



**Brevard Adult Education
Automotive Technology Program**

Student Handbook 2017-2018

1225 Clearlake Rd.

Cocoa, Florida 32922

(321) 633-3660, ext. 120

Fax: (321) 631-3822

www.brevardadulthood.com

Jeff Arnott, Director of Adult & Community Education

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**Brevard Public Schools
Brevard Adult Education**

Administrative Office
1225 Clearlake Rd.
Cocoa, FL 32922
321-633-3660

Cocoa Campus
Clearlake Education Center
1225 Clearlake Rd.
Cocoa, FL 32922
321-633-3660 ext.120

Extension Campus
Satellite High School
Automotive Program
300 Scorpion Ct.
Satellite Beach, FL 32937

Mission Statement

Our goal is to serve every student with excellence as the standard. We strive to provide students with access to programs that are high quality, affordable, and enjoyable.

Vision Statement

To be the best adult education program in the United States of America

School Calendar

The school calendar for each program is given to students every semester upon enrollment and can be found on the Brevard Public School website at www.brevardadulthood.com under *Vocational Training*.

ADMISSION REQUIREMENTS

Adult students and those over the age of 16 who have left formal secondary education may enroll in Brevard Adult Education (BAE) Post Secondary Adult Vocational (PSAV) programs. Students entering 9th grade prior to the 2003-2004 school year, or from an out of state school, must take the TABE test and meet the minimum standards for their selected program. Students entering 9th grade in 2003 - 2004 or after and earning a standard High School diploma are exempt from the TABE, as well as, students with an AA degree or higher from a higher education institution. An official transcript is required. FS1008.30, 1004.91

Application Procedures

Brevard Public Schools does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin. Students age 16 years old and older with the goal of learning a technical skill offered by Brevard Adult Education are encouraged to apply. (Minor students should contact the Administrative office for admission criteria). All programs are subject to space available.

1. Students register for a pre-enrollment advisement meeting with Brevard Adult Education (BAE) staff.
2. Submit application and all associated paperwork including transcripts and/or diplomas.
3. Provide proof of Florida residency to receive in-state tuition rates. Two forms of identification are required.
4. Submit the applicable tuition and fees.
5. Students accepted into Brevard Adult Education programs will be required to attend a mandatory orientation. BAE expectations, policies and procedures as well as the code of conduct will be discussed.
6. Students in need of financial assistance should contact the Administrative office for information on possible funding sources.

Tuition and Fees

All Brevard Adult Education PSAV courses are \$2.33 per program clock hour for in-state tuition per the 2017-2018 school year set by the state legislation. The out of state tuition rate is \$9.32. There may be additional fees for the program. Please refer to www.brevardadulthood.com for a breakdown of costs associated with the program.

Financial Aid

While Brevard Adult Education does not offer financial aid, there may be community partners that may provide financial assistance. Please inquire during registration at our administrative office.

Program Length

Program lengths vary from 600 to 1800 clock hours. Please see individual program listings for additional information on the required program hours at www.brevardadulthood.com.

Statement of Nondiscrimination

The Brevard Public School District Board provides that no qualified individual shall, solely by reason of his/her race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status (except authorized by law), religion, military status, age, ancestry, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the District, except as otherwise provided by State law.

Disability Disclosure

Students with disabilities must self-disclose the disability during the registration process. Students seeking accommodations must provide documentation which clearly illustrates the disability. If applicable, the ESE teacher will meet the instructor and student to discuss the documented disability and appropriate accommodations.

Reasonable accommodations are made for students with disabilities in accordance with the Americans with Disabilities Act and section 504 of the Vocational Rehabilitation Act.

Family Educational Rights and Privacy Act (FERPA)

Brevard Adult Education complies with all aspects of the Family Educational and Privacy Act (FERPA). Student educational records are confidential and can only be discussed and/or viewed with the student. Students may authorize Brevard Adult Education and Brevard Public Schools to discuss their records with another individual or agency by signing the Brevard Public Schools Authorization for Release and Exchange of Information form.

Test of Adult Basic Education

The State of Florida Department of Education requires that adult students who enroll in post-secondary Career and Technical Education programs take the Test of Adult Basic Education (TABE). Florida Statute require students to be tested within 6 weeks of admission into the program of study. The State of Florida has established minimum scores in reading, language, and math which are required for completion of the program. The minimum standards may be found on the program description flyers. Students who do not meet the minimum standards will be referred to Brevard Adult Education Administration office for assistance in meeting the required standards.

The state allows for exemption of the TABE requirements. The exemptions include:

- Students who have graduated from a Florida public high school or state charter school with a standard diploma in 2007 or any year thereafter. This does not apply to students who have graduated from an out-of-state school, private school, or have earned a GED prior to 2014.
- If a student has already taken the 2014 GED® and attained the minimum scores within two (2) years prior to admission into a CTE program, the student does not need to be pretested. If a student takes and does not attain the minimum score on the 2014 GED® as the initial test, but then subsequently attains the minimum score on each test after admission into the career program, the student may be counted as a completer from the program if the student successfully demonstrates mastery of content as determined locally.
- Students who have earned an Associates of Applied Science Degree or higher.

