

## Child Care Center Director Syllabus Summer 2024

### Course Information

Course Title: Child Care Center Director

CRN: 30038

Course number with Section: HEV 0160 01

Course Description: The course provides an overview of the core competencies required of current and potential child care program directors managing early childhood programs. Topics include budgeting, legal issues, personnel, working with families and community partners, food service, health issues and program safety management. This course fulfills the Overview of Child Care Management (OCCM) course requirement for the Florida Department of Children and Families Child Care Director Credential.

Course Location: Online

Course Day and Time: Asynchronous

Prerequisites: None

Corequisites: None

### Instructor Information

Name: Denise Callaway

Office Location: Building 13, Room 233

Office Hours: The instructor is available both on campus and online by appointment outside normal office hours, as needed.

- Monday on Main Campus – 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm
- Tuesday on Perry Campus – 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm
- Wednesday on Main Campus – 10:00 am – 12:00 pm

Phone Number: (850) 973-9449

Email: [CallawayD@nfc.edu](mailto:CallawayD@nfc.edu)

Instructor Response Time for Phone/Email: The instructor will respond within 24 hours during the Summer term work week (Monday-Thursday, 8am-4:30pm), unless there are extenuating circumstances.

Response Time for Posting Grades on D2L: Grades will be posted within 7 days after assignment deadlines. If you do not see a grade for your assignment by day 8, please contact your instructor.

Department Chair: David Dunkle

Department Chair Email: [DunkleD@nfc.edu](mailto:DunkleD@nfc.edu)

## Required Curriculum/Textbook and Course Materials

Required Textbook: Adams, S, Kronberg, A. S., Donley, M. L., & Lynch, E. (2022). *Developing & administering an early childhood education program* (10th ed.). Boston, MA: Cengage Learning. ISBN: 9781305687721

Required Course Materials/Supplies: Reading and other materials are available in D2L Course Content. If any other course resources are required, they will be available online and/or in the course content area.

Minimum Technological Requirements and Skills: Technologies required throughout the course include computer, printer, scanner, Microsoft Office and Adobe Acrobat. Technical skills required to succeed include use of email with attachments, use of scanner, creating documents using Microsoft Office, submitting course documents using D2L portal, downloading documents and saving for use, etc. Regular access to the Internet is required.

For textbook questions, please visit:

<https://customersupportcenter.highered.follett.com/hc/en-us>

## Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation: Points will be determined by performance on the following assignments and exams:

### 1. Getting Started

**Step 1 – MANDATORY Attendance Quiz – Active participation in the course will be verified by your submission of the Attendance Quiz.** Submitting the Attendance Quiz during the first week of class will verify your active participation and will prevent you from being dropped from the class for non-attendance.

**Step 2 –** Email your instructor from your NFC email account.

2. **Introduction Assignments (15 BONUS points)** –Completion of the following three assignments during Week 1 will earn Bonus Points: 1) Introduction Discussion Forum, 2) Introduction Activity, and 3) Introduction Quiz. **BONUS POINTS WILL ONLY BE AWARDED**

- DURING WEEK ONE.** Submit the Introduction Assignments during Week 1 to familiarize yourself with the course and D2L. Each assignment is worth 5 Bonus Points.
3. **Discussions (75 Points)** – There will be three Discussion Forums during the course. Each forum will be worth 25 points. Discussion Forums can be submitted until the last day of class.
  4. **Assignments (565 Points)** – Throughout the semester, assignments will be given to promote critical thinking, comprehension, and competency. Assignments are based on readings, discussions, and activities. It is critical that you complete all of the assignments to the best of your ability. Assignments should be professional, which means they have been checked for spelling and grammar errors. Assignments will be submitted in a specific D2L Dropbox. Use your syllabus to track your assignments so you turn everything in on time. Late work is only accepted with instructor approval.
  5. **Chapter Quizzes (160 Points)** – Each chapter quiz is worth 10 points and will cover specific chapters. Quizzes will include questions regarding the textbook, supplemental reading, discussions, activities, homework, and videos – everything is fair game for a quiz! Quizzes may include multiple-choice questions, matching, true/false, fill in the blank, and short answer. Quizzes will be open and available until the last day of class.
  6. **Final Exam (200 points)** – A Final Exam will be administered online via D2L. Content for the exams will be taken from assigned readings, lectures, and other activities The Final Exam has two sections (100 points each): 1) Multiple Choice in Quizzes and 2) Essay in the Dropbox. Both will be available in the course Friday, April 26, at 12:00 am – Tuesday, April 30, at 11:59 pm. You will not be allowed to take the exam after the access date. A make-up or early final will only be given for extenuating circumstances, as determined by the instructor.

