technology Fee	$	54.90	$ 54.90		
21 - Lab Fee	$	650.00		$ 650.00	
24 - ASE Exam	$	94.00		$ 94.00	
Total Due Term 2	**$**	**2,061.60**			
		Term 3			
3020 - Tuition 500 Hours	$	1,220.00	$ 1,220.00		
3012 - Financial Fee	$	122.00	$ 122.00		
3018 - Capital Improvement	$	61.00	$ 61.00		
3013 - Technology Fee	$	61.00	$ 61.00		
3030 - Liability Insurance	$	15.00		$ 15.00	
1 - ID Badge	$	10.00		$ 10.00	
2 - Parking Permit	$	10.00		$ 10.00	
21 - Lab Fee	$	650.00		$ 650.00	
24 - ASE Exam	$	94.00		$ 94.00	
3094 - Graduation	$	75.00		$ 75.00	
Total Due Term 3	**$**	**2,318.00**	**Total**	$ 4,099.20	$ 2,857.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**6,956.20**			

Revised 5/27/2025 - is

2025-2026 Applied Cybersecurity (3016) FL Resident Program Cost			Total Tuition	Total Books/Supplies
750 Clock Hours Total				
		Term 1		
3020 - Tuition 375 Hours	$	915.00	$ 915.00	
3012 - Financial Fee	$	91.50	$ 91.50	
3018 - Capital Improvement	$	45.75	$ 45.75	
3013 - Technology Fee	$	45.75	$ 45.75	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
160 - Textbooks/Online Platforms	$	637.00		$ 637.00
Integrated CertMaster - Networks (N10-008) & Lab				
CompTia A+ Bundle (220-1001 & 220-1002)				
CompTIA Security Bundle				
161 - Lab Fee	$	100.00		$ 100.00
3095 - RTC T-shirts/Polo	$	50.00		$ 50.00
Total Due Term 1	**$**	**1,920.00**		
		Term 2		
3020 - Tuition 300 Hours	$	915.00	$ 915.00	
3012 - Financial Fee	$	91.50	$ 91.50	
3018 - Capital Improvement	$	45.75	$ 45.75	
3013 - Technology Fee	$	45.75	$ 45.75	
165 - Certification Exam	$	276.00		$ 276.00
CompTIA Security				
161 - Lab Fee	$	100.00		$ 100.00
3094 - RTC Graduation Fee	$	75.00		$ 75.00
Total Due Term 2	**$**	**1,549.00**	Totals $ 2,196.00	$1,273.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**3,469.00**		

Revised 3/27/2025 - ls

2025-26 Automotive Service Technology 1 (3003)FL Resident Program Cost				
1050 Clock Hours Total				
	Term 1	Total Tuition	Total Books/Supplies	
3020 - Tuition 450 Hours	$ 1,098.00	$ 1,098.00		
3012 - Financial Fee	$ 109.80	$ 109.80		
3018 - Capital Improvement	$ 54.90	$ 54.90		
3013 - Technology Fee	$ 54.90	$ 54.90		
3030 - Liability Insurance	$ 15.00		$ 15.00	
1 - ID Badge	$ 10.00		$ 10.00	
2 - Parking Permit	$ 10.00		$ 10.00	
30 - Books (Motor Age ASE A1-A8, G-1, L-1)	$ 290.00		$ 290.00	
31 - Lab Fee	$ 450.00		$ 450.00	
32 - Uniforms	$ 100.00		$ 100.00	
3095 - RTC Tshirts/Polo	$ 50.00		$ 50.00	
34 - ASE Exam	$ 94.00		$ 94.00	
Total Due Term 1	**$ 2,336.60**			
	Term 2			
3020 - Tuition 450 Hours	$ 1,098.00	$ 1,098.00		
3012 - Financial Fee	$ 109.80	$ 109.80		
3018 - Capital Improvement	$ 54.90	$ 54.90		
3012 - Technology Fee	$ 54.90	$ 54.90		
31 - Lab Fee	$ 450.00		$ 450.00	
34 - ASE Exam	$ 94.00		$ 94.00	
Total Due Term 2	**$ 1,861.60**			
	Term 3			
3020 - Tuition 150 Hours	$ 366.00	$ 366.00		
3012 - Financial Fee	$ 36.60	$ 36.60		
3018 - Capital Improvement	$ 18.30	$ 18.30		
3012 - Technology Fee	$ 18.30	$ 18.30		
3030 - Liability Insurance	$ 15.00		$ 15.00	
1 - ID Badge	$ 10.00		$ 10.00	
2 - Parking Permit	$ 10.00		$ 10.00	
35 - Lab Fee	$ 350.00		$ 350.00	
34 - ASE Exam	$ 94.00		$ 94.00	
3094 - Graduation Fee	$ 75.00		$ 75.00	
Total Due Term 3	**$ 993.20**	Totals $ 3,074.40	$ 2,117.00	
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$ 5,191.40**			

Revised 3/27/2025 - ls

2025-26 Automotive Service Technology 2 (3003)FL Resident Program Cost			Total Tuition	Total Books/Supplies
750 Clock Hours Total				
		Term 1		
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3013 - Technology Fee	$	54.90	$ 54.90	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
31 - Lab Fee	$	450.00		$ 450.00
34 - ASE Exam	$	94.00		$ 94.00
Total Due Term 1	**$**	**1,896.60**		
		Term 2		
3020 - Tuition 300 Hours	$	732.00	$ 732.00	
3012 - Financial Fee	$	73.20	$ 73.20	
3018 - Capital Improvement	$	36.60	$ 36.60	
3012 - Technology Fee	$	36.60	$ 36.60	
31 - Lab Fee	$	450.00		$ 450.00
34 - ASE Exam	$	94.00		$ 94.00
3094 - Graduation	$	75.00		$ 75.00
Total Due Term 2	**$**	**1,497.40**		
			Totals $ 2,196.00	$ 1,198.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**3,394.00**		

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2025-2026 Brick and Block Masonry (3015)FL Resident Program Cost

1200 Clock Hours Total

		Term 1	Total Tuition	Total Books/Supplies
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3012 - Technology Fee	$	54.90	$ 54.90	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
150 - Textbooks:				$ 220.00
Masonry Level 1	$	120.00		
NCCER Core Book	$	100.00		
151A - Lab Fee	$	450.00		$ 450.00
Tool Kit	$	170.00		$ 170.00
3095 - RTC t-shirt/polo	$	50.00		$ 50.00
155 - NCCER Exam	$	75.00		$ 75.00
Total Due Term 1	**$**	**2,317.60**		
		Term 2		
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3012 - Technology Fee	$	54.90	$ 54.90	
151B - Lab Fee	$	200.00		$ 200.00
152 - Term 2 - Masonry Textbooks	$	270.00		$ 270.00
155 - NCCER Exam	$	75.00		$ 75.00
Total Due Term 2	**$**	**1,862.60**		
		Term 3		
3020 - Tuition 300 Hours	$	732.00	$ 732.00	
3012 - Financial Fee	$	73.20	$ 73.20	
3018 - Capital Improvement	$	36.60	$ 36.60	
3012 - Technology Fee	$	36.60	$ 36.60	
3030 - Liability insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
151D - Lab Fee	$	150.00		$ 150.00
155 - NCCER Exam	$	75.00		$ 75.00
3094 - Graduation Fee	$	75.00		$ 75.00
Total Due Term 4	**$**	**1,213.40**	Totals $ 3,513.60	$ 1,880.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**5,393.60**		

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2025-2026 Cosmetology (3008) FL
Resident Program Cost

1200 Clock Hours Total				
	Term 1		Total Tuition & Associated Fees	Total Books/Supplies
3020 - Tuition 450 Hours	$1,098.00		$1,098.00	
3012 - Financial Fee	$109.80		$109.80	
3018 - Capital Improvement	$54.90		$54.90	
3013 - Technology Fee	$54.90		$54.90	
3010 - Admin Fee	$109.80		$109.80	
3030 - Liability Insurance	$15.00			$15.00
1 - ID Badge	$10.00			$10.00
2 - Parking Permit	$10.00			$10.00
80 - Cosmetology Textbooks:	$340.00			$340.00
Milady Standard Textbook				
Milady Practical Workbook				
Milady Theory Workbook				
81 - Lab Fee	$750.00			$750.00
82 - Uniforms	$150.00			$150.00
85 - Kit and Supplies	$550.00			$550.00
Total Due Term 1	**$3,252.40**			
	Term 2			
3020 - Tuition 450 Hours	$1,098.00		$1,098.00	
3012 - Financial Fee	$109.80		$109.80	
3018 - Capital Improvement	$54.90		$54.90	
3013 - Technology Fee	$54.90		$54.90	
81 - Lab Fee	$750.00			$750.00
Total Due Term 2	**$2,067.60**			
	Term 3			
3020 - Tuition 300 Hours	$732.00		$732.00	
3012 - Financial Fee	$73.20		$73.20	
3018 - Capital Improvement	$36.60		$36.60	
3013 - Technology Fee	$36.60		$36.60	
3030 - Liability Insurance	$15.00			$15.00
1 - ID Badge	$10.00			$10.00
2 - Parking Permit	$10.00			$10.00
81 - Lab Fee	$750.00			$750.00
84 - State Exam	$78.00			$78.00
3094 - Graduation Fee	$75.00			$75.00
Total Due Term 3	**$1,816.40**		$3,623.40	$3,513.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$7,136.40**			

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2025-2026 Electricity (3092) FL Resident Program Cost			Total Tuition	Total Books/Supplies
1200 Clock Hours Total				
		Term 1		
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3012 - Technology Fee	$	54.90	$ 54.90	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
920 - Textbooks:	$	125.33		$ 125.33
NCCER Electrical Level 1 Core Book				
921 - Lab Fee	$	400.00		$ 400.00
3095 - RTC T-Shirts/Polo	$	50.00		$ 35.00
924 - NCCER Exams	$	75.00		$ 75.00
925 - Tool Kit	$	450.00		$ 450.00
Total Due Term 1	**$**	**2,452.93**		
		Term 2		
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3013 - Technology Fee	$	54.90	$ 54.90	
921 - Lab Fee	$	400.00		$ 400.00
924 - NCCER Exams	$	75.00		$ 75.00
956 - Textbooks Term 2	$	250.66		$ 250.66
NCCER Electrical Level 2				
NCEER Electrical Level 3				
Total Due Term 2	**$**	**2,043.26**		
		Term 3		
3002 - Tuition 300 Hours	$	732.00	$ 732.00	
3012 - Financial Fee	$	73.20	$ 73.20	
3018 - Capital Improvement	$	36.60	$ 36.60	
3013 - Technology Fee	$	36.60	$ 36.60	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Bagde	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
921 - Lab Fee	$	400.00		$ 250.00
924 - NCCER Exams	$	75.00		$ 75.00
3094 - Graduation Fee	$	75.00		$ 75.00
Total Due Term 3	**$**	**1,463.40**	Totals $ 3,513.60	$ 2,280.99
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**5,959.59**		

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2025-2026 Facials Specialty (3028) FL Resident Program Co				
220 Clock Hours Total				
	Term 1	Total Tuition	Total Books/Supplies	
3020 - Tuition 220 Hours	$ 536.80	$ 536.80		
3012 - Financial Fee	$ 53.68	$ 53.68		
3018 - Capital Improvement	$ 26.84	$ 26.84		
3012 - Technology Fee	$ 26.84	$ 26.84		
1 - ID Badge	$ 10.00		$ 10.00	
2 - Parking Permit	$ 10.00		$ 10.00	
3030 - Liability Insurance	$ 15.00		$ 15.00	
280 - Textbooks:	$ 250.00		$ 250.00	
Milady Standard Esthetics:Fundamentals Milady Standard Esthetics WB				
281 - Lab Fee	$ 365.00		$ 365.00	
284 - Certification/ Licensing Fee	$ 100.00		$ 100.00	
282 - Facials Kit	$ 90.00		$ 90.00	
3094 - Graduation Fee	$ 75.00		$ 75.00	
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$ 1,559.16**	Totals $ 644.16	$ 915.00	

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2025-2026 HVAC (3017) FL Resident Program Cost		
750 Clock Hours Total		
		Term 1
3020 - Tuition 375 Hours	$	915.00
3012 - Financial Fee	$	91.50
3018 - Capital Improvement	$	45.75
3012 - Technology Fee	$	45.75
3030 - Liability Insurance	$	15.00
1 - ID Badge	$	10.00
2 - Parking Permit	$	10.00
170 - Textbooks/Online Platforms	$	321.92
Modern Refrigeration	$	-
Math for HVACR	$	-
WorkBook	$	-
Lab Manual	$	-
Tool Kit	$	140.00
171 - Lab Fee	$	500.00
3095 - RTC T-shirts/Polo	$	50.00
Total Due Term 1	**$**	**2,144.92**
		Term 2
3020 - Tuition 375 Hours	$	915.00
3012 - Financial Fee	$	91.50
3018 - Capital Improvement	$	45.75
3013 - Technology Fee	$	45.75
175 - Certification Exam	$	90.99
171 - Lab Fee	$	500.00
3094 - RTC Graduation Fee	$	75.00
Total Due Term 2	**$**	**1,763.99**
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**3,908.91**

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	Total Tuition	Total Books/Supplies
	$ 915.00	$ 15.00
	$ 91.50	$ 10.00
	$ 45.75	$ 10.00
	$ 45.75	$ 321.92
		$ -
		$ -
		$ -
		$ -
		$ 140.00
		$ 500.00
		$ 50.00
	$ 915.00	
	$ 91.50	
	$ 45.75	
	$ 45.75	
		$ 90.99
		$ 500.00
		$ 75.00
Totals	$ 2,196.00	$1,712.91

2025-2026 Nails Specialty (3011) FL Resi

180 Clock Hours Total

	Term 1	Total Tuition	Total Books/Supplies
3020 - Tuition 180 hours	$ 439.20	$ 439.20	
3012 - Financial Fee	$ 43.92	$ 43.92	
3018 - Capital Improvement	$ 21.96	$ 21.96	
3013 - Technology Fee	$ 21.96	$ 21.96	
3030 - Liability Insurance	$ 15.00		$ 15.00
1 - Student ID	$ 10.00		$ 10.00
2 - Parking Permit	$ 10.00		$ 10.00
110 - Textbooks:	$ 250.00		$ 250.00
Milady Standard Nail Foundation Milady Standard Foundations			
111 - Lab Fee	$ 350.00		$ 350.00
114 - Certification /Licensing	$ 100.00		$ 100.00
115 - Nails Kit	$ 180.00		$ 180.00
3094 - Graduation Fee	$ 75.00		$ 75.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$ 1,517.04**	Totals $ 527.04	$ 990.00

Revised 5/27/2025 - ls

2025-2026 Patient Care Technician (3021) FI Resident Program Cost		
600 Clock Hours Total		
		Term 1
3020 - Tuition 300 Hours	$	732.00
3012 - Financial Fee	$	73.20
3018 - Capital Improvement	$	36.60
3012 - Technology Fee	$	36.60
3030 - Liability Insurance	$	15.00
3042 - Drug Screening *	$	45.00
3035 - Background Screening *	$	88.00
1 - ID Badge	$	10.00
2 - Parking Permit	$	10.00
3095 - RTC Shirt/Polo	$	50.00
209 - Activities Fee	$	50.00
210 - Textbooks:	$	160.00
Nursing Assistant Care Long Term TB		
Nursing Assistant Care Long Term WB		
Phlebotomy Workbook		
Guide for EKG Technician		
Guide for the Phlebotomy Technician		
211 - Lab Fee	$	300.00
212 - Uniforms	$	320.00
58 - CPR Card/First Aid	$	50.00
Total Due Term 1	**$**	**1,976.40**
		Term 2
3020 - Tuition 300 Hours	$	732.00
3012 - Financial Fee	$	73.20
3018 - Capital Improvement	$	36.60
3013 - Technology Fee	$	36.60
211 - Lab Fee	$	300.00
207 - PCT Drug Screen Term 2	$	45.00
213 - Study Guides:	$	255.00
Study Guide / Practice Test PCT		
Study Guide EKG / Practice Test		
Study Guide Phlebotomy / Practice Test		
214 - Prometric Exam	$	35.00
215 - Phlebotomy Certification Exam	$	130.00
216 - Patient Care Technician/Assistant	$	165.00
217 - EKG Certfication Exam	$	130.00
208 -PCT Fingerprinting for Prometric	$	88.00
219 - PCT Graduation Fee	$	75.00
Total Due Term 2	$	2,101.40
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**4,077.80**

Revised 5/27/2025 - ls

Paid in advance at orientation

	Total Tuition	Total Books/Supplies
	$ 732.00	
	$ 73.20	
	$ 36.60	
	$ 36.60	
		$ 15.00
		$ 45.00
		$ 88.00
		$ 10.00
		$ 10.00
		$ 50.00
		$ 50.00
		$ 160.00
		$ 300.00
		$ 320.00
		$ 50.00
	$ 732.00	
	$ 73.20	
	$ 36.60	
	$ 36.60	
		$ 300.00
		$ 45.00
		$ 255.00
		$ 35.00
		$ 130.00
		$ 165.00
		$ 130.00
		$ 88.00
		$ 75.00
Totals	$ 1,756.80	$ 2,321.00

2025-2026 Pharmacy Technician (3081) FL Resident Program Cost				
1050 Clock Hours Total				
		Term 1	Total Tuition	Total Books/Supplies
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3013 - Technology Fee	$	54.90	$ 54.90	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
3035 - Initial Background Screen *	$	88.00		$ 88.00
3042 - Initial Drug Screening *	$	45.00		$ 45.00
810 - Textbooks:	$	525.00		$ 525.00
Intro to Healthcare 5th Ed + Mind Tap Pharmacy Practice for Technicians 7th Edition + Cirrus Access Pharmacy Calculations for Technicians-7th Ed +Cirrus Access Pharmacy Labs for Technicians-4th Ed + Cirrus Access				
811 - Lab Fee	$	235.00		$ 235.00
812 - Uniforms/RTC Tshirt	$	283.00		$ 283.00
818 - CPR/First Aid	$	45.00		$ 45.00
Total Due Term 1	**$**	**2,573.60**		
		Term 2		
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3013 - Technology Fee	$	54.90	$ 54.90	
811 - Lab Fee	$	235.00		$ 235.00
816 - Pass Assured	$	299.00		$ 299.00
817 - Drug Screening Term 2	$	45.00		$ 45.00
Total Due Term 2	**$**	**1,896.60**	-	
		Term 3		
3020 - Tuition 150 Hours	$	366.00	$ 366.00	
3012 - Financial Fee	$	36.60	$ 36.60	
3018 - Capital Improvement	$	18.30	$ 18.30	
3012 - Technology Fee	$	18.30	$ 18.30	
811 - Lab Fee	$	235.00		$ 235.00
813 - Pharmacy Lapel Pin	$	14.00		$ 14.00
814 - PTCB Exam	$	129.00		$ 129.00
819 - Practice PTCB Exam	$	29.00		$ 29.00
815 - Graduation	$	75.00		$ 75.00
Total Due Term 3	**$**	**921.20**	Totals $ 3,074.40	$ 2,317.00
ESTIMATED Total Cost of Program **(COST SUBJECT TO CHANGE WITHOUT NOTICE)**		**$5,391.40**		

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2025-2026 Practical Nursing (3019) FL Resident Program Cost		
1350 Clock Hours Total		
		Term 1
3020 - Tuition 450 Hours	$	1,098.00
3012 - Financial Fee	$	109.80
3018 - Capital Improvement	$	54.90
3013 - Technology Fee	$	54.90
3030 - Liability Insurance	$	15.00
1 - ID Badge	$	10.00
2 - Parking Permit	$	10.00
3035 - Background Screening *	$	88.00
3042 - Drug Screening *	$	45.00
191 - Lab Fee $135/Pocket Tote $250	$	315.00
190 - Textbooks:	$	200.00
Intro to Clinical Pharmacology Foundation & Adult Health Nursing Saunders Comprehensive Review		
196 - Bridges (HCA)	$	40.00
192 - Uniforms	$	200.00
3095 - RTC T-shirt/Polo	$	50.00
203 - Trac Prac	$	70.00
196 - ATI	$	704.00
197 - Capping	$	25.00
198 - CPR	$	50.00
Total Due Term 1	**$**	**3,139.60**
		Term 2
3020 - Tuition 450 Hours	$	1,098.00
3012 - Financial Fee	$	109.80
3018 - Capital Improvement	$	54.90
3012 - Technology Fee	$	54.90
201 - Lab Fee Term 2	$	400.00
196 - ATI	$	704.00
202 - Drug Screening Term 2	$	45.00
Total Due Term 2	**$**	**2,466.60**
Term 3 Due on or before June 30th		Term 3
3020 - Tuition 450 Hours	$	1,098.00
3012 - Financial Fee	$	109.80
3018 - Capital Improvement	$	54.90
3012 - Technology Fee	$	54.90
194 - State Exam NCLEX	$	310.00
196 - ATI	$	704.00
200 - Graduation Fee	$	75.00
205 - Fingerprints for NCLEX	$	88.00
Total Due Term 3 - Due on or before June 30th	**$**	**2,494.60**
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**8,100.80**

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Total Tuition	Total Books/Supplies
$ 1,098.00	$ 15.00
$ 109.80	$ 10.00
$ 54.90	$ 10.00
$ 54.90	$ 88.00
	$ 45.00
	$ 315.00
	$ 200.00
	$ 40.00
	$ 200.00
	$ 50.00
	$ 70.00
	$ 704.00
	$ 25.00
	$ 50.00
$ 1,098.00	
$ 109.80	
$ 54.90	
$ 54.90	
	$ 400.00
	$ 704.00
	$ 45.00
$ 1,098.00	
$ 109.80	
$ 54.90	
$ 54.90	
	$ 310.00
	$ 704.00
	$ 75.00
	$ 88.00
	$ 4,148.00
Totals $ 3,952.80	

2025-2026 Professional Culinary Arts & Hospitality (3024) FL Resident Program Cost				
1200 Clock Hours Total				
		Term 1	Total Tuition	Total Books/Supplies
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3012 - Technology Fee	$	54.90	$ 54.90	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
240 - Textbooks:	$	235.00		$ 235.00
Professional Cooking Study guide Professional Cooking Textbook				
241 - Lab Fee	$	500.00		$ 500.00
242 - Uniforms: EX Coat, Pants, Hat	$	180.00		$ 180.00
3095 - RTC T-shirts/Polo	$	50.00		$ 50.00
Total Due Term 1	**$**	**2,317.60**		
		Term 2		
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvement	$	54.90	$ 54.90	
3012 - Technology Fee	$	54.90	$ 54.90	
241 - Lab Fee	$	500.00		$ 500.00
245 - Knife Kit	$	125.00		$ 125.00
Total Due Term 2	**$**	**1,942.60**		
		Term 3		
3020 - Tuition 300 Hours	$	732.00	$ 732.00	
3012 - Financial Fee	$	73.20	$ 73.20	
3018 - Capital Improvement	$	36.60	$ 36.60	
3012 - Technology Fee	$	36.60	$ 36.60	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
241 - Lab Fee	$	500.00		$ 500.00
244 - End of Term Exam	$	25.00		$ 25.00
246 - ServSafe	$	210.00		$ 210.00
3094 - Graduation fee	$	75.00		$ 75.00
Total Due Term 3	**$**	**1,723.40**	Total $ 3,513.60	$ 2,470.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**5,983.60**		
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2025-2026 Surgical Technology (3031) FL Resident Program Cost - August Cohort					
1330 Clock Hours Total					
		Term 1	Total Tuition	Total Books/Supplies	
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00		
3012 - Financial Fee	$	109.80	$ 109.80		
3018 - Capital Improvement	$	54.90	$ 54.90		
3013 - Technology Fee	$	54.90	$ 54.90		
3030 - Liability Insurance	$	15.00		$ 15.00	
1 - ID Badge	$	10.00		$ 10.00	
2 - Parking Permit	$	10.00		$ 10.00	
3042 - Drug Sreening *	$	45.00		$ 45.00	
3035 - Background Screening *	$	88.00		$ 88.00	
Homebase App	$	18.00		$ 18.00	
310 - Textbooks:					
Bundle - Study Guide to the Surg. Tech.	$	282.75		$ 282.75	
Body Structures 14th Edition	$	129.00		$ 129.00	
Surgical Instrumentation	$	107.25		$ 107.25	
Body Structures Workbook	$	29.00		$ 29.00	
311 - Lab Fee Term 1	$	300.00		$ 300.00	
3095- RTC Polo/Shirt	$	50.00		$ 50.00	
3012 - Uniforms	$	200.00		$ 200.00	
318 - CPR/First Aid	$	45.00		$ 45.00	
Total Due Term 1	**$**	**2,646.60**			
		Term 2			
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00		
3012 - Financial Fee	$	109.80	$ 109.80		
3018 - Capital Improvement	$	54.90	$ 54.90		
3013 - Technology Fee	$	54.90	$ 54.90		
313 - Lab Fee Term 2	$	300.00		$ 300.00	
309 - Drug Screening Term 2	$	45.00		$ 45.00	
301 Surg Tech Clinical Parking Pass	$	80.00		$ 80.00	
Total Due Term 2	**$**	**1,742.60**			
		Term 3			
3020 - Tuition 430 Hours	$	1,049.00	$ 1,049.00		
3012 - Financial Fee	$	104.90	$ 104.90		
3018 - Capital Improvement	$	52.45	$ 52.45		
3012 - Technology Fee	$	52.45	$ 52.45		
315 - NCCT Membership Fee & Test	$	250.00		$ 250.00	
319 - Graduation	$	75.00		$ 75.00	
Total Due Term 3	**$**	**1,583.80**	Totals	$ 3,894.00	$ 2,079.00
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**5,973.00**			

