



## ***GCTE Vocational High School*** ***Workforce Ready Private School***

*GCTE Vocational High School is to prepare and support high school students with academic excellence which supersedes high school graduation requirement and standards. Transitioning them into workforce-seeking individuals with the essential skills (academics, vocational and life skills), needed to meet the demanding career-related introductory technical skills, academic knowledge and craftsmanship certified skills needed for success in high school, vocational school, college and in the workforce.*

**Winter Haven, Florida 33881**

# **STUDENT / PARENT HANDBOOK**

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## Introduction

An important element of the GCTE Vocational High School program will be the individualized support provided to each student through mentoring and academic guidance. Granting Avenues Program personnel will create an individualized Workforce Craftsmanship Plan for each student at the time of enrollment. That plan will be designed to meet academic, personal, and career development needs and will be reviewed and updated on a term-by-term basis.

GCTE Vocational High School students will become familiar with the workforce craftsmanship environment through use of Workforce craftsmanship facilities. They will also enroll in at least three Workforce Craftsmanship courses while in high school. By the time they graduate from high school, GCTE Vocational High School students will be prepared to complete a workforce craftsmanship certification.

## Admission Information

### A. Enrollment

1. Applications are accepted at any time at the school.
2. Interested students must complete an application and return it to the school. If the student has a copy of his/her transcripts or other records, these should also be attached. If the student does not have a copy of his/her transcripts, the student and/or the parent/guardian will need to sign a "Request for Records" form. These records will only be used to verify existing credits.
3. An assessment test will be scheduled.
4. Within five working days, the student will be notified of the enrollment status. If accepted, the student and parent will complete all paperwork and sign a student contract. The student will be assigned an academic class and session, based upon availability.
5. The School operates on an extended school year which begins in August on the same date that the District schools start and ends in July. It is an expectation that all students attend through to the end of the school calendar. Failure to attend school throughout the entire school year may result in the student being withdrawn or initiation of truancy procedures. Please refer to the attached School's calendar for further information.

### B. Fees

- New Student Application Fee - \$45.00  
\$35 Administration Fee  
\$10 Uniform Shirt (Dry Fit)

This fee includes the processing of a new student's application and student's tee shirt. More shirts can be purchased at the discretion of the parent/guardian. Application fees are non-refundable.

Standard High School Diploma - \$400 per month or Free Tuition if Scholarship qualified

**Tuition Cost**

- All Courses and Materials

**Scholarships**

- McKay
- Step-Up
- AAA
- Gardiner
- Hope

These are in addition to annual tuition, which is paid by your scholarship or tuition cost, and a student's space at GCTE Center. A student is considered enrolled once the Student Enrollment Agreement has been submitted and the enrollment fee paid. This fee purchases statewide testing; teaching supplies, and enables the school to make financial commitments toward activities for the coming year, etc. Every family pays one enrollment fee per year per student. Enrollment fees are non-refundable unless Current families who submit an application for a sibling during the re-enrollment period will also receive a \$20.00 discount on the enrollment fee if the student is accepted.

- Graduation Fee (Seniors Only) - \$150.00

This fee includes the processing of a senior's degree package, cap and gown package, and senior trip. Graduation fees are non-refundable. Due to a high number of neglected financial responsibilities and in accordance with Florida Statutes 95, no student will be allowed to transfer or receive transcripts unless all financial and administrative paperwork has been completed. Financial and administrative paperwork will be provided no more than 10 days after each quarter of the current year. Once notified of completion, it is the parent's responsibility to follow up. Please take due notice that financial and administrative responsibilities are defined as the follows: Computer damage, Tuition/Scholarship paperwork, Graduation fees, and Return/Fee of textbooks. In signing statement, you understand and agree to the terms upon enrollment.

**Adult Education**

High School Diploma - \$285 to get started and \$175 per full credit

- For a student pursuing a High school Diploma
- Up to Age limit is 40
- Help with GED, ACT, SAT
- Student transitioning from a GED to a standard High school Diploma must take the ACT/ SAT and Granting Avenues Course (GCTE Pricing) for a cost \$285
- \$135 Administration
- \$150 Granting Avenues (GCTE Pricing)
- The parent should be advised to pay per month to prevent issues.
- Online Learning and Adult Education have the same price:
- \$175= for one full credit or \$ 87.50 per half credit

## **Career & Technical Education Certificate**

### Enrollment - \$175 or Free Tuition if VR Program Qualified

- Must take and pass Granting Avenues ( \$150 for course + \$25 Administration fee )
- Vocational Rehabilitation Program (if qualified through the FL Department of Education)

