



RIVEROAK
TECHNICAL COLLEGE



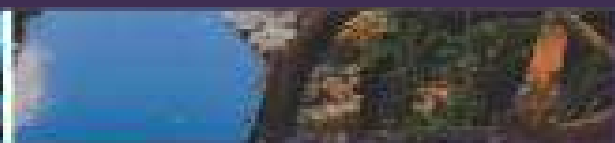
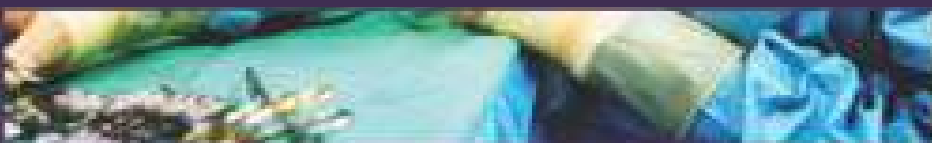
Phone: 386.647.4200
Fax: 386.364.4698



Student Handbook



















2017 - 2018

415 SW Pinewood Drive, Live Oak, FL 32064



RIVEROAK Technical College

Programs

 Administrative Office Specialist	 Commercial Foods & Culinary Arts/Professional Culinary Arts & Hospitality	 Pharmacy Technology
 Auto Collision Technology Technician	 Cosmetology	 Phlebotomy
 Automotive Service Technology	 Early Childhood Education	 Plumbing Technology
 Brick & Block Masonry	 Electricity	 Practical Nursing
 Building Construction Technology	 Medical Administrative Specialist	 Surgical Technology
 Certified Nursing Assistant	 Patient Care Technician	 Welding Technology



RIVEROAK
TECHNICAL COLLEGE



ACCREDITED BY
COUNCIL ON OCCUPATIONAL EDUCATION, INC.
7840 Roswell Road, BLDG. 300, Suite 325
Atlanta Georgia 30346
(770) 396-3898, (800) 917-2081

Any academic requirement, course or program offering, business policy, fee, or information contained in this publication are subject to change or revocation without notice.

Administered by

Suwannee County School District

Ted Roush, Superintendent

Mary Keen, Principal &
Director of Career and Technical Education

Suwannee County School

Board Members

Jerry Taylor, District 1

Catherine Cason, District 2

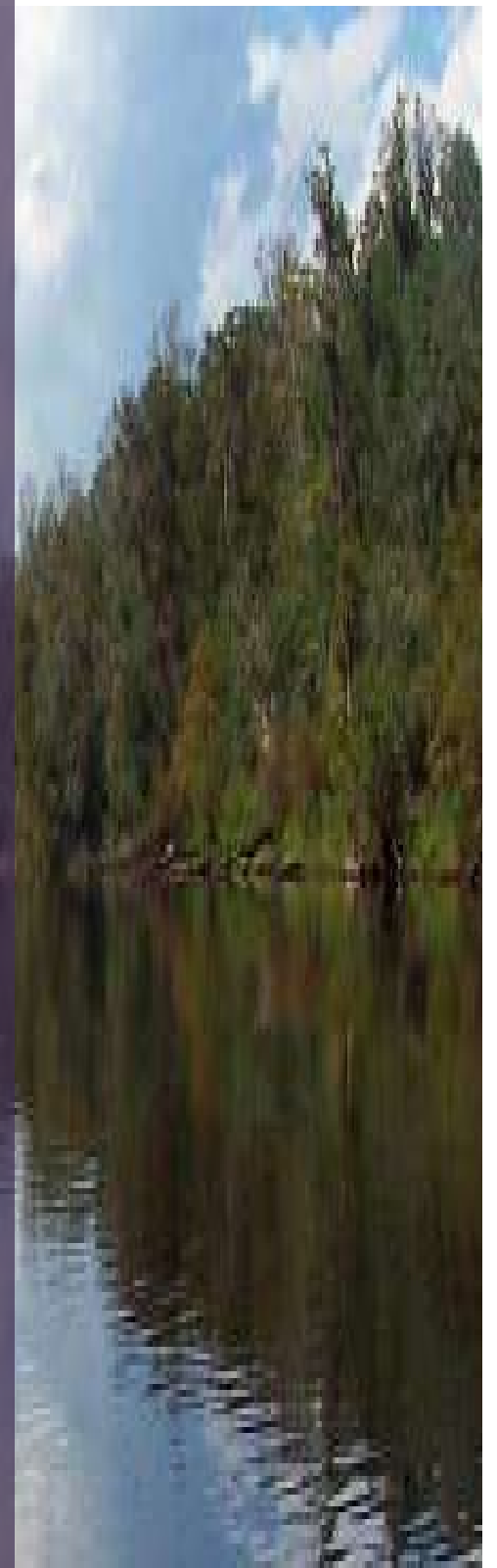
Tim Alcorn, District 3

Ed da Silva, District 4

Ronald White, District 5

Table of Contents

General Information
 Programs & Accreditation, 2
 Table of Contents, 3
 Directory, 4
 Welcome to RIVEROAK, 5
 Vision & Mission, 6
 RIVEROAK Calendar, 7
 District Calendar, 8
 Admission Policy, 10 - 11
 Tuition and Fees, 12 - 13
 Financial Aid, 14 - 16
 TABE Information, 17
 Student Information, 17 - 25
 General Education for Adults with Disabilities, 19
 Attendance Policy, 26 - 28
 Adult General Education
 Adult Basic Education, 29
 English for Speakers of Other Languages, 29
 High School Diploma Option (GED), 29
 Business, Management, & Administration
 Administrative Assistant, 30 - 31
 Medical Administrative Specialist, 32
 Diversified Education
 Cooperative Diversified Education-OJT, 33
 Diversified Career Technology, 33
 Guided Workplace Learning, 34
 Family and Consumer Science Programs
 Early Childhood Education 35 - 36
 Health Science Programs
 Patient Care Technician, 37 - 38
 Pharmacy Technician, 39
 Phlebotomy, 40
 Practical Nursing, 41 - 43
 Surgical Technology, 43 - 45
 Transportation, Distribution, & Logistics
 Automotive Collision Technology Technician, 46 - 47
 Automotive Service Technology, 47 - 48
 Architecture & Construction
 Brick and Block Masonry, 49
 Building Construction Technology, 50
 Electricity, 51
 Plumbing Technology, 52
 Human Services
 Cosmetology, 53 - 54
 Hospitality & Tourism
 Commercial Foods & Culinary Arts, 55
 Manufacturing
 Welding Technology, 56
 Community Education Classes 57
 Faculty and Staff, 58 - 60
 Campus Map, 61
 Location Map, 62



DIRECTORY

Important Numbers

Office Hours (Day School)
Monday – Friday 8:00 a.m. – 4:30 p.m.
Office Hours (Night School)
Monday & Tuesday 5:30 p.m. – 8:30 p.m.

