



ATTENDANCE

It is the intent of the Broward Technical Centers to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every Workforce Education student will assume the responsibility of attendance habits consistent with the expectations of the workplace. Instructors and counselors/advisors may offer intervention strategies where attendance is affecting the educational progress of the student.



ABE, GED, AAAE & ESOL

The following attendance policy has been established by the Department of Education and is in effect for the 2011-2012 Workforce Education year:

- A student must be withdrawn after being absent for 6 consecutive days.
- There are no excused absences.
- Students will be withdrawn on the 7th day, which will be the withdrawal date.
- Withdrawn students may re-register in the same class, if space is available.
- Students will be limited to one re-entry per enrollment period.

CERTIFICATE & ATD PROGRAMS

Broward Technical Centers have the responsibility of preparing our students with the skills to enter the workforce. It is recognized by industry that the single most important trait for career success is good attendance. The attendance rules are the minimum acceptable standard to be successful at the Broward Technical Centers. The following is the minimum for all Certificate and ATD programs. All postsecondary students will assume responsibility for making up assignments in a timely manner in order to stay current with the student's program progression.



Total Absences

A student must be withdrawn after being absent (6) consecutive days. The student will be withdrawn on the seventh (7th) day which will be the withdrawal date.

Two (2) additional absences may be exempt for: court appearance, death in family, illness or hospitalization; the duration of jury duty will be exempt when official documentation is provided. If the student is unable to present documentation before the absence occurs then they must present appropriate documentation to the instructor and program administrator before re-entering class.

Interventions

Students who reach an intervention point within an enrollment period shall be counseled either by the instructor, program counselor/advisor, or department head. An Attendance Contract may be completed by the instructor, program counselor/advisor, or department head.

Probation

Students who have been withdrawn for attendance reasons may not re-register for their program without meeting with their program administrator. The administrator may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the administrator's discretion. If any further absences occur, the student will be withdrawn and will not re-enter until the next enrollment period. Any student who is withdrawn from a program three times within twelve months will not be allowed to re-enter that program for a period of two consecutive enrollment periods. It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught at the time they are eligible to re-enter.

Students who are withdrawn for attendance reasons and enrolled in lock-step programs may have to wait until it is academically appropriate to re-enter the program.





Authorized Leave

Students may apply for one Authorized Leave through their program administrator each year. The maximum length of time for the leave is the remainder of the current enrollment period. Students must clear all financial obligations before an Authorized Leave is approved. Students who are on an approved Authorized Leave are to be marked "L" for Authorized Leave for the duration of the Leave and are not to be withdrawn from the attendance roster.

Tardies

Tardies are defined as a student not being present in the classroom for the scheduled class hours printed on his/her schedule receipt. Attendance at Broward Technical Centers is recorded in positive ½ hour increments. If a student is tardy more than three times, he/she will be referred to his/her counselor/advisor or administrator.

Denial of Re-Registration

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within an enrollment period due to poor attendance or because missed assignments (class work or lab work) have not been satisfactorily completed, the student may be denied the ability to re-register for the next enrollment period. Administrative approval is required to deny or rescind re-registration privileges.



ELEARNING ATTENDANCE POLICY

Broward Technical Centers have the responsibility of preparing our students with the skills to enter the workforce. Effective work habits are paramount to students' success. The following is the minimum level of participation that is expected of all students enrolled in certificate programs. Each certificate program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed as they relate to program courses or Occupational Completion Points.





bookstore & computer use

Attendance/Participation

In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, e-mailing, or having phone or in-person conversations with instructors, turning in completed assignments when due, and attending any scheduled classroom sessions, if included as part of the program description.

Students who have one week of inactivity during the enrollment period will be contacted by the instructor or the program counselor/advisor. The instructor will maintain documentation of this contact. Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn.

Probation

Students who have been withdrawn for attendance/inactivity reasons may not re-register for their program, without meeting with their program administrator. The administrator may refer the student for counseling and notify the student they will be placed on probation at the administrator's discretion for the remainder of the enrollment period. If another week of inactivity occurs during the enrollment period, the student will be withdrawn from the program and will not be permitted to re-enter until the next enrollment period. If the program has a waiting list, the student's name may be placed on the list as of the date of the request. Any student who is withdrawn from a program three times within twelve months will not be permitted to re-enter that program for a period of two consecutive enrollment periods. Students who are withdrawn for attendance/inactivity reasons and have been enrolled in a lock-step program may have to wait until it is academically appropriate to re-enter the program.

Veteran's Educational Benefits

If you are receiving Veteran's Educational Benefits, be sure to see the Center's VA Representative before registering for any Certificate or ATD program with an eLearning component.

BOOKSTORE

Each center operates a bookstore as a service to students, faculty, and staff for the purchase of textbooks, workbooks, uniforms, kits and tools, book bags, t-shirts, and school-related supplies. Transactions in the bookstore require cash, credit card, or debit card. No checks are accepted.

First time enrolled students who have met Federal Pell Grant eligibil-

ity may qualify for some financial assistance towards the purchase of books and supplies.

TEXTBOOK BUY-BACK PROGRAM

Buy-Back is the standardized process of purchasing used textbooks from students at the end of an enrollment period. If the book is on the Buy-Back list for that time period, bookstore personnel will inspect each book for excessive writing, broken spine, torn pages, water damage and highlighting prior to buying back. If the book is in good condition as determined by bookstore personnel, it is eligible to be repurchased for the Buy-Back program.

The student must have been registered in the course/program to be eligible for Buy-Back and have an original receipt from the Center's bookstore. Students may sell their used books back to the bookstore in the same form as the original payment. Textbooks eligible for the Buy-Back program will have their Buy-Back prices posted one week in advance of the Buy-Back period which will be the last week of each nine week enrollment period and the first week of the subsequent enrollment period.



BULLETIN BOARDS

Bulletin boards are available for student use. Students who would like to post a notice should submit their request to the receptionist in Administration for approval. Any item to be placed on the board must be typed or legibly written on a 3 x 5 index card.