Course Grade: According to the Course Syllabus, there is a total of 1,000 points that can be earned during the course. **If this course is taken as a requirement for the OCCM, then this course must be successfully completed with a minimum average of 70% overall for the course with a minimum of 80% of the Dropbox assignments submitted.** The numerical grades will correspond to letter grades as follows:

900-1,000 points – (90-100%) – A

800-899 points – (80-89%) – B

700-799 points – (70-79%) – C

600-699 points – (60-69%) – D

Below 600 is Failing

Mid Term and/or Final Exam Information: This course does not have a Midterm Exam. The Final Exam will be administered online via D2L. The Final Exam has two sections: 1) Multiple Choice in Quizzes and 2) Essay in the Dropbox. Both will be available in the course Monday, June 24, 2024, at 12:00 am – Sunday, June 30, 2024, at 11:59 pm. You will not be allowed to take the exam after the access date. A make-up or early final will only be given for extenuating circumstances, as determined by the instructor.

## Outcomes/Objectives

**FLORIDA DEPARTMENT OF CHILDREN & FAMILIES OVERVIEW OF CHILD CARE MANAGEMENT (OCCM)**

Florida Child Care & Education Program Director Credential Program Competencies:

## I. Child Care and Education Organizational Leadership and Management

Competency A: To maintain a leadership role as a program administrator in creating and sustaining an effective organizational structure in a child care and education setting (Organizational Structure and Professionalism).

Competency B: To maintain effective personnel policies and procedures, and systems for staff recruitment, development, management, and evaluation (Personnel Policies and Staff Development).

## II. Child Care and Educational Financial and Legal Issues

Competency A: To maintain effective financial planning, budgeting, accounting, compensation, purchasing, and maintenance systems (Budgeting and Accounting).

Competency B: To implement effective publicity and marketing strategies (Marketing).

Competency C: To maintain sound practices related to legal obligations and responsibilities in child care management (Legal Obligations, Tax Law, Insurance and Licensure).

## III. Child Care and Education Programming

Competency A: To implement and sustain a culturally sensitive, non-discriminatory and inclusive environment and curriculum based on principles of child development and professional standards (Developmentally and Culturally Appropriate Environment and Curriculum).

Competency B: To maintain systems for ongoing assessment and documentation related to individual children in the program (Child Observation, Assessment, Documentation and Referral).

Competency C: To maintain systems for monitoring practices related to health, safety and nutrition (Health, Safety and Nutrition Practices).

Competency D: To implement policies that promote alliances with families and collaboration among programs, families, and community resources (Alliances with Families).

**The Florida State Director Credential will only be issued to students who provide documentation of the following:**

- High School Diploma or GED
- Department of Children and Families Part I Mandated Child Care Training
- At least 8 hours of training for children with special needs
- An active Staff Credential
- Approved Overview of Child Care Management Course (this class)
- VPK Director Endorsement (required for Directors with VPK Programs)

### **OCCM PROGRAM LEARNING OUTCOMES:**

1. Demonstrate knowledge of children's characteristics, needs, multiple influences on development and learning to create environments supportive and challenging for all children.

