

POSTSECONDARY
Student Handbook
Code of Student Conduct



MIAMI LAKES EDUCATIONAL CENTER

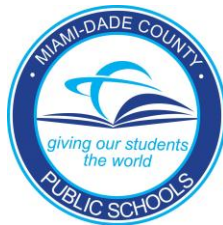
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MIAMI LAKES, FL 33014

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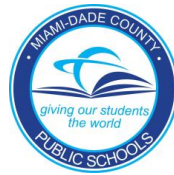
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Letter from the Principal

Welcome to Miami Lakes Educational Center's Web Site. It is my sincere hope that our web site will assist you in making decisions about your educational options and future endeavors.

The instructional programs in our high school are developed around a student's choice of a career academy and the integration of traditional academic offerings with vocational technical courses. This curriculum integration will provide our high school students the opportunity to receive both a high school diploma and a vocational certificate at the time of graduation. Five academies with twenty-six different strands are offered at this time. Enrollment criteria for our high school programs include good attendance, conduct, effort and behavior, as well as strong interest in a career from one of the academies.

The post-secondary division of Miami Lakes Educational Center has identified two primary goals of singular importance. The first being that of preparing students for entry level positions and/or to provide training for those students currently employed who desire to upgrade their skills in their chosen occupation. The second is to ensure that graduates are placed in jobs commensurate to their area of training. The Center is extremely proud of its programs and its ability to place students in the job market as productive members of society.

Our Web Site highlights the pertinent information necessary for potential students to understand the course offerings, entrance criteria and other information that may be of interest to current and prospective students.

Miami Lakes Educational Center is staffed with a cadre of highly skilled professionals who bring years of experience to the classrooms and labs, and are certified by the Florida Department of Education. The Center has a Student Services Department which provides necessary support services for all students as well as other related program activities.

Our school is well known in the community and plays a major role in the day-to-day activities within the Miami Lakes area. Representatives of the school actively participate in the local Chamber of Commerce activities, Business Association functions and other community functions. I am very proud to say that the Center receives outstanding support from its community. This indeed makes it a pleasure to serve the community.

I sincerely hope that you will select Miami Lakes Educational Center for your training needs and that the selection you make will lead to the fulfillment of your personal goals and career expectations.

Sincerely,

James V. Parker, Principal

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HISTORY

On October 31, 1970 the State Board of Education authorized the Miami-Dade County School Board to establish a second Vocational Center to meet the increasing demands for post-secondary technical education. This action resulted in the construction of Miami Lakes Technical Education Center.

The Center's first director, Dr. M. Gene Stansell was appointed in 1971, and opened the school in February of 1976 with an enrollment of 400 students.

In 1986, Mr. Noward E.C. Dean, an Assistant Principal since the opening of the school, was appointed Principal of the Center. For fifteen years, Mr. Dean guided the institution through many changes in its efforts to better meet the needs of the students and the community. Before retiring in June of 2001, Mr. Dean oversaw the construction and establishment of a secondary school on the campus. The instructional programs at this new high school were developed around student choices of career academies and were integrated with the post secondary programs. At this time, the institution was renamed *Miami Lakes Educational Center*. The students selected the jaguar as the school mascot, and black and teal as the school colors.

In 2001, Ms. Rosa D. Borgen, a veteran principal since 1988, became the third principal of Miami Lakes Educational center. She continued to develop and augment the secondary programs, while still maintaining the longtime commitment to the post-secondary adult programs. Ms. Borgen hosted the High School Dedication ceremony, and during following her three years tenure, she cultivated the growth of the high school, as the enrollment soared from 200 to 1,700 students. She piloted the Automotive Youth Educational Systems (AYES) program at the center whose goal is to “*encourage bright students with a good mechanical aptitude to pursue careers in the ever-changing fields of automotive service technology, or collision repair/refinish, and to prepare them for entry-level positions or challenging academic options*”. The school also attained the Florida's Best award, and for two consecutive years was awarded the Exemplary Dade Partner's award for its partnership with Toyota and Maytag.

In 2004, Miami Lakes Educational Center welcomed its fourth principal, Mr. James V. Parker, who is also a veteran, experienced principal since 1997. Mr. Parker plans to continue developing the secondary programs while augmenting the same long-time commitment to the post-secondary adult programs. In the short time that Mr. Parker has been principal of Miami Lakes Educational Center, he has grown our apprenticeship program, and has brought the Florida Power and Light Line Specialist Program to the post-secondary adult vocational programs. Under his direction Miami Lakes Educational Center looks forward to an array of new educational possibilities, which will serve to fulfill the needs of the students and our community.