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2024-2025 Welding Technology (3025) FL Resident Program Cost (Day)				
1050 Total Hours				
		Term 1	Total Tuition	Total Books/Supplies
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvemnet	$	54.90	$ 54.90	
3012 - Technology Fee	$	54.90	$ 54.90	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
250 - Textbooks:	$	166.38		$ 166.38
Welding 1 NCCER Core				
251D - Lab Fee	$	500.00		$ 500.00
3095 - RTC T-shirt/Polo	$	50.00		$ 50.00
254 - NCCER Exams	$	75.00		$ 75.00
3036 - SkillsUSA	$	20.00		$ 20.00
255 - Welding Kit	$	200.00		$ 200.00
258 - American Welding Society Test	$	500.00		$ 500.00
Total Due Term 1	**$**	**2,863.98**		
		Term 2		
3020 - Tuition 450 Hours	$	1,098.00	$ 1,098.00	
3012 - Financial Fee	$	109.80	$ 109.80	
3018 - Capital Improvemnet	$	54.90	$ 54.90	
3012 - Technology Fee	$	54.90	$ 54.90	
251D - Lab Fee	$	500.00		$ 500.00
254 - NCCER Exams	$	75.00		$ 75.00
256 - Textbook Term 2: NCCER Welding 2	$	90.99		$ 90.99
258 - American Welding Society Test	$	500.00		$ 500.00
Total Due Term 2	**$**	**2,483.59**		
		Term 3		
3020 - Tuition 150 Hours	$	366.00	$ 366.00	
3012 - Financial Fee	$	36.60	$ 36.60	
3018 - Capital Improvement	$	18.30	$ 18.30	
3012 - Technology Fee	$	18.30	$ 18.30	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
259D - Lab Fee Term 3	$	500.00		$ 500.00
259D - Textbook Term 3: NCCER Welding 3	$	90.99		$ 90.99
254 - NCCER Exams	$	75.00		$ 75.00
3094 - Graduation	$	75.00		$ 75.00
Total Due Term 3	**$**	**1,215.19**	Total $ 3,074.40	$ 3,488.36
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**6,562.76**		

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2024-2025 Welding Technology (3025) FL Resident Program Cost (Night)				
1050 Total Clock Hours				
		Term 1	Total Tuition	Total Books/Supplies
3020 - Tuition 300 Hours	$	732.00	$ 732.00	
3012 - Financial Fee	$	73.20	$ 73.20	
3018 - Capital Improvement	$	36.60	$ 36.60	
3012 - Technology Fee	$	36.60	$ 36.60	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
250 - Textbooks	$	166.38		$ 166.38
Welding 1 NCCER Core				
251N - Lab Fee (Night)	$	500.00		$ 500.00
3095 RTC T-shirt/Polo	$	50.00		$ 50.00
254 - NCCER Exams	$	75.00		$ 75.00
255 - Welding Kit	$	200.00		$ 200.00
3036 - Skills USA	$	20.00		$ 20.00
Total Due Term 1	**$**	**1,924.78**		
		Term 2		
3020 - Tuition 300 Hours	$	732.00	$ 732.00	
3012 - Financial Fee	$	73.20	$ 73.20	
3018 - Capital Improvement	$	36.60	$ 36.60	
3012 - Technology Fee	$	36.60	$ 36.60	
256 - Textbook Term 2: NCCER Welding 2	$	90.99		$ 90.99
251N - Lab Fee (Night)	$	500.00		$ 500.00
254 - NCCER Exams	$	75.00		$ 75.00
258 - American Welding Society Test	$	500.00		$ 500.00
Total Due Term 2	**$**	**2,044.39**		
		Term 3		
3020 - Tuition 300 Hours	$	732.00	$ 732.00	
3012 - Financial Fee	$	73.20	$ 73.20	
3018 - Capital Improvement	$	36.60	$ 36.60	
3012 - Technology Fee	$	36.60	$ 36.60	
3030 - Liability Insurance	$	15.00		$ 15.00
1 - ID Badge	$	10.00		$ 10.00
2 - Parking Permit	$	10.00		$ 10.00
251N - Lab Fee (Night)	$	500.00		$ 500.00
257 - Textbook Term 3: NCCER Welding 3	$	90.99		$ 90.99
254 - NCCER Exams	$	75.00		$ 75.00
258 - American Welding Society Test	$	500.00		$ 500.00
Total Due Term 3	**$**	**2,079.39**		
		Term 4		
3020 - Tuition 150 Hours	$	366.00	$ 366.00	
3012 - Financial Fee	$	36.60	$ 36.60	
3018 - Capital Improvement	$	18.30	$ 18.30	
3012 - Technology Fee	$	18.30	$ 18.30	
2519 - Lab Fee Term 3 (Night)	$	300.00		$ 300.00
3094 - Graduation Fee	$	75.00		$ 75.00
Total Due Term 4	**$**	**814.20**	Totals $ 3,074.40	$ 3,788.36
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)	**$**	**6,862.76**		

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2024-2025 Advance Welding Technology DAY (3025) FL Resident Program Cost		
750 Total Clock Hours		
		Term 1
3020 - Tuition 450 hours	$	1,098.00
3012 - Financial Fee	$	109.80
3018 - Capital Fee	$	54.90
3013 - Technology Fee	$	54.90
3030 - Liability Insurance	$	15.00
1 - ID Badge	$	10.00
2 - Parking Permit	$	10.00
258 - American Welding Society Test	$	500.00
260 - Lab Fee	$	500.00
Total Due Term 1		**$2,352.60**
		Term 2
3020 - Tuition 300 hours	$	732.00
3012 - Financial Fee	$	73.20
3018 - Capital Fee	$	36.60
3013 - Technology Fee	$	36.60
258 - American Welding Society	$	500.00
260 - Lab Fee	$	500.00
3094 - Graduation	$	75.00
Total Due Term 2	**$**	**1,953.40**
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)		**$4,306.00**

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	Total Tuition	Total Books/Supplies
	$ 1,098.00	
	$ 109.80	
	$ 54.90	
	$ 54.90	
		$ 15.00
		$ 10.00
		$ 10.00
		$ 500.00
		$ 500.00
	$ 732.00	
	$ 73.20	
	$ 36.60	
	$ 36.60	
		$ 500.00
		$ 500.00
		$ 75.00
Totals	$ 2,196.00	$ 2,110.00

2024-2025 Advance Welding Technology NIGHT (3025) Resident Program Cost		
750 Clock Hours Total		
		Term 1
3020 - Tuition 300 hours	$	732.00
3012 - Financial Fee	$	73.20
3018 - Capital Fee	$	36.60
3013 - Technology Fee	$	36.60
3030 - Liability Insurance	$	15.00
1 - ID Badge	$	10.00
2 - Parking Permit	$	10.00
258 - American Welding Society Test	$	500.00
260 - Lab Fee	$	500.00
Total Due Term 1		**$1,913.40**
		Term 2
3020 - Tuition 300 hours	$	732.00
3012 - Financial Fee	$	73.20
3018 - Capital Fee	$	36.60
3013 - Technology Fee	$	36.60
258 - American Welding Society	$	500.00
260 - Lab Fee	$	500.00
Total Due Term 2	**$**	**1,878.40**
		Term 3
3020 - Tuition 150	$	366.00
3012 - Financial Fee	$	36.60
3018 - Capital Fee	$	18.30
3013 - Technology Fee	$	18.30
3094 -Graduation	$	75.00
Total Due Term 3	**$**	**514.20**
ESTIMATED Total Cost of Program (COST SUBJECT TO CHANGE WITHOUT NOTICE)		**$4,306.00**

	Total Tuition	Total Books/Supplies
	$ 732.00	
	$ 73.20	
	$ 36.60	
	$ 36.60	
		$ 15.00
		$ 10.00
		$ 10.00
		$ 500.00
		$ 500.00
	$ 732.00	
	$ 73.20	
	$ 36.60	
	$ 36.60	
		$ 500.00
		$ 500.00
	$ 366.00	
	$ 36.60	
	$ 18.30	
	$ 18.30	
		$ 75.00
Totals	$2,196.00	$ 2,110.00

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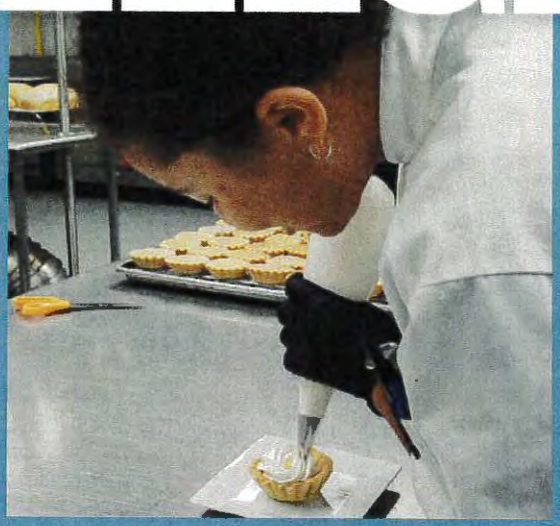
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RIVEROAK TECHNICAL COLLEGE

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- Automotive Collision Technology Technician
- Brick & Block Masonry
- Certified Nursing Assistant (Workforce Education)
- Cosmetology
- Electricity
- Facials Specialty
- Heating, Ventilation, Air-Conditioning/Refrigeration 1
- Master Automotive Service Technology 1
- Master Automotive Service Technology 2
- Nails Specialty
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy (Workforce Education)
- Practical Nursing
- Professional Culinary Arts & Hospitality
- Surgical Technology
- Welding Technology
- Welding Technology - Advanced

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Administered By
Suwannee County School District
Ronnie Gray, Superintendent

Clay Tomlinson, RIVEROAK Principal &
Director of Career, Technical & Adult Education

Suwannee County School Board Members
Lesley Fry, District 1
Norman Crawford, District 2
Tim Alcorn, District 3
Ed da Silva, District 4
Ronald White, District 5

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Directory

Office Hours (Day School)
Monday – Friday 8:00 AM – 4:30 PM
Office Hours (Night School)
Monday – Thursday 5:00 PM – 8:00 PM

RIVEROAK Technical College Office **(386) 647-4200**	Electricity (386) 647-4217
Principal/Director-Career & Technical Education (386) 647-4230	Facials Specialty (386) 647-4228
RTC Student Services (386) 647-4210	Nails Specialty (386) 647-4228
Coordinator of Career Technical Education (386) 647-4231	Heating, Ventilation, Air-Conditioning 1 (386) 647-4217
RTC Bookkeeper (386) 647-4201	Practical Nursing (386) 647-4238
RTC Financial Aid & Veteran's Benefits (386) 647-4211	Patient Care Technician (386) 647-4216
RTC Registrar (386) 647-4214	Pharmacy Technician (386) 647-4209
RTC Pearson Testing Center (386) 647-4219	Professional Culinary Arts & Hospitality (386) 647-4204
Basic Skills Assessment Test Registration (386) 647-4210	Surgical Technology (386) 647-4221
GED® Inquiries and Adult Basic Education (386) 647-4206	Welding Technology & Welding- Advanced (386) 647-4215
English as a Second Language (386) 647-4229	Work-Based/On-the-Job Training Programs (386) 647-4208
Applied Cybersecurity (386) 647-4218	Suwannee County Superintendent of Schools (386) 647-4600
Automotive Collision Technology Technician (386) 647-4220	Suwannee Director of Career and Technical (386) 647-4200
Master Automotive Service Technology 1 (386) 647-4222	Suwannee Director Curriculum/Instruction (386) 647-4635
Master Automotive Service Technology 2 (386) 647-4222	Suwannee Personnel Department (386) 647-4641
Brick and Block Masonry (386) 647-4236	Director of Exceptional Education and Student Services (386) 647-4630
Cosmetology (386) 647-4205	Suwannee Director of Finance (386) 647-4608

RIVEROAK
TECHNICAL COLLEGE

Welcome to RIVEROAK!

RIVEROAK Technical College offers 20 career and technical education programs that lead to industry-recognized credentials. RTC offers high quality instruction, academic and financial advisement, mentoring, and coaching to ensure success in its programs.

RTC serves adults and dual enrolled high school students. Admission is open to adult students who are at least 16 years of age. Dual enrolled students must have a 2.0 GPA or higher for entry.

RTC provides basic skills remediation, GED® preparation, English as a Second Language classes, and community education. Continuing Workforce Education courses are available for individuals who are already employed and need technical updating or advanced training.

Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as disabled, single parents, veterans, and academically and/or economically disadvantaged, receive support from special programs located on campus and through collaboration with Veterans Educational Benefits, Bright Futures, and local agencies including, CareerSource North Florida and Vocational Rehabilitation.

Visit www.riveroakcollege.com and follow RTC on Facebook and Instagram for up-to-date information. Also, download the Suwannee County School District App on Google Play® or Apple Store®.



415 Pinewood Drive SW, Live Oak, FL 32064
Phone: 386-647-4200
Fax: 386-364-4698

#GrowYourFutureWithUs

RIVEROAK
TECHNICAL COLLEGE

Vision

RIVEROAK Technical College provides technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

Mission

Our mission at RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

Suwannee County School District Vision & Mission

Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success.

Suwannee County Schools will educate all students in a safe and supportive learning environment.

Title IX

RIVEROAK Technical College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior. Victims are encouraged to report or file a complaint of sex/gender discrimination or sexual misconduct immediately in order to maximize the School District's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation into the report or complaint. Failure to promptly report alleged sex/gender discrimination or sexual misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the School District's ability to carry out these procedures. The School District and Title IX Coordinator have jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by RTC faculty, staff, students and other members of the RTC Community that involve or invoke Title IX. RIVEROAK Technical College's Title IX Representative may be contacted as follows: Julie Ulmer Title IX Contact, Student Services Coordinator, RIVEROAK Technical College, 415 Pinewood Drive SW, Live Oak, Florida 32064, 386-647-4231, julia.ulmer@suwannee.k12. fl.us.

Non-Discrimination Policy

The Suwannee County School Board advises that all career and technical education (CTE) opportunities will be offered without regard to race, color, national origin, sex, and disability. The lack of English language skills will not be a barrier to admission and participation in CTE programs. Program offerings include Adult Education; Community Education; Health Sciences; Information Technology; Human Services; Manufacturing; Architecture and Construction Education; Transportation, Distribution and Logistics; and Hospitality and Tourism. RIVEROAK Technical College serves adults, high school students, and dual enrollment students. Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school. Admission is also open to secondary students, grades 9-12, as part of a regular secondary credit earning program. Equity Coordinator contact information: Bill Brothers, Equity Coordinator. 1740 Ohio Avenue South Live Oak, FL 32064 (386) 647-4633. Elizabeth Johnston, 504 Coordinator 1740 Ohio Ave. South, Live Oak, FL 32064 (386) 647-4631. Jimmy Wilkerson Title IX Coordinator. 1740 Ohio Avenue South Live Oak, FL 32064 (386) 647-4644.

Calendar

RIVEROAK TECHNICAL COLLEGE

Registration Dates

Fall Registration - January 8, 2025 - August 2, 2025
Fall Term - August 11, 2025 - December 19, 2025
Spring Registration - September 9, 2025 - December 18, 2025
Spring Term - January 5, 2026 - May 22, 2026

Professional Development Days

*No school for students.
August 25, 2025
September 29, 2025
October 27, 2025
February 16, 2026
March 23, 2026
May 26, 2026
May 27, 2026

Student Holidays

September 1
October 13
November 11
November 24 - 28
December 22 - 26
December 29 - 31
January 1 - 2
January 19
March 13
April 3
April 13 - 17

RIVEROAK Graduation & Awards Program: May 14, 2026

2025 - 2026 Dual Enrollment Grading Periods

1st 9-weeks: Aug. 11 - Oct. 10, 2025
2nd 9-weeks: Oct. 11 - Dec. 19, 2025
3rd 9-weeks: Jan. 5 - Mar. 10, 2026
4th 9-weeks: Mar. 11 - May 22, 2026

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2025-2026

MY CHOICE for High Quality Education!

JULY 2025					
July 1-31: Summer Hours		1	2	3	4
July 3: Holiday (Observed)	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

AUGUST 2025					
Aug 4-8: Pre-Planning Days					1
Aug 11: First Day for Students/	4	5	6	7	8
Student Early Release Day	**11**	12	13	14	15
Aug 25: PD Day	18	19	20	21	22
	~~25~~	26	27	28	29

SEPTEMBER 2025					
Sept 1: Labor Day Holiday	1	2	3	4	5
Sept 29: PD Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	~~29~~	30			

OCTOBER 2025					
Oct 10: End of Q1 (42 Days)			1	2	3
Oct 13: Teacher Work Day	6	7	8	9	10
Oct 27: PD Day	~~13~~	14	15	16	17
	20	21	22	23	24
	~~27~~	28	29	30	31

NOVEMBER 2025					
Nov 11: Veteran's Day Holiday					
Nov 24-28: Thanksgiving Break	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

DECEMBER 2025					
Dec 19: Student Early Release	1	2	3	4	5
Dec 19: End of Q2 (42 Days)	8	9	10	11	12
Dec 22-31: Christmas Break	15	16	17	18	19
	22	23	24	25	26
	29	30	~~31~~		

JANUARY 2026					
Jan 1: New Year's Day Holiday				1	~~2~~
Jan 2: Teacher Work Day	5	6	7	8	9
Jan 5: Students Return	12	13	14	15	16
Jan 19: MLK Day Holiday	19	20	21	22	23
	26	27	28	29	30

FEBRUARY 2026					
Feb 16: PD Day					
	2	3	4	5	6
	9	10	11	12	13
	~~16~~	17	18	19	20
	23	24	25	26	27

MARCH 2026					
March 10: End of Q3 (45 Days)	2	3	4	5	6
March 13: Teacher Work Day	9	10	11	12	~~13~~
March 23: PD Day	16	17	18	19	20
	~~23~~	24	25	26	27
	30	31			

APRIL 2026					
April 3: Good Friday Holiday			1	2	3
April 13-17 Spring Break	6	7	8	9	10
	13	14	15	~~16~~	~~17~~
	20	21	22	23	24
	27	28	29	30	

MAY 2026					
May 22: End of Q4 (45 Days)					1
May 22: Students' Last Day	4	5	6	7	8
May 25: Memorial Day	11	12	13	14	15
May 26-27 PD Days	18	19	20	21	22
May 28: Post Planning Day	25	~~26~~	~~27~~	28	29

JUNE 2026					
June 1-30: Summer Hours	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

PD Day - Holiday for students

Teacher Work Day - Holiday for students, bus drivers, food service workers and paraprofessionas (as assigned)

Holiday for students, 10/11 month teachers, bus drivers, food service workers, and paraprofessionals

Holiday for all employees and students

*Early Release days may be subject to change with prior notice

*PD Days may be converted to student days if needed for storm make-up days

SCSB Approved 9/24/2024

Admission Policy



Florida Residency

To obtain in-state tuition and/or financial aid, two proofs of Florida residency must be provided. The following documents may be used: voter's registration, driver's license, automobile registration, bank accounts, rent receipts, tax returns, home mortgages, financial aid and admission documents from previous years, employment documents, student loan notes, need analysis documents, utility receipts, or Florida state identification. Documents must be dated 12 months prior to enrollment. As of July 1, 2015 all dependents receiving GI benefits will receive in-state tuition as long as they reside in Florida while attending RTC. For further information contact the Financial Aid Specialist at (386) 647-4211.

Transfer of Students Not Enrolled at RIVEROAK Technical College

Students, including veterans, must report all previous post-secondary education courses and/or programs. Upon receipt of a transcript from an accredited institution, occupational completion points or credits earned will be evaluated and applied to the course/program of enrollment, if comparable. Competence checks, not included in an occupational completion points, are also available for previously learned knowledge and skills. Students must contact Student Services for questions or assistance with transfers.

Transfer of Students from Within RIVEROAK Technical College

Students may drop a class and enroll in any other class or program on a space available basis. Competencies earned prior to withdrawal are used to determine if the student has reached an occupational completion point. Competencies may be transferred to the new course/program, if appropriate. Attendance records will also transfer to the new course/program. Students must contact Student Services for assistance.

High School Admissions

Public high school students may dual enroll at RTC. Tuition, fees, and textbooks are free for district students. Industrial programs may have equipment and/or uniform costs. Industrial programs require a minimum of two periods per day. Practical Nursing is not available to high school students. Patient Care Technician is available for full-time dual enrollment to Seniors in the Spring Term. Home school students may dual enroll with tuition waived. Private school students may enroll per articulation agreement between their school & RTC.

High School Students Must:

1. Consult with a high school counselor regarding enrolling at RIVEROAK Technical College (RTC) and obtain approval
2. Have a GPA of 2.0 or higher and completed a RTC application

Admission Policy

Enrollment

Programs require students to enter at the beginning of each term or at specified times during the year.

Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school.

Career dual enrollment is available to secondary students enrolled in post-secondary programs with the permission of the home school, private, or charter school, and RTC.

Adult Career Admission Check List

1. Complete an application/schedule form in the Student Services office.
2. Bring in social security card and high school or GED® diploma to Student Services.
3. Complete basic skills assessment test (if applicable and within first six weeks) or signed exemption form.
4. Schedule a conference with student services to discuss test results and class schedule.
5. Documentation of Florida Residency for in-state tuition (2 proofs).
6. Pay application fees.
7. Apply for FAFSA®. Financial aid students must complete all paperwork before entry into a program.
8. Obtain class schedule from student services.

Diploma Policy

High school diplomas issued by any public funded state or government agency will be accepted for admission. High school diplomas issued by private schools must be accredited and recognized by the Florida Department of Independent Schools and Colleges. High school graduates that do not meet this criteria must pass the GED® test.

Associate in Science (AS) degree or higher may be presented in lieu of basic skills test requirements. Recognized Associate in Science (AS) degrees or higher must be issued by a public institution or an accredited private institution.

Basic Skills Exemption

SB1720 Exempt Students

Florida Statutes (Senate Bill 1720) exempt certain students from placement testing. Students who entered 9th grade in a Florida public school in the 2003-2004 school year or after and earned a Florida standard high school diploma, or students who are serving as active duty members of any branch of the United States armed services are no longer required – but are strongly encouraged – to complete mandatory placement testing to ensure success. Students must provide official high school transcripts or documentation of military status to be exempt from placement testing.

Students, who enroll in a Career and Technical Education (CTE) program for 450 clock hours or more, must complete a basic skills entry-level examination within the first six weeks of admission into the RIVEROAK program.

Additional exemptions include students who have achieve minimum scores on the following tests:

- 2014 GED®- Mathematics and the Reading Language Arts (RLA) sections - 145 (within 2 years)
- SAT® Verbal - 440 and Math - 440 or Reading - 24 Writing - 25 and Math - 24
- ACT® Reading - 19, English - 17, and Math - 19 sections
- PERT® Reading - 106, Writing - 103, Math - 114 sections

Tuition and Fees

Tuition and Fees

In accordance with the Florida Legislature and Suwannee County School Board, fees are charged for RTC attendance. Fees vary according to program length and include a tuition fee, financial aid fee, capital improvement fee, and technology fee. Student financial aid and capital improvement fees are set by the Florida Legislature. The student financial aid fee is 10% of tuition cost; the capital improvement fee is 5% of tuition cost; and the technology fee is 5% of tuition cost.

Other fees may be assessed as required by an individual program such as state board exam fees, liability insurance, drug tests, and motor vehicle reports. Due to price changes during the school year, fees may change without prior notice. Contact Student Services for a list of fees associated with each program.

Students returning to complete a program that is less than one semester of instruction may be eligible for pro-rated tuition. Students must be identified eligible prior to his/her return to receive pro-rated fees.

Programs less than 600 clock hours need to pay prior to class starting date.



TUITION AND FEES ARE AS FOLLOWS:

1. Resident: Adult Job Preparatory	$2.44*
2. Non-Resident: Adult Job Preparatory	$7.32*
3. Adult General Education	$30.00*

*1 & 2 price is per clock hour.
*3 is per term.
*Fee waivers and exemptions may be available for AGE tuition.

Adult General Education Fees

Adult Basic Education (ABE) - The contents of this course serve students by providing basic skills instruction and critical thinking skills to prepare students for GED® preparation, post-secondary education, and employment.
English as a Second Language (ESL) - The course helps students increase their Reading and Listening levels in English skills.
GED® Preparation - The purpose of this program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests, earning a State of Florida High School Diploma.
Integrated Education and Training (IET) - Program for students wanting to earn their high school diploma and begin a career and tech education program concurrently. Must be pre-approved by Administration.

Fee Due Dates

All fees are due in full before the first day of class unless a payment plan has been arranged prior to the first day of class. Students will receive an itemized bill each term. Tuition and other fees must be paid in full before students enter class. Fees may be paid with cash, check, bank debit, credit card, or Apple Pay®. Fees paid with a check will not be refunded until after 10 days. *A $40.00 fee will be assessed on returned checks.*

Tuition and Fees

Non-Refundable Fees

A $50.00 non-refundable application fee is due when the registration form is submitted for a program. If a class is canceled, the full deposit will be refunded. In addition to the application fee, there is a $88.00 background screening fee for all medical programs. Medical programs also require a fee of $45.00 for drug screening.

RIVEROAK Technical College can consider a professional judgement for Federal Financial Aid based on documentation of eligibility presented by a student. Professional judgment refers to the discretion that federal regulations give to financial aid administrators to make adjustments, on a case-by-case basis, to certain elements of a student's FAFSA information to account for special circumstances. Contact our Financial Aid Office for an application.

Eligible Fee Deferment

1. When financial aid from a federal or state assistance program is delayed in transmission to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid.
2. When a veteran or other student eligible for benefits under Chapters 32, 34, or 35, Title 38, U.S. Code is delayed in the receipt of benefits for payment of tuition fees. The student must request the deferment. Veterans who provide a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 will be allowed to attend or participate in a course of education when VA payments are pending.
3. When the district has written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, nonprofit organization, or civic organization.
4. When fees are delayed because of a district-adopted installment payment schedule based on a criterion of need.

Institutional Refund Policy

Textbooks and kits may not be returned. The amount of refund, if one is due, is determined by the criteria listed below. Refunds will be made within 45 days of the last day of attendance, if written notification was provided to the institution by the student or from the date the institution terminates the student or determines the student has withdrawn. A written request from the student is not required to receive a refund if a refund is due. Any student, except a student receiving Title IV financial assistance, may be eligible for a refund under the following guidelines:

Refunds for Veterans and Other Eligible Students

1. A 100% refund (less an administrative fee not to exceed $100.00) will be issued to all students who withdraw up to one week before or on the first day of class.
2. For withdrawal after the first day of class through the first 10% of the enrollment period, a 90% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
3. For withdrawal after the first 10% of the enrollment period through the first 25% of the enrollment period, a refund of 50% will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
4. For withdrawal after the first 25% of the enrollment period through the first 50% of the enrollment period, a 25% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment). No refund will be issued if a student completes 60% of the enrollment period for which he/she is charged.
5. When fees are paid by a 3rd party, refunds are issued to the 3rd party.

