

**ATLANTIC TECHNICAL COLLEGE
AND TECHNICAL HIGH SCHOOL**



STUDENT HANDBOOK

2014 – 2015

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Vision

All students at Atlantic Technical College and Technical High School will be prepared to succeed in a global society.

Mission

The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

The FAB 4 (We call it FAB, because it's FABULOUS!)

Atlantic Technical College and Technical High School provides each student with the opportunity to achieve the following:

1. College Ready High School Diploma
2. Technical Program Certificate Offering Dual Enrollment Quality Points
3. Industry Certification and/or License
4. Articulated College Credit

Atlantic Technical High School Expectations

(as per Broward County Public Schools Magnet Policy 5004.1)

While Magnet students have already met county-mandated standards to attend our program, they must continue to adhere to specific guidelines in order to remain at Atlantic Technical College and Technical High School as outlined in Magnet Policy 5004.

ACADEMICS

- Students are expected to maintain a cumulative unweighted 2.5 GPA
- If student cumulative unweighted GPA drops below 2.5 the following interventions occur:
 - Parent conference
 - Opportunity to attend the Academic Enrichment program after school for tutoring
 - Parent, Student, Guidance and Administration sign Academic Probation Agreement
- If student achieves an unweighted 2.5 GPA at the next report card student is removed from contract but is monitored for continued success. Student may be placed on Academic Probation again at the next report card if GPA drops below 2.5 again.
- If student fails to achieve the unweighted 2.5 GPA after two semesters, student will be ineligible to continue in the Magnet school and will be assigned to his/her home high school.

ATTENDANCE

- If student repeatedly violates the district's Code of Student Conduct guidelines related to attendance and excessive tardiness student may be assigned to his/her home high school.

DISCIPLINE

- If student repeatedly violates the district's Code of Student Conduct guidelines related to behavior, dress code and school procedures, student may be assigned to his/her home high school.

Partnership Promise for Teachers/Parents/Students

We at Atlantic Technical College and Technical High School promise to do everything possible to educate your child. Our efforts will succeed if students do their best, and parents work with the school to enable us to fulfill our Partnership Promise.

A successful STUDENT must promise to:

- Attend school regularly and on-time, be attentive and involved in class, refrain from interfering with the education of others, and follow school rules and regulations, including the Uniform Shirt Policy and the Honor Code.
- Complete assignments diligently and consistently.
- Seek assistance when unsure of class material.
- Regularly record upcoming assignments, tests or projects; keep track of grades and progress in class.
- Obtain, complete and submit make-up work, and any notes or classwork upon returning from an absence.

An involved PARENT promises to:

- Provide an atmosphere in the home that supports education and sets high expectations.
- Encourage good attendance, punctuality, and be sure to excuse absences in a timely fashion **(assignments and tests may only be made up if absences are excused—Unexcused absences will result in a zero for the days missed--refer to county Attendance Policy in the Code of Student Conduct handbook).**
- Monitor student progress regularly. Contact teachers and/or counselor if grades fall below expectations.
- Be aware of county dates regarding report cards, interim reports, testing and early release days. Please note: Atlantic Technical College and Technical High School does not participate in district Professional Development days.
- Support county and school rules and regulations as outlined in the BCPS Code of Student Conduct and the ATC Student Handbook.

Summary of Broward County School Board Attendance Policy 5.5

For academic success, students need to be in school! Excessive absences (excused or unexcused) are considered a **pattern of non-attendance** which triggers various school and district interventions.

Non-attendance is established by an accumulation of:

- Tardiness
- Early sign-outs
- Excused or unexcused absences (for all or part of the day)

If a student is absent more than five days in a term (45 school days) interventions automatically occur. See the online 2014-2015 Code of Student Conduct for more details.