### Career Certification - \$175 Enrollment Tuition Starting at \$300 - \$3500 per course

- For all Students (Adults, High school, out of state, in the state, etc.)
- High school Diploma or GED (preferred and suggested). GCTE Center will help students obtain a High school Diploma.
- \$150 per course or half a credit
- The student will receive a Workforce Career Certificate (CEU) & Transcript
- Network Connection with Workforce Desired Trade
- Credits toward college or technical institution
- Job Placement / Job Shadowing

### Free Tuition if VR Program Qualified

Vocational Rehabilitation Program (if qualified through the FL Department of Education)

### Core Curriculum – Intro to trade industry \$1645

- \$60 Core Curriculum book
- \$85 OSHA
- \$1500 (Admin Fee/instruction / NCCER card / 10hr OSHA card)

### Craft trade – course Starting at \$3950 each level

- \$95 book
- \$3855 (Admin Fee/instruction / NCCER card)

## **C. Non-Discrimination Policy**

The School does not discriminate against any person, regardless of a person's religion, national origin, age, race, creed, color, disability, condition, sexual orientation, or gender.

## **Parent Rights: Student Records**

### **A. Records**

1. Parents have the right to review the minor student's records within 45 days of the day the school receives a request for access.
2. Parents have the right to request the amendment of the minor student's education record if the record is believed to be inaccurate or misleading.
3. Students have the right to be protected by laws that prohibit releasing personally identifiable information (other than directory information), without the consent of the parent, guardian or eligible student, to anyone who is not

legally authorized to receive such information. Eligible students are those 18 years of age or over.

## **B. Student Responsibilities**

All students share with the administration and staff a responsibility to develop a safe learning environment within school. Students shall have the responsibility to:

1. be on time and attend school daily;
2. put forth a conscientious effort in all school assignments;
3. have knowledge of and conform to the school rules and regulations and applicable laws;
4. use appropriate speech refraining from indecent, obscene or foul language; and,
5. report incidents or activities that may threaten or disrupt the school to a staff member.

## **C. Students Shall have the Right to...**

1. a Private school education up to 21 years of age or upon graduation; whichever occurs first
2. not be excluded from Private schools or from school privileges because the student is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color religion, sexual orientation (known or perceived), or national origin
3. not be the subject of corporal punishment
4. request and receive interpretation and translation assistance for school-related matters if English is not their primary language

## **D. Responsibility of Parents/ Guardians**

Parents/guardians shall have the responsibility to:

1. ensure that their children enrolled in the school and attend school regularly in accordance with the laws of the State of Florida.
2. enroll their child in another school if he/she withdraws from our school.
3. present to the school administration any concern or complaint in a calm, reasonable manner;
4. work with their child daily to ensure that the student is completing assignments
5. know the rules set forth in this code and review the contents with their child(ren)
6. ensure that their child complies with all required testing and assessments
7. ensure that their child receives the periodic health examinations that are required by law.

## **E. Rights of Parent / Guardian**

Parents/guardians shall have the right to:

1. receive regular official reports of their child's academic progress
2. inspect, copy, and challenge, according to the appropriate guidelines, any and all information contained in their child's records
3. receive an explanation for the basis of any grade given by the teacher;

4. request a conference with the teacher and/or the Director of Operations receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education
5. receive reasonable accommodations for any disability to have access to participate in their child's education, to the extent all parents are permitted to participate, upon request for such accommodation and proof of medical necessity

## **F. Academic Dishonesty Policy**

Academic integrity is highly valued at our school. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use. See also Student Rights and Responsibilities Behavior Guidelines for additional information regarding this policy. An online resource is used to verify plagiarism within assignments.

## **G. Non-Citation Infraction**

1st incident = resubmit assignment and parent conference  
2nd incident = parent, teacher, and administration conference, possible grade of zero on assignment and administrative review

## **H. Citation Infraction**

1st incident - counseling on correct use of citations and opportunity to re-do assignment, parent conference  
2nd incident - parent, teacher, and administration conference, grade of possible zero on assignment  
3rd incident - parent, teacher, family coach, and administrator conference, grade of zero on assignment and administrative review

Students are responsible for their own work on all assessments and final exams. Students are not allowed to use notes, quizzes, or textbooks on unit tests and final exams, unless indicated in an IEP. Students are not allowed to share work with other students on assessments or final exams. Unless otherwise noted, tests and quizzes are

not "open-book" assignments. If a student does not complete his own work or shares his work with others on unit tests and/or final exams, he/she will not receive credit for the work. He/she faces the risk of disciplinary action in accordance with the district's code of conduct.