Main Switchboard.....	(386) 647-4200
Principal/Director CTE	(386) 647-4202
Student Services	(386) 647-4210
Coordinator of Career and Technical Education	(386) 647-4231
Bookkeeper	(386) 647-4201
Financial Aid and Veteran's Benefits Office	(386) 647-4214
Testing Center.....	(386) 647-4219
TABE Test Registration	(386) 647-4210
GED Inquiries	(386) 647-4201
Community Relations.....	(386) 647-4208
Adult Basic Education Lab	(386) 647-4206
Administrative Office Specialist (Business Pgm.)	(386) 647-4218
Auto Collision Repair and Refinishing	(386) 647-4220
Auto Service Technology	(386) 647-4222
Brick and Block Masonry	(386) 647-4236
Building Construction	(386) 647-4215
Cosmetology	(386) 647-4205
DCT Program	(386) 647-4208
Early Childhood Education Program	(386) 647-4225
Electrical Program.....	(386) 647-4217
Medical Administrative Assistant (Business Pgm.)	(386) 647-4207
My Play School	(386) 647-4229
Practical Nursing	(386) 647-4238
Patient Care Technician	(386) 647-4216
Pharmacy Technology	(386) 647-4209
Surgical Technology	(386) 647-4221
VPK Program	(386) 647-4226
Superintendent of Schools	(386) 647-4600
Director of Career and Technical Education	(386) 647-4230
Director of Curriculum and Instruction	(386) 647-4635
Personnel Department	(386) 647-4641
Director of Exceptional Education/Student Services	(386) 647-4630
Director of Finance	(386) 647-4608

Welcome to RIVEROAK!

Welcome to RIVEROAK Technical College!

Congratulations on taking the next step in continuing your education! RIVEROAK offers over 18 career and technical education programs to select from that lead to industry credentials. RTC's job placement rate is 97.5% and most programs can be completed within one year or less.

RTC offers high quality instruction, academic and financial advisement, mentoring and coaching to ensure your success in its programs.

Your handbook supplies information regarding rules, policies, and procedures that govern our college. Please familiarize yourself with it so that you understand our vision, mission, goals, and expectations. If you have not had an opportunity to visit our website, please visit RTC's site at: <http://rtc.suwannee.k12.fl.us/>. Also, if you have a Facebook account, be sure to "Like" RIVEROAK Technical College for up-to-date information, upcoming events, and student celebrations.

Thank you for choosing RIVEROAK Technical College in pursuing your educational goals! If there is anything that I can assist you with, please feel free to contact me at 386-647-4200 or stop by my office while on campus.

Wishing you a successful and enriching experience!

Welcome to the RIVEROAK family!

Sincerely,



Mary Keen, Principal



RIVEROAK
TECHNICAL COLLEGE



Vision

RIVEROAK Technical College will provide technical training at the highest industry credential including national and state certification so students may work at grade level in all core subject areas, complete occupational training programs, and seek employment in high skill/high wage jobs.

Mission

RIVEROAK Technical College is to provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to re-enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident, and to encourage students to become highly productive citizens with positive values and a strong work ethic.

Suwannee County School District Vision & Mission

VISION: Suwannee County School District will be a system of excellence ensuring all students are prepared for personal success.

MISSION: Suwannee County Schools will educate all students in a safe and supportive learning environment.

Non-Discrimination Policy

The Suwannee County School Board advises that all vocational opportunities will be offered without regard to race, color, national origin, sex, and disability. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Program offerings include Adult Education; Business Management and Administration; Community Education; Health Sciences; Architecture and Construction Education; Transportation, Distribution and Logistics; and Hospitality and Tourism.

The RIVEROAK Technical College serves adults, high school students and dual enrollment students. Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school. Admission is also open to secondary students grades 9-12 as part of a regular secondary credit earning program

Equity Coordinator contact information:

Walter Boatright
 Director of Human Resources
 Suwannee District Schools
 702 2nd Street NW
 Live Oak, FL 32064
 (386) 647-4633

CALENDAR

Registration Dates

Fall RegistrationJuly 1, 2017 - August 14, 2017
 Fall SemesterAugust 14, 2017 - December 20, 2017
 Spring RegistrationDecember 1, 2017 - December 20, 2017
 Spring SemesterJanuary 8, 2018 - May 18, 2018
 Practical Nursing RegistrationOctober 2, 2017 - April 30, 2018

Professional Development Days

*No school for students.
 September 25
 October 30
 February 16
 March 1
 May 7

Student Holidays

Labor Day: September 4
 Teacher Planning Day: October 13
 Fall Break: November 20 - 24
 Winter Break: December 21 - January 4
 Teacher Planning Day: January 5
 Martin Luther King Jr. Day: January 15
 President's Day: February 19
 Spring Break: March 12 - 16
 Teacher Planning Day: April 2
 Good Friday: March 30
 Memorial Day: May 28

Graduation & Awards Program



May 24, 2018

2017-2018 9-weeks

1st 9-weeks: Aug. 10 - Oct. 12, 2017
 2nd 9-weeks: Oct. 16 - Dec. 20, 2017
 3rd 9-weeks: Jan. 8 - Mar. 22, 2018
 4th 9-weeks: Mar. 26 - May 30, 2018

ADMISSION POLICY

SUWANNEE COUNTY SCHOOL DISTRICT CALENDAR FOR SCHOOL YEAR 2017-2018

July 2017						
4 th Holiday	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

January 2018					
1 st -4 th Winter Break	1	2	3	4	5
8 th Teacher Work Day	8	9	10	11	12
15 th MLK Day	15	16	17	18	19
25 th PD Day	22	23	24	25	26
	29	30	31		

August 2017					
3 rd - 5 th Pre-Planning		1	2	3	4
10 th Students Begin	7	8	9	10	11
23 rd PD Day	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

February 2018					
16 th County PD Day				1	2
19 th Presidents' Day	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28		

September 2017					
4 th Labor Day Holiday					1
25 th PD Day	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

March 2018					
12 th -16 th Spring Break				1	2
22 nd End of Quarter 3	5	6	7	8	9
23 rd Teacher Work Day	12	13	14	15	16
30 th Good Friday	19	20	21	22	23
	26	27	28	29	30

October 2017					
12 th End of Quarter 1	2	3	4	5	6
13 th Teacher Work Day	9	10	11	12	13
30 th PD Day	16	17	18	19	20
	23	24	25	26	27
	30	31			

April 2018					
2 nd PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

November 2017					
20 th -24 th Thanksgiving			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

May 2018					
7 th PD Day		1	2	3	4
23 rd Memorial Day	7	8	9	10	11
29 th -30 th Early Release	14	15	16	17	18
30 th Students' Last Day/End of Quarter 4	21	22	23	24	25
31 st Post-Planning	28	29	30	31	

December 2017					
20 th End Quarter 2					1
21 st -25 th Christmas Break	4	5	6	7	8
26 th Early Release	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

June 2018					
1 st Post-Planning					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

PD Day - Holiday for students.

Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (or assigned).

Holidays for ALL employees and students.

*Early Release days may be subject to change with prior notice.

SCSB Approved 02/28/2017



Florida Residency

To obtain in-state tuition and/or financial aid, proof of Florida residency must be provided. Two (2) copies of the following documents may be used (must be dated 12 months prior to enrollment): Voter's registration, driver's license, automobile registration, bank accounts, rent receipts, tax returns, home mortgages, financial aid and admission documents from previous years, employment documents, student loan notes, need analysis documents, utility receipts, and Florida state identification. For further information please contact the Financial Aid Office at (386) 647-4214.

Transfer of Students Not In RIVEROAK Technical College

Students, including VA, must report all previous post-secondary education. Upon receipt of a transcript from an accredited institution, occupational completions points or credits earned will be evaluated and applied to the course/program of enrollment if comparable. Competence checks not included in an occupational completion point are also available for previously learned knowledge and skills. Students must contact Student Services for questions or assistance with transfers.

Transfer of Students From Within RIVEROAK Technical College

Students may drop a class and enroll in any other class or program on a space available basis. Competencies earned prior to withdrawal are used to determine if the student has reached an occupational completion point or literacy completion point prior to withdrawal. Competencies may be transferred to the new course/program if appropriate. The attendance record will transfer to the new course/program. Students must contact Student Services for assistance with transfers.

High School Admissions

Public high school students may dual enroll at RTC. Tuition, fees, and textbooks are free for district students. High schools in our service area are responsible for fees and textbooks. Industrial programs may have equipment and/or uniform costs. Industrial programs require a minimum of two periods per day. Pharmacy Technician, Practical Nursing, Surgical Technology, and Phlebotomy programs are not available to high school students. Patient Care Technician is available for full time dual enrollment to Seniors in the Spring Semester. Home school students can dual enroll with tuition waived but will be responsible for fees and books. Private school students may enroll per articulation agreement between their school and RTC.

High School Students Must:

1. Consult with a high school counselor regarding enrolling at RTC.
2. Must have a GPA of 2.0 or higher, application, and parent contract.

ADMISSION POLICY

Enrollment

Programs require students to enter at the beginning of nine-weeks or semesters or at specified times during the year.

Admission is open to adults who are at least 16 years old and not presently enrolled in a secondary school.

Dual enrollment is available to secondary students enrolled in post-secondary programs with the permission of the home school and RTC.

Adult Career Admission Check List

1. Complete an application/schedule form in the Student Services office.
2. Complete Tests of Adult Basic Education (TABE) assessment test (if applicable).
3. Schedule a conference with student services to discuss test results and class schedule.
4. Documentation of Florida Residency for in state tuition.
5. Pay application fees.
6. Apply for FASFA. Financial aid students must complete all paperwork before entry into a program.
7. Students who are under 21 years of age and attending adult education classes shall present certification of immunization for communicable diseases.
8. Obtain class schedule from student services.

Diploma Policy

High school diplomas issued by any public funded state or government agency will be accepted for admission. High school diplomas issued by private schools must be accredited and recognized by the Florida Department of Independent Schools and Colleges. High school graduates that do not meet this criteria must pass the GED test.

A.S. degrees or higher have to be issued by a public institution or accredited private institution. A.S. or higher degrees may be present in lieu of TABE test requirements.



TUITION AND FEES

Tuition & Fees

In accordance with the Florida Legislature and Suwannee County School Board, fees are charged for RTC attendance. Fees vary according to program length and include a tuition fee, financial aid fee, capital improvement fee, laboratory use fee, and textbook costs. Financial aid and capitalization fees are set by the Florida Legislature. The financial aid fee is 10% of tuition cost. The capitalization fee is 5% of tuition cost. The technology fee is 5% of tuition cost.

Other fees may be assessed as required by an individual program such as state board exam fees, liability insurance, drug tests, and motor vehicle reports. Due to price changes during the school year, fees may change without prior notice. Contact Student Services for a list of fees associated with each program.

Students returning to complete a program that is less than one semester of instruction may be eligible for pro-rated tuition. Students must be identified eligible prior to his/her return to receive pro-rated fees.



Tuition & Fees Are As Follows:

- | | |
|--|------------------------|
| 1. Resident: Adult Job Preparatory | \$ 2.44 per clock hour |
| 2. Non-Resident: Adult Job Preparatory | \$ 9.32 per clock hour |
| 3. Adult General Education | \$ 30.00 per term |

*Fee waivers and exemptions may be available for AGE tuition.

Adult General Education Fees

Adult General Education fees are \$30.00 per semester. Courses listed for Adult General Education may receive a fee waiver except for students remediating above the literacy level required for vocational training programs, or remediation services above ninth grade level. Tuition and book fee waivers or exemptions apply to students who do not have a high school diploma or its equivalent, and are enrolled in adult basic education (ABE), adult secondary education (ASE), for the purpose of achieving basic literacy or receiving a high school diploma or its equivalent. See Student Services concerning fee waiver source 5.

Students who have a high school diploma or its equivalent and are enrolled in adult basic education (ABE) or adult secondary education (ASE), or vocational preparatory instruction (VPI), and possess basic skills at or below the eighth grade level may also be fee exempt for tuition and books.

Fee Due Dates

RETURNED CHECK FEE: A \$25.00 fee will be assessed on returned checks.

All fees are due in full on the first day of class. Students will receive an itemized bill each term. Tuition and other fees must be paid in full before students enter class.

Fees may be paid with VISA debit or credit cards. The minimum charge on credit cards is \$20.00. Fees paid with a check cannot be refunded until after 10 days.

TUITION AND FEES

Non-Refundable Fees

A \$50.00 non-refundable deposit is due when the registration form is submitted for a technical program. The applicant must have the deposit or a letter of financial aid confirmation from the agency sponsoring the student. If RTC notifies the participant that he/she is not a candidate for the next class or the class is cancelled, the full deposit will be refunded.