Interventions:

If the school determines that a student's absences are excessive, and a "pattern of non-attendance" has been established, the family will:

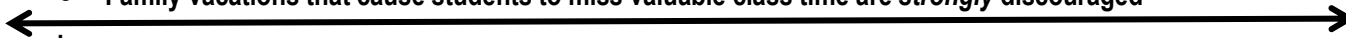
1. Receive an Attendance letter
2. Be referred to the school's Child Study Team
3. Be referred to the School Social Worker
4. The District automatically reports students in this category to the state
- 5.

Consequences for Non-Attendance:

- Academic failure
- Suspension of Driver's License
- Possible loss of state and federal assistance grants

Please Note:

- Students are dismissed at 1:45 PM. Please schedule all appointments after school hours.
- Family vacations that cause students to miss valuable class time are *strongly* discouraged



To Report Absences: 754-321-5300

Parents/Guardians may call absences in

- the day before
- the day of
- *or within two school days* following the absence

The complete Attendance Policy may be accessed on the School Board website under Parent Information.

<http://www.browardschools.com/parents/>



ID and Uniform Shirt Policy

- Uniform shirts must be worn each day by all students. Students are also required to have their school-issued ID with them at all times. Students are expected to wear uniform shirts on the first day of school and every day thereafter.
- Uniform shirts may be covered only by a jacket with a zipper, snaps or buttons. Additional layers must be worn UNDER the uniform shirt. Uniform shirts may NOT be covered by vests or other similar garments. The only exception to this rule is the ATC “hoodie” which may be worn over the uniform shirt.
- Detentions will be issued to students not wearing their school-issued ID and/or their uniform shirt. Additional consequences for non-compliance are outlined in the ATC Student Handbook.





Late Work Policy

Atlantic Technical College and Technical High School abides by the School Board of Broward County Make-up Work Policy:

Students have two class days to make up the work for each class day the student is absent EXCUSED, not including the day of return. However, previously assigned work is due the day of return.

In addition to the policy stated above, Atlantic Technical College and Technical High School has adopted specific, grade-level policies regarding the submission of late papers and projects.

Daily homework assignments in ALL grades receive credit ONLY when submitted on time.

Late papers and projects: Students are encouraged to submit their work on time. The following chart summarizes penalties for late work by grade level.

Grade Level	Late paper/project policy
Grade 9	<ul style="list-style-type: none">• Work submitted 1 day late will be penalized 20%• No work will be accepted after the first day late
Grade 10	<ul style="list-style-type: none">• Work submitted 1 day late will be penalized 50%• No work will be accepted after the first day late
Grades 11/12	<ul style="list-style-type: none">• No work will be accepted after its due date





Honor Code

I. Explanation of the Honor Code

An honorable student upholds and promotes the values of good citizenship, respect for self and others, accountability, honesty, and integrity in maintaining high academic and personal standards. Therefore, all students are expected to assume full responsibility for the content of their academic work, assuring that all work, examinations, reports, and projects are the student's own.

II. Explanation of violations of the honor code.*

Students shall be guilty of violating the honor code if they:

1. REPRESENT THE WORK OF OTHERS AS THEIR OWN.

According to Dictionary.com, plagiarism is defined as *"the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."*

- This includes **copying from other students** homework or any assignment (even if you paraphrase) – in part or in entirety.
- This includes **"copying and pasting"** information, graphics, audio, video files from websites, books, magazines, or any other media - whether print or digital - without giving appropriate attribution.
- *Please note: Any research project whether it is a formal essay, presentation, or other format must include proper documentation of original sources. Documentation includes internal reference citations and bibliographies as specified by the instructor. Documentation **MUST** accompany information and ideas obtained from other sources if they are copied "word for word" and/or paraphrased in the student's own words.*

2. USE, OBTAIN, OR GIVE UNAUTHORIZED ASSISTANCE (IN ANY FORM – INCLUDING, BUT NOT LIMITED TO, THE USE OF ELECTRONIC DEVICES) ON ANY HOMEWORK, QUIZ, TEST OR OTHER WORK.