Financial Aid

The first step to receive any type of financial aid is to apply for federal financial aid. RTC offers two types of federally funded financial aid: Pell Grant and FWEP. Some agencies which sponsor students such as the Workforce Development Board, may also require that the student submit the federal financial aid application. FAFSA has to be done before first day of class. If denied, then student must set up a payment plan as soon as possible with the Financial Aid Specialist.

Pell Grants

Pell Grants help students pay for their education after high school. For many students, these grants provide a financial aid foundation to which aid from other sources may be added.

Unlike loans, grants do not have to be paid back. To apply go to www.fafsa.ed.gov (RTC school code is 016824).

For financial aid assistance, please contact the Financial Aid Specialist: (386) 647 - 4211.

Withdrawals

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will submit a withdrawal form to the Student Services office.

If you are receiving financial aid, you must notify the Financial Aid Office in writing of your reason for withdrawing, noting your last day of attendance. Failure to do this may disqualify you for future financial aid.



Pell Grants

Verification is the process established by the US Department of Education to check the accuracy of a student's FAFSA information. Verification may occur at any time during the application or awarding process. In most cases, applicants are selected by US Department of Education. You will be notified by the federal processor and/ or the RTC financial aid office. Students will be asked to provide additional documents. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

Return to Title IV (R2T4)

If a student withdraws before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to the Title IV funds for the payment period. The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/ or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement.

The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

Financial Aid

Satisfactory Academic Progress (SAP)

To be eligible for Title IV Funds, a student must make satisfactory academic progress. The satisfactory academic progress policy includes the student's GPA, pace through the program, and attendance. RTC is a clock hour school. Federal regulation mandates that students attend all hours of each Pell Grant Payment Period to be eligible for additional funding eligibility. Students also must maintain a minimum of a "C" (2.0 GPA) to remain eligible for Financial Aid, including VA benefits. Students will be evaluated after 450 clock hours. A student can be evaluated as many times as deemed necessary by Financial Aid while enrolled in their program. Please contact the financial aid office for further information and/or to review the policy.

Financial Aid Warning

Pell and VA students who do not meet appropriate attendance and grade requirements at the end of the payment period will be issued a Financial Aid warning for the next payment period. 1) A warning is an indication that the student is not progressing satisfactorily. 2) Students are permitted one warning payment period, and will remain Pell eligible at that time.

Financial Aid Probation

Students who fail to meet Satisfactory Academic Probation (SAP) by the end of the second payment period will be placed on Financial Aid Probation. If it is determined that the student will require more than one payment period to meet Satisfactory Academic Probation (SAP), he/she may be placed on probation and develop an academic plan. A review of the student's progress at the end of one payment period is required of a student on Financial Aid Probation status, to determine if the student is meeting plan requirements. The student is eligible to receive Title IV aid as long as he/she continues to meet requirements and is reviewed according to his/her academic plan. Students enrolled in medical programs must maintain a minimum of 80% grade average. Students will be evaluated first term.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

The Federal Drug-Free School Act is intended to inform students of the health risks associated with alcohol or drug abuse. Penalties for those who violate school standards must be in place and consistently enforced. State law prohibits the consumption or possession of alcoholic beverages by persons younger than 21 years of age. The sale of alcoholic beverages to persons younger than 21 years of age is also prohibited.

Eligibility

Students who do not have a high school diploma or a recognized equivalent (for example a GED®), or do not meet the home school requirements will not be eligible to receive Title IV student aid unless the student qualifies under the Ability To Benefit provision.

Florida Work Experience Program

Florida Work Experience Program (FWEP) provides jobs for students who need financial aid in order to attend a training program. Students earn money by working part-time for the school system. The total FWEP award depends on the student's needs and the amount of aid the student receives from other programs.

Veterans



In accordance with Title 38 US Code § 3679 subsection (e), and effective August 1, 2019, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school will not:

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

However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) when applying to the program;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

The school must maintain a written record of all previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified.

38 USC 3679(C) AND FLORIDA STATUTE 1009.26(13) - VETERANS' OUT-OF-STATE TUITION WAIVER AT PUBLIC SCHOOLS;
Out-of-State Tuition Waiver for Veterans & Dependents
In accordance with 38 United States Code § 3679(c), and effective July 1, 2015, Florida Statute 1009.26(13) was established to provide out-of-state tuition and fee waivers to veterans and eligible dependents who attend Florida public, post-secondary institutions and who physically reside within the state of Florida. The Florida Statute, known as the Congressman C.W. "Bill" Young Veteran Tuition Waiver Program, waives out-of-state tuition and fees for a person who is:
1) An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution.
    - Provide DD 214 (Member 4) or DD Form 256
    - Provide Proof of physically residing in the state of Florida (i.e. Driver's license or Florida ID Card, a Lease Agreement)

OR

2) An individual who is entitled to and who is using educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term, and who physically resides in Florida while enrolled in the institution.
    - Provide copy of VA Certificate of Eligibility, a VA Statement of Benefits or if a Chapter 31 beneficiary, a VAF 28-1905 form
    - Provide Proof of physically residing in the state of Florida (e.g. Driver's license, or Florida ID Card, a Lease Agreement)
    - All documents must be dated before the semester start date for the term in which you're seeking the waiver of out-of-state fees. [Note to School Official: Detail if an application is required]
    - This Out-of-State Tuition Waiver for Veterans and Dependents must be submitted.

Veteran's Attendance Policy

- This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used.
- Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.
- Students exceeding 5 percent of the total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
- In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be re-certified for VA education benefits.
- The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

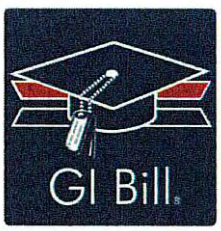
Standards of Academic Progress for VA Students

- All standards must logically relate to graduation requirements.
- Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of each (term, quarter, semester, evaluation period, etc.).
- A VA student whose CGPA or percentage falls below 2.0 at the end of any (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be re-certified after attaining a CGPA or percentage of 2.0.

Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.
This Addendum becomes a part of the Catalog for all intents and purposes.
CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Title: Clay Tomlinson, Principal/Director of RIVEROAK Technical College
School Name: RIVEROAK Technical College
Address: 415 Pinewood Dr. SW
City, State, Zip Code: Live Oak, FL. 32064



Additional factors to be aware of:

- Priority will be given to individuals who are entitled to 100% of Post-9/11 GI Bill benefits and to those who require the most credit hours to complete their program.
- Chapter 33 private school academic year maximum rates apply to the STEM scholarship program.
- The Yellow Ribbon Program is not available with STEM. Schools may apply Yellow Ribbon funding, but VA can't match it.
- These additional benefits can't be transferred to dependents.
- Fry Scholars are eligible to apply for the Rogers STEM Scholarship.
- Programs of study eligible for STEM Scholarship benefits require SAA approval in the same manner as any program used for VA benefits.
- There is a STEM indicator on your WEAMS 1998 report that is currently not used by VA. Your 1998 report will likely reflect 'NO' in the STEM indicator field, even if your school has qualifying STEM programs. (This is the expected outcome).

Reporting Fees to Institutions

At the beginning of each calendar year, a listing of students who were receiving assistance during the previous calendar year is printed by VA for each institution. Schools are provided a reporting fee based on the number of students who were certified to VA at least once during the year and who received VA educational benefits. SCOs should compare the student list and report any students not included to the ELR of jurisdiction. In the event of errors, you should provide a list of students and the enrollment dates to the ELR.

Yearly rates may fluctuate based on legislation. Please contact your ELR for exact rates per year.

Public Law 111-377 (Section 204) clarified that effective October 1, 2011, "any reporting fee paid to an educational institution or joint apprenticeship training committee after the date of the enactment of the Post-9/11 Veterans Educational Assistance Improvements Act of 2011, shall be utilized by such institution or committee solely for the making of certifications required under this chapter or chapter 31, 34, or 35 of this title or for otherwise supporting programs for Veterans". When using your reporting fees, ensure that they are being used for the purposes identified in Public Law 111-377.

Some examples of acceptable uses for Annual Reporting Fees include:

- Fees to join your state's School Certifying Official association and attend conferences they host
- Setting up and/or supplying a Veteran's lounge or Vet Center on campus
- Purchasing expendable supplies or needed equipment for the VA Certifying Officials' office
- Hosting a Veteran's Day luncheon for VA students where refreshments are provided
- Purchasing cords for VA students' caps and gowns at graduation
- Contributing to the school's Yellow Ribbon program fund
-

Note: Any usage that does not support certification or solely for the benefit of VA beneficiaries, even if VA beneficiaries are included, would not acceptable. For example, paying for a speaker or event that all students can attend, including VA beneficiaries.

The Harry W. Colmery Veterans Educational Assistance Act of 2017, Public Law 115-48 (Section 304), as amended by the Department of Veterans Affairs Expiring Authorities Act of 2017 (Public Law 115-62, §411), provided the following change, effective August 1, 2018, to Reporting Fees:

- If a school receives reporting fees for 100 or more eligible students, then the reporting fees paid to the school cannot be used for, or merged with, the school's general fund.
- How your school uses its reporting fees will be reviewed during Compliance Surveys conducted at your school.

Non-College Degree Institutions

If a program is measured in clock hours, benefits are paid based on scheduled clock hours per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

Do not submit amendments for absences that are allowed within the school's approved attendance policy. You may not extend enrollment for students who need additional hours simply because of absences. However, if a student failed a portion of the course and has to repeat it, that portion may be re-certified as long as the student continues to meet the Standards of Progress.

For clock hour programs, VA considers 18 clock hours per week to be full time when more than 50% of the instruction is theory (traditional classroom). For programs where 50% or more of the instruction time is considered 'shop practice', 22 clock hours per week is considered full-time. For example, cosmetology or welding programs would commonly have 22 clock hours per week as their full-time measure. The clock hour measurement for all approved programs measured and paid by clock hours is listed in the Web Enabled Approval Management System (WEAMS) and can be found on the VA 1998 Report.

Priority Enrollment

Section 303 of the Harry W. Colmery Veterans Educational Assistance Act of 2017 required VA to publicly report if a school offers priority enrollment to student Veterans/Service members. Priority enrollment is defined as, "a student being able to register for classes earlier than other students". However, this does not mean a student Veteran or Service member can register for classes before ALL other groups of students.

Example: All seniors can register for classes, then all student Veterans and/or Service members, then all juniors, then all sophomores, then all freshmen. Because student Veterans and/or Service members can apply before other groups, they are eligible for priority enrollment.

Schools are encouraged to extend priority enrollment to all VA beneficiaries, but the law references Veterans and Service Members only. To be reflected in the Comparison Tool as a school offering 'Priority Enrollment', it must be available to at least Veterans and Service Members.

Schools with priority enrollment policies for Veterans and/or Service members must provide Approvals, Compliance and Liaison (AC&L) a printout of their course catalog or catalog addenda detailing their school's priority enrollment process to establish the 'Priority Enrollment' indicator on the GI Bill Comparison Tool.

NOTE: Priority enrollment is NOT a condition of approval, and failure to report the existence of a priority enrollment policy is NOT grounds for suspension or withdrawal of program approval.

However, schools are encouraged to provide this information to ensure Veterans and Service members can make informed decisions regarding how to use their GI Bill benefits.



Student Overpayments

Students receive debts for overpayments of Chapter 33 Books and supplies, housing, and Chapters 1606, 1607, 30, and 35 benefits. When a student debt is created, the RPO of jurisdiction sends a letter notifying the student of the overpayment with details regarding the associated school, debt amount, and the reason for the creation of the debt. The debt is electronically submitted to VA's Debt Management Center (DMC). DMC will issue the student a first debt letter which provides due process (rights to dispute or request waiver) as well as time limits. When the letter is received, the student should immediately contact DMC to establish plans to repay the debt or inquire about relief options if the student is unable to repay the debt.

Important Timeframes - A request for waiver must be received no later than one year from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first notification letter, no benefits will be withheld until the decision is made. NOTE: If a waiver is requested after the first 30 days, but within one year, offset of benefits will continue.

If a dispute is received within 30 days of the first notification letter, no benefits will be withheld until review of the dispute is completed.

If the student doesn't contact DMC, a debt letter will be issued providing an additional 30 days for the student to respond, and it also informs the student of VA's obligation to report delinquent debts to the Department of Treasury's Cross Servicing program for further collection. If the student still does not contact DMC, a third debt letter will be sent informing the student of VA's intent to refer the debt to TOP if no response is received within 60 days. If no response is received within 60 days, the debt will automatically be referred to TOP for further collection.

Debt Resolution and Relief Options for Students

1. Repayment Plans: DMC works with students on a case-by-case basis to establish a repayment plan that will work for their financial situation.
2. Waiver: If a student is unable to repay all or a portion of their debt, they can submit a request for VA to forgive the debt- VA refers to this process as a waiver. If VA grants a waiver in full or in part, the student will not have to repay the amount waived; however, VA will charge the student's education benefits entitlement for the amount of education debt waived. If a waiver is denied, the student will receive a written notification of the decision that will also indicate when future benefits will start being withheld. An appeal to a waiver denial must be made within one year from the date of the denial letter. Withholding of benefits will continue while this issue is pending.
3. Dispute: If a student disagrees with the existence or amount of the debt, they can submit a written dispute to DMC explaining why they believe the debt is erroneous.
4. Compromise: A compromise is an offer of a lesser one-time lump sum payment as full payment for the debt. Compromise offers can be made at any time. The offer must be a lump sum offer, in writing, and accompanied by a current Financial Status Report.
5. Temporary Hardship Suspension: If a student has a temporary financial hardship, DMC can work with them on a plan to suspend collection of the debt until their financial situation improves.

How Students Can Contact DMC

1. ASK VA (AVA) Students can contact DMC via the ASK VA (AVA) system Ask VA (AVA). In order to route a debt-related inquiry to DMC in AVA, students should select "Veterans Affairs- Debt" as the category and "Education Debt" as the topic (students can also choose other topic options, such as "Compensation Debt" depending on the nature of their question for DMC).
2. DMC Contact Center Line 1-800-827-0648 Business hours are 6:30 am to 6:00 pm, Central Time. Mondays and the first business day of the month are always the busiest.
3. By Mail:

DEBT MANAGEMENT CENTER (DMC)
P.O. Box 11930
St. Paul, MN 55111-0930
1-800-827-0648

VA Debt Portal

DMC has an online debt portal for Veterans. Veterans can log in and view their benefit debt balances and complete VA Form 5655 known as the "FSR" online if needed. The site also has information that everyone can view such as frequently asked questions.
https://www.va.gov/manage-va-debt/

Termination for Unsatisfactory Progress

Unsatisfactory progress (Academic Suspension) must be reported to VA as a termination. Terminate the semester the student is suspended. If suspension follows the fall semester, for example, terminate fall semester. Choose "Unsatisfactory Attendance, Conduct, or Progress" as the reason. Enrollment Manager (EM) will insert the end date of the term as the default termination effective date. However, you can change the default end of term date if it isn't the correct date.

When you submit the termination (i.e., for Fall in the example used above), please review future terms that have been certified in EM (i.e., subsequent winter or spring terms) to ensure that they are addressed accordingly (did they remain the same or do they need to be amended or terminated). If the student's enrollment status has changed for the subsequent term, be sure to amend the credit and tuition and fees (if applicable) for that term or terminate if needed.

If a student successfully petitions the dismissal, is readmitted, and is already certified for a subsequent term, don't terminate the student. Instead, annotate the student's file or add a Note on the student's record in EM that the student was dismissed and readmitted following a successful appeal. If a term was already terminated based on the unsatisfactory progress finding, recertify it.



Scholarships



RIVEROAK Technical College offers generous scholarships for current and future students. RTC awards scholarships through an annual scholarship selection process. Scholarships are program specific. Students eligible for these scholarships are high school seniors and Career Certificate students.

Factors for selection include, but are not limited to, financial need, academic merit, leadership, and more. Please note, if a student receives a scholarship and withdraws, the scholarship will be forfeited.

Below are many of the scholarships offered at RTC.

Altrusa Cosmetology Scholarship

Altrusa Industrial Scholarship

Altrusa Naomi Hart Culinary Arts Scholarship

RTC Academic Development Scholarship

Suwannee Chamber of Commerce Scholarship

Vincent M. Jones Achievement Award

PN Scholarships – Shands Ladies Auxiliary

Honor of Ms. Elizabeth McMillan

Memory of Margaret Boatright

Memory of Wayne Corbin

Pat Collins Memorial Nursing Scholarship

National Adult Education Honor Society

Bernard Williams Memorial Scholarship

Bright Futures

Lonnie Bob Hurst Scholarship

ENBRIDGE Scholarship

RIVEROAK Merit Scholarship

RIVEROAK Academic Development Scholarship

Walter Doughty Memorial Scholarship

Rotary CTE Scholarship

The 406 Culinary Arts Scholarship

Altrusa of Live Oak Carol Herring

Ginny "Meme" Crews Memorial Award

For more information, contact
RTC Student Services at (386) 647 - 4210.

Basic Skills Tests

Students who enroll in a Career and Technical Education (CTE) program offered for career credit of 450 hours or more must complete a Basic Skills Assessment within the first 6 weeks after admission into the program. The CASAS Goals® Series is used for CTE programs.

Each CTE program requires specific scores. These scores must be met in order for the student to receive a certificate of completion. Basic Skills Assessments are used for this requirement.

There are exemptions to this requirement (listed below).

- Possesses a college degree at the associate in applied science level or higher.
- Demonstrates readiness for public postsecondary education pursuant to s.1008.30 and applicable rules adopted by the State Board of Education.
- Entered 9th grade in a Florida public school in the 2003- 2004 school year, or any year thereafter, and earned a Florida standard high school diploma.
- Earned a 150 on Mathematics and 150 on the ELA section of the 2014 GED® version within 2 years.
- SAT® Verbal - 440 and Math - 440 or Reading - 24 Writing - 25 and Math - 24
- ACT® Reading - 19, English - 17, and Math - 19 sections
- PERT® Reading - 106, Writing - 103, Math - 114 sections

There is a $30.00 charge for technical programs, job requirements, and enrollment venues. No charge for ABE and GED® TABE® testers.

Grading Scales

General Programs	
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Patient Care Technician	
93-100	A
85-92	B
80-84	C
0-79	Dismissal

Pharmacy Technician	
93-100	A
83-92	B
75-82	C
0-74	Dismissal

Failure to maintain passing grades may result in dismissal from program.

Practical Nursing	
93-100	A
85-92	B
80-84	C
0-79	Dismissal

Surgical Technology	
90-100	A
80-89	B
0-79	Dismissal

Students entering a career program should demonstrate readiness to benefit from instruction in order to meet timelines and industrial exam requirements.

The Basic Skills Assessment is used to determine program participation readiness. The chart on the next page assists students and counselors in designing a comprehensive program of study that may include academic readiness.

Recommendations will not be used to deny admission into a program.

Basic Skills

Basic Skills Test Requirements for Completion

Class	Reading Language Arts Grade Equivalent	Mathematics Grade Equivalent
Applied Cybersecurity	9	9
Automotive Collision Technology Technician	9	9
Brick and Block Masonry	8	9
Cosmetology	8	8
Electricity	9	9
Facials Specialty	N/A	N/A
Heating, Ventilation, Air-Conditioning and Refrigeration 1	9	10
Master Automotive Service Technology 1	9	10
Master Automotive Service Technology 2	9	10
Nails Specialty	N/A	N/A
Patient Care Technician	10	10
Pharmacy Technician	10	11
Practical Nursing	11	11
Professional Culinary Arts & Hospitality	9	9
Surgical Technology	11	10
Welding Technology	9	9
Welding Technology - Advanced	9	9

Student Information

About RIVEROAK Technical College

RIVEROAK Technical College (RTC) is a postsecondary technical training and adult education institution under the authority of the Suwannee County School Board. The 20-acre campus is located in Live Oak, with easy access from U.S. Highways 129 and 90 and Interstates 75 and 10. Currently, 20 programs are available. Basic skills remediation and GED® preparation are available through the comprehensive Adult Basic Education program. Continuing Workforce Education courses are available, as needed, to businesses and individuals who are already employed and need technical updating or advanced training. Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as physically handicapped, single parents, and academically or economically disadvantaged receive support from special programs located on campus and through collaborations with local agencies.

Bookstore

The bookstore is located in the Student Services office. Adults must purchase required texts. Textbooks are included in the fee statement provided to students. Adult student textbooks and kits may not be returned if the student withdraws from RTC. Books and some supplies are provided for high school students by the Suwannee County School Board.

A.L.I.C.E. (Emergency Notifications)

A.L.I.C.E. comprehensive plan of action is in place at the campus to deal with an extreme, dangerous situation, involving people in a life or death conflict, actual death or hostage. This will be reviewed during student orientation and/or by classroom instructors during the first week of class. Should a situation occur, notify the instructor or nearest staff member immediately.

Wireless Communication Devices Policy

A student may possess a wireless communications device (including cell phones, ear plugs, headphones, and smartwatches) while the student is on school property or in attendance at a school function; however, a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. *Note policy specific to cell phones below.*

Cell phones may be brought to class under the following conditions:

- Cell phones must be turned off during class and remain out of sight and kept secure.
- Cell phone use must be limited to between classes.
- The Principal shall have full authority to regulate the use of cell phones on school campus. Refer to School Board Policy 5.101.

Bullying and Harassment

Suwannee County School District (SCSD) ensures all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying. SCSD will not tolerate bullying and harassment of any type. School employees are required to report alleged violation of this policy. Students, parents, volunteers, etc. are encouraged to report any act that may be a violation of this policy either anonymously or in person to the Principal.

Student Information

Americans with Disabilities Act

RTC complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. RTC also complies with Section 504 of the Vocational Rehabilitation Act Amendments (VRAA) of 1973 which states, "no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Reasonable accommodations will be provided for students with documented special needs.

As an Equal Access/Equal Opportunity institution, RTC assures students with disabilities equal access to all programs, activities, and services as described in Section 504 and 508 of the VRAA and in compliance with the ADA. Specialized services and counseling are provided by trained staff. Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with the counselor at the beginning of the term. RIVEROAK Technical College's 504 contact is Julie Ulmer, who may be reached at (386) 647-4231 or julia.ulmer@suwannee.k12.fl.us.

Suwannee County School District's 504 Coordinator:
Elizabeth Johnston
1740 Ohio Avenue South
Live Oak, FL 32064
(386) 647-4631

Accommodations for Special Needs

RTC makes every effort to accommodate the special needs of its students. Accommodations may include, but not be limited to, extended time for training, modified tools, special texts, and modified course content. Any student that may be in need of accommodations should contact Student Services to identify strategies.

Continuing Workforce Education

This course provides students with instruction that does not result in a postsecondary career certificate, diploma, an Associate in Applied Science degree, or Associate in Science degree. The content of the course may vary as a result of industry and student needs. Instruction in this course is for individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body; a new or expanding business, industry, and government agency whose products or services are changing so fast that retraining employees is necessary; or whose employees need training in specific skills to increase efficiency and productivity; and individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train, or to upgrade equipment.

Use of Technology

All students are issued an email account and password upon entry. Students use this email account to access CANVAS (RTC's instructional platform), FOCUS® (RTC's grade and attendance platform) and to monitor communications from the college. Students will be sent surveys in compliance with Council on Occupational Education® (COE) through this email also.

Certificates of Completion

Certificates of Completion will be awarded to students who master program performance standards and meet state reading, language, and math minimum requirements for that program.

Student Information

For counseling services, please contact RTC Student Services: (386) 647-4231

Counseling

The Coordinator of Career and Technical Education Student and Community Affairs helps students with academic or personal problems. Students returning to school who experience any anxiety or have to make difficult decisions counseling services available. These include educational guidance, career information, assistance with academic and study problems, specialized testing, and personal counseling. The Counselor works with students in a confidential relationship to explore aspirations, aptitudes, interests, and to help with special problems.

Medical Treatment Policy

Students may be treated for minor injuries on campus but no aspirin or similar drugs will be dispensed. All minor students must have an emergency authorization form on file for emergency transportation and care. All accidents or injuries must be reported to an instructor immediately.

Dress Code

Students are expected to dress appropriately for their program. Dress and general grooming shall be consistent with the highest possible standards. Bare midriff, see-through clothing, halters, tube tops, tank tops, backless dresses/tops, biker shorts, and loose pants/shorts that fall below the natural waistline are examples of unacceptable dress. Shop classes may require work boots. Dresses/skirts are to be no shorter than three inches above the knee. Clothing with words/phrases, symbols, pictures, patches, or insignia which are offensive, obscene, profane, or alcohol/drug related are prohibited. Most programs have additional dress code requirements. Students not in compliance with the dress code will be required to leave campus.

Change of Address

It is the responsibility of the student to notify Student Services of a change of address or other demographic information such as marital status or phone number. Students eligible for Pell Grant refunds will be notified by first class mail.

Commencement/Graduation

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for GED®, High School Diploma, and career certificate education programs. Friends and relatives of students graduating are invited to attend the formal graduation and awards ceremony.

Drug-Free School Policy

RTC Drug-Free School Statement: Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by RTC students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Suwannee County Public School owned and controlled property or as part of any of its activities. Any RTC student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Dept. of Education. In order to comply with the Federal Drug-Free Schools Act.

Student Information

Food Services



Vending machines are available in the Student Center. Suwannee High School students must eat lunch in the high school cafeteria. Meals may also be purchased from the Professional Culinary Arts & Hospitality Program.

Electronic Devices

RTC is not responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

Facility Care

Students are expected to help maintain the professional look of their campus by refraining from littering, parking on the grass, or marking on desks, equipment, or walls. Trash receptacles are conveniently located throughout the campus.