## **I. Complaints / Dispute Resolution**

Disputes with parents/ guardians will be handled in a professional manner, with dignity and respect.

Complaints about the school should be registered with the Director of Operations or Assistant Director of Operations (administrator), who will determine the nature of the complaint and begin collecting all the relevant information and data. The

administrator will take steps to resolve the situation in a reasonable, agreed-on timeframe.

Depending on the nature and severity of the complaint, or if the parent or guardian is not satisfied with the resolution, the administrator may inform the Governing Board Chair of the complaint and the plan to address the complaint. The parent / guardian may also contact the Governing Board Chair, whose contact information may be obtained at the School's front desk.

The Board shall have final authority to hear and decide on actions as a result of parental concerns.

Parents are always welcome to attend quarterly Board meetings. Private notices for these meetings are placed on the front door of the school and are posted in the "Private Notices" area at <http://FinishSchool.com/FL/locations.php>. Parents are welcome to voice comments / concerns / recommendations during the Private Comment period of any meeting of the Board.

## **Student Responsibilities**

### **A. Attendance Policy**

All students attending the School are expected to attend their academic session and be on time. Excused absences are defined below.

Students must sign a daily attendance sheet in the classroom upon entering the school. These sheets are maintained as official attendance records. Students are expected to be in attendance on all school days so that they can graduate as soon as possible.

Students who fail to attend consistently may face truancy processing and jeopardize their enrollment status in the program. Students/parents must explain the reason and provide documentation for the absence. Students have the right to appeal a decision about an absence.

If a student must be absent from school, the student or the parent/guardian must contact the school at **(888) 994-0230** on the day of the absence.

#### **Excused Absences**

An excused absence or tardy may be granted if the student is not in school for any of the following reasons:

1. Medical appointment – submitted with appropriate verifiable documentation.
2. Under a doctor's care – with appropriate verifiable documentation.
3. Automotive difficulties – with proof of towing or repair shop receipt.
4. Scheduled road test for Driver License – submitted with appropriate verifiable documentation.
5. Employment that cannot be conducted outside of school hours.
  - a. Must submit appropriate verifiable documentation from supervisor.
  - b. Employment must be an obvious conflict with school hours.



6. Death of an immediate family member – must submit appropriate verifiable documentation.
7. Personal illness – with appropriate verifiable documentation.
8. Court appointment – with appropriate verifiable documentation.
9. Other appointments that cannot be scheduled outside of school hours.
  - a. Examples may include appointments with case workers, probation officers, or signing a residential lease.
10. Other absences as deemed appropriate by, and at the sole discretion of, the Administrator.

Excused absences, even with the appropriate verifiable documentation, will count against the average daily attendance percentage. Additionally, any prolonged absence due to illness, will only be coded as an excused absence with documented evidence from a health care provider.

### **Unexcused Absences**

An unexcused absence may be granted for any of the following reasons:

1. Any absence that is not excused.
2. Any absence where the student fails to provide appropriate verifiable documentation.
  - a. Students should have written documentation in-hand for absences on the first day upon returning to school.
3. Leaving school early without proper authorization.

## **B. Tardy Policy**

For security reasons, the doors to the School campus will remain locked until the beginning of each session, e.g., 7:45 AM and 12:45 PM.

Students have 5 minutes to arrive to their classroom and sign in. After 5 minutes they will be marked tardy. At 16 minutes past the beginning of their session students will be required to see the Director of Operations or the Director of Operations designee prior to admission to class. If a student is going to be late for his or her scheduled session, their parent should call the main office to determine if the student is able to attend a different session that day.

The Director of Operations will handle any unique circumstances on a case-by-case basis.

## **C. Dress Code**

The dress and grooming of the students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and the efficient operation of the School. Students not dressed appropriately, as outlined below, will not be admitted to School and will be deemed absent. The Director of Operations reserves the right to make exceptions to the dress code based on a student's physical disability or other conditions. Each student must maintain a neat, clean, and professional

appearance at all times.