Presently, Miami Lakes Educational Center, one of Miami-Dade County's three area technical schools, distinguishes itself by its innovative approach to serving both adult and high school students. The Center currently provides vocational and technical programs on a full and part-time basis with day and evening classes.



MIAMI LAKES EDUCATIONAL CENTER

Miami-Dade County Public Schools

5780 Northwest 158th Street

Miami Lakes, Florida 33014

(305) 557-1100

Practical Nursing Program
Certified by

National League for Nursing



Automotive Service Technology Heavy Duty Truck & Bus Mechanics
Automotive Collision Repair & Refinishing
Automotive Service Technology
&
Advanced Automotive Service Technology Programs
Certified by

*The National Automotive
Technicians Education Foundation, Inc.
(NATEF)*



Miami Lakes Educational Center is accredited by

The Council on Occupational Education

7840 Roswell Road, Building 300, Suite 640
Atlanta, Georgia 30346

Telephone: (770) 396-3898

(800) 917-2081

Fax: (770) 396-3790



MIAMI-DADE COUNTY SCHOOL BOARD NON-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or natural origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of The Rehabilitation Act of 1973 – prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Education Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1, 01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 prohibit harassment and/or discrimination against a student or an employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which also stipulates categorical preferences for employment.

GENERAL INFORMATION

Vision

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

Mission Statement

The mission of Miami Lakes Educational Center is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

Physical Facilities

Miami Lakes Educational Center is a 38 acre campus located in beautiful Miami Lakes just off the Palmetto Expressway on Northwest 57th Avenue. It consists of air conditioned classrooms and laboratories equipped with the most modern teaching equipment available. The five main buildings (1, 2, 3, 5 and 6) contain a student and faculty lounge, reception area and administrative offices. There are two student dining areas. The award winning culinary arts students prepare assorted entrees and pastries for the Building 3 cafeteria which are available to both secondary and post-secondary students. The menu selection in the Building 6, secondary cafeteria, features several mainstream fast food restaurant options as well as more traditional fare. Both facilities have a capacity for several hundred people as well as an additional dining area, the "Arnold Seltzer" room that accommodates up to 48 people for special luncheons or meetings. Adult Registration and Student Services are located in Building 1. Student Services for secondary students is located in Building 5. The gymnasium, auditorium, and instructional areas for the arts are located in the Building 6.

Hours of Operation

The campus has classes in session on Monday through Friday from 7:30 a.m. to 11:00 p.m. to serve the needs of secondary, post-secondary and community school students.

Post-Secondary Adult Division

Anyone who is at least 16 years of age and not currently enrolled in a secondary program may apply for the adult training programs. To be eligible, students must either be withdrawn from high school or have graduated from high school. Students enrolled in a vocational program of 450 hours or more must demonstrate specific levels of reading, language and mathematic competency prior to receiving a certificate of completion from a vocational program. Students may obtain general information and an application for admission by visiting the center between 8:00 a.m. and 9:00 p.m. Monday through Thursday and from 8:00 a.m. – 6:00 p.m. on Friday. The center charges a \$15 application fee for any first time vocational student.

The application process is as follows:

- 1) Prospective students obtain an application from the receptionist. Once the application is completed, the student is scheduled to see a counselor.
- 2) The student meets with a guidance counselor, who assists him/her with determining an

appropriate program, gives specific information on basic skills testing requirement and provides the registration form. Students who may require assistance with paying their tuition are provided with information about securing financial assistance directly from the federal government or from local agencies.

- 3) A student wishing to apply for financial aid is scheduled to see a financial aid officer, who will provide specific instructions for eligible students.
- 4) All other students are directed to a registration clerk, who will process the application.
- 5) Students are then directed to the cashier where the tuition fee required for the requested course or program is paid.
- 6) Once these steps are completed, the student is given specific information about reporting to class.

Admission for foreign born, Visa Students

Students who have successfully applied for a student Visa, are welcome to attend Miami Lakes Educational Center. Visa students should be aware of the following guidelines:

1. All Visa students must be processed through the Foreign Student Office prior to reporting to Miami Lakes Educational Center for registration. All inquiries including information regarding procedures and requirements must be directed to:

**Foreign Student Office
489 East Drive
Miami Springs, Florida 33166
(305) 883-1445**

2. Visa student fees are assessed by the District, and may vary depending on the length and type of training program.
3. Visa students are not permitted to enroll in any program that requires students to be gainfully employed as a part of the training.

Waiting List

When classes are filled to capacity, a chronological waiting list of eligible students is maintained. The prospective student's name is advanced as space becomes available. This process also applies to those students who may have previously been enrolled in a course or program.