Grievance Procedure

Persons who feel deprived of any personal rights by students, personnel, or policies of RTC are encouraged to pursue grievance through due process procedures as set forth:

- Attempt to communicate your position to the person most directly involved. If not resolved
- Explain the situation to a counselor. If not resolved
- Make an appointment to discuss the problem with the building administrator. If not resolved
- File a formal grievance petition. Forms are available in the Student Services office. A hearing will be held.
- Other resources are available for persons having special concerns including Civil Rights discrimination: Local: (386) 364-2629 State: 1-800-342-8170
- For cases where the grievance is not resolved at the institution level, the student may contact:
  The Council on Occupational Education
  7840 Roswell Road., Bldg. 300, Suite 325 Atlanta, Georgia 30350
  (770) 396-3898 or (800) 917-2081
  Website: www.council.org

GED® Testing

GED® Testing Every Tuesday at RIVEROAK Technical College Testing Center During Academic Year
Cost: $38.00 Per Section; $152.00 Total Cost

RTC is an approved GED® Testing Center. The GED® test is only available as a computer-based assessment. To register for the GED® exam, go to GED.com, create an account, and set up a day and time that works best for you. The test is given in four sections. You can take one section at a time or take the whole test in one day. Information, costs, and dates may be obtained @ (386) 647-4210.

Lost & Found

Please go to student services or the administration office to report anything missing or return found items so the proper owner can be notified.

Messages

Only incoming emergency messages to the school will be taken for you and given to your instructor. Classes will not be interrupted for phone calls except in case of an emergency.

Student Information

Immunization

In accordance with Florida Statute 1003.22, all students under 21 years of age must show proof of immunization from communicable diseases. Exemptions may be available under special circumstances outlined in statute.



Honor Roll

Each nine-week grading period, students are identified and recognized at an honor roll breakfast.

To be selected, the student must meet the following criteria:

1. Enrolled in two (2) or more grading periods.
2. Must have a 3.0 GPA average in all RTC classes.
3. Missed no more than three (3) days in the nine-week grading period for any reason, including Administrative Excused Absences.
4. Practical Nursing has different standards for honor roll. Refer to the specific program student handbook.



Parking

All vehicles must display a valid parking permit. Students must park in designated student parking areas. Students may not park in unauthorized areas or in the shop compound without instructor or administrative permission. Adult parking permits may be purchased from Student Services for $10.00 for the entire school year. No parking permits will be issued to high school students taking less than two periods per semester. High school parking permits may be purchased for $10.00 per year. Vehicles without permits will be towed at the owner's expense.

Live Work Policy

RTC accepts live work in Automotive Collision Technology Technician, Master Automotive Service Technology 1, Master Automotive Service Technology 2, Cosmetology, Brick and Block Masonry, Professional Culinary Arts and Hospitality, Electricity, and Welding Technology. All services are provided by students. Work Orders are used to bill for materials, shop-use fees, or services. Some shops have special conditions to accept live work. All work accepted must be with the approval of the instructor. The Program Advisory Committees approve a fee schedule for live work. School Board vehicles are not maintained or repaired by RTC programs. Vehicles left for repair will be charged $5.00 per day storage beginning five (5) school days after owner is contacted for removal.

Insurance

Students enrolled in industrial and health programs are required to purchase school accident insurance, provide evidence of coverage by some private accident policy, or sign a waiver declaring responsibility for their own medical bill(s) if an accident occurs. Health Science students must also purchase personal liability insurance for liability they may incur during clinical practice.



Student Information

Orientation

Orientation occurs during the first week of each semester. Sessions are conducted during each of the periods throughout the day. Students are informed about rules and regulations, parking, food services, attendance, counseling, financial aid, programmatic information, the use of technology, and career pathways.

Placement

RTC Student Services make every effort to help students obtain a job related to their training. Local employers contact RTC when job openings arise and RTC attempts to match student skills to job needs.



Records and Transcripts

Student records are maintained in the Student Services office for five years. Records dating back more than five years are sent to the district records department where student data is recorded digitally. For information on student records, transcripts, and GED® records, contact RTC Student Services at 647-4210. Requests for transcripts must be made in writing to RIVEROAK Technical College Student Services. The request must identify the student's full name or name at time of enrollment, date of birth, social security number, program of enrollment, and last date of attendance.

Schedule Changes

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. The instructor will then arrange for a student to speak to the counselor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by Student Services.

Visitors

Visitors must sign in at the Main Entrance and obtain a visitor's pass before visiting the campus or classrooms. Visitors will have to have a photo ID that will be screened using the Centegix System. Administrator and instructor approval must be secured prior to classroom visits.

Student Records and Directory Information

Under state and federal regulations, the Suwannee County School Board is required to inform all students of policies protecting the confidentiality of students' educational records. Directory information is a part of a student's educational records and includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards received, and most recent previous educational agency of institution attended by the student. Directory information will be deemed public and may be distributed upon request or may be published unless the Principal of the school is informed in writing within (10) calendar days of the beginning of school by the concerned party that any or all of the information is not to be released or published.

Student Information

Rules of Conduct

- Students will keep work areas clean and in good order.
- Profanity and rudeness will not be allowed.
- Public display of affection or sexually explicit conduct will not be permitted on campus.
- Sale, purchase or possession of non-prescribed drugs, alcohol, or other controlled substances will not be tolerated. Law enforcement will be contacted.
- Fighting will not be allowed on campus.
- Horseplay in classrooms or shops will not be tolerated.
- Firearms, knives, and other cutting instruments and/or weapons will not be allowed on campus.
- Use of electronic communication devices will not be allowed in class unless instructor approved.
- Loitering in entry ways and hallways will not be allowed.
- Any adult student leaving or returning to RTC is required to sign in/out. High school students must be checked out by a parent or guardian, in person, and also sign out at Suwannee High School (SHS) attendance office. Photo ID is required for the person checking out a high school student.
- Students who willfully destroy or abuse property will be required to pay for damages.
- No open food/drink containers will be allowed in classrooms or halls.

Tobacco-Free Environment

Florida Statute 386.212: Tobacco-Free Environment prohibits all use, possession, sale and/or transmittal of tobacco, tobacco products, E-cigarettes, vapor devices and/or components of E-cigarettes, vapor devices or similar anytime, anywhere, by anyone on any District-owned property. This includes school sponsored events after regular school hours. At no time are students allowed to possess, use, sale, or transmit drugs, alcohol or tobacco products. They may not possess drug paraphernalia or transmit over-the-counter medications. Violation of District drug and substance abuse policies could lead to suspension or possible expulsion.



Zero-Tolerance Grounds for Expulsion

Students found to have committed the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity or trip will be administratively removed from RTC and reported to the local law enforcement agency.

1) Assault or aggravated assault on a teacher or other school personnel.
2) Aggravated battery.
3) Battery or aggravated battery on a teacher or other school personnel.
4) Kidnapping or abduction.
5) Arson.

Academic Misconduct

Certain types of inappropriate conduct are defined as "academic misconduct." A student may:

1) Be required to retake an examination, or resubmit an assignment, regarding which academic misconduct is determined by the instructor to have occurred;
2) Receive an "F" on the given exam, assignment, or in the course; or
3) Be dismissed from the program.

Any student, who opposes the sanction imposed, may appeal, in writing, to the Director of RTC.

Social Security Number, Collection, & Use

In compliance with Florida Statute 119.071(5), the Suwannee County School Board (SCSB) issues this notification regarding the purpose of the collection and use of your Social Security Number. SCSB collects, uses and releases your Social Security number only if specifically authorized by law to do so, or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access, strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law, and assign a unique SCSB identification number. This identification number will be used for all associated employment and educational purposes at SCSB. Specifically, SCSB collects, uses or releases a Social Security number for the following purposes:

Admissions

Federal legislation relating to the American Opportunity Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for SCSB to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to SCSB, but the IRS is then authorized to fine the student in the amount of $50. In addition to the federal reporting requirements, the public-school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes, new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act. Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A. Florida Statue 119.071 (5); Tracking uses are authorized by SBE Rule 6A-10955(3) (e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1))

Continuing Education

Under Florida education reporting requirements, students who enroll in continuing education are required to submit their Social Security number. Florida Statue 119.071 (5)

Financial Aid

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.
Internal Revenue Code, sections 3402(f)(2)(A), 6109, and 6051(a)(2); FS119.71(2)(a) and FS 119.71(6)(c) Higher Education Act of 1965, as amended, Sections 441-448, 483 and 484(p), 20 USC 1091(p), 20 USC 1078-2(f); Code of Federal Regulations, 34 CFR 668.32(i) and 668.36; 38 USC 3471

Human Resources

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: employment application forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Management Services); Worker's Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Truist, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents. 26 USC 6051 and 26 CFR 31.6011 (b)-2, 26 301.6109-1 and 31.3404(f)(2)-1 and FS 119.071(5) (a) 6

Workforce Programs

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

Limited Access Health Sciences Programs

Limited access programs in Health Sciences collect Social Security numbers for the purpose of authorizing students and graduates to sit for state and/or national licensure or certification examinations. This information is shared directly with appropriate state and national licensure/certification boards through secure communication platforms as required by each individual licensure/certification board.

Miscellaneous

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing, and tax reporting.

Release Statement

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a – 6h).

Independent Contractors

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.

Student Information

Student Organizations

Career and Technical Student Organization activities are an integral part of the vocational curriculum in Florida. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and vocational understanding. Students who participate in the activities of a Vocational Student Organization are better prepared to take their places in the world of work. The organizations provide opportunities for members to participate in activities which relate to actual or anticipated employment.

SkillsUSA

SkillsUSA is for students in Automotive Collision Technology Technician, Master Automotive Service Technology 1, Master Automotive Service Technology 2, Professional Culinary Arts and Hospitality, Cosmetology, Electricity, Welding Technology, and Brick and Block Masonry. The organization provides leadership opportunities and skill enhancement.

SkillsUSA

Licensed Practical Nursing Association of Florida (LPNAF)

LPNAF is an organization for students enrolled in the Practical Nursing program. LPNAF provides motivation for establishing and elevating professional standards. Through LPNAF, licensed practical nurses work for the improvement of practical nursing, the general welfare of licensed practical nurses, and the health needs of Florida citizens.

Students Right to Know

Student Right-To-Know (SRTK) and Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act (DCSCCSA): The SRTK requires institutions to disclose specific information on the general student population. The DCSCCSA requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. RTC publishes these reports to the faculty, staff and students to comply with the provisions of the law. Student Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment: Harassment of any kind (sexual, racial, religious or national origin) whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students is illegal and will not be tolerated. If you feel you are being harassed, contact a school official.

Family Educational Rights and Privacy Act: The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. Suwannee District School policies regarding student records are in accordance with these regulations.

Administrative Withdrawal

Adult students may be withdrawn immediately by administration for the following reasons: Discipline referral; Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration; Unsatisfactory progress; Drug and/or alcohol abuse.

Students may not reapply for admission until the beginning of the next semester upon approval of the administration. The student may appeal the disciplinary action. The student must make a request in writing to Student Services within five (5) days. If the student is dissatisfied with the decision of the appeal, the student may appeal through the Superintendent's Office, (386) 647-4600.

Attendance Policy

General Attendance Provisions

Good attendance and punctuality are important keys to career success. Business and industry can function only when employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits. These are the minimum requirements for all programs. Attendance policies may be more stringent in some programs.

Attendance policies for secondary students are established by the Suwannee County School Board.

Absences

The Attendance Policy is monitored by nine (9) week grading periods. The following policies apply to full-time and part-time adult students:

- Students registered for day classes, three (3) periods or more, Monday through Friday (five (5) days a week) will be allowed up to six (6) absences per term. On the seventh absence, the student will be withdrawn from school.
- Students registered for day or night classes, two (2) periods per day, two (2) evening classes, or less than 10 hours a week, will be allowed up to two (2) absences in any one (1) nine-week grading period. On the third absence, the student will be withdrawn from school.
- Students in the Practical Nursing program must adhere to the specific attendance policies of the program. Refer to the Practical Nursing Student Handbook.
- Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- Suspensions are counted as absences.
- There will be no "excused" or "unexcused" absences, except Administrative Excused Absences.
- Students withdrawn for unsatisfactory attendance may re-enroll on a space available basis.
- In calculating absences for withdrawal purposes, excessive absences in any one period of instruction will constitute withdrawal from all classes. Three (3) tardies will constitute an absence for that period.
- Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed five (5) days. (Documentation may be required.) It will be the responsibility of the student to complete classroom or clinical training missed due to absences.
- ABE/GED® students enrolled in courses will be automatically withdrawn after six (6) consecutive absences. Students attending evening classes will be automatically withdrawn after three (3) consecutive absences.

Tardies/Early Dismissals

Tardies will be calculated on a 15-minute cycle: students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes, and 46-60 minutes will be docked one (1) hour. Three (3) tardies, 15 minutes or less, will constitute an absence for that period.

Administrative Excused Absences

If a student experiences a life-altering event and provides documentation within two days of returning to school, the student will be administratively excused for the following reasons:

- Hospital confinement for the adult student, spouse, or children,
- Court appearances,
- Death in the immediate family (spouse, children, parents, siblings)
- Extended illnesses (example: chemotherapy, severe diabetes, an illness that may require numerous doctor visits and can be documented). Documentation is defined as:
- For hospital stay: a statement from the doctor and/or hospital indicating the date of the admission and the date of dismissal.
- For court appearance: a subpoena or a letter from the attorney representing the student.
- For death in the immediate family: an obituary, a funeral program, or newspaper article about the deceased.
- Contact Principal to apply for Administrative Excused Absence.

Attendance Policy

Leave of Absence

In order for an adult student to qualify for a leave of absence, the student must apply for the leave of absence prior to the requested time. The leave of absence will be considered for a period of days (minimum of five (5) days and no more than thirty school days) and not for sporadic absences over a period of time. In the event of an emergency absence, the student may be covered by the administrative excused absence.

A "Request for Leave" form must be filed with the Student Services Office. Student will be notified once a decision has been made. Contact Student Services to apply for a leave of absence. ***Leave of Absence will negatively impact your financial aid standing and may result in tuition being owed at the student's expense. NOTE: No more than one leave of absence will be granted in an academic semester. Veteran's benefits will be terminated and financial aid payments will be reduced. Extraordinary circumstances will be considered.***

Petition for Readmission

Once a student has been withdrawn from classes, the student may apply for readmission by completing a "Petition for Readmission" form. The student must present documentation to account for as many of the absences as possible. (Example: a student may have been sick for a few days and has a doctor's note to indicate the illness.) Each case will be reviewed by Student Services. It is the student's responsibility to keep all documentation and present it at the time of petition for readmission.

After an adult student has filled out a "Petition for Readmission" form and supplied as much documentation as possible, Student Services will review the information with input from the student's teachers and make a determination on readmission.

Should the student be allowed to return to school in the same semester, the adult student will be limited to no more than one additional absence and one additional tardy during the remaining time in the nine weeks, and must be progressing toward the established educational goals for the student. Special conditions for readmission may be established.

Should the adult student fail to meet the above stated requirements, the adult student will be withdrawn from school and may not re-enter until the next semester, on a space available basis. This policy includes voluntary withdraw.

NOTE: No more than one petition for readmission will be granted per semester. Contact student services to petition for readmission.

Administrative Withdrawal

Adult students may be withdrawn immediately by administration for the following reasons:

- Discipline referral.
- Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration.
- Unsatisfactory progress.
- Drug and/or alcohol abuse.

Students may not reapply for admission until the beginning of the next semester upon approval of the administration. The student may appeal the disciplinary action. The student must make a request in writing to Student Services within five (5) days. If the student is dissatisfied with the decision of the appeal, the student may appeal through the Superintendent's Office, (386) 647-4600.

Applied Cybersecurity

Program Number: Y100300 CIP Number: 0511100302 750 Hours
Pell Eligible

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.



Gain hands-on experience in protecting critical networks, securing data, and safeguarding information.

Occupational Description

The Applied Cybersecurity Certificate Program will prepare students for employment or advance training in Cybersecurity careers as well as other IT related occupations. Students will learn fundamental skills required for monitoring and protecting critical network infrastructure, as well as best practices for safeguarding proprietary and personal information. Students will also learn hacker methodologies, procedures for risk and threat assessments, and postattack recovery methods. This program offers testing for professional certification under the CompTIA Security+ Certificate.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 1:00 p.m.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CTSO018	A	Cybersecurity Associate	600 Hours	
CTSO019	B	Information Security Manager	150 Hours	
		Total	750 Hours	$3,469.00

*Tuition Subject to Change

Mission Statement

The mission of the Applied Cybersecurity Program is to provide an excellent education with comprehensive, quality training, for students to obtain their professional certification in Applied Cybersecurity, specifically, the CompTIA Security+ professional certification.

Industry Certification

CompTIA Security+ Certification

Automotive Collision Technology Technician

Program Number: T401300 **CIP Number: 0647060306** **1,400 Hours**

Pell Eligible

Program Description

The Automotive Collision Technology Technician program prepares for Transportation, Distribution and Logistics careers. It provides technical, problem-solving, and general employability skills, higher-order reasoning, and knowledge of all aspects of the automotive paint, refinishing, and repair field. The content includes sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding and mechanical skills; trim-hardware maintenance; and glass servicing.



Work in auto dealership body shops, independent auto body shops, insurance claims companies, auto detail shops, auto restoration shops.

Occupational Description

Graduates of the Automotive Collision Technology Technician program will be prepared for employment in paint and collision repair facilities. They will be able to demonstrate proper use and handling of tools and equipment relating to the automotive collision industry, and be proficient in the areas of planning, management, finance, technical, and product skills, underlying principles of technology, community and labor issues, and health, safety, and environmental issues.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
ARR0140	A	Automotive Collision Repair & Refinishing Helper/Assistant	150 Hours	
ARR0141	B	Automotive Collision Refinishing Technician	450 Hours	
ARR0312	C	Non-Structural Damage Repair Technician	300 Hours	
ARR0022	D	Damage Analysis and Estimating	75 Hours	
ARR0112	E	Automotive Collision Welding, Cutting and Joining	75 Hours	
ARR0295	F	Structural Damage Repair Technician	350 Hours	
		Total	1,400 Hours	$7,113.60

*Tuition Subject to Change

Mission Statement

The Automotive Collision Technology Technician Program prepares students to be self-sufficient as an entry-level employee in the auto repair and refinishing industry.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
9:00 a.m. - 3:00 p.m.

Industry Certification

ASE® Certification Options:

- Non-Structural Analysis and Damage Repair
- Painting and Refinishing
- Structural Analysis and Damage Repair

Master Automotive Service Technology 1

Program Number: T400700 **CIP Number: 0647060411** **1,050 Hours**

Pell Eligible

Program Description

The Master Automotive Service Technology 1 program equips students with cutting-edge training using the latest software, simulators, and diagnostic tools across all areas of automotive service and electronic technology. Combining classroom instruction with hands-on lab experience, the program focuses on troubleshooting, servicing, and repairing modern automotive systems. Students gain comprehensive, career-focused training in key areas such as engine repair, brake systems, suspension and steering, and electrical/electronic systems. The curriculum also includes practical exercises in automotive electronics, preparing students for today's advanced vehicle technologies—including electronic fuel injection, computer-controlled ignition, starting systems, accessory systems, anti-lock braking systems (ABS), and electronic emission controls. This program serves as a pathway for both current and aspiring technicians to pursue further education or enter high-wage, rewarding careers in the automotive industry.

Note: A valid driver's license is required for enrollment.



Occupational Description

Diagnose, service, repair, or overhaul automotive vehicles. Economic Opportunities: Engine Performance Technician, Automatic/Manual Transmission Technician, heating and Air Conditioning Technician, Electrical Technician, Brake Technician, Engine Technician, Steering/Suspension Technician, Automotive Technician, General Service Technician, Maintenance and Light Repair Technician, Service Writer/Customer Service Consultant, Automotive Shop Foreman, and Automotive Parts Salesperson.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
9:00 a.m. - 3:00 p.m.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
AER0014	A	Automobile Services Assistor	300 Hours	
AER0418	B	Automotive Brake System Tech	150 Hours	
AER0453	C	Automobile Suspension & Steering Technician	150 Hours	
AER0360	D	Automobile Electrical/Electronic System Technician	300 Hours	
AER0110	E	Engine Repair Technician	150 Hours	
		Total	1,050 Hours	$5,240.60

*Tuition Subject to Change; Adults add $200 to Lab fees.

Mission Statement

The Automotive Service Technology 1 Program prepares students with entry-level skills to repair automobiles in five Automotive Service Excellence (ASE) certification areas.

Industry Certification

NIASE076 ASE Auto Maintenance & Light Repair (G1), NIASE010 ASE Auto Engine Repair (A1), NIASE007 ASE Brakes (A5), NIASE014 ASE Auto Suspension & Steering (A4), NIASE008 ASE Electrical and Electrical System (A6)

Master Automotive Service Technology 2

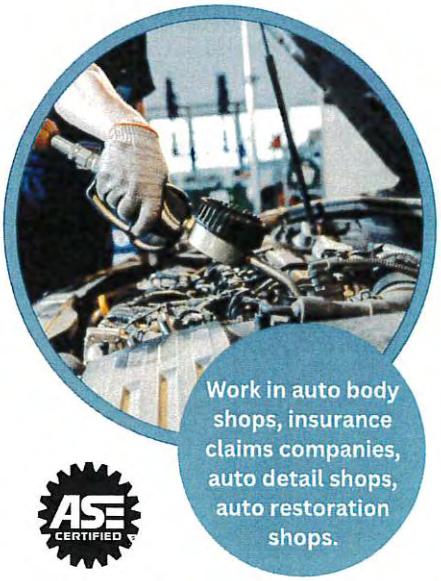
Program Number T400800 CIP Number: 0647060412 750 Hours

Pell Eligible

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



Occupational Description

Diagnose, service, repair, or overhaul automotive vehicles. Economic Opportunities: Engine Performance Technician, Automatic/Manual Transmission Technician, heating and Air Conditioning Technician, Electrical Technician, Brake Technician, Engine Technician, Steering/Suspension Technician, Automotive Technician, General Service Technician, Maintenance and Light Repair Technician, Service Writer/Customer Service Consultant, Automotive Shop Foreman, and Automotive Parts Salesperson.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
9:00 a.m. - 3:00 p.m.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
AER0503	A	Automotive Engine Performance Technician	300 Hours	
AER0257	B	Automatic Transmission and Transaxle Technician	150 Hours	
AER0274	C	Manual Drivetrain and Axle Technician	150 Hours	
AER0172	D	Automotive Heating and Air Conditioning Technician	150 Hours	
		Total	750 Hours	$3,689.00

*Tuition Subject to Change

Mission Statement

The Automotive Service Technology 2 Program prepares students with entry-level skills to repair automobiles in five Automotive Service Excellence (ASE) certification areas.

Industry Certification

NIASE011 ASE Heating & A/C (A7), NIASE009 ASE Engine Performance (A8), NIASE005 ASE Auto Automatic Transmission/Transaxle (A2), NIASE012 Auto/Manual Drivetrain and Axles (A3)

Brick & Block Masonry

Program Number: C400600 **CIP Number: 0646010107** **1,200 Hours**
Pell Eligible

Program Description

The Brick and Block Masonry program aligns with the National Center for Construction Education and Research (NCCER) standards, providing students with nationally recognized credentials in their chosen field. Students will gain a comprehensive understanding of masonry safety, tools and equipment, measurements, drawings, specifications, mortar materials, and installation techniques. Upon completion, you'll be eligible for NCCER Level I, II, & III certifications, making you a highly qualified candidate for various masonry positions.



Occupational Description

Our Masonry program provides hands-on experience mastering the art of laying bricks and blocks, working with various mortar types, and understanding construction materials and building codes. Students gain practical skills by building small structures, practicing advanced techniques, and working on real-world projects supervised by our experienced instructors. Personalized guidance and support ensure graduates are prepared for a wide range of positions, from Masonry Tender to Commercial Masonry.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
BCV0332	A	Masonry Tender	300 Hours	
BCV0362	B	Brickmason 1	450 Hours	
BCV0363	C	Brickmason 2	450 Hours	
		Total	1,200 Hours	$5,358.60

*Tuition Subject to Change

Mission Statement

The mission of the masonry program is to provide accessible, high-quality educational opportunities that empower individuals with the knowledge, technical skills, and professional attitudes essential for successful entry-level employment in the dynamic Masonry and Building Construction professions.

Industry Certification

NCCER235 Masonry - Level 1
NCCER236 Masonry - Level 2
NCCER237 Masonry - Level 3

Accredited Assessment Center

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
9:00 a.m. - 3:00 p.m.

Cosmetology

Program Number D500100 **CIP Number: 0612040102** **1,200 Hours**

Pell Eligible

Program Description

The Cosmetology program is designed to prepare students for employment as a licensed cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a cosmetology license. Specialized instruction and practical experience in hair, nail, and skin care procedures; related chemistry; anatomy; physiology; safety; and Florida State Board of Cosmetology Rules and Regulations. This is combined with communication and leadership skills to provide our graduates with a "cutting edge" in the cosmetology industry.



Get hands-on with real-world skills and master the Florida State Board of Cosmetology Rules and Regulations.

Occupational Description

There is a variety of employment opportunities upon successful completion of the cosmetology program and licensure. Graduates can pursue jobs as nail technicians, facial specialists, estheticians, hairstylists, makeup stylists as well as many other careers in the design and entertainment industries.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CSP0009	A	Grooming and Salon Services, Facials and Nails	225 Hours	
COS0002	A	Cosmetologist and Hairdresser 1	300 Hours	
COS0003	A	Cosmetologist and Hairdresser 2	300 Hours	
COS0009	A	Cosmetologist and Hairdresser 3	375 Hours	
		Total	1,200 Hours	$7,253.40

*Tuition Subject to Change

Mission Statement

The mission of the Cosmetology Program is to prepare students for employment and to be competent in the skills and knowledge needed to successfully pass the Florida Cosmetology license examination or obtain a registration from the State Board of Cosmetology.