- Students who are serving as an active duty member of any branch of the United States Armed Services.
- Students who pass a state or national industry certification or licensure exam identified in the state board rules.
- Students enrolled in apprenticeship programs registered with the Florida Department of Education.
- Post-secondary students with a documented disability who are completing a post-secondary adult vocational program, but have been unsuccessful in obtaining the designated basic skills exit criteria, may have this requirement waived based on District procedures and statutory authority. Assessment of student mastery of basic skills will conform to State Board of Education Rule 6A-10.040. Our policy states:
 - Student will complete the TABE.
 - Students will provide documentation of his or her disability that would impact their test performance.
 - Brevard Adult Education will make remediation available to the student through program instruction.
 - Student will retake the TABE.
 - If student with a documented testing disability does not meet minimum scores on the retest TABE, student will be exempt from meeting this completion requirement.

Transfers

Official transcripts from other colleges, technical centers and accredited institutions will be evaluated by an academic advisor and the instructor. Credit may be given for the appropriate units of instruction.

Students with previous technical training from other institutions may receive credit for that training. An official transcript from a Florida public institute documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institute for the same technical program. An official transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/ program. Official transcripts from non-accredited institutions will be evaluated on an individual basis by the Director of Adult and Community Education (or designee) and the instructor to determine if advanced placement in a given program is applicable. All documentation, including transcripts, must be received by Brevard Adult Education prior to the student starting their program.

Students wishing to transfer programs within Brevard Adult Education must submit a letter to the Director of Adult and Community Education or designee requesting a transfer. Students must be in good standing in their current program to be considered for transfer. Students transferring between programs may not change programs in the middle of the term but must wait until the start of the next term to enroll in a different program. Students granted permission to transfer to a new program will not be issued transfer hours.

Attendance Policy

Brevard Adult Education strives to provide the best educational opportunities possible to prepare students for their chosen occupation. Students are to be on time and attend all classes, consistent with attendance expectations in the workplace. Our attendance expectation is that students will be present 90% of the time. However, Brevard Adult Education recognizes there may be times when students cannot attend school due to extreme circumstances. In that case, the student must notify the instructor to inform of his/her absence. In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy. For postsecondary students, there are no excused or unexcused absences. You are present or you are absent. Time missed due to arriving late or leaving early count toward absences. Instructors will round up to the nearest quarter hour when recording tardiness or leaving early. Students whose attendance falls below 70% of the scheduled clock hours will have their situation reviewed with the possibility of being dismissed from the program. Students who are withdrawn due to excessive absences will not be entitled to reimbursements. Students must sit out the remainder of the session and may re-enroll in the next session with the Administrator's approval. Make up time is not accepted.

Re-Admission Policy

Students who withdraw or are administratively withdrawn due to a violation of the code of conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the Director of Adult and Community Education. Students who are administratively withdrawn and wish to be considered for re-admission into the same program of study, must write an appeal letter to the Director of Adult and Community Education requesting re-admission within seven (7) days of the notification of withdraw. If approved for readmission, the Director of Adult and Community Education will be responsible for making the decision for the re-entry date. Students may be issued credit for hours earned as determined by the Director of Adult and Community Education

Satisfactory Academic Progress

Students must maintain an overall grade of 70 percent or higher in all attendance, theory, clinical and/or shop performance during each evaluation period and complete the minimum number of competencies within the pacing guide for each program for the evaluation period. Some programs have higher standards and students must adhere to these standards to make satisfactory academic progress.

Student grades are calculated as follows:

- Attendance (20%)
- End of Course exam (20%)
- Workbook/Lab grade (25%)
- Quiz/Chapter work (25%)
- Employability skills (10%)

Grading Scale:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69 – 60
- F = Below 60

Failure to make satisfactory academic progress may result in the student being withdrawn from the program.

Internet Usage Policy

Brevard Adult Education Campuses adheres to the Brevard Public School Board Policy regarding internet usage which is provided and reviewed during orientation and registration processes.

Institutional Information

Lab and Shop Safety

Safety and safe practices are of utmost importance at Brevard Adult Education Centers. You are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow shop and lab safety rules you may be dismissed from the program.

Campus Safety and Security

Brevard Adult Education may utilize deputies from local law enforcement agencies and school district administrators to provide security. In the event of an emergency, if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

Crisis Response Plan

In the event of an extreme, dangerous, or emergency situation a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or administration immediately. In extreme circumstances, call 911.

Student Time Records

It is imperative that students be in class on a daily basis. It is the students' responsibility to accurately record their attendance and clock hours for each class. Accurate records of attendance are important as student attendance determines the pace of completion for the course as well as impacting final grades.

Tardy Policy

Punctuality is crucial to student success in the classroom. If a student is late, this will be reflected in his or her grade. If there is excessive tardiness, it will affect program clock hours and will ultimately affect the final grade.