Fee Deferment

Eligible fees may be deferred. Non-exempt, non-fee waived students in adult programs may have fees deferred:

Eligible Fee Deferment

1. When financial aid from a federal or state assistance program is delayed in transmission to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid.
2. When a veteran or other student eligible for benefits under Chapters 32, 34, or 35, Title 38, U.S. Code is delayed in the receipt of benefits for payment of tuition fees. The student must request the deferment.
3. When the district has written authorization for payment or charges for fees, books, and supplies from an approved business, industry, governmental unit, nonprofit organization, or civic organization.
4. When fees are delayed because of a district-adopted installment payment schedule based on a criterion of need.

Institutional Refund Policy

Textbooks and kits may not be returned. The amount of refund, if one is due, is determined by the criteria listed below. Any student, except a student receiving Title IV financial assistance, may be eligible for a refund under the following guidelines:

Refunds for Veterans and Other Eligible Students

1. A 100% refund (less a \$50.00 administrative fee) will be issued to all students who withdraw up to one week before or on the first day of class.
2. For withdrawal after the first day of class through the first 10% of the enrollment period, a 90% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
3. For withdrawal after the first 10% of the enrollment period through the first 25% of the enrollment period, a refund of 50% will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment).
4. For withdrawal after the first 25% of the enrollment period through the first 50% of the enrollment period, a 25% refund will be issued (less administrative fees, books, laboratory use fees, or any non-returnable equipment). No refund will be issued if a student completes 60% of the enrollment period for which he/she is charged.
5. When fees are paid by a 3rd party, refunds are issued to the 3rd party.

Co-op Fees

Industrial Cooperative Education (ICE) and Cooperative Diversified Education (CDE) students will be assessed tuition and other applicable fees at the above hourly rate for the periods that they are employed as part of their training program.

FINANCIAL AID

For financial aid assistance, please contact the financial aid coordinator:

(386) 647- 4214

The first step to receive any type of financial aid is to apply for federal financial aid. RTC offers two types of federally funded financial aid: Pell Grant and FWEF. Some agencies which sponsor students such as the Workforce Development Board, may also require that the student submit the federal financial aid application.

Return to Title IV (R2T4)

If a student withdraws before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to the Title IV funds for the payment period.

The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office.

If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

Satisfactory Academic Progress (SAP)

To be eligible for Title IV Funds, a student must make satisfactory academic progress. The satisfactory academic progress policy includes the student's GPA, pace through the program, and attendance.

RTC is a clock hour school. Federal regulation mandates that students attend all hours of each Pell Grant Payment Period to be eligible for additional funding eligibility. Students also must maintain a minimum of a "C" (2.0 GPA) to remain eligible for Financial Aid, including VA benefits. Students will be evaluated after 450 clock hours. A student can be evaluated as many times as deemed necessary by Financial Aid while enrolled in their program. Please contact the financial aid office for further information and/or to review the policy.

Eligibility

Students who do not have a high school diploma or a recognized equivalent (for example a GED), or do not meet the home school requirements will not be eligible to receive Title IV student aid.

Financial Aid Warning

Pell and VA students who do not meet appropriate attendance and grade requirements at the end of the payment period will be issued a Financial Aid warning for the next payment period.

- 1) A warning is an indication that the student is not progressing satisfactorily.
- 2) Students are permitted one warning payment period, and will remain Pell eligible at that time.

Financial Aid Probation

Students who fail to meet SAP by the end of the second payment period will be placed on Financial Aid Probation.

To maintain federal aid eligibility, a student must make an appeal. If it is determined that the student will require more than one payment period to meet SAP, he/she may be placed on probation and develop an academic plan. A review of the student's progress at the end of one payment period is required of a student on Financial Aid Probation status, to determine if the student is meeting plan requirements. The student is eligible to receive Title IV aid as long as he/she continues to meet requirements and is reviewed according to his/her academic plan.

FINANCIAL AID

Veterans

Most programs at the RTC are approved for veterans training. Questions regarding eligibility should be directed to the Veteran's Approval Agency of Florida.

Pell Grants

Pell Grants help students pay for their education after high school. For many students, these grants provide a financial aid foundation to which aid from other sources may be added. Unlike loans, grants do not have to be paid back. To apply go to www.fafsa.ed.gov (RTC school code is 016824)

Withdrawals

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will submit a withdrawal form to the Student Services office. If you are receiving financial aid, you must notify the Financial Aid Office in writing of your reason for withdrawing, noting your last day of attendance. Failure to do this may disqualify you for future financial aid.

Florida Work Experience Program

Florida Work Experience Program (FWEP) provides jobs for students who need financial aid in order to attend a training program. Students earn money by working part-time for the school system. The total FWEP award depends on the student's needs and the amount of aid the student receives from other programs.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

The Federal Drug-Free School Act is intended to inform students of the health risks associated with alcohol or drug abuse.

Penalties for those who violate school standards must be in place and consistently enforced.

State law prohibits the consumption or possession of alcoholic beverages by persons younger than 21 years of age.

The sale of alcoholic beverages to persons younger than 21 years of age is also prohibited.

Florida Residency

Verification is the process established by the US Department of Education to check the accuracy of a student's FAFSA information. Verification may occur at any time during the application or awarding process. In most cases, applicants are selected by US Department of Education. You will be notified by the federal processor and/or the RTC financial aid office. Students will be asked to provide additional documents.

If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement.

FINANCIAL AID



RIVEROAK Technical College offers generous scholarships for current and future students. RTC awards scholarships through an annual scholarship selection process. Scholarships are program specific. Students eligible for these scholarships are high school seniors, and Post Secondary Adult Vocational (PSAV) students. Factors for selection include, but are not limited to financial need, academic merit, leadership, and more.

Below are many of the scholarships offered at RTC.

Altrusa Naomi Hart Culinary Arts

Lonnie Bob Hurst Scholarship

North Florida Community College

Sabal Trail's Post-Secondary Education

Suwannee Chamber of Commerce

Vincent M. Jones Achievement Award

RIVEROAK Technical College Merit Scholarship

LPN Scholarships – Shands Ladies Auxiliary

- Honor of Ms. Elizabeth McMillan

- Memory of Margaret Boatright

- Memory of Wayne Corbin

Walter Doughty Memorial Scholarship

Altrusa of Live Oak Carol Herring

W.E. Music Memorial Scholarship

For more information contact the Student Services Office at (386) 647-4210

STUDENT INFORMATION

TABE: Test For Adult

Basic Education

Students who enroll in a Career and Technical Education (CTE) program offered for career credit of 450 hours or more must complete an entry level examination (TABE) within the first 6 weeks after admission into the program.