Industry Certification

FLDOPO02 Cosmetologist

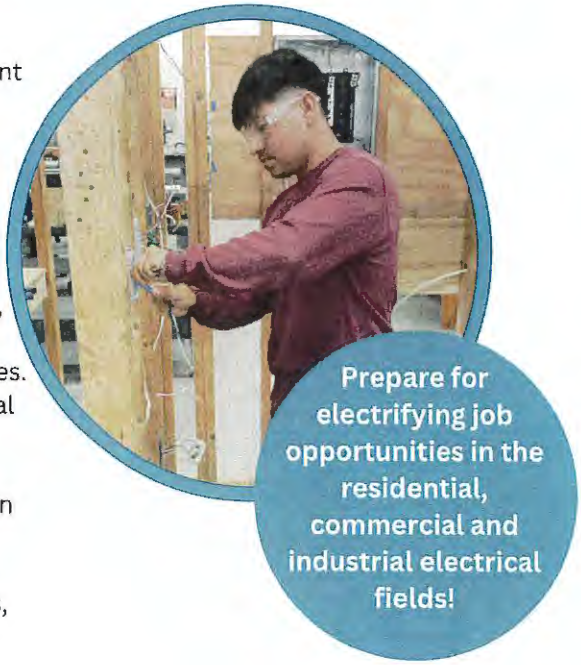
Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday 8:00 a.m. - 2:00 p.m.
Thursdays Every Other Week 11:00 a.m. - 5:00 p.m.

Electricity

Program Number I460312 CIP Number: 0646030202 1,200 Hours
Pell Eligible

Program Description

The Electricity program prepares students for employment as an electrician's helper, residential electrician, and commercial electrician.



Occupational Description

The Electricity Training program is designed to make the student employable in the vast network of jobs in the electrical trades. Students will be taught basic electricity, residential wiring, programmable logic controllers (PLC), motor control and trouble diagnosis and repair procedures. Specialized classroom instruction and laboratory practical applications train the student in the installation and maintenance of electrical wiring and equipment such as motors, motor controls, and power and lighting systems in residential, commercial, and industrial applications. Students learn how to locate and correct electrical and equipment malfunctions using electrical test instruments, such as the ammeter and multimeter.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
BCV0603	A	Electrician Helper	300 Hours	
BCV0640	B	Residential Electrician	450 Hours	
BCV0652	C	Commercial Electrician	450 Hours	
		Total	1,200 Hours	$6,007.39

*Tuition Subject to Change

Mission Statement

The mission of the Electricity Program at RIVEROAK Technical College is to provide NCCER certified programs that include but are not limited to theoretical and experiential courses that prepare students for employment, workplace advancement, and/or personal enrichment.

Industry Certification

NCCER208 Electrical Level 1
NCCER209 Electrical Level 2
NCCER210 Electrical Level 3

Electrical Training Alliance of Gainesville
IBEW - NECA

Accredited Assessment Center

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday 9:00 a.m. - 3:00 p.m.

Facials Specialty

Program Number I120425 CIP Number: 0612040806 220 Hours

Not Pell Eligible

Program Description

The Facials Specialty program is designed to prepare students for employment as a certified facial/skin care specialist. Instruction is designed to qualify students for employment upon successfully obtaining a facial specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in various facial and skin care procedures, the art of makeup, related chemistry, anatomy, physiology, safety, sanitation, and Florida Cosmetology Law are combined with communication and leadership skills to provide our graduates with the foundation needed to excel and progress in the nail care industry.



Occupational Description

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CSP00265	A	Facials/Skin Care Specialists	220 Hours	
		Total	220 Hours	$1,998.05

*Tuition Subject to Change

Mission Statement

The mission of the Facials Specialty Program is to prepare students for employment and to be competent in the skills and knowledge needed to obtain a specialty registration in the field of Facials Specialty from the State Board of Cosmetology.

Industry Certification

FLDOP009 Facial Specialist

Enrollment Dates in
August, November, & February
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 2:00 p.m.
Two Thursdays Each Month
11:00 a.m. - 5:00 p.m.

Heating, Ventilation, Air-Conditioning/Refrigeration 1

Program Number C400410 CIP Number: 0615050111 750 Hours
Pell Eligible

Program Description

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. Students should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program stresses the understanding of the HVAC/R industry and demonstrates elements of the industry such as planning, management, finance, technical/production skills, underlying principles of technology, health, safety, and environmental issues. The content includes designing, testing, and repairing HVAC systems.



Get the tools to design, test, and repair cutting-edge heating, ventilation, air-conditioning, and refrigeration systems.

Occupational Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
ACR0000	A	Introduction to HVAC/R	250 Hours	
ACR0001	B	HVAC/R Fundamentals	250 Hours	
ACR0002	C	HVAC/R Service Practices	250 Hours	
		Total	750 Hours	$3,536.91

*Tuition Subject to Change

Mission Statement

To provide students with the technical and practical tools necessary to enter the workplace along with the confidence to pursue their choice of career path in the HVAC/R industry.

Industry Certification

NCCER 018 HVAC Level 1
NCCER 081 HVAC Level 2
NCCER 083 HVAC Level 3

Accredited Assessment Center

750 Hours
Pell Eligible
Fall Term: August-December
Spring Term: January-May
Evening Classes Available.

Nails Specialty

Program Number I120415 CIP Number: 0612041005 180 Hours
Not Pell Eligible

Program Description

The Nails Specialty program is designed to prepare students for employment as a certified nail specialist. Instruction is designed to qualify students for employment upon successfully obtaining a nail specialist certification from the Department of Professional Regulations Cosmetology Board. Specialized instruction and practical experience in manicuring, pedicuring and various nail extension procedures, related chemistry, anatomy, physiology, safety, sanitation and Florida Cosmetology Law are combined with communication skills to provide out graduates with the foundation needed to excel and progress in the nail care industry.



Occupational Description

A student completing the Nails Specialty program is prepared for employment as a licensed Manicurist and Pedicurist (SOC 39-5092). Instruction is designed to qualify students for employment upon successfully obtaining a Nails Specialty Certification.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
CSP0015	A	Manicurist and Pedicurist	180 Hours	
		Total	180 Hours	$1,553.95

*Tuition Subject to Change

Mission Statement

The mission of the Nails Specialty Program is to prepare students for employment and to be competent in the skills and knowledge needed to obtain a specialty registration in the field of Nail Specialty from the State Board of Cosmetology.

Industry Certification

FLDOP008 Nail Specialist

Enrollment Dates in
August, November, & February
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 2:00 p.m.
Two Thursdays Each Month
11:00 a.m. - 5:00 p.m.

Patient Care Technician

Program Number H170694 CIP Number: 0351390205 600 Hours
Pell Eligible

Program Description

This program is designed to prepare students for employment as advanced cross trained patient care technicians. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for acute and long term care settings along with home health; EKG performance and readings; phlebotomy; and rehabilitation assisting.



Learn essential skills in EKG, phlebotomy, and rehab assisting.

Occupational Description

Home Health Aide: Provide routine individualized healthcare, such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.
Nursing Assistant: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, move patients, or change linens. May transfer or transport patients. Patient Care Technicians also assist nurses, doctors, and other health care professionals. They perform duties of a CNA, but are also trained to perform some basic medical duties such as EKG readings and phlebotomy. The laws of each state determine the extent of technician duties.

National Healthcareer Association

Program Structure

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90 Hours	
HCP0121	B	Nurse Aide & Orderly (Articulated)	75 Hours	
HCP0332	C	Advanced Home Health Aide	50 Hours	
HCP0020	D	Patient Care Assistant	75 Hours	
HSC0016	E	Allied Health Assistant	150 Hours	
MEA0580	F	Advanced Allied Health Assistant	100 Hours	
PRN0094	G	Patient Care Technician	60 Hours	
		Total	600 Hours	$4,129.20

*Tuition Subject to Change

Mission Statement

The mission of the Patient Care Technician Program is to fulfill the need for cross-trained adults working in patient care by assessing, preparing, and placing students in a rewarding, successful career.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 3:00 p.m.

Industry Certification

FDMQA002 Certified Nursing Assistant, NATHA002 Certified EKG Tech, NATHA007 Certified Phlebotomy Technician, NATHA006 Certified Patient Care Technician

Pharmacy Technician

Program Number H170700 CIP Number: 0351080507 1,050 Hours
Pell Eligible

Program Description

Pharmacy Technician prepares students for employment as pharmacy technicians. The content includes, but is not limited to, metric system, medical terminology, medicinal drugs, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, and health and safety, including CPR.



Occupational Description

Pharmacy Technicians will assist pharmacists in preparing and dispensing pharmaceutical drugs. Technicians will work under a licensed pharmacist in various settings - hospitals, retail/community pharmacies, grocery store pharmacies, long-term care facilities, compounding pharmacies, and mail-order pharmacies.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90 Hours	
PTN0084	B	Pharmacy Technician 1	360 Hours	
PTN0085	B	Pharmacy Technician 2	300 Hours	
PTN0086	B	Pharmacy Technician 3	300 Hours	
		Total	1,050 Hours	$5486.60

*Tuition Subject to Change

Mission Statement

The mission of the Pharmacy Technician Program is to provide an excellent education with comprehensive, quality training and clinical experiences for students to obtain their Registered Pharmacy Technician licensure and National Certified Pharmacy Technician credential.

Industry Certification

PTCBD001 Pharmacy Technician

Fall Term Begins in August
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:10 a.m. - 2:40 p.m.

Practical Nursing

Program Number H170607 CIP Number: 0351390101 1,350 Hours
Pell Eligible

Program Description



The Practical Nursing program is the quickest way to enter a nursing career. The RIVEROAK program is an intensely rigorous, fast-paced 11-month program for full-time day students (some occasional evenings and weekends may be required for certain clinical learning experiences). Program content includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing care, as well as mental health concepts. The graduate will have a thorough understanding of body structure and function, nutrition, medication, life span, diseases and disorders, community health, CPR, and first aid.

Occupational Description

Licensed Practical nurses work under the direction of registered nurses and supervisors. LPNs perform a variety of tasks, including monitoring patients and medical equipment, gathering and recording information from patients, administering medications, patient teaching and various bedside procedures that require a high degree of skill and accuracy., Nursing requires compassion, patience, excellent communication skills, mathematical calculations, critical thinking, leadership skills, careful attention to detail, professionalism, personal accountability/responsibility, and the ability to manage stress. Licensing required.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
PRNO098	A	Practical Nursing Foundation 1	300 Hours	
PRNO099	B	Practical Nursing 2	300 Hours	
PRNO290	B	Medical Surgical Nursing 1	300 Hours	
PRNO291	B	Medical Surgical Nursing 2	300 Hours	
PRNO690	B	Comprehensive Nursing and Transitional Skills	150 Hours	
		Total	1,350 Hours	$8,395.20

*Tuition Subject to Change

Practical Nursing (Continued)

Program Admission Requirements

Practical Nursing students are required to submit an application packet prior to enrollment.
Age: 18 years or older at time of program completion
Diploma: Standard High School or Graduate Equivalency Diploma (GED®)
Basic Skills Assessment Scores:

- Math: 11.0
- Language: 11.0
- Reading: 11.0 Or met other basic skill requirements

Additional Testing: ATI TEAS®
Students Must Also Provide: Immunization records from birth, physical exam or waiver on file, current Hepatitis B, MMR, Varicella, Tetanus and PPD (or proof of antibodies) immunizations and current negative TB Skin Test.

Certification Requirements

- Students must maintain a minimum of a C average (80 or higher) in each course.
- Students must meet attendance requirements according to the LPN Student Handbook.
- Excused absences must be made up in the amount of hours missed.
- Students must receive satisfactory clinical evaluations (85 or higher).

Mission Statement

The purpose of the RIVEROAK Technical College Practical Nursing Program is to provide education and clinical experiences that prepare the student to obtain their license in Practical Nursing and obtain employment in the health care field at the highest level of competency possible.

Industry Certification

NCSBN002 National LPN (NCLEX-PN)

Fall Term Begins in August
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:10 a.m. - 3:45 p.m.



Professional Culinary Arts & Hospitality

Program Number N100500 **CIP Number: 0412050312** **1,200 Hours**
Pell Eligible

Program Description

The Professional Culinary Arts & Hospitality Program offers a sequence of courses that provide relevant content aligned with challenging academic standards, necessary technical knowledge and skills to prepare students for further education and careers in the hospitality and tourism industry. The program also provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, problem solving skills, work attitudes, technical and occupational-specific skills, as well as knowledge of all aspects of the industry. The content includes preparation, presentation and serving of a wide variety of foods, leadership, communication skills and safe/efficient work practices. This coursework prepares students for employment in the local food service/hospitality industry.



This program serves up hands-on experience and the skills you need to thrive in the exciting food and tourism industry!

Occupational Description

Students prepare for a variety of careers in the culinary arts profession and for advanced education at other culinary institutions. Career paths include dinner cook, institutional cook, cook's helper, baker's helper, fry cook, and short order cook.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
HMV0100	A	Food Preparation	300 Hours	
HMV0170	B	Cook, Restaurant	300 Hours	
HMV0171	C	Chef/Head Cook	300 Hours	
HMV0126	D	Food Service Management	300 Hours	
		Total	1,200 Hours	$5,826.40

*Tuition Subject to Change

Mission Statement

The Professional Culinary Arts & Hospitality program aspires to be recognized as providing the best possible training for the future of our students in the food industry.

Industry Certification

NRAEF003 Certified Food Protection Manager
AMMSA001 Food Safety and Science Certification

ServSafe National Restaurant Association

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours:
Monday - Friday
8:00 a.m. - 2:00 p.m.

Surgical Technology

Program Number H170211 CIP Number: 0351090905 1,330 Hours
Pell Eligible

Program Description



Gain knowledge in anatomy, microbiology, surgical procedures, patient care, and safety.

The Surgical Technology program prepares students to become vital members of the surgical team, working alongside surgeons, anesthesiologists, and registered nurses to ensure safe and efficient surgical procedures. This comprehensive program combines classroom instruction, laboratory practice, and clinical experience to develop the knowledge, skills, and professionalism required for success in the operating room. Students will learn sterile techniques, surgical instrumentation, patient care, anatomy and physiology, and operating room procedures. Emphasis is placed on the principles of asepsis, surgical procedures, and the ethical and legal responsibilities of the surgical technologist. Graduates of this program will be eligible to sit for the national certification examination to become Certified Techs in Surgery (TS-C). Upon certification, they can pursue employment in hospitals, outpatient surgical centers, and other healthcare facilities.

Occupational Description

Graduates of this program will become well equipped healthcare professionals who assist in surgical procedures under the supervision of surgeons and play a vital role in the operating room. They will possess the knowledge of aseptic and sterile technique and assist with surgical procedures. They will demonstrate an understanding of legal and ethical responsibilities specific to surgical technology as well as recognize and practice infection control procedures.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
HSC0003	A	Basic Healthcare Worker	90 Hours	
STS0015	B	Central Supply Technician	210 Hours	
STS0010	C	Surgical Technologist 1	343 Hours	
STS0011	C	Surgical Technologist 2	343 Hours	
STS0012	C	Surgical Technologist 3	343	
		Total	1,330	$6,340.20

*Tuition Subject to Change

Mission Statement

To prepare individuals for employment as Surgical Technologists and encourage each student to become highly productive citizens with strong work ethics and positive values. Each graduate will be an advocate for the patient and an asset to the surgical community.

Industry Certification

NCFCT004 Tech in Surgery- Certified
(National Center for Competency Testing- NCCT)

Fall Term Begins in August
Full-Time Enrollment Required
Program Hours: Monday - Friday
8:00 a.m. - 3:00 p.m.

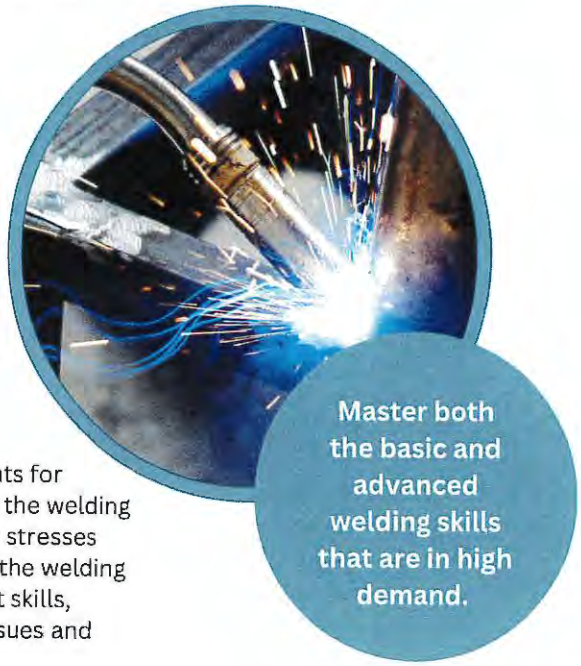
Welding Technology

Program Number J400400 **CIP Number: 0648050805** **1,050 Hours**

Pell Eligible

Program Description

Welding Technology prepares students in basic and the necessary advanced skills in the welding field. The program teaches welding techniques used in the workforce such as: SMAW-shielded metal arc welding, GMAW-gas metal arc welding, FCWA-flux core arc welding, and GTAW-gas tungsten arc welding. Different types of oxygen and acetylene cutting and welding techniques and proper safety precautions are also covered. The program is certified through the AWS (American Welding Society) and NCCER (National Center for Construction Education and Research).



Master both the basic and advanced welding skills that are in high demand.

Occupational Description

The Welding Technology program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the welding industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length Hours	Florida Resident Total Approximate Cost
PMT0070	A	Welder Assistant 1	150 Hours	
PMT0071	A	Welder Assistant 2	150 Hours	
PMT0072	B	Welder, SMAW 1	150 Hours	
PMT0073	B	Welder, SMAW 2	150 Hours	
PMT0074	C	Welder	450 Hours	
		Total	1,050 Hours	$6,480.96

*Tuition Subject to Change

Mission Statement

The Welding Program covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

Industry Certification

NCCER263 - Welding Level 1
NCCER264 - Welding Level 2
NCCER265 - Welding Level 3
AWELD003 - FCAW Plate
AWELD004 - GMAW Plate
AWELD005 - GTAW Pipe (Carbon)
AWELD006 - GTAW Pipe (Stainless + Carbon)
AWELD007 - GTAW Stainless
AWELD008 - GTAW/SMAW Pipe
AWELD009 - GTAW/SMAW Pipe/Carbon
AWELD010 - GTAW/SMAW Pipe
AWELD011 - SMAW Pipe
AWELD012 - SMAW Plate

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours: Monday - Friday
8:00 a.m. - 3:00 p.m.

Accredited Assessment Center

Welding Technology - Advanced

Program Number J400410 CIP Number: 0648050806 750 Hours

Pell Eligible

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem -solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.



The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Occupational Description

The Welding Technology Advanced program is designed to prepare students for employment or advanced training in a variety of occupations in the welding industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the welding industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Structure

The following table illustrates the Postsecondary Career Certificate program structure:

Course Number	OCP	Course Title	Course Length	Florida Resident Total Approximate Cost
PMT0075	A	Advanced Welder 1	600	
PMT0076	B	Advanced Welder 2	150	
		Total	750	$4,489.00

Mission Statement

The Welding Technology Advanced program covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

Fall Term: August-December
Spring Term: January-May
Full-Time Enrollment Required
Program Hours: Monday - Friday
8:00 a.m. - 3:00 p.m.

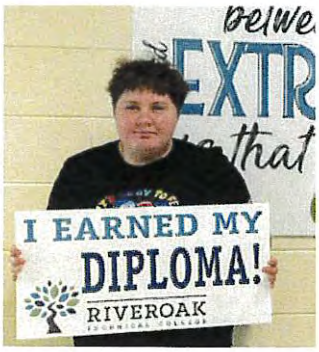
Industry Certification

NCCER263 - Welding Level 1
NCCER264 - Welding Level 2
NCCER265 - Welding Level 3
AWELD013 - S.S. 18 Gauge to 10 Gauge
AWELD014 - GTAW/SMAW Pipe

Adult Education

Adult Basic Education

This program provides literacy instruction for students preparing to enroll in diploma seeking courses, to meet the academic standards of technical training programs at RIVEROAK or local community colleges, or to prepare for employment. This program is for students scoring below 9th grade level in any area of the TABE®. RTC is dedicated to providing education skills that will ensure success in today's rapidly changing, high technology workplace. Employers stress the most importance of basic literacy skills. The ability to read and comprehend printed material, to write clearly and effectively, and to calculate math accurately are basic requirements for any technical training program or entry-level job. RTC offers basic skills courses tailored to specific needs.



HOW TO ENROLL

- Meet With Counselor
- Fill Out RTC Application
- Pay $30 Fee (Must Be Paid Prior to First Day of Class)
- Take TABE® Assessment (for students earning High School Diploma); No charge for students without diploma.
- Take CASAS® Goals (for Adult Education Basic Skills)
- Create Schedule

ACADEMIC SKILLS BUILDING

Academic Skills Building (ASB) prepares students for college and future careers and is based on the assessed needs of the individual and the academic and employability requirements related to Florida's Career and Technical Education (CTE) programs. If the student is currently enrolled in a CTE program and meets one of the exemptions in Rule 6A-10.040, FAC, he/she would be able to opt out of the basic skills requirement. However, if the student needs remediation, he/she is eligible for this program. The ASB program is a non-graded system. This program is designed for students who have tested at the equivalent of ninth grade and above but lack the required level of basic skills for completion of the CTE program. This program includes career planning, digital literacy, and workforce preparation activities.

English Language Learning

RIVEROAK Technical College offers an ESOL program, which supports language, literacy, academic, and social development of ELL students. This coursework is designed to help ELL students who are looking to learn English as their second, third, or in some cases, fourth language.

The main goal of the program is for students to reach proficiency in speaking, writing, reading, and listening skills. Our ESOL program will help students become more fluent in English by breaking down concepts and language rules. English as a Second Language Instruction ensures that English Language Learners attain English proficiency in order to develop high levels of academic achievement.

ELIGIBILITY: Any student whose primary language is a language other than English.

PROGRAM REQUIREMENTS

- CASAS® (Comprehensive Adult Student Assessment System): The CASAS® measures English skills in reading and listening. Pre- and post-tests are required.
- Attend a minimum of three classes per week during academic term.
- Valid ID Required.
- Course Fee: $30 Per Term

Fall Term: August - December
Spring Term: January - May
Day Classes: Monday - Friday at RIVEROAK
Evening Classes: Monday - Wednesday at RIVEROAK and Branford High

Evening Classes

Adult General Education

Adult Basic Education (ABE) classes teach and upgrade students' basic skills in reading, math, and language, and prepare students to take the *GED® exam*. A TABE® test is required prior to entry into these programs in order to individualize each student's need.

English to Speakers of Other Languages (ESOL) teaches students to speak, understand, read, and write English in order to enter vocational programs that will prepare them for employment.

Computer Basics and Cybersecurity

Intro to Computer Keyboarding is designed for the beginner. The course will cover the basics of the computer keyboard and typing skills. This course is required for advanced levels of training.

Microsoft Office includes key terms; business scenarios; and coverage of Word, Excel, Access, and PowerPoint, and integration exercises are incorporated into each lesson.

Cybersecurity Awareness program is designed to help individuals protect themselves from common scams, how to tackle password and account security, and learn basic strategies for safe internet use.

Health Science

Certified Nursing & Phlebotomy



The mission of these programs is to train a diverse community of learners for gainful employment in the healthcare sector as phlebotomy technicians and certified nursing assistants. Also, to produce graduates with high standards of patient care.

Heating, Ventilation, and Air Conditioning

To provide students with the tools both technically and practically needed to enter the workplace along with the confidence to pursue a career path in the HVAC/R industry of their choosing.

Hobby and Special Interest Classes

- Basic Cake Decorating is learning to decorate cakes using the implements necessary to make intricate designs. Be proud of the cakes you create!
- Conversational Spanish is designed to learn to speak, write, and read Spanish. For beginners only.
- Cooking: Various techniques and recipes designed to enthuse and delight your taste buds!
- Floral Designing is learning to make your own arrangements in silk, fresh, and dry flowers.
- Sign Language is learning the basics of sign language.
- Stained Glass

Evening classes are offered based on interest. A minimum of 15 students must sign-up in order for the class to begin. Classes are usually one night per week for six to eight weeks.
Call (386) 647-4202 to sign-up.