Academic Year

The adult academic year is divided into three trimesters of approximately 16 weeks. The first trimester begins in August and ends in December. The second trimester begins January and ends the third week in April. The third trimester begins the last week of April and ends the last week in July.

Academic Progress

If a student fails to show progress or lacks the ability to benefit from instruction, the student may be referred to counseling for a program re-evaluation. The student may then be referred to other programs within the institution if the counselor feels that the student will be better served.

Attendance

Adult students are automatically withdrawn for lack of attendance when the student is absent for **six** consecutive class meetings in vocational classes and **six** consecutive class meetings in Adult General Education Courses.

A student who registers for a class and does not show up for the class by the **third** meeting will be considered a “no-show” and withdrawn from class.

Time missed from class due to tardiness will be deducted on the following basis:

- Tardy over 15 minutes - one half hour deducted.
- Tardy over 45 minutes - one hour deducted.

Students applying for or receiving financial aid have specific attendance requirements. The policies pertaining to attendance for financial aid recipients are distributed to each student by the Financial Aid Office when they apply for aid.

Students displaying excessive tardiness may be referred for counseling. Failure to improve may result in probation and/or withdrawal from the class.

Veterans utilizing V.A. benefits may lose their benefits after the third unexcused absences of any month; these absences do not need to be in succession.

Fees and Charges

Fees for full-time and part-time classes are charged at the established hourly rate based on the actual number of hours the class is scheduled to meet per trimester. Current fees are listed in the Class Schedule each trimester, and are subject to change without notice.

Fees are as follows:

- A full registration fee is charged from the first day of the trimester through the 21st day.
- Seventy-five percent of the fee is charged from the 22nd through the 49th day.
- Fifty percent of the fee is charged from the 50th day through the end of the trimester.
- Students registering for part-time classes will pay a course fee based upon the duration of the course and the total hours of the class.

**No personal checks will be accepted for tuition.
Cash, VISA, MasterCard, DISCOVER Cashier's Check or Money Order only.**

Refunds & Withdrawals Policy

1. MLEC's refund policy is:
 - a. Before start of class – full tuition refund
 - b. Within first 14 days – 50% tuition refund
 - c. After 14 days – no refund
2. Withdrawal for administrative reasons:
 - a) If the student is withdrawn from the school as a result of administrative action **not** involving disciplinary reasons, the student is entitled to a prorated refund.
 - b) If a student is withdrawn from the school as a result of administrative action involving disciplinary reasons, the student is not entitled to a refund.
3. Withdrawal because of class closing: If a class is closed due to low enrollment and cannot be combined with a similar class, the student may transfer to a similar class in another Miami-Dade County Adult Education Center without further charge. If neither of these options is acceptable, the student's fees will be refunded on a prorated basis.
4. The refund is paid by check or credited to the student's credit card, depending on how the tuition was originally paid.
5. The withdrawal policy for Title IV programs is in accordance with Federal guidelines, which determine the amount of aid received based upon the attendance record for a given trimester.
6. There will be no refunds on ID and Application fees.
7. There will be no refunds issued after the first day of a class for a Community School course.

Transfers

Students who transfer between programs do so by initiating a "Request for Transfer" form. This form is signed by both the sending and receiving instructors. The form is then returned to the counselor who approves or disapproves the transfer. If approved, the student is directed to the registration office where the transfer is processed. Students transferring to a higher priced class will be required to pay the difference at the time of the transfer. Students transferring to a lower-priced class will:

1. Be entitled to a refund of the difference if transfer occurs within two weeks from the date of registration.
2. NOT be entitled to a refund if transfer occurs after two weeks from the date of registration. If a student has received a refund for a class and wishes to reenroll, the student's tuition will be charged according to the fee schedule in effect at that time.

Any student desiring a transfer from another institution must request an official copy of their transcript from the sending institution. The transcript is evaluated by a counselor at Miami Lakes Educational Center to determine appropriate placement and the number of credits accepted. The student is then directed to complete the enrollment process for the requested program.

Standards of Conduct

The primary objective of Miami Lakes Educational Center and the Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships. A good learning environment provides order and discipline as evidenced by the absence of distractions, frictions, and disturbances which interfere with effective functioning of the student, the class, and the school. It is also the presence of a safe, friendly, yet businesslike atmosphere in which student and school personnel work cooperatively toward mutually recognized and accepted goals.