- This includes **allowing other students to copy your homework or any assignment** (even if they paraphrase) – in part or in entirety.
- This includes **sharing information about a quiz or test** with other students.

3. MODIFY, WITHOUT INSTRUCTOR APPROVAL, AN EXAMINATION, PAPER, RECORD, OR REPORT.

****If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.***

III. Consequences for Honor Code Violations

The consequences for violating the school honor code may include, but are not limited to, the following:

1. Assignment of a grade of zero to the test, quiz, or other assessment.
2. Determination of disciplinary consequences by administrator and/or instructor. These may include detention, referral, suspension, removal of school privileges, etc.
3. Loss of eligibility for membership in the National Honor Society.
4. Dismissal from the National Honor Society.

The school Proactive Discipline Plan and the district Discipline Matrix describe the specific consequences for each violation.

IV. Honor Code – All students will be required to sign the following statement at the beginning of each school year.

As a student of Atlantic Technical College and Technical High School, I will uphold the school Honor Code.

- I will oppose all forms of academic dishonesty.
- I will refuse to allow other students to copy my work.
- I will credit all sources – digital and print.
- I will not misrepresent the work or ideas of others as my own.
- I will not share information about a test, quiz, or other assessment with other students.
- I will not use any unauthorized assistance on tests, quizzes, essays, or other assessments.
- I will strive to model the qualities of good citizenship at all times.

ATC Discipline Matrix

INFRACTION	1 st OCCURRENCE	2 ND OCCURRENCE	3 RD OCCURRENCE
<p>ATC UNIFORM REQUIREMENT: Students are expected to wear uniform shirts at ALL times including Technical classes unless alternative dress is required. Uniform shirts may be covered only by a jacket with a zipper, snaps or buttons. Additional layers must be worn UNDER the uniform shirt. Uniform shirts may NOT be covered by vests or other similar garment. The only exception is the ATC “hoodie” which may be worn.</p> <p>OUT OF UNIFORM (Uniform shirts must be worn at all times on campus throughout the day, and during most off campus school-related activities such as field trips.)</p>	After school detention	Parent contact Administrative referral for additional consequences	Administrative referral Internal Suspension
<p>ID BADGES must be with students daily and will be required for late sign in. A \$5.00 fee will be charged to replace a lost badge.</p>	\$5.00 Obligation for replacement	\$5.00 Obligation for replacement Administrative Detention	\$5.00 Obligation for replacement Internal Suspension
<p>CELL PHONES ARE NOT TO BE VISIBLE DURING CLASS TIME. STUDENTS IN NEED OF THE PHONE SHOULD GO TO PORTABLE 14.</p> <p>Cell phones will be collected by test proctors during ALL standardized testing. Failure to comply will result in referral and removal by Security.</p>	Warning Parent contact	Item confiscated and turned into office Detention issued	Item confiscated and turned in to office Parent notification and/or conference Administrative referral Internal Suspension Loss of extracurricular activities

INFRACTION	1 st OCCURRENCE	2 ND OCCURRENCE	3 RD OCCURRENCE
TARDINESS per 9 Weeks	Warning	Tardies 2 - 4 Office issued detention	Additional Tardies Administrative Referral Parent contact and office issued detention
CUTTING CLASS	Immediate administrative Referral <i>preceded</i> by parent contact		
VIOLATION OF CLASS/SCHOOL RULES ○ including eating and chewing gum	Verbal reprimand and/or student conference	Detention and parent contact	Administrative referral for insubordination resulting in Internal Suspension
HONOR CODE VIOLATIONS AS PER ATC HONOR CODE PLAGIARISM ○ Copying homework or other assignments ○ Copying and pasting information from electronic media ○ Using someone else's ideas as your own CHEATING	"F" on assignment Parent contact	"F" on assignment, parent contact, Administrative referral for Internal Suspension	"F" on assignment, parent contact, Administrative referral for insubordination NHS: School, county and national NHS policies will be followed regarding eligibility and/or dismissal from NHS
Refer to the Broward County Code of Student Conduct for list and definitions of other unacceptable behaviors and consequences. BULLYING: See BCPS Discipline Matrix BULLYING MUST BE REPORTED AND DOCUMENTED IMMEDIATELY ON APPROPRIATE FORMS	BULLYING MUST BE REPORTED AND DOCUMENTED IMMEDIATELY ON APPROPRIATE FORMS <i>All referrals must be preceded by documented parent contact by the teacher who must write the referral within 48 hours after the offense. Administrators will reply within 48 hours of receiving the referral</i>		