Welding Technology

Welding Technology covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

Faculty & Staff



Clay Tomlinson

Principal, RIVEROAK Technical College
Director of Career, Technical & Adult Education, SCSD
B.S. Florida State University
Masters of Educational Leadership



Julie Ulmer

Coordinator of Student Services & Community Affairs
B.A. University of Florida



Jessica Cabrera
Administrative Assistant
A.A. Santa Fe College



Dana Carter
Administrative Bookkeeper
A.A. North Florida Junior College



Alison Hawkins
Clerk
Suwannee-Hamilton Vocational Center



Lori Jones
Bookkeeper
A.A. Lake City Community College



Samantha Locke
Registrar
Chiefland High School



Tommy Miller
Career Pathways/Testing Coordinator
B.A. St. Leo University



Linda Strait
Bookkeeper
Taylor University



Sarah Swindell
Financial Aid Specialist
B.A. Georgia Southern University



Jenny Benson
Practical Nursing
B.S.N. Nova Southeastern University



Kyla Bispham
Patient Care Technician
B.S.N. North Florida College



BJ Blackmon
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Vocational Certification



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M.S. Nova Southeastern University



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B.S. Florida State University



Suzanne Depew
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M.S.N. Western Governors University



Charles Dickinson
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Vocational Certification



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B.A. Nova S.E. University



Robin Hall
Practical Nursing
B.S. Valdosta State University



Wade Hill
Applied Cybersecurity
B.S. Liberty University



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A.A. North Florida College



Janie Maxwell
Cosmetology & Facials Specialty
St. Petersburg College



Brayden Mercer
Welding Technology & Welding Technology - Advanced
Vocational Certification



Kevin Mercer
Welding Technology & Welding Technology - Advanced
Vocational Certification



Katie Miller
Pharmacy Technician
B.A. St. Leo University



Maggie Mouton
School Resource Officer



Uriel Ramirez
Custodian



John Sinclair
Professional Culinary Arts & Hospitality
Vocational Certification



Greta Thornton
Nails Specialty
A.S. Lake City Community College



Maria Toledo-Gracia
ESL
B.A. St. Thomas University



Jeremy Ulmer
Electricity
B.A. University of Florida



Mary Vickers
Surgical Technology
Vocational Certification



Aubrey Wilson
Cosmetology
Vocational Certification

Part Time Instructors/Contractors



Tyler Carrozza
Heating, Ventilation, Air-Conditioning and Refrigeration Instructor



Trinity Courson
Evening Nursing Assistant Instructor



Angie Hester
Adult Education
Masters in Adult Education Administration FAMU



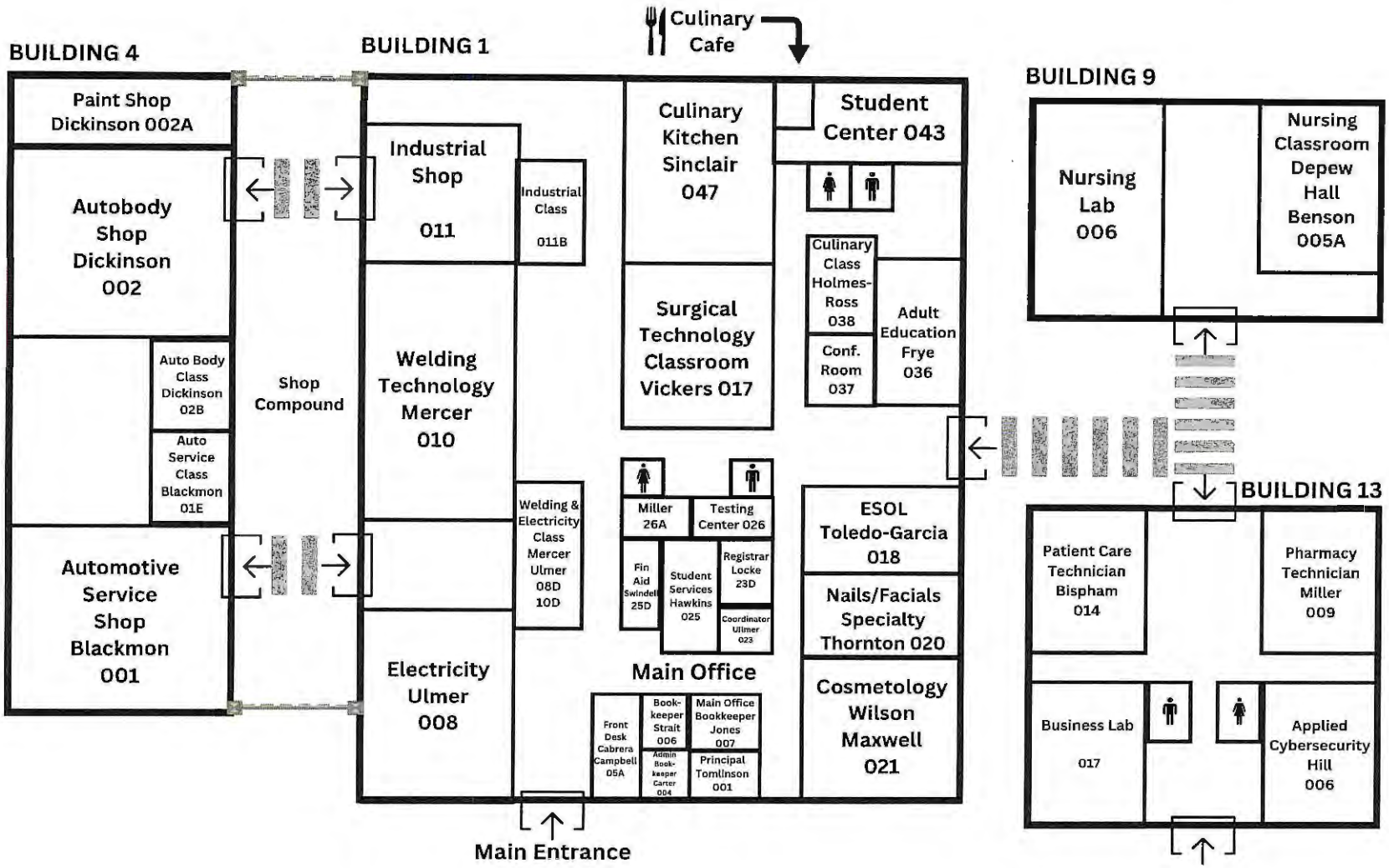
Shari Senea
Phlebotomy Instructor

RIVEROAK
TECHNICAL COLLEGE

Airalisha Sowells
English Language Learning

RIVEROAK TECHNICAL COLLEGE

Campus Map





GET THERE AFFORDABLY

Career and Technical Education (CTE) is a good fit for anyone who wants to build a foundation for a successful career and get into a new job. Each of the 17 career pathways offer you the opportunity to get there faster – and most importantly – affordably.

Pay only for the course work you need, not a degree that amasses student debt. You can still earn a degree by stacking courses and applying them toward an associate's or bachelor's degree down the road.

Connect with your local college and see what CTE offerings are available near you.

GETTHEREFL.COM

GET THERE
Florida's Workforce Education Initiative

FLORIDA DEPARTMENT OF EDUCATION
CAREER AND ADULT EDUCATION

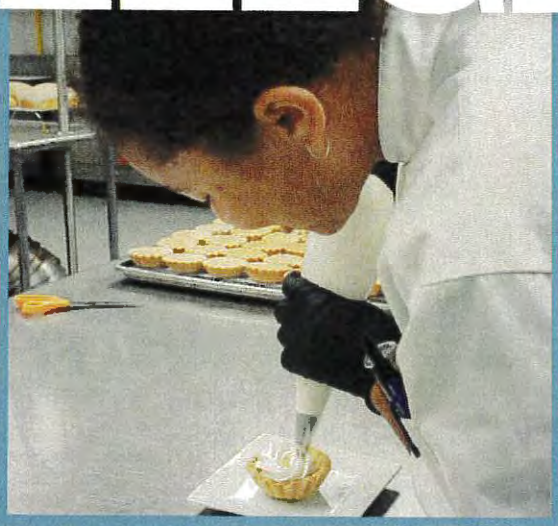
HANDBOOK

RIVEROAK TECHNICAL COLLEGE

2025
2026

RIVEROAK TECHNICAL COLLEGE











RIVEROAK Technical College offers 20 postsecondary career certificate programs leading to industry credentials. Scan QR code to learn more!

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386-647-4200

www.riveroakcollege.com

415 Pinewood Dr SW
Live Oak, Florida 32064

We Grow FUTURES HERE!

Available Programs:

- Adult Education/English Language Learning
- Applied Cybersecurity
- Automotive Collision Technology Technician
- Brick & Block Masonry
- Certified Nursing Assistant (Workforce Education)
- Cosmetology
- Electricity
- Facials Specialty
- Heating, Ventilation, Air-Conditioning/Refrigeration 1
- Master Automotive Service Technology 1
- Master Automotive Service Technology 2
- Nails Specialty
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy (Workforce Education)
- Practical Nursing
- Professional Culinary Arts & Hospitality
- Surgical Technology
- Welding Technology
- Welding Technology - Advanced

COUNCIL ON OCCUPATIONAL EDUCATION

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(770) 396-3898, (800) 917-2081

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Administered By
Suwannee County School District
Ronnie Gray, Superintendent

Clay Tomlinson, RIVEROAK Principal &
Director of Career, Technical & Adult Education

Suwannee County School Board Members
Lesley Fry, District 1
Norman Crawford, District 2
Tim Alcorn, District 3
Ed da Silva, District 4
Ronald White, District 5

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Directory

Office Hours (Day School)
Monday – Friday 8:00 AM – 4:30 PM
Office Hours (Night School)
Monday – Thursday 5:00 PM – 8:00 PM

RIVEROAK Technical College Office **(386) 647-4200**	Electricity (386) 647-4217
Principal/Director-Career & Technical Education (386) 647-4230	Facials Specialty (386) 647-4228
RTC Student Services (386) 647-4210	Nails Specialty (386) 647-4228
Coordinator of Career Technical Education (386) 647-4231	Heating, Ventilation, Air-Conditioning 1 (386) 647-4217
RTC Bookkeeper (386) 647-4201	Practical Nursing (386) 647-4238
RTC Financial Aid & Veteran's Benefits (386) 647-4211	Patient Care Technician (386) 647-4216
RTC Registrar (386) 647-4214	Pharmacy Technician (386) 647-4209
RTC Pearson Testing Center (386) 647-4219	Professional Culinary Arts & Hospitality (386) 647-4204
Basic Skills Assessment Test Registration (386) 647-4210	Surgical Technology (386) 647-4221
GED® Inquiries and Adult Basic Education (386) 647-4206	Welding Technology & Welding- Advanced (386) 647-4215
English as a Second Language (386) 647-4229	Work-Based/On-the-Job Training Programs (386) 647-4208
Applied Cybersecurity (386) 647-4218	Suwannee County Superintendent of Schools (386) 647-4600
Automotive Collision Technology Technician (386) 647-4220	Suwannee Director of Career and Technical (386) 647-4200
Master Automotive Service Technology 1 (386) 647-4222	Suwannee Director Curriculum/Instruction (386) 647-4635
Master Automotive Service Technology 2 (386) 647-4222	Suwannee Personnel Department (386) 647-4641
Brick and Block Masonry (386) 647-4236	Director of Exceptional Education and Student Services (386) 647-4630
Cosmetology (386) 647-4205	Suwannee Director of Finance (386) 647-4608

RIVEROAK
TECHNICAL COLLEGE

Welcome to RIVEROAK!

RIVEROAK Technical College offers 20 career and technical education programs that lead to industry-recognized credentials. RTC offers high quality instruction, academic and financial advisement, mentoring, and coaching to ensure success in its programs.

RTC serves adults and dual enrolled high school students. Admission is open to adult students who are at least 16 years of age. Dual enrolled students must have a 2.0 GPA or higher for entry.

RTC provides basic skills remediation, GED® preparation, English as a Second Language classes, and community education. Continuing Workforce Education courses are available for individuals who are already employed and need technical updating or advanced training.

Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as disabled, single parents, veterans, and academically and/or economically disadvantaged, receive support from special programs located on campus and through collaboration with Veterans Educational Benefits, Bright Futures, and local agencies including, CareerSource North Florida and Vocational Rehabilitation.

Visit www.riveroakcollege.com and follow RTC on Facebook and Instagram for up-to-date information. Also, download the Suwannee County School District App on Google Play® or Apple Store®.



415 Pinewood Drive SW, Live Oak, FL 32064
Phone: 386-647-4200
Fax: 386-364-4698

#GrowYourFutureWithUs

RIVEROAK
TECHNICAL COLLEGE

Vision

RIVEROAK Technical College provides technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

Mission

Our mission at RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

Suwannee County School District Vision & Mission

Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success.

Suwannee County Schools will educate all students in a safe and supportive learning environment.

Title IX

RIVEROAK Technical College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior. Victims are encouraged to report or file a complaint of sex/gender discrimination or sexual misconduct immediately in order to maximize the School District's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation into the report or complaint. Failure to promptly report alleged sex/gender discrimination or sexual misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the School District's ability to carry out these procedures. The School District and Title IX Coordinator have jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by RTC faculty, staff, students and other members of the RTC Community that involve or invoke Title IX. RIVEROAK Technical College's Title IX Representative may be contacted as follows: Julie Ulmer Title IX Contact, Student Services Coordinator, RIVEROAK Technical College, 415 Pinewood Drive SW, Live Oak, Florida 32064, 386-647-4231, julia.ulmer@suwannee.k12. fl.us.

Non-Discrimination Policy

The Suwannee County School Board advises that all career and technical education (CTE) opportunities will be offered without regard to race, color, national origin, sex, and disability. The lack of English language skills will not be a barrier to admission and participation in CTE programs. Program offerings include Adult Education; Community Education; Health Sciences; Information Technology; Human Services; Manufacturing; Architecture and Construction Education; Transportation, Distribution and Logistics; and Hospitality and Tourism. RIVEROAK Technical College serves adults, high school students, and dual enrollment students. Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school. Admission is also open to secondary students, grades 9-12, as part of a regular secondary credit earning program. Equity Coordinator contact information: Bill Brothers, Equity Coordinator. 1740 Ohio Avenue South Live Oak, FL 32064 (386) 647-4633. Elizabeth Johnston, 504 Coordinator 1740 Ohio Ave. South, Live Oak, FL 32064 (386) 647-4631. Jimmy Wilkerson Title IX Coordinator. 1740 Ohio Avenue South Live Oak, FL 32064 (386) 647-4644.

Calendar

RIVEROAK TECHNICAL COLLEGE

Registration Dates

Fall Registration - January 8, 2025 - August 2, 2025
Fall Term - August 11, 2025 - December 19, 2025
Spring Registration - September 9, 2025 - December 18, 2025
Spring Term - January 5, 2026 - May 22, 2026

Professional Development Days

*No school for students.
August 25, 2025
September 29, 2025
October 27, 2025
February 16, 2026
March 23, 2026
May 26, 2026
May 27, 2026

Student Holidays

September 1
October 13
November 11
November 24 - 28
December 22 - 26
December 29 - 31
January 1 - 2
January 19
March 13
April 3
April 13 - 17

RIVEROAK Graduation & Awards Program: May 14, 2026

2025 - 2026 Dual Enrollment Grading Periods

1st 9-weeks: Aug. 11 - Oct. 10, 2025
2nd 9-weeks: Oct. 11 - Dec. 19, 2025
3rd 9-weeks: Jan. 5 - Mar. 10, 2026
4th 9-weeks: Mar. 11 - May 22, 2026

SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2025-2026

MY CHOICE for High Quality Education!

JULY 2025					
July 1-31: Summer Hours		1	2	3	4
July 3: Holiday (Observed)	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

AUGUST 2025					
Aug 4-8: Pre-Planning Days					1
Aug 11: First Day for Students/	4	5	6	7	8
Student Early Release Day	**11**	12	13	14	15
Aug 25: PD Day	18	19	20	21	22
	~~25~~	26	27	28	29

SEPTEMBER 2025					
Sept 1: Labor Day Holiday	1	2	3	4	5
Sept 29: PD Day	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	~~29~~	30			

OCTOBER 2025					
Oct 10: End of Q1 (42 Days)			1	2	3
Oct 13: Teacher Work Day	6	7	8	9	10
Oct 27: PD Day	~~13~~	14	15	16	17
	20	21	22	23	24
	~~27~~	28	29	30	31

NOVEMBER 2025					
Nov 11: Veteran's Day Holiday					
Nov 24-28: Thanksgiving Break	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

DECEMBER 2025					
Dec 19: Student Early Release	1	2	3	4	5
Dec 19: End of Q2 (42 Days)	8	9	10	11	12
Dec 22-31: Christmas Break	15	16	17	18	19
	22	23	24	25	26
	29	30	~~31~~		

JANUARY 2026					
Jan 1: New Year's Day Holiday				1	~~2~~
Jan 2: Teacher Work Day	5	6	7	8	9
Jan 5: Students Return	12	13	14	15	16
Jan 19: MLK Day Holiday	19	20	21	22	23
	26	27	28	29	30

FEBRUARY 2026					
Feb 16: PD Day					
	2	3	4	5	6
	9	10	11	12	13
	~~16~~	17	18	19	20
	23	24	25	26	27

MARCH 2026					
March 10: End of Q3 (45 Days)	2	3	4	5	6
March 13: Teacher Work Day	9	10	11	12	~~13~~
March 23: PD Day	16	17	18	19	20
	~~23~~	24	25	26	27
	30	31			

APRIL 2026					
April 3: Good Friday Holiday			1	2	3
April 13-17 Spring Break	6	7	8	9	10
	13	14	15	~~16~~	~~17~~
	20	21	22	23	24
	27	28	29	30	

MAY 2026					
May 22: End of Q4 (45 Days)					1
May 22: Students' Last Day	4	5	6	7	8
May 25: Memorial Day	11	12	13	14	15
May 26-27 PD Days	18	19	20	21	22
May 28: Post Planning Day	25	~~26~~	~~27~~	28	29

JUNE 2026					
June 1-30: Summer Hours	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

PD Day - Holiday for students

Teacher Work Day - Holiday for students, bus drivers, food service workers and paraprofessionas (as assigned)

Holiday for students, 10/11 month teachers, bus drivers, food service workers, and paraprofessionals

Holiday for all employees and students

*Early Release days may be subject to change with prior notice

*PD Days may be converted to student days if needed for storm make-up days

SCSB Approved 9/24/2024

Admission Policy



Florida Residency

To obtain in-state tuition and/or financial aid, two proofs of Florida residency must be provided. The following documents may be used: voter's registration, driver's license, automobile registration, bank accounts, rent receipts, tax returns, home mortgages, financial aid and admission documents from previous years, employment documents, student loan notes, need analysis documents, utility receipts, or Florida state identification. Documents must be dated 12 months prior to enrollment. As of July 1, 2015 all dependents receiving GI benefits will receive in-state tuition as long as they reside in Florida while attending RTC. For further information contact the Financial Aid Specialist at (386) 647-4211.

Transfer of Students Not Enrolled at RIVEROAK Technical College

Students, including veterans, must report all previous post-secondary education courses and/or programs. Upon receipt of a transcript from an accredited institution, occupational completion points or credits earned will be evaluated and applied to the course/program of enrollment, if comparable. Competence checks, not included in an occupational completion points, are also available for previously learned knowledge and skills. Students must contact Student Services for questions or assistance with transfers.

Transfer of Students from Within RIVEROAK Technical College

Students may drop a class and enroll in any other class or program on a space available basis. Competencies earned prior to withdrawal are used to determine if the student has reached an occupational completion point. Competencies may be transferred to the new course/program, if appropriate. Attendance records will also transfer to the new course/program. Students must contact Student Services for assistance.

High School Admissions

Public high school students may dual enroll at RTC. Tuition, fees, and textbooks are free for district students. Industrial programs may have equipment and/or uniform costs. Industrial programs require a minimum of two periods per day. Practical Nursing is not available to high school students. Patient Care Technician is available for full-time dual enrollment to Seniors in the Spring Term. Home school students may dual enroll with tuition waived. Private school students may enroll per articulation agreement between their school & RTC.

High School Students Must:

1. Consult with a high school counselor regarding enrolling at RIVEROAK Technical College (RTC) and obtain approval
2. Have a GPA of 2.0 or higher and completed a RTC application

Admission Policy

Enrollment

Programs require students to enter at the beginning of each term or at specified times during the year.

Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school.

Career dual enrollment is available to secondary students enrolled in post-secondary programs with the permission of the home school, private, or charter school, and RTC.

Adult Career Admission Check List

1. Complete an application/schedule form in the Student Services office.
2. Bring in social security card and high school or GED® diploma to Student Services.
3. Complete basic skills assessment test (if applicable and within first six weeks) or signed exemption form.
4. Schedule a conference with student services to discuss test results and class schedule.
5. Documentation of Florida Residency for in-state tuition (2 proofs).
6. Pay application fees.
7. Apply for FAFSA®. Financial aid students must complete all paperwork before entry into a program.
8. Obtain class schedule from student services.

Diploma Policy

High school diplomas issued by any public funded state or government agency will be accepted for admission. High school diplomas issued by private schools must be accredited and recognized by the Florida Department of Independent Schools and Colleges. High school graduates that do not meet this criteria must pass the GED® test.

Associate in Science (AS) degree or higher may be presented in lieu of basic skills test requirements. Recognized Associate in Science (AS) degrees or higher must be issued by a public institution or an accredited private institution.

Basic Skills Exemption

SB1720 Exempt Students

Florida Statutes (Senate Bill 1720) exempt certain students from placement testing. Students who entered 9th grade in a Florida public school in the 2003-2004 school year or after and earned a Florida standard high school diploma, or students who are serving as active duty members of any branch of the United States armed services are no longer required – but are strongly encouraged – to complete mandatory placement testing to ensure success. Students must provide official high school transcripts or documentation of military status to be exempt from placement testing.

Students, who enroll in a Career and Technical Education (CTE) program for 450 clock hours or more, must complete a basic skills entry-level examination within the first six weeks of admission into the RIVEROAK program.

Additional exemptions include students who have achieve minimum scores on the following tests:

- 2014 GED®- Mathematics and the Reading Language Arts (RLA) sections - 145 (within 2 years)
- SAT® Verbal - 440 and Math - 440 or Reading - 24 Writing - 25 and Math - 24
- ACT® Reading - 19, English - 17, and Math - 19 sections
- PERT® Reading - 106, Writing - 103, Math - 114 sections

Tuition and Fees

Tuition and Fees

In accordance with the Florida Legislature and Suwannee County School Board, fees are charged for RTC attendance. Fees vary according to program length and include a tuition fee, financial aid fee, capital improvement fee, and technology fee. Student financial aid and capital improvement fees are set by the Florida Legislature. The student financial aid fee is 10% of tuition cost; the capital improvement fee is 5% of tuition cost; and the technology fee is 5% of tuition cost.

Other fees may be assessed as required by an individual program such as state board exam fees, liability insurance, drug tests, and motor vehicle reports. Due to price changes during the school year, fees may change without prior notice. Contact Student Services for a list of fees associated with each program.

Students returning to complete a program that is less than one semester of instruction may be eligible for pro-rated tuition. Students must be identified eligible prior to his/her return to receive pro-rated fees.

Programs less than 600 clock hours need to pay prior to class starting date.



TUITION AND FEES ARE AS FOLLOWS:

1. Resident: Adult Job Preparatory	$2.44*
2. Non-Resident: Adult Job Preparatory	$7.32*
3. Adult General Education	$30.00*

*1 & 2 price is per clock hour.
*3 is per term.
*Fee waivers and exemptions may be available for AGE tuition.

Adult General Education Fees

Adult Basic Education (ABE) - The contents of this course serve students by providing basic skills instruction and critical thinking skills to prepare students for GED® preparation, post-secondary education, and employment.
English as a Second Language (ESL) - The course helps students increase their Reading and Listening levels in English skills.
GED® Preparation - The purpose of this program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests, earning a State of Florida High School Diploma.
Integrated Education and Training (IET) - Program for students wanting to earn their high school diploma and begin a career and tech education program concurrently. Must be pre-approved by Administration.

Fee Due Dates

All fees are due in full before the first day of class unless a payment plan has been arranged prior to the first day of class. Students will receive an itemized bill each term. Tuition and other fees must be paid in full before students enter class. Fees may be paid with cash, check, bank debit, credit card, or Apple Pay®. Fees paid with a check will not be refunded until after 10 days. *A $40.00 fee will be assessed on returned checks.*

Tuition and Fees

Non-Refundable Fees

A $50.00 non-refundable application fee is due when the registration form is submitted for a program. If a class is canceled, the full deposit will be refunded. In addition to the application fee, there is a $88.00 background screening fee for all medical programs. Medical programs also require a fee of $45.00 for drug screening.

RIVEROAK Technical College can consider a professional judgement for Federal Financial Aid based on documentation of eligibility presented by a student. Professional judgment refers to the discretion that federal regulations give to financial aid administrators to make adjustments, on a case-by-case basis, to certain elements of a student's FAFSA information to account for special circumstances. Contact our Financial Aid Office for an application.

Eligible Fee Deferment

1. When financial aid from a federal or state assistance program is delayed in transmission to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid.
2. When a veteran or other student eligible for benefits under Chapters 32, 34, or 35, Title 38, U.S. Code is delayed in the receipt of benefits for payment of tuition fees. The student must request the deferment. Veterans who provide a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 will be allowed to attend or participate in a course of education when VA payments are pending.
3. When the district has written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, nonprofit organization, or civic organization.
4. When fees are delayed because of a district-adopted installment payment schedule based on a criterion of need.

Institutional Refund Policy

Textbooks and kits may not be returned. The amount of refund, if one is due, is determined by the criteria listed below. Refunds will be made within 45 days of the last day of attendance, if written notification was provided to the institution by the student or from the date the institution terminates the student or determines the student has withdrawn. A written request from the student is not required to receive a refund if a refund is due. Any student, except a student receiving Title IV financial assistance, may be eligible for a refund under the following guidelines:

Refunds for Veterans and Other Eligible Students

1. A 100% refund (less an administrative fee not to exceed $100.00) will be issued to all students who withdraw up to one week before or on the first day of class.
2. For withdrawal after the first day of class through the first 10% of the enrollment period, a 90% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
3. For withdrawal after the first 10% of the enrollment period through the first 25% of the enrollment period, a refund of 50% will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
4. For withdrawal after the first 25% of the enrollment period through the first 50% of the enrollment period, a 25% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment). No refund will be issued if a student completes 60% of the enrollment period for which he/she is charged.
5. When fees are paid by a 3rd party, refunds are issued to the 3rd party.

Financial Aid

The first step to receive any type of financial aid is to apply for federal financial aid. RTC offers two types of federally funded financial aid: Pell Grant and FWEP. Some agencies which sponsor students such as the Workforce Development Board, may also require that the student submit the federal financial aid application. FAFSA has to be done before first day of class. If denied, then student must set up a payment plan as soon as possible with the Financial Aid Specialist.

Pell Grants

Pell Grants help students pay for their education after high school. For many students, these grants provide a financial aid foundation to which aid from other sources may be added.

Unlike loans, grants do not have to be paid back. To apply go to www.fafsa.ed.gov (RTC school code is 016824).

For financial aid assistance, please contact the Financial Aid Specialist: (386) 647 - 4211.

Withdrawals

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will submit a withdrawal form to the Student Services office.

If you are receiving financial aid, you must notify the Financial Aid Office in writing of your reason for withdrawing, noting your last day of attendance. Failure to do this may disqualify you for future financial aid.



Pell Grants

Verification is the process established by the US Department of Education to check the accuracy of a student's FAFSA information. Verification may occur at any time during the application or awarding process. In most cases, applicants are selected by US Department of Education. You will be notified by the federal processor and/ or the RTC financial aid office. Students will be asked to provide additional documents. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

Return to Title IV (R2T4)

If a student withdraws before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to the Title IV funds for the payment period. The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/ or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office. If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement.

The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

Financial Aid

Satisfactory Academic Progress (SAP)

To be eligible for Title IV Funds, a student must make satisfactory academic progress. The satisfactory academic progress policy includes the student's GPA, pace through the program, and attendance. RTC is a clock hour school. Federal regulation mandates that students attend all hours of each Pell Grant Payment Period to be eligible for additional funding eligibility. Students also must maintain a minimum of a "C" (2.0 GPA) to remain eligible for Financial Aid, including VA benefits. Students will be evaluated after 450 clock hours. A student can be evaluated as many times as deemed necessary by Financial Aid while enrolled in their program. Please contact the financial aid office for further information and/or to review the policy.