Each CTE program requires specific TABE scores. These scores must be met in order for the student to receive a certificate of completion. There are exemptions to this requirement (listed below).

— Possesses a college degree at the associate in applied science level or higher

— Demonstrates readiness for public postsecondary education pursuant to s.1008.30 and applicable rules adopted by the State Board of Education

— Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma.

— Earned a 150 on Mathematics and 150 on the ELA section of the 2014 GED version within 2 years.

Two versions of the TABE test are approved for use: TABE 9 and TABE 10. Each test has different levels. Survey Level A is used for students considering LPN, Surgical Technician, Pharmacy Technician and community college admission. Survey Level D is used for students in CTE programs.

\$20.00 charge for technical programs, job requirements, and enrollment venues. No charge for ABE and GED TABE testers.

TABE Test Requirements for Completion

Class	Level	R	L	M
Administrative Office Specialist	D	10	10	10
Automotive Service Technology	D	9	9	10
Auto Body	D	9	9	9
Brick and Block Masonry	D	8	8	9
Building Construction Technology	D	9	9	9
Culinary	D	9	9	9
Cosmetology	D	9	8	8
Childcare	D	9	9	9
Electrical	D	9	9	9
Medical Administrative Specialist	D	10	10	10
Patient Care Technician	D	10	10	10
Pharmacy Technician	D/A	10	10	A 11
Phlebotomy	No TABE Required			
Plumbing	D	9	9	9
LPN	A	11	11	11
Surgical Technology	A	11	11	11
Welding	D	9	9	9

Students entering a career program should demonstrate readiness to benefit from instruction in order to meet timelines and industrial exam requirements. The TABE is used to determine program participation readiness. The above chart assists students and counselors in designing a comprehensive program of study that may include academic readiness. Recommendations will not be used to deny admission into a program.

R = Reading

L = Language

M = Total Math

STUDENT INFORMATION

Institution

RIVEROAK Technical College (RTC) is a postsecondary technical training and adult education institution under the authority of Suwannee County School Board. The 20-acre campus is located in Live Oak, with easy access from U.S. Highways 129 and 90 and Interstates 75 and 10. Currently, 18 technical training programs are available. Basic skills remediation and GED preparation are available through the comprehensive Learning Resource Center. Continuing Workforce Education courses are available as needed to businesses and individuals who are already employed and need technical updating or advanced training. Community Education courses are also offered in the evening program. Students have access to personal and career counseling, financial aid, employability skills, and job placement assistance. Targeted populations, such as physically handicapped, single parents, displaced homemakers, and academically or economically disadvantaged receive support from special programs located on campus and through collaborations with local agencies such as Workforce Development and WAGES.

RTC MISSION

To provide opportunities for the development of qualified workers for the job market; to upgrade occupational skills to enter, maintain, or advance employment opportunities; and to enable students to become self-sufficient and self-confident; and to encourage students to become highly productive citizens with positive values and a strong work ethic.



Book Store

The book store is located in the Student Services office. Adults must purchase required texts. Textbooks and supplies may be purchased during specified hours. Adult student textbooks and kits may not be returned if the student withdraws from RTC.

Books and some supplies are provided for high school students by Suwannee County School Board.

A.L.I.C.E.

(Timely Warnings and Emergency Notifications)

In the event of an extreme, dangerous situation, involving people in a life or death conflict, actual death or hostage, a comprehensive plan of action is in place at the campus to deal with such matters. This will be reviewed during student orientation or by classroom teachers during the first week of class. Should the need arise, notify the instructor or nearest staff member immediately.

Cell Phone Policy

Cell phones may be brought to class under the following conditions:

1. Cell phones must be turned off during class time and remain out of sight and kept secure.
2. Cell phone use must be limited to between classes.

The principal shall have full authority to regulate the use of cell phones on school campus. Refer to School Board Policy 5.101.

Medical Treatment Policy

Students may be treated for minor injuries on campus but no aspirin or similar drugs will be dispensed. All minor students must have an emergency authorization form on file for emergency transportation and care. All accidents or injuries must be reported to an instructor immediately.

Bullying and Harrassment

Suwannee County School District (SCSD) ensures all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. SCSD will not tolerate bullying and harassment of any type. School employees are required to report alleged violation of this policy. Students, parents, volunteers, etc. are encouraged to report any act that may be a violation of this policy either anonymously or in person to the principal.

STUDENT INFORMATION

Americans with Disabilities Act

RTC complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. RTC also complies with Section 504 of the Vocational Rehabilitation Act Amendments (VRAA) of 1973 which states "no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Reasonable accommodations will be provided for students with documented special needs.

As an Equal Access/Equal Opportunity institution, RTC assures students with disabilities equal access to all programs, activities, and services as described in Section 504 and 508 of the VRAA and in compliance with the ADA. Specialized services and counseling are provided by trained staff. Course content will be made available in an accessible format upon request for students with a documented disability. Students making this request should consult with the counselor at the beginning of the term.

Vocational Education for Students with Disabilities

This program provides specialized vocational education for students with disabilities. Instructional strategies include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies are also incorporated to improve student's personal qualities and high order thinking skills. This program is limited to Comprehensive Community Services clients.

Continuing Workforce Education

This course provides students with instruction that does not result in a vocational certificate, diploma, associate in applied science degree, or associate in science degree. The content of the course may vary as a result of industry and student needs. Instruction in this course is for individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body; a new or expanding business, industry, and government agency whose products or services are changing so fast that retraining employees is necessary; or whose employees need training in specific skills to increase efficiency and productivity; and individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train, or to upgrade equipment.

Accommodations for Special Needs

RTC makes every effort to accommodate the special needs of its students. Accommodations may include but not be limited to extended time for training, modified tools, special texts, and modified course content. Any student that may need accommodations should contact the guidance counselor to identify strategies.

Certificates of Completion

Certificates of Completion will be awarded to students who master program performance standards and meet state reading, language, and math minimum requirements for that program.



STUDENT INFORMATION

Counseling

For counseling services,
please contact RTC
Student Services:
(386) 647- 4231

The coordinator of career and technical education student and community affairs helps students and prospective students with academic or personal problems. Students returning to school who experience any anxiety or have to make difficult decisions may use all of the counseling services available. These include vocational guidance, career information, assistance with academic and study problems, specialized testing, and personal counseling. The Counselor works with students in a confidential relationship to explore aspirations, aptitudes, interests, and to help with special problems.