- ❖ Apparel shall be adequate in both length and coverage to be considered appropriate for school.
- ❖ Pants shall be worn fastened and at the waist with no undergarments showing.
- ❖ Pants with holes, tears, etc. may not be worn, if in the Director of Operations judgment, they may cause a disruption to the school environment.
- ❖ Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
- ❖ Clothing that exposes underwear or body parts in an indecent or vulgar manner are prohibited.
- ❖ Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.
- ❖ Any article of clothing or jewelry that could likely cause injury – such as chains, bracelets, rings, chokers with or without spikes, or studs – are prohibited. Wallet chains of any length are prohibited.
- ❖ Shoes shall be worn at all times. Slippers are not allowed.
- ❖ Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
- ❖ Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's possession.
- ❖ Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the Director of Operations, are prohibited.
- ❖ Adornments that, in the Director of Operations judgment could cause injury, be a safety risk or cause a disruption to the school environment may not be worn. Examples of prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrow, cheeks, ears or lips.
- ❖ The wearing on campus of hats, caps, do-rags, headgear (including hoodies) or sunglasses is prohibited. There may be certain medical conditions which attribute to the need of sunglasses, but the Director of Operations will determine these exceptions.
- ❖ Clothing with slogans or advertising which by its controversial or obscene nature disrupts the educational setting is prohibited.
- ❖ Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the Director of Operations, is prohibited.
- ❖ Long over-sized jerseys are prohibited.

The Director of Operations reserves the right to make exceptions to the dress code based on a student's physical disability or other conditions. Students not conforming to the dress code will not be admitted to school and will be deemed absent.

## **D. Electronic Devices**

The following guidelines are in effect as a way to minimize distractions in the school, and the classrooms.

- ❖ All cell phones will be collected upon entry and redistributed upon dismissal. Cell phones are not permitted in the classroom.
- ❖ Bluetooth devices, I-Pods, hands-free devices, portable games, touch screen electronics, etc., capable of accessing the Internet are not allowed in the building.
- ❖ Students who disrupt the learning environment with MP3 players or CD players or activities related to these will be subject to discipline outlined in the Code of Conduct.

These devices may be confiscated until a parent or guardian is able to pick up the item.

## **E. Internet Use**

Students will have access to the Internet for their academic lessons and vocational exploration which will be consistent with the District's curriculum and Polk County State Standards. Students caught using the internet for purposes other than academics will immediately be sent home for the day. Students are not allowed to plagiarize and must respect the rights of copyright laws and avoid infringement and inappropriately reproducing work that is protected. If a parent cannot be contacted the student will be sent home with a notice to return with a parent/guardian the next school day. The second offense will result in a two-day suspension and the third offense will result in a student being dismissed from the program.

The use of the internet or an electronic device to convey any communication, image or illustration that causes or contributes to the intimidation, harassment, abuse, or disparagement of students and staff is strictly prohibited. This includes communication, images or illustration that originates on or off of school grounds.

## **F. Code of Conduct**

The School campus recognizes that a positive learning environment cannot exist without maintaining order and discipline conducive to learning. This Code of Conduct is intended to standardize procedures to ensure that the rights of every student at the School campus are upheld.

Note: The safe harbor provision states that a student may approach a school official and voluntarily surrender an object to avoid disciplinary action unless it is a firearm, illegal or prohibited item.

The school agrees to maintain a safe learning environment at all times. In order to provide criteria for addressing discipline issues that will ensure the health, safety and welfare of all students, the School will adopt and follow the District's Code of Student Conduct and the School's Student / Parent Handbook. All students at the School are required to know and follow the guidelines in both documents. Therefore, failure to abide by these behavior and attendance expectations may result in disciplinary action up to and including dismissal from

the program. It is important to understand the following items:

1. If a private school student is withdrawn or expelled from the private school and has committed an expellable act that would merit full exclusion, the student will be denied enrollment to any Private school or program.
2. If a private school student is expelled and has committed an expellable act that would merit exclusion from a comprehensive (regular) school, the student may be accepted in an alternative program.
3. If a private school student withdraws but has not committed an expellable act based on District standards, the student shall be admitted to a District school.

The rules of the Code of Conduct apply to any conduct whether the student is:

1. On school grounds during the school day or immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group;
3. On or off school grounds at any school activity, function, or event; or
4. Traveling to and from school, including actions on any school bus, van or Private conveyance.

The Code of Conduct may be found at the following web site: <https://www.ocps.net>

Under this Code of Conduct, the following definitions will apply:

- ❖ **Student:** A person – adult or minor – enrolled in the School.
- ❖ **Parent:**
  - (a) An official care-giver or a minor child, including but not limited to mother, father, step-parent, grandparent, or court-appointed guardian, including DHS workers and/or group home employees as identified at the time of admission or amended in writing thereafter, or an emancipated minor (proof required);
  - (b) For young adult students aged 18-20, parent or guardian with whom the student currently resides;
  - (c) For married and independent adult students aged 18-20 and for all students aged 21 or older, the student him /herself.
- ❖ **Married:** The legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or any sovereign nation.