Financial Aid Warning

Pell and VA students who do not meet appropriate attendance and grade requirements at the end of the payment period will be issued a Financial Aid warning for the next payment period. 1) A warning is an indication that the student is not progressing satisfactorily. 2) Students are permitted one warning payment period, and will remain Pell eligible at that time.

Financial Aid Probation

Students who fail to meet Satisfactory Academic Probation (SAP) by the end of the second payment period will be placed on Financial Aid Probation. If it is determined that the student will require more than one payment period to meet Satisfactory Academic Probation (SAP), he/she may be placed on probation and develop an academic plan. A review of the student's progress at the end of one payment period is required of a student on Financial Aid Probation status, to determine if the student is meeting plan requirements. The student is eligible to receive Title IV aid as long as he/she continues to meet requirements and is reviewed according to his/her academic plan. Students enrolled in medical programs must maintain a minimum of 80% grade average. Students will be evaluated first term.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

The Federal Drug-Free School Act is intended to inform students of the health risks associated with alcohol or drug abuse. Penalties for those who violate school standards must be in place and consistently enforced. State law prohibits the consumption or possession of alcoholic beverages by persons younger than 21 years of age. The sale of alcoholic beverages to persons younger than 21 years of age is also prohibited.

Eligibility

Students who do not have a high school diploma or a recognized equivalent (for example a GED®), or do not meet the home school requirements will not be eligible to receive Title IV student aid unless the student qualifies under the Ability To Benefit provision.

Florida Work Experience Program

Florida Work Experience Program (FWEP) provides jobs for students who need financial aid in order to attend a training program. Students earn money by working part-time for the school system. The total FWEP award depends on the student's needs and the amount of aid the student receives from other programs.

Veterans



In accordance with Title 38 US Code § 3679 subsection (e), and effective August 1, 2019, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school will not:

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

However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) when applying to the program;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

The school must maintain a written record of all previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified.

38 USC 3679(C) AND FLORIDA STATUTE 1009.26(13) - VETERANS' OUT-OF-STATE TUITION WAIVER AT PUBLIC SCHOOLS;
Out-of-State Tuition Waiver for Veterans & Dependents
In accordance with 38 United States Code § 3679(c), and effective July 1, 2015, Florida Statute 1009.26(13) was established to provide out-of-state tuition and fee waivers to veterans and eligible dependents who attend Florida public, post-secondary institutions and who physically reside within the state of Florida. The Florida Statute, known as the Congressman C.W. "Bill" Young Veteran Tuition Waiver Program, waives out-of-state tuition and fees for a person who is:
1) An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution.
    - Provide DD 214 (Member 4) or DD Form 256
    - Provide Proof of physically residing in the state of Florida (i.e. Driver's license or Florida ID Card, a Lease Agreement)

OR

2) An individual who is entitled to and who is using educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term, and who physically resides in Florida while enrolled in the institution.
    - Provide copy of VA Certificate of Eligibility, a VA Statement of Benefits or if a Chapter 31 beneficiary, a VAF 28-1905 form
    - Provide Proof of physically residing in the state of Florida (e.g. Driver's license, or Florida ID Card, a Lease Agreement)
    - All documents must be dated before the semester start date for the term in which you're seeking the waiver of out-of-state fees. [Note to School Official: Detail if an application is required]
    - This Out-of-State Tuition Waiver for Veterans and Dependents must be submitted.

Veteran's Attendance Policy

- This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used.
- Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.
- Students exceeding 5 percent of the total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
- In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be re-certified for VA education benefits.
- The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

Standards of Academic Progress for VA Students

- All standards must logically relate to graduation requirements.
- Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of each (term, quarter, semester, evaluation period, etc.).
- A VA student whose CGPA or percentage falls below 2.0 at the end of any (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be re-certified after attaining a CGPA or percentage of 2.0.

Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.
This Addendum becomes a part of the Catalog for all intents and purposes.
CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Title: Clay Tomlinson, Principal/Director of RIVEROAK Technical College
School Name: RIVEROAK Technical College
Address: 415 Pinewood Dr. SW
City, State, Zip Code: Live Oak, FL. 32064



Additional factors to be aware of:

- Priority will be given to individuals who are entitled to 100% of Post-9/11 GI Bill benefits and to those who require the most credit hours to complete their program.
- Chapter 33 private school academic year maximum rates apply to the STEM scholarship program.
- The Yellow Ribbon Program is not available with STEM. Schools may apply Yellow Ribbon funding, but VA can't match it.
- These additional benefits can't be transferred to dependents.
- Fry Scholars are eligible to apply for the Rogers STEM Scholarship.
- Programs of study eligible for STEM Scholarship benefits require SAA approval in the same manner as any program used for VA benefits.
- There is a STEM indicator on your WEAMS 1998 report that is currently not used by VA. Your 1998 report will likely reflect 'NO' in the STEM indicator field, even if your school has qualifying STEM programs. (This is the expected outcome).

Reporting Fees to Institutions

At the beginning of each calendar year, a listing of students who were receiving assistance during the previous calendar year is printed by VA for each institution. Schools are provided a reporting fee based on the number of students who were certified to VA at least once during the year and who received VA educational benefits. SCOs should compare the student list and report any students not included to the ELR of jurisdiction. In the event of errors, you should provide a list of students and the enrollment dates to the ELR.

Yearly rates may fluctuate based on legislation. Please contact your ELR for exact rates per year.

Public Law 111-377 (Section 204) clarified that effective October 1, 2011, "any reporting fee paid to an educational institution or joint apprenticeship training committee after the date of the enactment of the Post-9/11 Veterans Educational Assistance Improvements Act of 2011, shall be utilized by such institution or committee solely for the making of certifications required under this chapter or chapter 31, 34, or 35 of this title or for otherwise supporting programs for Veterans". When using your reporting fees, ensure that they are being used for the purposes identified in Public Law 111-377.

Some examples of acceptable uses for Annual Reporting Fees include:

- Fees to join your state's School Certifying Official association and attend conferences they host
- Setting up and/or supplying a Veteran's lounge or Vet Center on campus
- Purchasing expendable supplies or needed equipment for the VA Certifying Officials' office
- Hosting a Veteran's Day luncheon for VA students where refreshments are provided
- Purchasing cords for VA students' caps and gowns at graduation
- Contributing to the school's Yellow Ribbon program fund
-

Note: Any usage that does not support certification or solely for the benefit of VA beneficiaries, even if VA beneficiaries are included, would not acceptable. For example, paying for a speaker or event that all students can attend, including VA beneficiaries.

The Harry W. Colmery Veterans Educational Assistance Act of 2017, Public Law 115-48 (Section 304), as amended by the Department of Veterans Affairs Expiring Authorities Act of 2017 (Public Law 115-62, §411), provided the following change, effective August 1, 2018, to Reporting Fees:

- If a school receives reporting fees for 100 or more eligible students, then the reporting fees paid to the school cannot be used for, or merged with, the school's general fund.
- How your school uses its reporting fees will be reviewed during Compliance Surveys conducted at your school.

Non-College Degree Institutions

If a program is measured in clock hours, benefits are paid based on scheduled clock hours per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

Do not submit amendments for absences that are allowed within the school's approved attendance policy. You may not extend enrollment for students who need additional hours simply because of absences. However, if a student failed a portion of the course and has to repeat it, that portion may be re-certified as long as the student continues to meet the Standards of Progress.

For clock hour programs, VA considers 18 clock hours per week to be full time when more than 50% of the instruction is theory (traditional classroom). For programs where 50% or more of the instruction time is considered 'shop practice', 22 clock hours per week is considered full-time. For example, cosmetology or welding programs would commonly have 22 clock hours per week as their full-time measure. The clock hour measurement for all approved programs measured and paid by clock hours is listed in the Web Enabled Approval Management System (WEAMS) and can be found on the VA 1998 Report.

Priority Enrollment

Section 303 of the Harry W. Colmery Veterans Educational Assistance Act of 2017 required VA to publicly report if a school offers priority enrollment to student Veterans/Service members. Priority enrollment is defined as, "a student being able to register for classes earlier than other students". However, this does not mean a student Veteran or Service member can register for classes before ALL other groups of students.

Example: All seniors can register for classes, then all student Veterans and/or Service members, then all juniors, then all sophomores, then all freshmen. Because student Veterans and/or Service members can apply before other groups, they are eligible for priority enrollment.

Schools are encouraged to extend priority enrollment to all VA beneficiaries, but the law references Veterans and Service Members only. To be reflected in the Comparison Tool as a school offering 'Priority Enrollment', it must be available to at least Veterans and Service Members.

Schools with priority enrollment policies for Veterans and/or Service members must provide Approvals, Compliance and Liaison (AC&L) a printout of their course catalog or catalog addenda detailing their school's priority enrollment process to establish the 'Priority Enrollment' indicator on the GI Bill Comparison Tool.

NOTE: Priority enrollment is NOT a condition of approval, and failure to report the existence of a priority enrollment policy is NOT grounds for suspension or withdrawal of program approval.

However, schools are encouraged to provide this information to ensure Veterans and Service members can make informed decisions regarding how to use their GI Bill benefits.



Student Overpayments

Students receive debts for overpayments of Chapter 33 Books and supplies, housing, and Chapters 1606, 1607, 30, and 35 benefits. When a student debt is created, the RPO of jurisdiction sends a letter notifying the student of the overpayment with details regarding the associated school, debt amount, and the reason for the creation of the debt. The debt is electronically submitted to VA's Debt Management Center (DMC). DMC will issue the student a first debt letter which provides due process (rights to dispute or request waiver) as well as time limits. When the letter is received, the student should immediately contact DMC to establish plans to repay the debt or inquire about relief options if the student is unable to repay the debt.

Important Timeframes - A request for waiver must be received no later than one year from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first notification letter, no benefits will be withheld until the decision is made. NOTE: If a waiver is requested after the first 30 days, but within one year, offset of benefits will continue.

If a dispute is received within 30 days of the first notification letter, no benefits will be withheld until review of the dispute is completed.

If the student doesn't contact DMC, a debt letter will be issued providing an additional 30 days for the student to respond, and it also informs the student of VA's obligation to report delinquent debts to the Department of Treasury's Cross Servicing program for further collection. If the student still does not contact DMC, a third debt letter will be sent informing the student of VA's intent to refer the debt to TOP if no response is received within 60 days. If no response is received within 60 days, the debt will automatically be referred to TOP for further collection.

Debt Resolution and Relief Options for Students

1. Repayment Plans: DMC works with students on a case-by-case basis to establish a repayment plan that will work for their financial situation.
2. Waiver: If a student is unable to repay all or a portion of their debt, they can submit a request for VA to forgive the debt- VA refers to this process as a waiver. If VA grants a waiver in full or in part, the student will not have to repay the amount waived; however, VA will charge the student's education benefits entitlement for the amount of education debt waived. If a waiver is denied, the student will receive a written notification of the decision that will also indicate when future benefits will start being withheld. An appeal to a waiver denial must be made within one year from the date of the denial letter. Withholding of benefits will continue while this issue is pending.
3. Dispute: If a student disagrees with the existence or amount of the debt, they can submit a written dispute to DMC explaining why they believe the debt is erroneous.
4. Compromise: A compromise is an offer of a lesser one-time lump sum payment as full payment for the debt. Compromise offers can be made at any time. The offer must be a lump sum offer, in writing, and accompanied by a current Financial Status Report.
5. Temporary Hardship Suspension: If a student has a temporary financial hardship, DMC can work with them on a plan to suspend collection of the debt until their financial situation improves.

How Students Can Contact DMC

1. ASK VA (AVA) Students can contact DMC via the ASK VA (AVA) system Ask VA (AVA). In order to route a debt-related inquiry to DMC in AVA, students should select "Veterans Affairs- Debt" as the category and "Education Debt" as the topic (students can also choose other topic options, such as "Compensation Debt" depending on the nature of their question for DMC).
2. DMC Contact Center Line 1-800-827-0648 Business hours are 6:30 am to 6:00 pm, Central Time. Mondays and the first business day of the month are always the busiest.
3. By Mail:

DEBT MANAGEMENT CENTER (DMC)
P.O. Box 11930
St. Paul, MN 55111-0930
1-800-827-0648

VA Debt Portal

DMC has an online debt portal for Veterans. Veterans can log in and view their benefit debt balances and complete VA Form 5655 known as the "FSR" online if needed. The site also has information that everyone can view such as frequently asked questions.
https://www.va.gov/manage-va-debt/

Termination for Unsatisfactory Progress

Unsatisfactory progress (Academic Suspension) must be reported to VA as a termination. Terminate the semester the student is suspended. If suspension follows the fall semester, for example, terminate fall semester. Choose "Unsatisfactory Attendance, Conduct, or Progress" as the reason. Enrollment Manager (EM) will insert the end date of the term as the default termination effective date. However, you can change the default end of term date if it isn't the correct date.

When you submit the termination (i.e., for Fall in the example used above), please review future terms that have been certified in EM (i.e., subsequent winter or spring terms) to ensure that they are addressed accordingly (did they remain the same or do they need to be amended or terminated). If the student's enrollment status has changed for the subsequent term, be sure to amend the credit and tuition and fees (if applicable) for that term or terminate if needed.

If a student successfully petitions the dismissal, is readmitted, and is already certified for a subsequent term, don't terminate the student. Instead, annotate the student's file or add a Note on the student's record in EM that the student was dismissed and readmitted following a successful appeal. If a term was already terminated based on the unsatisfactory progress finding, recertify it.



Scholarships



RIVEROAK Technical College offers generous scholarships for current and future students. RTC awards scholarships through an annual scholarship selection process. Scholarships are program specific. Students eligible for these scholarships are high school seniors and Career Certificate students.

Factors for selection include, but are not limited to, financial need, academic merit, leadership, and more. Please note, if a student receives a scholarship and withdraws, the scholarship will be forfeited.

Below are many of the scholarships offered at RTC.

Altrusa Cosmetology Scholarship

Altrusa Industrial Scholarship

Altrusa Naomi Hart Culinary Arts Scholarship

RTC Academic Development Scholarship

Suwannee Chamber of Commerce Scholarship

Vincent M. Jones Achievement Award

PN Scholarships – Shands Ladies Auxiliary

Honor of Ms. Elizabeth McMillan

Memory of Margaret Boatright

Memory of Wayne Corbin

Pat Collins Memorial Nursing Scholarship

National Adult Education Honor Society

Bernard Williams Memorial Scholarship

Bright Futures

Lonnie Bob Hurst Scholarship

ENBRIDGE Scholarship

RIVEROAK Merit Scholarship

RIVEROAK Academic Development Scholarship

Walter Doughty Memorial Scholarship

Rotary CTE Scholarship

The 406 Culinary Arts Scholarship

Altrusa of Live Oak Carol Herring

Ginny "Meme" Crews Memorial Award

For more information, contact
RTC Student Services at (386) 647 - 4210.

Basic Skills Tests

Students who enroll in a Career and Technical Education (CTE) program offered for career credit of 450 hours or more must complete a Basic Skills Assessment within the first 6 weeks after admission into the program. The CASAS Goals® Series is used for CTE programs.

Each CTE program requires specific scores. These scores must be met in order for the student to receive a certificate of completion. Basic Skills Assessments are used for this requirement.

There are exemptions to this requirement (listed below).

- Possesses a college degree at the associate in applied science level or higher.
- Demonstrates readiness for public postsecondary education pursuant to s.1008.30 and applicable rules adopted by the State Board of Education.
- Entered 9th grade in a Florida public school in the 2003- 2004 school year, or any year thereafter, and earned a Florida standard high school diploma.
- Earned a 150 on Mathematics and 150 on the ELA section of the 2014 GED® version within 2 years.
- SAT® Verbal - 440 and Math - 440 or Reading - 24 Writing - 25 and Math - 24
- ACT® Reading - 19, English - 17, and Math - 19 sections
- PERT® Reading - 106, Writing - 103, Math - 114 sections

There is a $30.00 charge for technical programs, job requirements, and enrollment venues. No charge for ABE and GED® TABE® testers.

Grading Scales

General Programs	
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Patient Care Technician	
93-100	A
85-92	B
80-84	C
0-79	Dismissal

Pharmacy Technician	
93-100	A
83-92	B
75-82	C
0-74	Dismissal

Failure to maintain passing grades may result in dismissal from program.

Practical Nursing	
93-100	A
85-92	B
80-84	C
0-79	Dismissal

Surgical Technology	
90-100	A
80-89	B
0-79	Dismissal

Students entering a career program should demonstrate readiness to benefit from instruction in order to meet timelines and industrial exam requirements.

The Basic Skills Assessment is used to determine program participation readiness. The chart on the next page assists students and counselors in designing a comprehensive program of study that may include academic readiness.

Recommendations will not be used to deny admission into a program.

Basic Skills

Basic Skills Test Requirements for Completion

Class	Reading Language Arts Grade Equivalent	Mathematics Grade Equivalent
Applied Cybersecurity	9	9
Automotive Collision Technology Technician	9	9
Brick and Block Masonry	8	9
Cosmetology	8	8
Electricity	9	9
Facials Specialty	N/A	N/A
Heating, Ventilation, Air-Conditioning and Refrigeration 1	9	10
Master Automotive Service Technology 1	9	10
Master Automotive Service Technology 2	9	10
Nails Specialty	N/A	N/A
Patient Care Technician	10	10
Pharmacy Technician	10	11
Practical Nursing	11	11
Professional Culinary Arts & Hospitality	9	9
Surgical Technology	11	10
Welding Technology	9	9
Welding Technology - Advanced	9	9

Student Information

About RIVEROAK Technical College

RIVEROAK Technical College (RTC) is a postsecondary technical training and adult education institution under the authority of the Suwannee County School Board. The 20-acre campus is located in Live Oak, with easy access from U.S. Highways 129 and 90 and Interstates 75 and 10. Currently, 20 programs are available. Basic skills remediation and GED® preparation are available through the comprehensive Adult Basic Education program. Continuing Workforce Education courses are available, as needed, to businesses and individuals who are already employed and need technical updating or advanced training. Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as physically handicapped, single parents, and academically or economically disadvantaged receive support from special programs located on campus and through collaborations with local agencies.

Bookstore

The bookstore is located in the Student Services office. Adults must purchase required texts. Textbooks are included in the fee statement provided to students. Adult student textbooks and kits may not be returned if the student withdraws from RTC. Books and some supplies are provided for high school students by the Suwannee County School Board.

A.L.I.C.E. (Emergency Notifications)

A.L.I.C.E. comprehensive plan of action is in place at the campus to deal with an extreme, dangerous situation, involving people in a life or death conflict, actual death or hostage. This will be reviewed during student orientation and/or by classroom instructors during the first week of class. Should a situation occur, notify the instructor or nearest staff member immediately.

Wireless Communication Devices Policy

A student may possess a wireless communications device (including cell phones, ear plugs, headphones, and smartwatches) while the student is on school property or in attendance at a school function; however, a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. *Note policy specific to cell phones below.*

Cell phones may be brought to class under the following conditions:

- Cell phones must be turned off during class and remain out of sight and kept secure.
- Cell phone use must be limited to between classes.
- The Principal shall have full authority to regulate the use of cell phones on school campus. Refer to School Board Policy 5.101.

Bullying and Harassment

Suwannee County School District (SCSD) ensures all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying. SCSD will not tolerate bullying and harassment of any type. School employees are required to report alleged violation of this policy. Students, parents, volunteers, etc. are encouraged to report any act that may be a violation of this policy either anonymously or in person to the Principal.

Student Information

Americans with Disabilities Act

RTC complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. RTC also complies with Section 504 of the Vocational Rehabilitation Act Amendments (VRAA) of 1973 which states, "no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Reasonable accommodations will be provided for students with documented special needs.

As an Equal Access/Equal Opportunity institution, RTC assures students with disabilities equal access to all programs, activities, and services as described in Section 504 and 508 of the VRAA and in compliance with the ADA. Specialized services and counseling are provided by trained staff. Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with the counselor at the beginning of the term. RIVEROAK Technical College's 504 contact is Julie Ulmer, who may be reached at (386) 647-4231 or julia.ulmer@suwannee.k12.fl.us.

Suwannee County School District's 504 Coordinator:
Elizabeth Johnston
1740 Ohio Avenue South
Live Oak, FL 32064
(386) 647-4631

Accommodations for Special Needs

RTC makes every effort to accommodate the special needs of its students. Accommodations may include, but not be limited to, extended time for training, modified tools, special texts, and modified course content. Any student that may be in need of accommodations should contact Student Services to identify strategies.

Continuing Workforce Education

This course provides students with instruction that does not result in a postsecondary career certificate, diploma, an Associate in Applied Science degree, or Associate in Science degree. The content of the course may vary as a result of industry and student needs. Instruction in this course is for individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body; a new or expanding business, industry, and government agency whose products or services are changing so fast that retraining employees is necessary; or whose employees need training in specific skills to increase efficiency and productivity; and individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train, or to upgrade equipment.

Use of Technology

All students are issued an email account and password upon entry. Students use this email account to access CANVAS (RTC's instructional platform), FOCUS® (RTC's grade and attendance platform) and to monitor communications from the college. Students will be sent surveys in compliance with Council on Occupational Education® (COE) through this email also.

Certificates of Completion

Certificates of Completion will be awarded to students who master program performance standards and meet state reading, language, and math minimum requirements for that program.

Student Information

For counseling services, please contact RTC Student Services: (386) 647-4231

Counseling

The Coordinator of Career and Technical Education Student and Community Affairs helps students with academic or personal problems. Students returning to school who experience any anxiety or have to make difficult decisions counseling services available. These include educational guidance, career information, assistance with academic and study problems, specialized testing, and personal counseling. The Counselor works with students in a confidential relationship to explore aspirations, aptitudes, interests, and to help with special problems.

Medical Treatment Policy

Students may be treated for minor injuries on campus but no aspirin or similar drugs will be dispensed. All minor students must have an emergency authorization form on file for emergency transportation and care. All accidents or injuries must be reported to an instructor immediately.

Dress Code

Students are expected to dress appropriately for their program. Dress and general grooming shall be consistent with the highest possible standards. Bare midriff, see-through clothing, halters, tube tops, tank tops, backless dresses/tops, biker shorts, and loose pants/shorts that fall below the natural waistline are examples of unacceptable dress. Shop classes may require work boots. Dresses/skirts are to be no shorter than three inches above the knee. Clothing with words/phrases, symbols, pictures, patches, or insignia which are offensive, obscene, profane, or alcohol/drug related are prohibited. Most programs have additional dress code requirements. Students not in compliance with the dress code will be required to leave campus.

Change of Address

It is the responsibility of the student to notify Student Services of a change of address or other demographic information such as marital status or phone number. Students eligible for Pell Grant refunds will be notified by first class mail.

Commencement/Graduation

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for GED®, High School Diploma, and career certificate education programs. Friends and relatives of students graduating are invited to attend the formal graduation and awards ceremony.

Drug-Free School Policy

RTC Drug-Free School Statement: Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by RTC students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Suwannee County Public School owned and controlled property or as part of any of its activities. Any RTC student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Dept. of Education. In order to comply with the Federal Drug-Free Schools Act.

Student Information

Food Services



Vending machines are available in the Student Center. Suwannee High School students must eat lunch in the high school cafeteria. Meals may also be purchased from the Professional Culinary Arts & Hospitality Program.

Electronic Devices

RTC is not responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

Facility Care

Students are expected to help maintain the professional look of their campus by refraining from littering, parking on the grass, or marking on desks, equipment, or walls. Trash receptacles are conveniently located throughout the campus.

Grievance Procedure

Persons who feel deprived of any personal rights by students, personnel, or policies of RTC are encouraged to pursue grievance through due process procedures as set forth:

- Attempt to communicate your position to the person most directly involved. If not resolved
- Explain the situation to a counselor. If not resolved
- Make an appointment to discuss the problem with the building administrator. If not resolved
- File a formal grievance petition. Forms are available in the Student Services office. A hearing will be held.
- Other resources are available for persons having special concerns including Civil Rights discrimination: Local: (386) 364-2629 State: 1-800-342-8170
- For cases where the grievance is not resolved at the institution level, the student may contact:
  The Council on Occupational Education
  7840 Roswell Road., Bldg. 300, Suite 325 Atlanta, Georgia 30350
  (770) 396-3898 or (800) 917-2081
  Website: www.council.org

GED® Testing

GED® Testing Every Tuesday at RIVEROAK Technical College Testing Center During Academic Year
Cost: $38.00 Per Section; $152.00 Total Cost

RTC is an approved GED® Testing Center. The GED® test is only available as a computer-based assessment. To register for the GED® exam, go to GED.com, create an account, and set up a day and time that works best for you. The test is given in four sections. You can take one section at a time or take the whole test in one day. Information, costs, and dates may be obtained @ (386) 647-4210.

Lost & Found

Please go to student services or the administration office to report anything missing or return found items so the proper owner can be notified.

Messages

Only incoming emergency messages to the school will be taken for you and given to your instructor. Classes will not be interrupted for phone calls except in case of an emergency.

Student Information

Immunization

In accordance with Florida Statute 1003.22, all students under 21 years of age must show proof of immunization from communicable diseases. Exemptions may be available under special circumstances outlined in statute.



Honor Roll

Each nine-week grading period, students are identified and recognized at an honor roll breakfast.

To be selected, the student must meet the following criteria:

1. Enrolled in two (2) or more grading periods.
2. Must have a 3.0 GPA average in all RTC classes.
3. Missed no more than three (3) days in the nine-week grading period for any reason, including Administrative Excused Absences.
4. Practical Nursing has different standards for honor roll. Refer to the specific program student handbook.



Parking

All vehicles must display a valid parking permit. Students must park in designated student parking areas. Students may not park in unauthorized areas or in the shop compound without instructor or administrative permission. Adult parking permits may be purchased from Student Services for $10.00 for the entire school year. No parking permits will be issued to high school students taking less than two periods per semester. High school parking permits may be purchased for $10.00 per year. Vehicles without permits will be towed at the owner's expense.