Students may be expelled for conduct reflecting discredit to the students, the Center, or the community. Some behaviors that will be considered grounds for dismissal of a student are:

1. Willful disobedience.
2. Open defiance of authority of a staff member.
3. Violence against personal property.
4. Profane or indecent language or behavior.
5. Smoking.
6. Attending class under the influence of alcohol, illegal mood modifiers, or the possession of either.
7. Improper conduct causing disturbances in the classroom, hallways, or other places on the school premises.
8. Tampering with fire equipment, safety and evacuation signs, or the setting.

* Please be advised that this is not an all-inclusive list. For a more comprehensive list please refer to the *Code of Conduct for Adult Students* posted on our school website.

Approved Dress Code

Students are expected to come to school with proper attention given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work, shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal. Failure to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall subject the student to appropriate disciplinary measures including suspension.

Cleanliness, personal appearance, and proper dress are important in setting the pattern of school and social conduct. There is considerable evidence to indicate that there is a close relationship between pupil dress and pupil behavior. Our school is judged by our appearance. Consequently, good and proper grooming should be encouraged at all times. School should be thought of as one's place of business where good grooming is essential.

Miami Lakes Educational Center has adopted and enforces the following “dress for success” guidelines.

- Hats and sunglasses are not permitted.
- Shorts are not permitted.
- Shoes and sandals must have heels. No thongs, slippers, etc. are permitted. Safety shoes are recommended for industrial shop area.
- No tube tops, see-through blouses, bare backs, bare midriffs, fish net jerseys, halter tops, or tank tops are permitted.
- No written messages or pictures or symbols on clothing which portray messages related to drugs, alcohol, smoking, sex, or profanity.
- No clothes with metal studs, ornaments, or other objects which could scratch furniture or cause damage may be worn. Metal cleats or shoe taps are not permitted.
- Mini-skirts and “cutoffs” are not allowed.
- Non school-related items such as weapons, beepers, radios, Nintendo cartridges, or other game-related items should not be brought to school.
- Cellular phones may only be used before the start of school and/or after dismissal.
- Valuable items (jewelry, cameras, etc.) should not be brought to school. School staff cannot be responsible for the safekeeping of such items.
- Students will adhere to all additional dress requirements as defined by their selected programs.

Certificate of Completion

Students who have successfully completed all course requirements including basic skills requirements of the program will be issued a certificate of completion which includes the name of the technical program and the total hours of the course or program.

State Board of Education Rules identify the basic skills requirements for the post secondary adult technical education programs. These requirements are as follows:

All students who are enrolled in a career and technical (vocational) program of 450 hours or more, except where indicated, shall complete a basic skills test within the first six (6) weeks from the time of entry (enrollment) into the program. The examination designated by Miami-Dade County Public Schools is the Test of Adult Basic Education (T.A.B.E.). The exceptions being:

1. Students possessing an Associate of Applied Science degree or higher, or who have passed the College-Level Academic Skills Test (CLAST) and/or who are exempt from the college entry-level examination do not require basic skills testing. Students must present an **official** copy of the degree, transcript, and/or documentation of test scores as evidence of the above.
2. Students enrolled in programs of 450 hours or more that require a state, national, or industry licensure exam as identified by the Department of Education, Workforce Education, for employment must be tested initially. If upon program completion, the student documents passage of the licensure exam, the basic skills exit requirement is waived.

Minimum basic skills grade levels in reading; mathematics and language are defined for each technical or vocational program. These basic skills are exit requirements from those programs, not

entry or placement (see program description for required basic skills levels).

- Students who lack the required minimal level of basic skills as measured by the designated examination shall be provided with instruction specifically designed to correct the deficiencies.
- Upon completion of the instruction which is tailored to meet the individual needs, students shall be retested by using the same examination that was used for initial testing.

Adult students with disabilities may require testing modifications. Consideration of modifications, however, requires the student to provide written documentation verifying the disability.

Testing modifications *may* include:

- Flexible scheduling
- Flexible setting
- Flexible responding
- Flexible presentation

Transcript Request

To ensure that transcripts are provided in a timely manner, the following procedures are to be followed:

- The student may request a transcript in writing indicating name, student ID number or social security number, date of birth and date(s) of attendance; or by filling out a *Permission for Release of Records* indicating the reason for the release; the specific records to be released; to whom the records are being released. Transcripts may be released to schools in which the student seeks or intends to enroll without prior consent. Transcripts are charged at five dollars per transcript.