The following behaviors are considered **offenses** at the school and will result in corrective action up to and including a suspension or dismissal, at the discretion of the Director of Operations:

- ✓ **Truancy** – absent without permission.
- ✓ **Dress code violation** – not dressed according to the school's dress code.
- ✓ **Disruption** – interfering with school policies, school environment, school function, extracurricular or classroom routine.
- ✓ **Bullying / Intimidation / Threats** – aggressive. Intimidating behaviors that may be seen as an imbalance of power/ harm or violence and may include shoving, name

- calling, slander and verbal cruelty.
- ✓ **Insubordination** – refusal or failure to comply with the direction or an order from a school District employee to willingly violate school rules.
  - ✓ **Cheating** – copying someone else’s work or in any way trying to take credit for work not done by the student him / herself.
  - ✓ **Profane language** – use of obscene, vulgar, or unacceptable language either written, oral, gestures, object, pictures which are unacceptable and disrespectful.
  - ✓ **Sexual Misconduct** – improper Private display of affection in the school building or at any school-related activity, such as kissing, notes, etc.; the prominent display of “hickies” or passion marks. *This is not an all-inclusive list* but intended to outline some activities that constitute sexual misconduct.
  - ✓ **Smoking** – smoking in the school building or on school grounds is strictly prohibited.
  - ✓ **Sleeping** – activity which results in the student’s non-performance.
  - ✓ **Disobedience of the lawful instructions of a staff member** – no student will disobey the lawful instructions of an Administrator, teacher, instructional aide, or other staff member of the School.
  - ✓ **Out of Bounds** – no student may be in any part of the building or on the grounds (including the restrooms, parking lot, classrooms, or offices) unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority.
  - ✓ **Gambling** – Any unlawful participation in a game of chance for money or other things of value.
  - ✓ **Possession of acceptable / prohibited items** – students may not have or use prohibited items in certain parts of the school or school day. Specific policies for Electronic devices, Drugs, Weapons, and Food and Drink are described in other sections of the handbook.
  - ✓ **Incompletion of assigned activities** – failure to finish academic work.
  - ✓ **Failure to provide name and identification to school employees** – refusal to provide the School Campus staff with the student’s name, identification, or other necessary information including, but not limited to, current telephone number, address, etc.
  - ✓ **Theft** – taking the property of another without right or permission.
  - ✓ **Fighting or violence** – engaging in physical contact with one or more students.
  - ✓ **Vandalism** – willful destruction of school or student property.
  - ✓ **Gang Activity** – engaging in gang activities.
  - ✓ **False Fire/Bomb Alarm** – willful intent to cause panic by submitting false information.
  - ✓ **Arson or Attempted Arson** – setting fire, or attempting to set fire, to any school or building property.
  - ✓ **Drugs and Alcohol** – the use, possession, concealment, sale, or transmission of any drug, alcoholic beverage, or other illegal or controlled substance.
  - ✓ **Dangerous or Illegal Instruments** – the use, possession, concealment, sale, or transmission of any dangerous or illegal instruments, including but not limited to weapons, fireworks, etc.

- ✓ **Wrongful conduct** – actions that impede, obstruct, interfere with, or violate the Program’s mission, philosophy, and/or regulations.
- ✓ **Destruction and/or intentional harm to person or property.**
- ✓ **Disrespect of the rights of others or another’s property** – willful destruction or rudeness towards others, including staff and students.
- ✓ **Conduct which endangers others** – any form of physical contact which jeopardizes others, including but not limited to horse-play and throwing objects.

## **G. Suspensions**

General guidelines for suspensions are as follows:

- ❖ The Director of Operations reserves the right to suspend a student based on the offense committed by the student.
- ❖ No suspension shall exceed ten school days.
- ❖ The Director of Operations must give written notice of the intention to suspend, along with the reason for the suspension, to the student.
- ❖ The student shall be given the right to appear at an informal hearing before the Director of Operations and respectfully challenge the reasons for the intended suspension (or otherwise explain). The hearing may occur immediately and at any place: the hall, office, classroom, etc.
- ❖ A written notice of the suspension shall be sent, or given, within one calendar day to the parent/guardian, if the student is under the age of 18. The notice shall include the reasons for the suspension and the right of the student to appeal to the Program Director or the Board of Trustees.
- ❖ An educational planning conference should be held each time any disabled student has been suspended from a classroom for 10 days cumulative during a school year. The purpose is to determine if the placement is appropriate and if any changes need to be made in order to more effectively deal with the student’s behavior problem. Refer to the District Code of Conduct regarding suspension/removal for a student with disabilities who commits a serious act of misconduct.
- ❖ The School understands that only the School Board or District Office can expel a student and will cooperate with the School Board regarding any potential expulsion proceedings.