Dress Code

Students are expected to dress appropriately for their program. Dress and general grooming shall be consistent with the highest possible standards. Bare midriff, see-through clothing, halters, tube tops, tank tops, backless dresses/tops, biker shorts, and loose pants/shorts that fall below the natural waistline are examples of unacceptable dress. Shop classes may require work boots. Dresses/skirts are to be no shorter than three inches above the knee. Clothing with words/phrases, symbols, pictures, patches, or insignia which are offensive, obscene, profane, or alcohol/drug related are prohibited. Most programs have additional dress code requirements. Students must dress for success. Students not in compliance with the dress code will be required to leave campus.

Change of Address

It is the responsibility of the student to notify Student Services of a change of address or other demographic information such as marital status or phone number. Students eligible for Pell Grant refunds will be notified by first class mail.

COMMENCEMENT/GRADUATION

Commencement exercises are conducted annually near the end of the school year. Students eligible to participate include those students who have completed the requirements for GED, High School Diploma, and career certificate education programs. Friends and relatives of students graduating are invited to attend the formal ceremony.



Drug-Free School Policy

RTC Drug-Free School Statement: Standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by RTC students on school property or as part of any of its activities will be enforced. The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Suwannee County Public School owned and controlled property or as part of any of its activities. Any RTC student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a student will be reason for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state, and federal law. Source of text: Schools Without Drugs, U.S. Dept. of Education. In order to comply with the Federal Drug-Free Schools Act.

STUDENT INFORMATION

Electronic Devices

RTC is not responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

Facility Care

Students are expected to help maintain the professional look of their campus by refraining from littering, parking on the grass, or marking on desks, equipment, or walls. Trash receptacles are conveniently located throughout the campus.

Grievance Procedure

Persons who feel deprived of any personal rights by students, personnel, or policies of RTC are encouraged to pursue grievance through due process procedures as set forth:

- + Attempt to communicate your position to the person most directly involved. If not resolved
- + Explain the situation to a counselor. If not resolved
- + Make an appointment to discuss the problem with the building administrator. If not resolved
- + File a formal grievance petition. Forms are available in the Student Services office. A hearing will be held. Other resources are available for persons having special concerns including Civil Rights discrimination:
Local: (386) 364-2629 State: 1-800-342-8170

For cases where the grievance is not resolved at the institution level, the student may contact:

The Council on Occupational Education
7840 Roswell Road., Bldg. 300, Suite 325 Atlanta, Georgia 30350
(770) 396-3898 or (800) 917-2081

GED Testing

RTC is an approved GED Testing Center. Details of testing, costs, and dates may be obtained by calling (386) 647-4201.

The GED test is only available in computer format. To register for this test go GED.com.
The GED is administered at RTC every Wednesday.



Lost & Found

Please go to student services or the administration office to report anything missing or return found items so the proper owner can be notified.

Messages

Only incoming emergency messages to the school will be taken for you and given to your instructor. Classes will not be interrupted for phone calls except in case of an emergency.

Food Services



Food and drink machines are available in the Student Center. Suwannee High School students must eat lunch in the high school cafeteria.

STUDENT INFORMATION

Immunization

In accordance with Florida Statute 1003.22, all students under 21 years of age must show proof of immunization from communicable diseases. Exemptions may be available under special circumstances outlined in statute.

Honor Roll

Each nine-week grading period, students are identified for Honor Roll and recognized at the Honor Roll breakfast.

To be selected, the student must meet the following criteria:

1. Enrolled in two or more grading periods.
2. Must have a B or above average in all RTC classes.
3. Missed no more than three days in the nine-week grading period for any reason, including Administrative Excused Absences.
4. Practical Nursing has different standards for honor roll. Refer to the specific program student handbook.

Live Work Policy

RTC accepts live work in Automotive Collision Technology Technician, Automotive Service Technology, Child Care, Cosmetology, Masonry, and Commercial Foods and Culinary Arts/Professional Culinary Arts and Hospitality. All services are provided by students. Work Orders are used to bill for materials, shop use fees, or services. Some shops have special conditions to accept live work. All work accepted must be with the approval of the instructor. The Program Advisory Committees approve a fee schedule for live work. School Board vehicles are not maintained or repaired by RTC programs. Vehicles left for repair will be charged \$5.00 per day storage beginning 5 school days after owner is contacted for removal.

Insurance

Students enrolled in industrial and health programs are required to purchase school accident insurance, provide evidence of coverage by some private accident policy, or sign a waiver declaring responsibility for their own medical bill(s) if an accident occurs. Health Science students must also purchase personal liability insurance for liability they may incur during clinical practice.



Parking

All vehicles must display a valid parking permit. Students must park in designated student parking areas. Students may not park in unauthorized areas or in the shop compound without instructor or administrative permission. Adult parking permits may be purchased from Student Services for \$10.00 for the entire school year. No parking permits will be issued to high school students taking less than two periods per semester. High school parking permits may be purchased for \$10.00 per year. Vehicles without permits will be towed at the owner's expense.



STUDENT INFORMATION

Orientation

Orientation occurs during the first week of each semester. Sessions are conducted during each of the periods throughout the day. Students are informed about rules and regulations, parking, food services, attendance, counseling, financial aid, programmatic information, the use of technology, and career pathways.

Placement

RTC Student Services make every effort to help students obtain a job related to their training. Local employers contact RTC when job openings arise and RTC attempts to match student skills to job needs.



Records & Transcripts

Student records are maintained in the Student Services office for five years. Records dating back more than five years are sent to the district records department where student data is recorded on microfilm. For information on student records, transcripts, and GED records, contact RTC Student Services at 647-4210.

Requests for transcripts must be made in writing to RIVEROAK Technical College Student Services. The request must identify the student's full name or name at time of enrollment, date of birth, social security number, program of enrollment, and last date of attendance.

Schedule Changes

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. The instructor will then arrange for a student to speak to the counselor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by student services.

Visitors

Visitors must sign in at Student Services and obtain a visitor's pass before visiting the campus or classrooms. Administrator and instructor approval must be secured prior to classroom visits.

Student Records, Directory Information

Under state and federal regulations, Suwannee County School Board is required to inform all students of policies protecting the confidentiality of students' educational records.

Directory information is a part of a student's educational records and includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates, awards received, and most recent previous educational agency of institution attended by the student. Directory information will be deemed public and may be distributed upon request or may be published unless the principal of the school is informed in writing within (10) calendar days of the beginning of school by the concerned party that any or all of the information is not to be released or published.