Post Secondary Credit for High School Vocational Courses

Students who have completed vocational training courses in their high school may earn credits toward completion of vocational training programs at technical centers (Miami Lakes Educational Center, Robert Morgan Educational Center, South Dade Educational Center and Lindsey Hopkins Technical Education Center). Students completing vocational training programs at area technical centers may earn credits toward an Associate of Science degree at Miami Dade College. Specifically negotiated agreements between the College and Miami-Dade County Public Schools allow students college credit for vocational program work successfully completed in high school.

College Credit

Miami Lakes Educational Center has articulation agreements with Miami Dade College (North Campus) and Broward Community College, whereby program completers of selected programs may receive college credit toward an Associate degree. Under this arrangement, the student may transfer to Miami Dade College (MDC) or Broward Community College (BCC), present evidence of coursework completed at Miami Lakes Educational Center, and receives credit towards a two-year degree.

Another option permits students to be enrolled at Miami Lakes Educational Center and Miami-Dade College or Broward Community College simultaneously. Under this arrangement both clock hours and college credit can be earned at the same time.

The following programs are included in the articulation agreement with *Miami-Dade College*:

· Commercial Foods and Culinary Arts	12 credits
· Electronic Technology	15+3 credits
· Automotive Service Technology	24 credits
· Advanced Automotive Service Technology (Toyota)	50 credits
· Practical Nursing	9 credits

The following program(s) are included in the articulation agreement with *Broward Community College*:

· Automotive Service Technology (Toyota)	50 credits
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A special agreement with the Automotive Technician - TOYOTA T-TEN program and Miami Dade College, as well as with Broward Community College, allows students to complete the program with an Associate of Science (A.S.) degree.

Specific questions regarding transfer credit to Miami Dade College or Broward Community College should be directed to the counselors at Miami Lakes Educational Center as well as to Miami Dade College and Broward Community College.

STUDENT SERVICES

Counseling

Student Services Department offers guidance counseling, vocational testing, and financial aid services. Counselors are available Monday through Thursday from 7:30 a.m. to 9:00 p.m., and Friday from 7:30 a.m. to 6:00 p.m. in the registration area, Building 1.

Ability to Benefit

It is the philosophy of Miami Lakes Educational Center to offer technical education to everyone. However, it is recognized that everyone is not ready to immediately benefit from the training offered.

Therefore, the following procedure has been established to ensure that students have the “Ability-to-Benefit” from our programs:

1. If students have a high school diploma, they are presumed to have the “Ability-to-Benefit”.
2. If applicants do not have a high school diploma, the counselor will arrange for students to take the T.A.B.E test.
3. If test scores so indicate, remedial classes will be added to the applicant’s curriculum of study until the prescribed remediation is completed.

4. Applicants will be allowed to retake tests as prescribed by district policy.
5. Students admitted under “Ability to Benefit” may be eligible for financial aid under specific guidelines. Please see the school’s Financial Aid Officer for more details.

Adult Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 states that “No qualified handicapped person, shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance.” A disabled individual under Section 504, means **any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded of having such impairment.** If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program. Please see a counselor for more information.

Media Center

The Media Center is located in Building 6 and is open daily from 7:00 am to 10:30 pm. The function of the media center is to acquire, organize, and disseminate audiovisual materials that support the school’s curriculum. The Media Center maintains a well-rounded source of educational materials to assist the faculty and students in their instructional and educational research. The audiovisual materials may be viewed in the Media Center in designated study areas located throughout the center. Reference books, periodicals, and computers with internet access are available for currently enrolled students. Items may be checked out in accordance with the Media Center policies. Students using computers with internet access must adhere to the Miami-Dade County Public Schools Acceptable Use Policy for Internet Use. *(Copies are available from the Media Specialists)* Further information may be obtained from a counselor or from the Media Center.

Bookstore

The student bookstore is located in Building 1 at the Cashier window. The bookstore sells books and materials necessary for use in the classes taught at Miami Lakes Educational Center.

The bookstore accepts: **Cash and Credit Cards (Discover, MasterCard, and Visa)** but **no** personal checks.

The bookstore hours are as follows:

Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 8:30 p.m.

Closed on teacher planning days and recess days.

All sales are considered final. No refunds or exchanges except for extenuating circumstances which must be approved by the school principal.

Food Facilities

The Commercial Foods and Culinary Arts class welcomes all students and school personnel to dine in the cafeteria located in Building "3". The cafeteria is open for lunch Tuesday - Friday from 11:00 a.m. – 12:10 p.m. The program is entirely self-supporting and is not part of the Miami-Dade County Schools Lunch Program. The Center also has the cafeteria located in the "6" building that is open for lunch providing from Miami-Dade County's Lunch program as well as an array of outside vendors.