## **H. Change of Personal Contact Information**

It is the parent’s responsibility to inform the School in writing of any change of relevant information regarding the home address, guardianship, telephone number/s or other contact information as soon as possible.

# **Academics -**

## **A. The Curriculum**

The curriculum is a combination of academics, life skills preparation, and workplace training. Each student works on an individualized computer program, participates in small group sessions, and completes independent work to earn credits for graduation

and pass required state tests. Students will also have access to the Internet for their academic lessons and vocational exploration. The School provides instructor led teaching in all subject matters for the purposes of teaching, evaluating and providing assistance to the students throughout the duration of the course. One-on-one tutoring is available, if needed.

Students receive an individual graduation plan (IGP) based upon their academic needs and vocational/employment plans. A Career Coach will work with each student to assist with job placement, vocational opportunities, and career advancement. Student's will receive a teacher's grading standard, course descriptions and will take part in basic skills programs. Students will be cooperative and will make every effort to master the course material. Students will be notified of potential failure when work is unsatisfactory.

## **B. Academic Sessions**

Students are designated to attend one academic session per day, Monday through Friday, subject to availability:

Session I	7:30 a.m. – 11:30 p.m.
Session II	12:00p.m. – 4:00 p.m.
Session III	upon availability

## **C. Grading**

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. Students must receive 70% or better to master the activities.

If applicable, each student is also required to keep a portfolio of his/her accomplishments. The portfolio is reviewed by the school's Graduation Committee, Administrator, and the Board of Trustees before the student is deemed ready for graduation.

Credit for coursework completed at other institutions will be transferred subject to the institution's accreditation. The privilege of repeating coursework allows students to retake courses in which they initially encountered challenges. A course may be repeated at GCTE Vocational High School only once. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or included in, the cumulative grade point average. The course credits may not be counted more than once toward graduation requirements. Any student wishing to repeat a course more than one time at GCTE Vocational High School will need to file a written appeal with the administration.

Students who do not complete all course work at GCTE Vocational High School may be in jeopardy of not having enough core courses to meet NCAA Clearinghouse requirements. This includes transfer students, etc. These students must notify the administration of their desire to participate in intercollegiate sports so that proper course work can be planned.

The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

#### **D. Due Date and Deadline Policy**

Teachers will set suggested due dates and pacing for the submission of assessments and projects throughout each quarter. Students are encouraged to follow all due dates. Students are encouraged to submit all assignments according to the due dates. Students will have up to two (2) weeks after the semester ends to complete their coursework before a final grade is issued, unless there is extenuating circumstances as determined by the ISP/IEP. Data has shown that students are most successful when they follow assessment and work submission due dates. This allows teachers to provide timely feedback and additional effective assistance to ensure all students achieve their full potential. Students are permitted to submit work prior to due dates.

Assignment Re-Take and Revision Policy, we believe and support a mastery model of education. If a student does not achieve a passing grade on an assignment or quiz, the student is expected to understand the errors made through review of the material or remediation from the teacher and should then resubmit their work for a second attempt. The highest grade will be entered into the grade book. Students will only be allowed one attempt for an assessment/exam.

If the student still does not receive a passing grade after that second attempt, the student is encouraged to connect or reconnect with their teacher to arrange for an opportunity to improve the grade. Teachers are encouraged to hold small group and one-on-one remediation sessions before permitting students to re-submit assignments or assessments for third and subsequent attempts. Students are encouraged to attend teacher led small group remediation sessions prior to requesting a one-on-one session with a teacher. The semester deadline policy applies to the re-submission of assignments and assessments.

#### **D. Progress Reports**

The Private school uses a grading system similar to the District. Progress Reports, or some type of communication on progress, will be discussed or issued to each student every week.



## E. Grade Levels

### Student Progression Plan

To Be Classified As:	Students Must Have
Grade 9	< 5 Credits
Grade 10	5 Credits
Grade 11	11 Credits
Grade 12	18 Credits
Graduation	24 Credits

## F. Conferences / Open House

Parent / student conferences are strongly encouraged throughout the year to review the student's progress. Please call the office to schedule an appointment. If academic or attendance problems arise, conferences may be scheduled accordingly.