STUDENT INFORMATION

Rules of Conduct

- + Students will keep work areas clean and in good order.
- + Profanity and rudeness will not be allowed.
- + Public display of affection or sexually explicit conduct will not be permitted on campus.
- + Sale, purchase or possession of non-prescribed drugs, alcohol, or other controlled substances will not be tolerated. Law enforcement will be contacted.
- + Fighting will not be allowed on campus.
- + Horseplay in classrooms or shops will not be tolerated.
- + Firearms, knives, razors, and other cutting instruments and/or weapons will not be allowed on campus.
- + Cell phones, CD players, mp3 players, radios, sunglasses, hats, etc., will not be used inside buildings.
- + Loitering in entry ways and hallways will not be allowed.
- + Any adult student leaving or returning to RTC is required to sign in/out. High school students must be checked out by a parent or guardian, in person, and also sign out at Suwannee High School attendance office. Photo ID is required for the person checking out a high school student.
- + Students who willfully destroy or abuse property will be required to pay for damages.
- + No open food/drink containers will be allowed in classrooms or halls. All litter will be placed in containers.

Tobacco Use

Smoking and use of tobacco products on RTC campus, in RTC buildings, or surrounding areas is strictly prohibited. Florida Statute 386.212 states it is unlawful for persons under 18 years of age to smoke or possess tobacco products. This law applies to any student – high school or adult. In addition to disciplinary action by RTC, local law enforcement will be contacted to issue a ticket for smoking or possession of tobacco products by a minor.

Social Security Number, Collection & Use

In compliance with Florida Statute 119.071(5), Suwannee County School Board (SCSB) issues this notification regarding the purpose of the collection and use of your Social Security Number.

SCSB recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, as required by Florida Statute 1008.386, the Board must request that each student enrolled in the district provide his or her social security number and must use the Social Security Number in the management information system.

SCSB further recognizes that under certain circumstances, as an employer and an education institution, the collection of social security numbers is necessary to properly perform its duties and functions accurately and efficiently. Due to the sensitive nature of an individual's social security number, SCSB will secure Social Security Numbers from unauthorized access and never release them to unauthorized parties. Each student and employee will be issued a unique identification number for reporting purposes unless otherwise prescribed by law.

SCSB collects your social security number only for the following purposes: Identification and verification; benefit processing; data collection, reconciliation and tracking; tax reporting; criminal background checks; billing and payments; payroll administration; garnishments; state and federal education and employment reporting; financial aid programs; vendor applications; independent contractors; and employment and volunteer applications.

Additionally, Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for RTC to collect the Social Security Number of every postsecondary student enrolled. A student may refuse to disclose his/her Social Security Number to RTC, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

All Social Security Numbers are protected by federal regulations and are never released to unauthorized parties. (SCSB 10/28/08)

STUDENT INFORMATION

Student Organizations

Vocational Student Organization activities are an integral part of the vocational curriculum in Florida. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and vocational understanding. Students who participate in the activities of a Vocational Student Organization are better prepared to take their places in the world of work. The organizations provide opportunities for members to participate in activities which relate to actual or anticipated employment.

SkillsUSA

SkillsUSA is for students in Automotive Collision Repair and Refinishing, Automotive Service Technology, Building Construction Technology, Commercial Foods and Culinary Arts, Cosmetology, Early Childhood Education, and Masonry. The organization provides leadership opportunities and skill enhancement.



Licensed Practical Nurses Association of Florida (LPNAF)

LPNAF is an organization for students enrolled in the Practical Nursing program.

LPNAF provides motivation for establishing and elevating professional standards.

Through LPNAF, licensed practical nurses work for the improvement of practical nursing, the general welfare of licensed practical nurses, and the health needs of Florida citizens.

Membership fees are included in enrollment fees for the Practical Nursing program.

Students Right To Know

Student Right-To-Know (SRTK) and Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act (DCSCCSA)

The SRTK requires institutions to disclose specific information on the general student population. The DCSCCSA requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. RTC publishes these reports to the faculty, staff and students to comply with the provisions of the law.

Student Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment: Harassment of any kind (sexual, racial, religious or national origin) whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students is illegal and will not be tolerated. If you feel you are being harassed, contact a school official.

Family Educational Rights and Privacy Act

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. Suwannee District School policies regarding student records are in accordance with these regulations.

ATTENDANCE POLICY

General Attendance Provisions

Good attendance and punctuality are important keys to career success. Business and industry can function only when employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits. These are the minimum requirements for all programs. Attendance policies may be more stringent in some programs.

NOTE: Attendance policies for secondary students are established by the Suwannee County School Board. Refer to the Student Conduct and Discipline Code for 2017-2018.

Absences

The Attendance Policy is monitored by nine week grading periods. The following policies apply to full-time and part-time adult students:

- + Students registered for day classes, 3 periods or more, Monday through Friday (five days a week) will be allowed up to five absences in any one nine-week grading period. On the sixth absence, the student will be withdrawn from school.
- + Students registered for day or night classes, 2 periods per day, 2 evening classes, or less than 10 hours a week, will be allowed up to two absences in any one nine-week grading period. On the third absence, the student will be withdrawn from school.
- + Students in the Practical Nursing program must adhere to the specific attendance policies of the program. Refer to the Practical Nursing Student Handbook.
- + Financial Aid and Veteran's benefits will be terminated if a student is withdrawn.
- + Suspensions are counted as absences.
- + There will be no "excused" or "unexcused" absences, except Administrative Excused Absences.
- + Students withdrawn for unsatisfactory attendance may re-enroll on a space available basis.
- + In calculating absences for withdrawal purposes, excessive absences in any one period of instruction will constitute withdrawal from all classes. Three tardies will constitute an absence for that period.
- + Absences for pre-approved school-related activities or active military duty will not be counted as part of the allowed five days. (Documentation may be required.) It will be the responsibility of the student to complete classroom or clinical training missed due to absences.
- + Full time ABE/GED students enrolled in courses will be automatically withdrawn after six (6) consecutive absences.

ATTENDANCE POLICY

Withdrawals

If you wish to withdraw from a program or course before the end of your enrollment period, please notify your instructor as soon as possible. Your instructor will submit a withdrawal form to the Student Services office. If you are receiving financial aid, you must notify the Financial Aid Office in writing of your reason for withdrawing, noting your last day of attendance. Failure to do this may disqualify you for future financial aid.



Administrative Withdrawal

Adult students may be withdrawn immediately by the administration for the following reasons:

- + Discipline referral.
- + Behavior or act that endangers students, staff, and/or faculty, or other inappropriate actions as determined by the administration.
- + Unsatisfactory progress.
- + Drug and/or alcohol abuse.

Students may not reapply for admission until the beginning of the next semester upon approval of the administration.

The student may appeal the disciplinary action. The student must make a request in writing to student services within five (5) days. If the student is dissatisfied with the decision of the appeal, the student may appeal through the Superintendent's Office, (386) 647-4600.