Student Eligibility Requirements for Extra-Curricular Activities, Field Trips, and NHS

<p>ENTERING 9TH GRADERS</p>	<ul style="list-style-type: none"> ▪ NO GPA requirement 1st 18 weeks ▪ Cumulative GPA of 2.0 2nd 9 weeks
<p>DAY FIELD TRIPS/CLUBS/ACTIVITIES (GRADES 9-12) (includes bowling, Homecoming, and other activities)</p>	<ul style="list-style-type: none"> ▪ Cumulative GPA of 2.0 ▪ A grade of "F" in any class will lead to Administrative review ▪ No obligations ▪ No unserved detentions or Internal Suspensions ▪ Any suspensions during school year will lead to Administrative review ▪ May not be absent from school on the day of the activity.
<p>OVERNIGHT FIELD TRIPS</p>	<ul style="list-style-type: none"> ▪ Cumulative GPA of 2.0 / No grade of "F" in any class ▪ A grade of "F" in any class will lead to Administrative review ▪ No more than a total of 30 hours (or 5 absences) per 18 weeks ▪ No unserved detentions or Internal Suspension ▪ Any referrals during the school year will lead to Administrative review ▪ No obligations such as textbook fines ▪ Any suspensions during school year will lead to Administrative review ▪ May not be absent from school on the date of the activity
<p>GRAD NIGHT / PROM</p>	<ul style="list-style-type: none"> ▪ Cumulative GPA of 2.0 / No "F" grades in any class ▪ No unserved detentions or Internal Suspensions ▪ No obligations such as textbook fines ▪ Any suspensions during school year will lead to Administrative review ▪ Any referrals during the school year will lead to Administrative review ▪ May not be absent from school on the date of the activity ▪ Must have 40 documented service hours by March 1st to attend Grad Nite and Prom
<p>DISCIPLINE & NATIONAL HONOR SOCIETY (NHS)</p> <p><i>National and county NATIONAL HONOR SOCIETY (NHS) policies will be followed regarding cases of dismissal from NHS.</i></p>	<p>Students are assumed to be of good character unless there is documentation of disciplinary action taken by the school, community or state for serious or persistent misconduct on the part of the student. Documentation by the school consists of administrative referral and parent contact. Students whose records contain such documentation may be denied acceptance into NHS or may be dismissed from NHS pending a hearing.</p>

Academic Enrichment Program (AEP)

The Academic Enrichment Program offers students the opportunity to work after school two times per week in a monitored environment. Students can use these sessions to

- Work on homework
- Work on make-up work (including tests and quizzes)
- Receive peer tutoring from National Honor Society Members
- Work quietly with other students on group projects.

Computers and textbooks are available for checkout during these sessions. AEP is held Tuesday and Thursday from 1:45 PM to 3:30 PM. Students staying for AEP should either take the activity bus home (checking in advance to make sure it is available) or arrange to be picked up promptly at the end of each session.

Accessing Virtual Counselor

- <http://bcps.browardschools.com/VirtualCounselor/>
- Use Student ID and birthday (in this format: mm/dd/yyyy)





Atlantic Technical College and Technical High School

Online Resources 2014-2015

Access the
Media Center Homepage at:
[http://teacherweb.com/FL/
AtlanticTechnicalCenterTechnicalHS/MrsRohrbach/](http://teacherweb.com/FL/AtlanticTechnicalCenterTechnicalHS/MrsRohrbach/)

DESTINY Online Library Catalog

Search for print and ebooks in
the Atlantic Technical College
library or in any BCPS Media
Center.