## G. Transferring Credits

Student credits from former high schools are transferable to the School. A "Request for Records" will be sent to the student's home school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the Enrollment Specialist as soon as practicable after completing the application.

Note: An official transcript must have a raised seal. All students graduating ***must*** have an official transcript on file in order to graduate.

## H. Graduation Requirements

The student must successfully complete 24 credits in order to graduate. The 24 credits must be earned as followed:

### ***Credit requirements for ninth grade students entering high school before 2007-08:***

#### **Fifteen and one-half (15.5) core curriculum credits**

- Four (4) credits in English.
- Three (3) credits in Mathematics, one of which must be Algebra I, or its equivalent.
- Three (3) credits in Science, two (2) of which must have a laboratory component.
- Three (3) credits in Social Studies (one (1) credit in American History; one (1) credit in World History; one-half (.5) credit in Economics; one-half (.5) credit in American Government).
- One-half (.5) credit in Performing/Fine Arts and one-half (.5) credit in Practical Arts or 1 full credit of either.
- One-half (.5) credit in Physical Education and one-half (.5) credit in Personal Fitness.
- One-half (.5) credit in Life Management Skills/Health

#### **Eight and one-half (8.5) elective credits**

### ***Credit requirements for ninth grade students entering high school in 2008-09 and thereafter:***

#### **Sixteen (16) core curriculum credits**

- Four (4) credits in English.
- Four (4) credits in mathematics, one of which must be Algebra I, its equivalent, or a course higher than Algebra I.
- Three (3) credits in science, two (2) of which must have a laboratory component.
- Three (3) credits in social studies (one (1) credit in American history; one (1) credit in

world history; one-half (1/2) credit in economics; one-half (1/2) credit in American government).

- One (1) credit in fine arts; and
- One (1) credit in physical education and health.

**Four (4) credits in a major area of study: selected by the student as a part of their personalized education plan**

The major areas of interests students may choose from are:

- Language Arts and Humanities (Advanced Academics, DE)
- Business, Marketing, Office Technology, Entrepreneurship
- Technology
- Biological Science

**Four (4) credits in elective courses that can be used in three different ways: selected by the student as a part of their personalized education plan**

- The student can use the four (4) credits to earn a second major area of study;
- The student can use three (3) of the credits to earn a minor in an area of interest; or,
- The student can use the credits to take a variety of courses that interest them, take credit recovery courses, and/or take intensive reading courses.

Depending on the students major area of study they may or may not need to use two (2) of their electives to satisfy two (2) credits of Foreign Language.

\* American Sign Language (ASL) may be used to meet the foreign language requirement. Postsecondary institutions outside of Florida may not accept ASL as a foreign language credit.

\*\* Students who scored a Level 1 or 2 on the FCAT Reading and/or Mathematics tests must be scheduled into an appropriate intensive reading/mathematics course or provided remediation as determined by diagnosis of needs.

The School offers several graduation options which include:

- Twenty-four (24) Credit Four-Year Traditional Program
- Eighteen (18) Credit Three-Year College Preparatory Program†\*
- Certificate of Completion\*\*

† Selection of one of the graduation options must be completed by the students prior to the end of grade 9 and is exclusively up to the student and parent/guardian.

\*\*A student who completes the minimum number of credits and other requirements for graduation, but who is unable to meet the state assessment requirements, shall be awarded a certificate of completion in a form prescribed by the State Board of Education. However, any student who is otherwise entitled to a certificate of completion may elect to remain in the School for up to one (1) additional year and receive special instruction designed to remedy his or her identified deficiencies.

In addition to course and credit requirements, students must maintain an un-weighted grade point average of 2.0 and earn passing scores on the state assessments as mandated by State statutes. The assessments students must pass to graduate with a standard high school diploma are determined by each student's year of enrollment in grade 9. Students who choose the accelerated 18-credit graduation option must declare that choice by the end of 9th grade.

Students earn credits by passing academic competencies through the computer-based courses and off-line assignments. Students take pre-and post-tests to show mastery of the competencies.

Other requirements for graduation include the following:

- Earning a minimum cumulative G.P.A. of 2.0 on 4.0 scale
- Passing the FCAT or FSA Assessments
- Pass required End of Course Exams
- Passing the prescribed academic curriculum
- Participate in an exit interview

## **School Facilities**

### **A. School Location**

Winter Haven, Florida 33881

### **B. Hours of Operation**

The School opens daily at 7:30 AM and closes nightly at 4:30 PM Monday through Friday. If anyone contacts the school after-hours, voice mail is available.