Student Code of Conduct

Brevard Adult Education students are expected to adhere with the legal and ethical standards of the institution. BAE reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct.

Driving/Parking

Parking is provided in designated areas for Brevard Adult Education students. Parking in areas other than designated student parking lots is prohibited. The speed limit of 5 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle.

Furthermore, locating or operating automobiles, trucks, vans, or other mean of transportation on School Board property is a privilege granted by the School Board, and students whose vehicles are so located, shall not have any expectation of privacy in or around said vehicles.

Identification Badges

Picture identification badges are issued to PSAV Brevard Adult Education students per school year. A \$5.00 fee is assessed for the identification badges. A replacement fee will be charged for any lost badges. Identification badges are to be worn at all times while students are on campus unless the badges cause safety concerns during labs.

Complaint/Grievance Procedure

In the event that there is a complaint or issue at the classroom level, the student should first speak to the instructor in private about their concern. If the complaint cannot be resolved at the classroom level, the student should submit the complaint to the Administrator on duty. If the complaint cannot be resolved at that level, the student may present the complaint formally, in writing, to the Director of Adult and Community Education or designee within three (3) days. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the Brevard Public School District, 2700 Judge Fran Jamieson Way, Viera, FL 32940. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350, 800-917-2081, www.council.org.

Drop/Add Period

1. A 100 percent refund shall be made if the student drops the class prior to the first class meeting.
2. A 75 percent refund shall be made if the student drops the class within the first 5 business days of the semester.

Individuals withdrawing from a program within the first five days of the term must notify the Director of Adult and Community Education or designee in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.

Refunds due to course cancellation will be at one hundred percent (100%).

Refunds, when due, are made within thirty (45) days of the last day of attendance. The refund will be mailed to the person who made the payment. No refunds are available for General Education programs.

NO refunds will be given on books, supplies, insurance, testing or other fees.

Financial Information

Postsecondary students are assessed tuition and lab fees. The session's tuition and lab fees are discussed during the enrollment period, have an approved payment plan and are payable upon registration. Certain programs require the purchase of supplies, insurance, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current in state tuition rate is \$2.33 per clock hour. The out of state tuition rate is \$9.32. There is also a \$5 student ID fee. Information on the cost of individual programs may be obtained on the Brevard Adult Education website at www.brevardadulthood.com.

Payment for program tuition is made at the time of registration. Additionally, payment of installment plans can be made at the business office at 1225 Clearlake Rd., Cocoa, FL 32922. Check and money order are accepted forms of payment for the program.

Students will be dropped from the class if payments are not received by the first day of class. Non-payment of agreed upon payment plan installments will result in automatic withdrawal from the PSAV program and all tuition paid to-date and fees will be forfeited. Re-entry into a Brevard Adult Education PSAV program may be allowed as long as any outstanding amounts are paid.

Check Writing Policy

If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, plus a \$10.00 processing fee. If two checks are returned within a semester, all fees, tuition, supplies and materials for the remainder of the program must be paid by money order.

Payment Plan Schedule

		<u>Brevard Adult Education Payment Options Automotive Service Technology I, Semester One</u>		
Full Payment Option				\$831.00
Student Tuition	Student ID	Student Fees & Supplies		
\$699.00	\$5.00	\$127.00		
Payment Plan Option				
Down Payment (includes partial tuition, fees, supplies & ID)	1 st Installment Payment	2 nd Installment Payment	3 rd Installment Payment	Final Semester Installment
\$411.60	\$104.85	\$104.85	\$104.85	\$104.85

Revised 12/20/2017

Automotive Services Technology 1

Instructor

Mr. Randy Pitts

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automotive Services Assistor	300 Hours	49-3023
B	AER0418	Automotive Brake System Technician	150 Hours	49-3023
C	AER0453	Automobile Suspension & Steering Technician	150 Hours	49-3023
D	AER0360	Automotive Electrical/Electronic System Technician	300 Hours	49-3023
E	AER0110	Engine Repair Technician	150 Hours	49-3023

Program Description

This program helps to prepare the student for employment in the automotive mechanics field. Students learn to diagnose malfunctions, repair, adjust or replace parts of the automobile, restoring it to the conditions and specifications recommended by the manufacturer.

Certifications available

ASE

TABE minimum standards

To complete the Auto Services program, students must meet the minimum scores in math (10), language (9) and reading (9).

Uniforms

The uniform for the automotive program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Schedule

Monday, Wednesday and Thursday, 4:30 PM - 9:00 PM

Location:

Satellite High School
300 Scorpion Ct
Satellite Beach, FL 32937

Instructional Ratio 17:1

Brevard Adult Education Faculty and Staff

Staff Member	Position	Certification/Degree	Institution
Arnott, Jeff	Director of Adult and Community Education	Master in Education	University of South Florida
Holder, Tonya	Brevard Adult Education Teacher	MBA	Webster University
Pitts, Randy	Automotive Technology Instructor	Brevard Public Schools Vocational Certificate	Industrial Work Experience