Login = 10 digit student number

Password = birthdate
mm/dd/yyyy

SIRS Researcher

A general reference data-
base of articles on social,
scientific, health, historic,
economic, business, political
and global issues.

Includes maps, almanac
excerpts, Today's News.

HOME access:

<http://www.proquestk12.com>

Username: BROWARD

Password: BROWARD

BRITANNICA

See the Media Specialist for access information.

Includes full-text encyclopedia articles, plus
websites, magazine and journal articles; World
Atlas, images, videos, and audio clips.

TumbleBook Library

An online collection of animated, talking
picture books with puzzles, quizzes, and
teacher resources

Access through BEEP,
Student Portal;

Doorway #2

Username: broward

Password: books



An online
collection of author
programs

Username:
Broward

Password:
Broward

Focus on the
information
need

Score -
Evaluate
process &
results

F.I.N.D.S.
Research
Process

Investigate
Resources

Develop
Answer/
Solution

Notetaking of
relevant
information

Broward Enterprise Education Portal (BEEP)

<http://beep.browardschools.com/>

Access to a variety of resources:

- Virtual Counselor
- Information Literacy Skills
- Research and Homework Help
- Software tools
- Curriculum Resources
- Online Textbooks

Student access:

User ID: 10 –digit student #

Password: birthdate (mm/dd/yyyy)



Online video tutorials for using
technology tools.

Access through BEEP. Student
Portal, Doorway #4

Gale Databases

Home password: brow_log

- Access to full-text articles from magazines, newspapers, reference books, PLUS graphics, video, audio, internet links, & more.
- Do a POWER Search to access articles from General OneFile, Academic OneFile & Virtual Reference Library
- STUDENT RESOURCES IN CONTEXT
- Opposing Viewpoints
- Literature Resource Center: Search by author or title for biographies of writers and critical reviews of their works.
- Health and Wellness Resource Center
- Informe—Una colección de revistas hispánicas contextos completos
- Sources in U.S. History Online
- Computer Database
- Books & Authors
- Small Business Resource Center

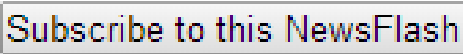


ATLANTIC TECHNICAL COLLEGE AND TECHNICAL HIGH SCHOOL



How to Sign Up for Newsflashes

VISIT OUR WEBSITE: www.atlantictechnicalcollege.edu

- ✓ CLICK ON “ATC MAGNET HIGH SCHOOL”
- ✓ CLICK ON “CURRENT STUDENTS”
- ✓ CLICK ON “NEWSFLASH...SIGN UP!”
- ✓ CLICK 
- ✓ FILL IN YOUR INFORMATION

NewsFlash...Sign up!

Add Your Email Address To The Email Distribution List

Your Name:

Send Email to my computer. Send Email to my mobile device.

Enter only one Email Address:

STUDENT LAST NAME:

Handbook Signature Page

Date _____

Our signatures on this page indicate that we have received, read and understand the policies and procedures as outlined in the Atlantic Technical College and Technical High School Student Handbook. These policies and procedures include:

- ⊙ Technical High School Expectations (as per district Policy 5001.4)
- ⊙ District Attendance Policy Summary
- ⊙ ID and Uniform Shirt Policy
- ⊙ Late Work Policy
- ⊙ Honor Code
- ⊙ ATC Discipline Matrix
- ⊙ Student Eligibility Requirements for Extra Curricular Activities, Field Trips, and National Honor Society

Student's name (please print) _____

Student's signature _____

Student's email address _____

Parent/Guardian's name (please print) _____

Parent/Guardian's signature _____

Parent/Guardian Home Phone _____

Parent/Guardian Work Phone _____

Parent/Guardian Cell Phone _____

Parent/Guardian email _____