- Vending machines are available in Buildings "1" and "2".
- **No food or drinks are allowed in instructional areas.**

Housing Facilities

The Center does not have dormitories or rooms available to house students; however, there are private rooms and motels available in the area. Out of town students must make their own arrangements for accommodations.

Bus Information

Miami-Dade Transit Agency serves the Miami Lakes Educational Center. Detailed information can be obtained by calling or visiting their website <http://www.miamidade.gov/transit/>.

Parking

Parking is permitted in designated parking lots on a first-come, first-served basis. Any vehicle parked in restricted areas (i.e. along sidewalks, on the grass, etc.) will be ticketed by the Miami-Dade County Public Safety Department.

Child Day Care

Day care facilities are available to children of employees and currently enrolled students in daytime classes only. Children (18 mo. - 5 yrs.) may attend subject to availability. For more information please contact the Child Care Director at 305-557-1100 ex 2284.

Student Health Care

The school does not have facilities or personnel to render medical assistance. If a student has a medical problem which might result in an emergency situation, the instructor and Student Services Department should be notified when the student initially enters the class. School officials will not call for an ambulance but will call the fire rescue. The fire rescue personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring the medical attention is responsible for all costs incurred. First Aid kits are available at various locations throughout the Center.

Student Identification Card

A valid MLEC identification badge must be worn above the waist and visible at all times. It must be shown to school officials upon request. This badge must be presented whenever seeing the Financial Aid Officer, requesting withdrawals/refunds, when using school facilities such as the Media Center and Student Bookstore, and when registering for future classes. Student I.D. badges a \$5.00 charge

upon registration each trimester. If lost or stolen, it is the student's responsibility to replace the identification badge at a \$5.00 charge. In the event a student is suspended, expelled, or withdrawn from a class, the I.D. badge must be returned to the Student Services administrator.

Insurance

A student accident plan, selected by the School Board, is made available on an optional basis to all students. The plan is required and charged upon registration for students enrolled in Health Science Educational Classes.

Visitors to School

Anyone who is not currently enrolled in the school will not be permitted within the school buildings unless he/she is in possession of a pass issued by the Front Gate security guard. Passes will not be issued for the purposes of visiting students in the classroom. Cosmetology clients must check in at the Student Services front desk and provide a valid driver's license in order to be permitted to receive services.

Vandalism

Any accident, vandalism, or damage to personal property should be reported to the school's administration as soon as detected. It is then the student's responsibility to report findings to the police.

GRIEVANCE PROCEDURES

Purpose

The purpose of this grievance procedure shall be to settle equitably, at the lowest administrative level possible, differences and issues relating to school policy. This procedure does not apply to alleged discrimination relating to race, sex, disability, or other federally legislated civil rights. The proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure.

Definition

An informal grievance is an alleged violation, misunderstanding or misinterpretation of school policy by any member of the student body. Each grievance level shall be observed and used in proper order. Exceptions may be made in emergencies.

Level One (Informal Procedures)

The aggrieved person must first discuss their grievance with their immediate supervisor with the objective of resolving the matter informally. It is acknowledged that the teacher is the student's immediate supervisor. The aggrieved person and the supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. If, as a result of the discussion between the complainant and the supervisor the matter is not resolved to the satisfaction of the complainant, then within five (5) days the aggrieved shall set forth the grievance in writing to their program administrator:

- a. The nature of the grievance
- b. The result of previous discussion
- c. Dissatisfaction with decisions previously rendered

The administrator shall communicate the decision to the aggrieved in writing within three (3) school days of the written grievance.

Level Two (Formal Procedures)

Formal grievance procedures for students apply to those situations in which students believe themselves to be victims of discrimination based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability. These formal complaint procedures also apply in situations in which students believe themselves to be victims of harassment, including sexual harassment.

If the aggrieved student is not satisfied with the disposition of the grievance at level one, they may within five (5) school days present their grievance to the Principal. The Principal and the aggrieved will meet and the aggrieved may have mutually agreed upon representation present.

Within five (5) days after the meeting, the Principal should render a decision. A copy of the decision shall go to the aggrieved person and all others involved.

If the aggrieved person is not satisfied with the disposition of the grievance at level two, they may file the grievance in writing to:

**Miami-Dade County Public Schools
Region Center I
733 East 57th Street
Hialeah, Florida 33013**

This must be done within five (5) school days after the decision from level two.