### **C. Smoking and Eating**

State law prohibits smoking in the building. Food and beverages are not allowed in the classroom or the computer labs at any time. Since students are in class only five hours per day, they should make arrangements to eat before or after their respective academic sessions. Vending machines and healthy snacks will be provided in the student lounge for student use during assigned break times.

### **D. Parking**

Students will be issued a parking pass by the Director of Operations pending available space. Students are required to park in designated areas and obey all traffic laws. Usage of loud mufflers and radios or other disruptive behavior will not be tolerated. Students who do not follow these guidelines or other components of the Code of Conduct related to driving may lose their privilege to drive to school.

### **E. Transportation**

Bus passes for Private transportation will be provided for those students that live outside of a two-mile radius of the school. The school does not provide traditional yellow-bus transportation and will make every effort to ensure that transportation is not a barrier to education.

### **F. Visitors**

Parents, graduates and other visitors are always welcome to the school. In an effort to maximize student learning and be respectful of parent's time, we request that parents or

other visitors schedule meetings with teachers or other school staff in advance. (except in the case of an emergency).

All visitors are required to report to the school office prior to their visit. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building. Visitors must pre-arrange any meetings or visits with teachers or Director of Operations prior to entering the building. Visits should typically be limited to ½ hour unless other arrangements have been made.

## **G. Emergency Phone Calls**

Students may provide the school's telephone number to relatives for emergency purposes only. The receptionist will take a message and forward it to the student as soon as possible. For safety reasons, students are discouraged from making phone calls from the main office. The student will be instructed to speak with the Director of Operations, if there is a special circumstance.

## **Safety**

### **A. Fire Alarms**

When the fire bell rings, students are required to exit the building in an orderly fashion. Instructions for leaving the building are posted in each classroom.

### **B. Weather-Related School Closings**

In the event that the school should need to be closed for a weather related emergency, such as a hurricane or other event, students and parents should watch/listen to the local TV and Radio stations for updates on the status of the District schools. The School will follow District guidelines regarding the same opening/closing schedules set forth.

### **C. Reporting Injuries**

If a student is injured at the School, he/she must immediately report the injury to a teacher or the Director of Operations so that a report can be completed.

### **D. Harassment**

Harassment is any form of hostility, conduct, or language that creates an intimidating or offensive school environment. Sexual harassment can consist of unwelcome sexual advances, unwelcome touching, verbal remarks, or requests/demands for sexual favors. No student or parent/guardian shall harass another student or any staff member. Any student who believes he/she has been harassed by a student or any person employed by the School should immediately report the incident to a teacher. If there is any reluctance to discuss the matter with the teacher, the incident should be reported to the Director of Operations. If the student is uncomfortable in reporting to the Director of Operations, a parent or guardian should make the report. Reported incidents shall be investigated immediately. The incident and report will be kept as confidential as the

circumstances permit. The results of the investigation will be thoroughly discussed with the student and/or parent/guardian if the student is under the age of 18. Corrective action will be taken as necessary.

## **E. Drug-Free School**

In accordance with Federal law, the School prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or in the school building. Drugs include alcoholic beverages, steroids, dangerous/ controlled substances as defined by state statute, or any substance that could be considered a "look alike." Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from the program

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18. Appropriate disciplinary action(s) will be in accordance with the District Code of Conduct.

## **F. Lost and Found**

Any personal items that have been left at the School will be taken to the office. If students find personal items that belong to others, they should turn the items in as soon as possible. The School is not responsible for lost money, jewelry, cell phones or other personal items.

## **G. Non-Custodial Parents**

Access to records will be in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, non-custodial parents\* shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.

- A non-custodial parent refers to the parent who does not have custody of the child but who does have the right to information about the child's education.



## *GCTE Vocational High School*

### **Student-Parent Contract**

Student's Name: \_\_\_\_\_

Parent's/ Guardian's name \_\_\_\_\_  
(If student is under 18 years of age)

We have read and understand all of the information contained in the manual. We agree to abide by and support the school's rules and regulations **INCLUDING THE DISTRICT CODE OF CONDUCT**, as outlined in the Student/Parent Handbook.

Agreed to by:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(If student is under 18 years of age or still resides with parent)

\_\_\_\_\_  
Date

This agreement will be placed into the student's file.

**\*\*Not receiving this signed agreement will be cause for student dismissal.**