Live Work Policy

RTC accepts live work in Automotive Collision Technology Technician, Master Automotive Service Technology 1, Master Automotive Service Technology 2, Cosmetology, Brick and Block Masonry, Professional Culinary Arts and Hospitality, Electricity, and Welding Technology. All services are provided by students. Work Orders are used to bill for materials, shop-use fees, or services. Some shops have special conditions to accept live work. All work accepted must be with the approval of the instructor. The Program Advisory Committees approve a fee schedule for live work. School Board vehicles are not maintained or repaired by RTC programs. Vehicles left for repair will be charged $5.00 per day storage beginning five (5) school days after owner is contacted for removal.

Insurance

Students enrolled in industrial and health programs are required to purchase school accident insurance, provide evidence of coverage by some private accident policy, or sign a waiver declaring responsibility for their own medical bill(s) if an accident occurs. Health Science students must also purchase personal liability insurance for liability they may incur during clinical practice.



Student Information

Orientation

Orientation occurs during the first week of each semester. Sessions are conducted during each of the periods throughout the day. Students are informed about rules and regulations, parking, food services, attendance, counseling, financial aid, programmatic information, the use of technology, and career pathways.

Placement

RTC Student Services make every effort to help students obtain a job related to their training. Local employers contact RTC when job openings arise and RTC attempts to match student skills to job needs.



Records and Transcripts

Student records are maintained in the Student Services office for five years. Records dating back more than five years are sent to the district records department where student data is recorded digitally. For information on student records, transcripts, and GED® records, contact RTC Student Services at 647-4210. Requests for transcripts must be made in writing to RIVEROAK Technical College Student Services. The request must identify the student's full name or name at time of enrollment, date of birth, social security number, program of enrollment, and last date of attendance.

Schedule Changes

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. The instructor will then arrange for a student to speak to the counselor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by Student Services.

Visitors

Visitors must sign in at the Main Entrance and obtain a visitor's pass before visiting the campus or classrooms. Visitors will have to have a photo ID that will be screened using the Centegix System. Administrator and instructor approval must be secured prior to classroom visits.

Student Records and Directory Information

Under state and federal regulations, the Suwannee County School Board is required to inform all students of policies protecting the confidentiality of students' educational records. Directory information is a part of a student's educational records and includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards received, and most recent previous educational agency of institution attended by the student. Directory information will be deemed public and may be distributed upon request or may be published unless the Principal of the school is informed in writing within (10) calendar days of the beginning of school by the concerned party that any or all of the information is not to be released or published.

Student Information

Rules of Conduct

- Students will keep work areas clean and in good order.
- Profanity and rudeness will not be allowed.
- Public display of affection or sexually explicit conduct will not be permitted on campus.
- Sale, purchase or possession of non-prescribed drugs, alcohol, or other controlled substances will not be tolerated. Law enforcement will be contacted.
- Fighting will not be allowed on campus.
- Horseplay in classrooms or shops will not be tolerated.
- Firearms, knives, and other cutting instruments and/or weapons will not be allowed on campus.
- Use of electronic communication devices will not be allowed in class unless instructor approved.
- Loitering in entry ways and hallways will not be allowed.
- Any adult student leaving or returning to RTC is required to sign in/out. High school students must be checked out by a parent or guardian, in person, and also sign out at Suwannee High School (SHS) attendance office. Photo ID is required for the person checking out a high school student.
- Students who willfully destroy or abuse property will be required to pay for damages.
- No open food/drink containers will be allowed in classrooms or halls.

Tobacco-Free Environment

Florida Statute 386.212: Tobacco-Free Environment prohibits all use, possession, sale and/or transmittal of tobacco, tobacco products, E-cigarettes, vapor devices and/or components of E-cigarettes, vapor devices or similar anytime, anywhere, by anyone on any District-owned property. This includes school sponsored events after regular school hours. At no time are students allowed to possess, use, sale, or transmit drugs, alcohol or tobacco products. They may not possess drug paraphernalia or transmit over-the-counter medications. Violation of District drug and substance abuse policies could lead to suspension or possible expulsion.



Zero-Tolerance Grounds for Expulsion

Students found to have committed the following offenses on school property, on school-sponsored transportation, or during a school-sponsored activity or trip will be administratively removed from RTC and reported to the local law enforcement agency.

1) Assault or aggravated assault on a teacher or other school personnel.
2) Aggravated battery.
3) Battery or aggravated battery on a teacher or other school personnel.
4) Kidnapping or abduction.
5) Arson.

Academic Misconduct

Certain types of inappropriate conduct are defined as "academic misconduct." A student may:

1) Be required to retake an examination, or resubmit an assignment, regarding which academic misconduct is determined by the instructor to have occurred;
2) Receive an "F" on the given exam, assignment, or in the course; or
3) Be dismissed from the program.

Any student, who opposes the sanction imposed, may appeal, in writing, to the Director of RTC.

Social Security Number, Collection, & Use

In compliance with Florida Statute 119.071(5), the Suwannee County School Board (SCSB) issues this notification regarding the purpose of the collection and use of your Social Security Number. SCSB collects, uses and releases your Social Security number only if specifically authorized by law to do so, or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access, strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law, and assign a unique SCSB identification number. This identification number will be used for all associated employment and educational purposes at SCSB. Specifically, SCSB collects, uses or releases a Social Security number for the following purposes:

Admissions

Federal legislation relating to the American Opportunity Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for SCSB to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to SCSB, but the IRS is then authorized to fine the student in the amount of $50. In addition to the federal reporting requirements, the public-school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes, new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act. Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A. Florida Statue 119.071 (5); Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1))

Continuing Education

Under Florida education reporting requirements, students who enroll in continuing education are required to submit their Social Security number. Florida Statue 119.071 (5)

Financial Aid

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.
Internal Revenue Code, sections 3402(f)(2)(A), 6109, and 6051(a)(2); FS119.71(2)(a) and FS 119.71(6)(c) Higher Education Act of 1965, as amended, Sections 441-448, 483 and 484(p), 20 USC 1091(p), 20 USC 1078-2(f); Code of Federal Regulations, 34 CFR 668.32(i) and 668.36; 38 USC 3471

Human Resources

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: employment application forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Management Services); Worker's Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Truist, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents. 26 USC 6051 and 26 CFR 31.6011 (b)-2, 26 301.6109-1 and 31.3404(f)(2)-1 and FS 119.071(5) (a) 6

Workforce Programs

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

Limited Access Health Sciences Programs

Limited access programs in Health Sciences collect Social Security numbers for the purpose of authorizing students and graduates to sit for state and/or national licensure or certification examinations. This information is shared directly with appropriate state and national licensure/certification boards through secure communication platforms as required by each individual licensure/certification board.

Miscellaneous

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing, and tax reporting.

Release Statement

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a – 6h).

Independent Contractors

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.

Student Information

Student Organizations

Career and Technical Student Organization activities are an integral part of the vocational curriculum in Florida. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and vocational understanding. Students who participate in the activities of a Vocational Student Organization are better prepared to take their places in the world of work. The organizations provide opportunities for members to participate in activities which relate to actual or anticipated employment.

SkillsUSA

SkillsUSA is for students in Automotive Collision Technology Technician, Master Automotive Service Technology 1, Master Automotive Service Technology 2, Professional Culinary Arts and Hospitality, Cosmetology, Electricity, Welding Technology, and Brick and Block Masonry. The organization provides leadership opportunities and skill enhancement.

SkillsUSA

Licensed Practical Nursing Association of Florida (LPNAF)

LPNAF is an organization for students enrolled in the Practical Nursing program. LPNAF provides motivation for establishing and elevating professional standards. Through LPNAF, licensed practical nurses work for the improvement of practical nursing, the general welfare of licensed practical nurses, and the health needs of Florida citizens.

Students Right to Know

Student Right-To-Know (SRTK) and Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act (DCSCCSA): The SRTK requires institutions to disclose specific information on the general student population. The DCSCCSA requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. RTC publishes these reports to the faculty, staff and students to comply with the provisions of the law. Student Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment: Harassment of any kind (sexual, racial, religious or national origin) whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students is illegal and will not be tolerated. If you feel you are being harassed, contact a school official.

Family Educational Rights and Privacy Act: The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. Suwannee District School policies regarding student records are in accordance with these regulations.

Administrative Withdrawal

Adult students may be withdrawn immediately by administration for the following reasons: Discipline referral; Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration; Unsatisfactory progress; Drug and/or alcohol abuse.

Students may not reapply for admission until the beginning of the next semester upon approval of the administration. The student may appeal the disciplinary action. The student must make a request in writing to Student Services within five (5) days. If the student is dissatisfied with the decision of the appeal, the student may appeal through the Superintendent's Office, (386) 647-4600.

Attendance Policy

General Attendance Provisions

Good attendance and punctuality are important keys to career success. Business and industry can function only when employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits. These are the minimum requirements for all programs. Attendance policies may be more stringent in some programs.

Attendance policies for secondary students are established by the Suwannee County School Board.

Absences

The Attendance Policy is monitored by nine (9) week grading periods. The following policies apply to full-time and part-time adult students:

- Students registered for day classes, three (3) periods or more, Monday through Friday (five (5) days a week) will be allowed up to six (6) absences per term. On the seventh absence, the student will be withdrawn from school.
- Students registered for day or night classes, two (2) periods per day, two (2) evening classes, or less than 10 hours a week, will be allowed up to two (2) absences in any one (1) nine-week grading period. On the third absence, the student will be withdrawn from school.
- Students in the Practical Nursing program must adhere to the specific attendance policies of the program. Refer to the Practical Nursing Student Handbook.
- Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- Suspensions are counted as absences.
- There will be no "excused" or "unexcused" absences, except Administrative Excused Absences.
- Students withdrawn for unsatisfactory attendance may re-enroll on a space available basis.
- In calculating absences for withdrawal purposes, excessive absences in any one period of instruction will constitute withdrawal from all classes. Three (3) tardies will constitute an absence for that period.
- Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed five (5) days. (Documentation may be required.) It will be the responsibility of the student to complete classroom or clinical training missed due to absences.
- ABE/GED® students enrolled in courses will be automatically withdrawn after six (6) consecutive absences. Students attending evening classes will be automatically withdrawn after three (3) consecutive absences.

Tardies/Early Dismissals

Tardies will be calculated on a 15-minute cycle: students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes, and 46-60 minutes will be docked one (1) hour. Three (3) tardies, 15 minutes or less, will constitute an absence for that period.

Administrative Excused Absences

If a student experiences a life-altering event and provides documentation within two days of returning to school, the student will be administratively excused for the following reasons:

- Hospital confinement for the adult student, spouse, or children,
- Court appearances,
- Death in the immediate family (spouse, children, parents, siblings)
- Extended illnesses (example: chemotherapy, severe diabetes, an illness that may require numerous doctor visits and can be documented). Documentation is defined as:
- For hospital stay: a statement from the doctor and/or hospital indicating the date of the admission and the date of dismissal.
- For court appearance: a subpoena or a letter from the attorney representing the student.
- For death in the immediate family: an obituary, a funeral program, or newspaper article about the deceased.
- Contact Principal to apply for Administrative Excused Absence.

Attendance Policy

Leave of Absence

In order for an adult student to qualify for a leave of absence, the student must apply for the leave of absence prior to the requested time. The leave of absence will be considered for a period of days (minimum of five (5) days and no more than thirty school days) and not for sporadic absences over a period of time. In the event of an emergency absence, the student may be covered by the administrative excused absence.

A "Request for Leave" form must be filed with the Student Services Office. Student will be notified once a decision has been made. Contact Student Services to apply for a leave of absence. ***Leave of Absence will negatively impact your financial aid standing and may result in tuition being owed at the student's expense. NOTE: No more than one leave of absence will be granted in an academic semester. Veteran's benefits will be terminated and financial aid payments will be reduced. Extraordinary circumstances will be considered.***

Petition for Readmission

Once a student has been withdrawn from classes, the student may apply for readmission by completing a "Petition for Readmission" form. The student must present documentation to account for as many of the absences as possible. (Example: a student may have been sick for a few days and has a doctor's note to indicate the illness.) Each case will be reviewed by Student Services. It is the student's responsibility to keep all documentation and present it at the time of petition for readmission.

After an adult student has filled out a "Petition for Readmission" form and supplied as much documentation as possible, Student Services will review the information with input from the student's teachers and make a determination on readmission.

Should the student be allowed to return to school in the same semester, the adult student will be limited to no more than one additional absence and one additional tardy during the remaining time in the nine weeks, and must be progressing toward the established educational goals for the student. Special conditions for readmission may be established.

Should the adult student fail to meet the above stated requirements, the adult student will be withdrawn from school and may not re-enter until the next semester, on a space available basis. This policy includes voluntary withdraw.

NOTE: No more than one petition for readmissian will be granted per semester. Contact student services to petition for readmission.

Administrative Withdrawal

Adult students may be withdrawn immediately by administration for the following reasons:

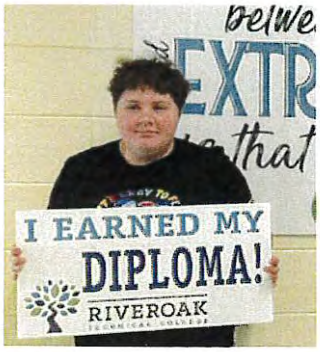
- Discipline referral.
- Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration.
- Unsatisfactory progress.
- Drug and/or alcohol abuse.

Students may not reapply for admission until the beginning of the next semester upon approval of the administration. The student may appeal the disciplinary action. The student must make a request in writing to Student Services within five (5) days. If the student is dissatisfied with the decision of the appeal, the student may appeal through the Superintendent's Office, (386) 647-4600.

Adult Education

Adult Basic Education

This program provides literacy instruction for students preparing to enroll in diploma seeking courses, to meet the academic standards of technical training programs at RIVEROAK or local community colleges, or to prepare for employment. This program is for students scoring below 9th grade level in any area of the TABE®. RTC is dedicated to providing education skills that will ensure success in today's rapidly changing, high technology workplace. Employers stress the most importance of basic literacy skills. The ability to read and comprehend printed material, to write clearly and effectively, and to calculate math accurately are basic requirements for any technical training program or entry-level job. RTC offers basic skills courses tailored to specific needs.



HOW TO ENROLL

- Meet With Counselor
- Fill Out RTC Application
- Pay $30 Fee (Must Be Paid Prior to First Day of Class)
- Take TABE® Assessment (for students earning High School Diploma); No charge for students without diploma.
- Take CASAS® Goals (for Adult Education Basic Skills)
- Create Schedule

ACADEMIC SKILLS BUILDING

Academic Skills Building (ASB) prepares students for college and future careers and is based on the assessed needs of the individual and the academic and employability requirements related to Florida's Career and Technical Education (CTE) programs. If the student is currently enrolled in a CTE program and meets one of the exemptions in Rule 6A-10.040, FAC, he/she would be able to opt out of the basic skills requirement. However, if the student needs remediation, he/she is eligible for this program. The ASB program is a non-graded system. This program is designed for students who have tested at the equivalent of ninth grade and above but lack the required level of basic skills for completion of the CTE program. This program includes career planning, digital literacy, and workforce preparation activities.

English Language Learning

RIVEROAK Technical College offers an ESOL program, which supports language, literacy, academic, and social development of ELL students. This coursework is designed to help ELL students who are looking to learn English as their second, third, or in some cases, fourth language.

The main goal of the program is for students to reach proficiency in speaking, writing, reading, and listening skills. Our ESOL program will help students become more fluent in English by breaking down concepts and language rules. English as a Second Language Instruction ensures that English Language Learners attain English proficiency in order to develop high levels of academic achievement.

ELIGIBILITY: Any student whose primary language is a language other than English.

PROGRAM REQUIREMENTS

- CASAS® (Comprehensive Adult Student Assessment System): The CASAS® measures English skills in reading and listening. Pre- and post-tests are required.
- Attend a minimum of three classes per week during academic term.
- Valid ID Required.
- Course Fee: $30 Per Term

Fall Term: August - December
Spring Term: January - May
Day Classes: Monday - Friday at RIVEROAK
Evening Classes: Monday - Wednesday at RIVEROAK and Branford High

Evening Classes

Adult General Education

Adult Basic Education (ABE) classes teach and upgrade students' basic skills in reading, math, and language, and prepare students to take the *GED® exam*. A TABE® test is required prior to entry into these programs in order to individualize each student's need.

English to Speakers of Other Languages (ESOL) teaches students to speak, understand, read, and write English in order to enter vocational programs that will prepare them for employment.

Computer Basics and Cybersecurity

Intro to Computer Keyboarding is designed for the beginner. The course will cover the basics of the computer keyboard and typing skills. This course is required for advanced levels of training.

Microsoft Office includes key terms; business scenarios; and coverage of Word, Excel, Access, and PowerPoint, and integration exercises are incorporated into each lesson.

Cybersecurity Awareness program is designed to help individuals protect themselves from common scams, how to tackle password and account security, and learn basic strategies for safe internet use.

Health Science

Certified Nursing & Phlebotomy



The mission of these programs is to train a diverse community of learners for gainful employment in the healthcare sector as phlebotomy technicians and certified nursing assistants. Also, to produce graduates with high standards of patient care.

Heating, Ventilation, and Air Conditioning

To provide students with the tools both technically and practically needed to enter the workplace along with the confidence to pursue a career path in the HVAC/R industry of their choosing.

Hobby and Special Interest Classes

- Basic Cake Decorating is learning to decorate cakes using the implements necessary to make intricate designs. Be proud of the cakes you create!
- Conversational Spanish is designed to learn to speak, write, and read Spanish. For beginners only.
- Cooking: Various techniques and recipes designed to enthuse and delight your taste buds!
- Floral Designing is learning to make your own arrangements in silk, fresh, and dry flowers.
- Sign Language is learning the basics of sign language.
- Stained Glass

Evening classes are offered based on interest. A minimum of 15 students must sign-up in order for the class to begin. Classes are usually one night per week for six to eight weeks.
Call (386) 647-4202 to sign-up.

Welding Technology

Welding Technology covers a broad foundation of knowledge and skills to prepare students for employment in the variety of occupations in the welding industry.

Faculty & Staff



Clay Tomlinson

Principal, RIVEROAK Technical College
Director of Career, Technical & Adult Education, SCSD
B.S. Florida State University
Masters of Educational Leadership



Julie Ulmer

Coordinator of Student Services & Community Affairs
B.A. University of Florida



Jessica Cabrera
Administrative Assistant
A.A. Santa Fe College



Dana Carter
Administrative Bookkeeper
A.A. North Florida Junior College



Alison Hawkins
Clerk
Suwannee-Hamilton Vocational Center



Lori Jones
Bookkeeper
A.A. Lake City Community College



Samantha Locke
Registrar
Chiefland High School



Tommy Miller
Career Pathways/Testing Coordinator
B.A. St. Leo University



Linda Strait
Bookkeeper
Taylor University



Sarah Swindell
Financial Aid Specialist
B.A. Georgia Southern University



Jenny Benson
Practical Nursing
B.S.N. Nova Southeastern University



Kyla Bispham
Patient Care Technician
B.S.N. North Florida College



BJ Blackmon
Master Automotive Service Technology 1 & 2
Vocational Certification



Jennifer Campbell
Teacher on Assignment
M.S. Nova Southeastern University



Janora Crow
Teacher-Workforce Education Instructor
B.S. Florida State University



Suzanne Depew
Practical Nursing
M.S.N. Western Governors University



Charles Dickinson
Automotive Collision Technology Technician
Vocational Certification



Cynthia Frye
ABE/GED®Prep
B.A. Nova S.E. University



Robin Hall
Practical Nursing
B.S. Valdosta State University



Wade Hill
Applied Cybersecurity
B.S. Liberty University



Ladonna Holmes-Ross
Professional Culinary Arts & Hospitality
A.A. North Florida College



Janie Maxwell
Cosmetology & Facials Specialty
St. Petersburg College



Brayden Mercer
Welding Technology & Welding Technology - Advanced
Vocational Certification



Kevin Mercer
Welding Technology & Welding Technology - Advanced
Vocational Certification



Katie Miller
Pharmacy Technician
B.A. St. Leo University



Maggie Mouton
School Resource Officer



Uriel Ramirez
Custodian



John Sinclair
Professional Culinary Arts & Hospitality
Vocational Certification



Greta Thornton
Nails Specialty
A.S. Lake City Community College



Maria Toledo-Gracia
ESL
B.A. St. Thomas University



Jeremy Ulmer
Electricity
B.A. University of Florida



Mary Vickers
Surgical Technology
Vocational Certification



Aubrey Wilson
Cosmetology
Vocational Certification

Part Time Instructors/Contractors



Tyler Carrozza
Heating, Ventilation, Air-Conditioning and Refrigeration Instructor



Trinity Courson
Evening Nursing Assistant Instructor



Angie Hester
Adult Education
Masters in Adult Education Administration FAMU



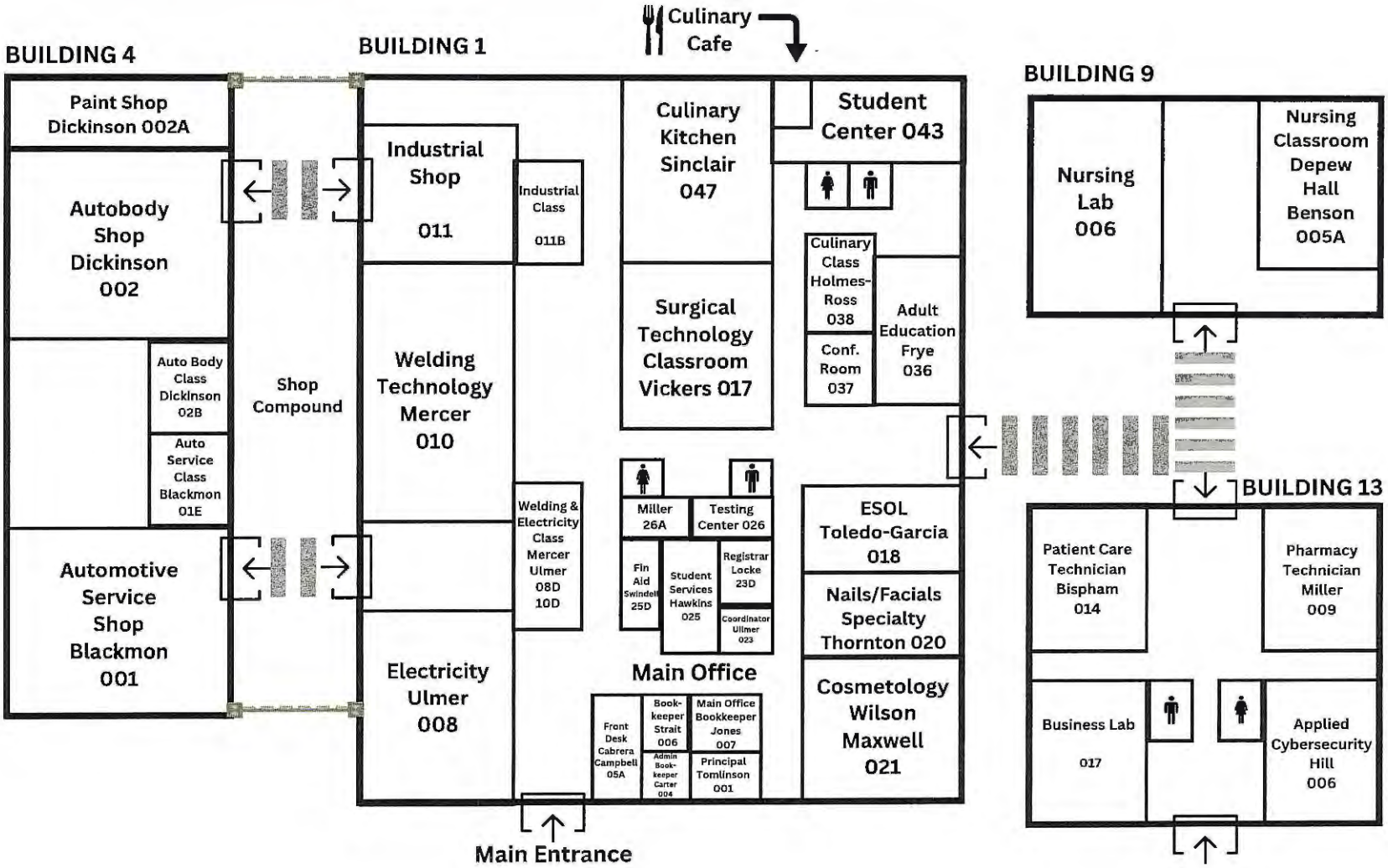
Shari Senea
Phlebotomy Instructor

RIVEROAK
TECHNICAL COLLEGE

Airalisha Sowells
English Language Learning

RIVEROAK TECHNICAL COLLEGE

Campus Map





GET THERE AFFORDABLY

Career and Technical Education (CTE) is a good fit for anyone who wants to build a foundation for a successful career and get into a new job. Each of the 17 career pathways offer you the opportunity to get there faster – and most importantly – affordably.

Pay only for the course work you need, not a degree that amasses student debt. You can still earn a degree by stacking courses and applying them toward an associate's or bachelor's degree down the road.

Connect with your local college and see what CTE offerings are available near you.

GETTHEREFL.COM

GET THERE
Florida's Workforce Education Initiative

FLORIDA DEPARTMENT OF EDUCATION
CAREER AND ADULT EDUCATION

SUWANNEE COUNTY SCHOOL DISTRICT

LESLEY FRY
DISTRICT 1
NORMAN CRAWFORD
DISTRICT 2
TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD DIETZEN, III
BOARD ATTORNEY

1740 Ohio Avenue, South
Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635

RONNIE GRAY
Superintendent of Schools

MEMORANDUM

TO: Ronnie Gray, Superintendent of Schools

FROM: William Brothers, Director of Human Resources

DATE: July 31, 2025

RE: Human Resources Transactions for August 12, 2025
Special Meeting

RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations.

SUWANNEE COUNTY SCHOOL BOARD
Human Resource Transactions
August 12, 2025
Special Meeting

TO: District School Board of Suwannee County

FROM: _____
Ronnie Gray, Superintendent of Schools

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations.

RECOMMENDATIONS FOR THE 2024-2025 SCHOOL YEAR:

SUPPLEMENTARY:

Employee Name	Position	Location
Elizabeth Johnston	Planning Period Supplement	Branford High School

(Amended from the July 22, 2025 Agenda)

End of List
2024-2025
School Year