Miami Lakes Educational Center is accredited by the Accrediting Commission of the Council on Occupation Education. Concerns which cannot be resolved with the School and/or District may be referred to:

**Accrediting Commission of the Council on Occupational Education
7840 Roswell Road, Building 300
Suite 640
Atlanta, GA 30346
Phone (770) 396-3898
e-mail: puckettg@council.org**

ACADEMIC POLICIES

Academic Grading Policy

The grading system used for high school and selected adult students by Miami Lakes Educational Center, follows that of the Miami-Dade County Public School system. Specifically, the policy states that academic grades for students shall be “A”, “B”, “C”, “D”, “F”, OR “I”. The letter grade of “I” will be reserved for secondary use only. A brief explanation of the grades used is as follows:

- A. A grade of “A” (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of and an ability to utilize the content of the program effectively. An “A” student will have achieved and exceeded all of the instructional objectives and competencies established for the subject during the grading period.

- B. A grade of “B” (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered skills in content beyond what is required for successful completion of the instructional program prescribed for the individual student. The “B” student will be progressing at a rate enabling achievement of virtually all of the instructional objectives and competencies established for the subject being graded.

- C. A grade of “C” (70-79%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program prescribed for the individual student. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

- D. A grade of “D” (60-69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.

- F. A grade of “F” (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

- I. A grade of “I” (0) indicates performance insufficient to permit an evaluation. Secondary school students performing at this level may have their grade adjusted upon presentation of the required assignments. An incomplete grade for an annual trimester or semester course must be resolved no later than two grading periods following the issuance of the incomplete grade. Extenuating circumstances may be approved by the principal or director.

Students, who do not show an acceptable or satisfactory progress, will be referred to a Guidance Counselor for assistance.

FINANCIAL ASSISTANCE

Miami Lakes Educational Center offers several programs of financial aid to assist students in meeting educational purposes. A Financial Aid Officer is available for day and evening students.

What Can Students Expect to Receive

The amount of financial aid you can receive depends on your financial need. Financial need is the difference between your educational expenses and what your family can reasonably expect to pay towards these expenses. The amount your family can contribute is derived from the "Free Application for Federal Student Aid (FAFSA)". Funds from FSEOG, FWEP, FSAG-CE, DFAP, and sometimes the Fee Waiver programs are awarded based on your "financial need". Funds from the other programs listed below are determined by offices or agencies other than the Financial Aid Office at Miami Lakes Educational Center. The Financial Aid Office will provide you with an award letter listing the type and amount of aid you can expect. Applications are available at the Financial Aid Office.

The following Financial Aid is available at Miami Lakes Educational Center:

Federal Pell Grant Program

Federally funded grant funds are awarded by the United States Department of Education to students who demonstrate financial need. The Pell Grant is available to students who enroll in an eligible program and meet all other requirements set by the Department of Education.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federally funded grant awarded to students who demonstrate significant financial need. Awards are calculated by the Financial Aid Office and are determined by need and availability of funds. Students must apply for a Pell Grant for the same academic year. Awards for a full academic year may vary, depending upon the amount of funding available.

Tuition Fee Waiver Program

Tuition waivers are granted to financially needy students. In order to qualify, the student must not be receiving other sources of financial aid from the institution for that trimester. An application must be submitted each term and the applicant must be able to provide documentation to verify financial need.

District Financial Aid Program (DFAP)

DFAP funds are awarded to financially needed students which can be used to pay a partial or full portion of a student's fees. A student applying for the DFAP must be a Florida resident and complete a Financial Aid Application.

Veteran Educational Benefits Program

If you are a veteran, you may be eligible for Veteran Educational benefits. All veterans are advised if their program of study has been approved by the State Approving Agency. Veterans are permitted to receive veteran benefits only for the length of time approved for their course by the State Approving Agency. Eligibility generally ends ten years from the date of release from active duty. If you need further information, please contact the veteran's clerk in the Student Services Office.

Workforce Investment Act

This is a federally funded grant available to economically disadvantaged students. These funds provide for tuition and books. Students will be referred to an intake center where they will complete the necessary applications. This program is coordinated through the Department of Labor and Employment Security.

STUDENT ORGANIZATIONS

Miami Lakes Educational Center (MLEC) is proud of its student organizations. Each organization promotes civic, fraternal and career goals. The following is a list of MLEC student supported organizations.

Health Occupations Students of America (HOSA)

Health Occupations Students of America (HOSA) is a National Vocational-Technical organization for secondary and post-secondary students enrolled in Health Occupations Education. Activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills. It was officially formed in November 1976 and is comprised of state organizations under the auspices of the State Board of Vocational Education.

Local HOSA chapters provide programs and activities to help individuals develop their physical, mental, and social well-being. Members strengthen their leadership and citizenship through interactions with professional, business, and other student organizations.