Tardies & Early Dismissals

Tardies will be calculated on a 15 minute cycle: students tardy 1-15 minutes will be docked 15 minutes, 16-30 minutes will be docked 30 minutes, 31-45 minutes tardy will be docked 45 minutes and 46-60 minutes will be docked one (1) hour.

Contact RTC Principal, Mary Keen, to apply for Administrative Excused Absence.

Administrative Excused Absences

If a student experiences a life-altering event and provides documentation within two days of returning to school, the student will be administratively excused for the following reasons:

- + Hospital confinement for the adult student, spouse, or children,
- + Court appearances,
- + Death in the immediate family (spouse, children, parents, siblings)
- + Extended illnesses (example: chemotherapy, severe diabetes, an illness that may require numerous doctor visits and can be documented).

Documentation is defined as:

- + For hospital stay: a statement from the doctor and/or hospital indicating the date of the admission and the date of dismissal.
- + For court appearance: a subpoena or a letter from the attorney representing the student.
- + For death in the immediate family: an obituary, a funeral program, or newspaper article about the deceased.

ATTENDANCE POLICY

Leave of Absence

In order for an adult student to qualify for a leave of absence, the student must apply for the leave of absence prior to the requested time. The leave of absence will be considered for a period of days (minimum of five days and no more than thirty school days) and not for sporadic absences over a period of time. In the event of an emergency absence, the student may be covered by the administrative excused absence.

A "Request for Leave" form must be filed with the Student Services Office. Student will be notified once a decision has been made. Contact student services to apply for a leave of absence.

NOTE: No more than one leave of absence will be granted in an academic semester. Veteran's benefits will be terminated and financial aid payments will be reduced. Extraordinary circumstances will be considered.

Petition for Readmission

Once a student has been withdrawn from classes, the student may apply for readmission by completing a "Petition for Readmission" form. The student must present documentation to account for as many of the absences as possible. (Example: a student may have been sick for a few days and has a doctor's note to indicate the illness.) Each case will be reviewed by student services. It is the student's responsibility to keep all documentation and present it at the time of petition for readmission.

After an adult student has filled out a "Petition for Readmission" form and supplied as much documentation as possible, student services will review the information with input from the student's teachers and make a determination on readmission.

Should the student be allowed to return to school in the same semester, the adult student will be limited to no more than one additional absence and one additional tardy during the remaining time in the nine-weeks, and must be progressing toward the established educational goals for the student. Special conditions for readmission may be established.

Should the adult student fail to meet the above stated requirements, the adult student will be withdrawn from school and may not re-enter until the next semester, on a space available basis. This policy includes voluntary withdraw.

NOTE: No more than one petition for readmission will be granted per semester.

Contact student services to petition for readmission.



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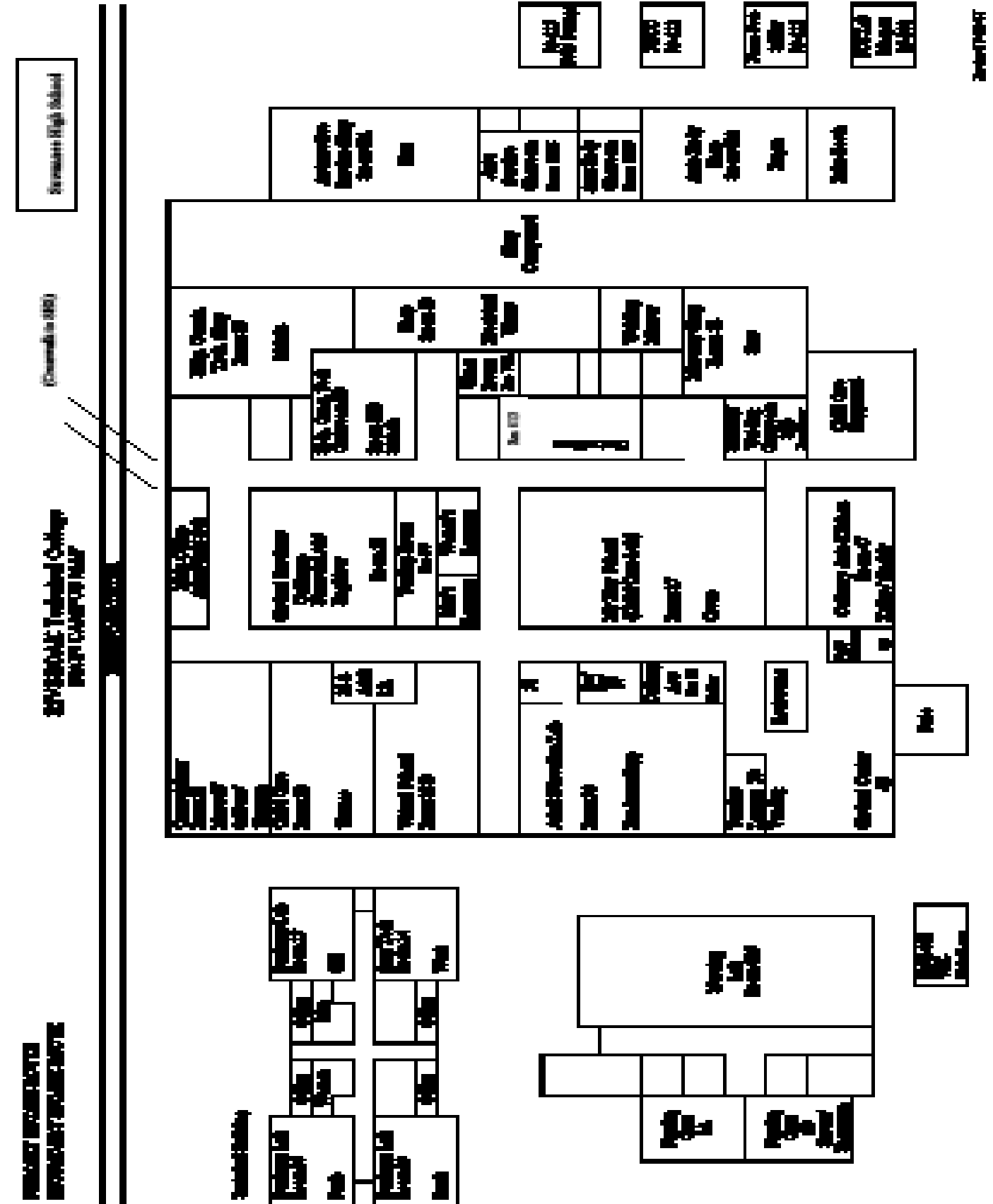


Claude Ivey
Custodian



Dalton Allen
Custodian

CAMPUS MAP



LOCATION MAP