The Health Occupations Program at Miami Lakes Educational Center has three chapters. The chapters participate in local, state and national competition and have been very successful in their efforts.

SkillsUSA VICA

SkillsUSA is a national organization serving more than 264,000 high school and post-secondary students and professional members enrolled in training programs in technical, skilled, and service occupations. SkillsUSA is organized into over 13,000 chapters in high schools and college/technical schools in 54 state and territorial associations (including the District of Columbia, Puerto Rico, and Guam and the Virgin Islands).

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 4,100 students compete in 75 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom.

SPECIAL SUPPORT PROGRAMS

Technical Resource Center (TRC)

The Technical Resource Center (TRC) is a computer-assisted lab designed to assist individuals in improving their basic skills. Within the lab there are three types of classes:

Applied Academics for Adult Education (AAAE)

Applied Academics for Adult Education (AAAE) is an adult general education program through which adults attain academic and workforce readiness skills at the functional literacy level or higher that are needed to pursue a certificate career and technical educational or higher.

Adult Basic Education (ABE)

Adult Basic Education courses of instructions which are conducted in English are designed to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills at grade level equivalency 0.0 to 8.9.

General Educational Development (GED)

The purpose of this program is to prepare students for academic and personal success through obtaining the necessary skills required to pass the official GED Test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a GED, but also to utilize the acquired skills in the workforce and to achieve career and vocational training and job placement success.

Student Right-to-Know

The regulations of the **Higher Education Act of 1965** (as amended) mandate that we provide you with certain information pertaining to our campus. This information is separated into two categories.

The first category is known as the **Student Right-to-Know Act**. It deals with information regarding the graduation/completion rates of our students. Our "completion" rate for students who started three years ago is 80 %. This figure includes any student who started a program and completed within 150% of the program length. It excludes any student who left a program for any of the following reasons.

- Military Service
- Church Service
- Service with Peace Corps (related or similar organizations)
- Died while enrolled in a program.

This completion/graduation rate is a combined percentage for all our programs for the stated period.

Our placement rate for students obtaining a job in-field is **84.02%**.

REPORT TYPE:*Institution CPL Numbers (PostSecondary)***CAMPUS TOTALS**

Campus Name	Completion Rate	Placement Rate	Licensure Exam Pass Rate
107000 - Miami Lakes Educational Center	80	84.02	95.53
107001 - Miami Lakes Educational Center	96	100	0

INSTITUTION TOTAL

	Completion Rate	Placement Rate	Licensure Exam Pass Rate
	80.49	84.63	95.53

The second category is known as the **Campus Security Act**. The Campus Security Act of 1990 requires all post secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. The chart below reflects these offenses and the number of times they have occurred for the past three years:

OFFENSES	2010	2011	2012
Murder	0	0	0
Forcible Sex Offenses (Rape)	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Battery	0	0	0
Burglary	3	1	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Illegal Weapons	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Additional security reports are available on the following web site:

<http://ope.ed.gov/security/InstDetail.asp>.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act became a Federal Law in November of 1974, and was further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents or such students and authorized individuals having legitimate educational interest will have access to a student's educational records. Students may examine their records by appointment in the Guidance Office. A nominal fee will be charged for any copies requested from the student's folder. Student records may only be released in accordance with Miami-Dade County School Board policy.

STUDENT CODE OF CONDUCT

The primary objective of the Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

The purpose of this document is to assist students, teachers, and school administrators in the consistent maintenance of an environment which will enhance the achievement of this objective. To enhance its effectiveness, this **Code of Conduct** addresses not only the role of the students, and the school, but also addresses:

- ◆ grounds for disciplinary action;
- ◆ procedures for taking disciplinary action, and
- ◆ responsibilities and rights of students.

Those individuals governed by this document are adult students, 16 years of age and older, who no longer participate in the PK-12 program. These students are considered postsecondary students and are, therefore, eligible to discharge the rights detailed in this document.

You are encouraged to read this document and develop a thorough understanding of the details presented in this publication.

The publication can be found at:

[http://mlec.dadeschools.net/AdultVocational/Documents/Post_Secondary_%20Student_Code_of_Conduct_April_13_11\(Revised\).pdf](http://mlec.dadeschools.net/AdultVocational/Documents/Post_Secondary_%20Student_Code_of_Conduct_April_13_11(Revised).pdf)

Por favor venga al departamento de servicio estudiantil si usted necesita esta información en español.

Silvoupplè, si ou bézouin plis enfòmasyon oubyen yon còpi vyolasyon an vini nan biwo sévis pou élév la nan lekòl la pou pran yon.