2. Recognize and demonstrate the importance and complex characteristics of children's families and communities by creating family and community relationships that support children's learning and development.
3. Demonstrate the goals, benefits and uses of assessment techniques, tools and approaches in the classroom to support learning and development of young children.
4. Design, implement and evaluate experiences that promote positive ways to support social/emotional development and learning for all children.
5. Achieve professional status and recognition, set goals for personal and professional growth while practicing ethical standards and other professional guidelines established within the early childhood field.
6. Demonstrate knowledge of regulations governing health, safety and nutrition, which responds to children's health needs and promotes nutrition by designing, maintaining and assessing environments for safety.
7. Demonstrate how organizations develop and grow through implementing administrative practices that maintain and support strong early care and education programs that meet the diverse needs of children, families, staff and community.
8. Design, implement and evaluate experiences that will promote steps to advance children's physical and intellectual development using developmentally effective approaches to teaching, learning and knowledge of academic disciplines.

## Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Analyze the leadership role of the program administrator in creating and sustaining an effective organizational structure in a child care and education setting.
2. Demonstrate an understanding of legal obligations/responsibilities of a child care facility, including those related to tax laws, insurance, and licensure.
3. Apply knowledge of program elements needed to implement and sustain a culturally sensitive, nondiscriminatory and inclusive environment based upon principles of child development and professional standards.
4. Develop a system for monitoring child care facility practices related to health, safety, and nutrition.
5. Create policies that promote alliances with families and collaboration among programs, families, and community resources.

Course Level SLO #	Gen Ed/Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
2, 3, 5	1, 2, 3, 5, 7	Develop a written philosophy, goals and mission statement for a child care and education program.
1, 2, 3, 5	2, 4, 6	Develop personnel and family policies and procedures according to basic principles and best practices for a child care center.
1, 2, 4, 5	5, 8	Develop a plan to ensure the health and safety of children and staff in child care centers.
1, 2, 5	2, 5, 7	Demonstrate effective procedures to maintain effective financial planning, budgeting, accounting, compensation, purchasing, maintenance systems, legal obligations and responsibilities in child care management.

## Course Content and Schedule

This schedule may be modified at the instructor's discretion due to time limitations or unforeseen circumstances. Major assignments and exams are listed below. It is important to check the D2L News **daily** for up-to-date information about the course. **No changes will be made without notifying students via email and/or course News. Thus, it is in the student's best interest to regularly check their school email account and read course News Items in D2L.** Each week typically begins on Mondays at 12:00 AM and ends on Sundays at 11:59 pm. The assignments due for each week must be completed within the given time frame. **Any exceptions are noted in the schedule below.**

WEEK & DATE	REQUIRED READINGS	ASSIGNMENTS
<b>1</b> May 6-12	Syllabus Discussion Forum Rubric Adams, et. al. (2022), Chapter 1 – The Effective Director	Read the Syllabus in its entirety Take <b>MANDATORY</b> Attendance Quiz Email your instructor Introduction Assignments (Bonus Points) <ul style="list-style-type: none"> <li>• Introduction Discussion</li> <li>• Introduction Assignment</li> <li>• Introduction Quiz</li> </ul> DCF Application and Transcript NAEYC Ethical Code of Conduct Personal Leadership Style Chapter 1 Quiz
<b>2</b> May 13-19	Adams, et. al. (2022), Chapter 2 – Assessing Community Need and Establishing a Program Adams, et. al. (2022), Chapter 3 – Licensing and Certification Adams, et. al. (2022), Chapter 4 – Organizing Center Structure and Working with a Board	Mission & Vision Statement Director Interview Gold Seal Organizational Chart Chapter 2 Quiz Chapter 3 Quiz Chapter 4 Quiz
<b>3</b> May 20-26	Adams, et. al. (2022), Chapter 5 – Handling Financial Matters Adams, et. al. (2022), Chapter 6 – Funding the Program	Budget Planning Budget Discussion 1 – Legal Requirements Chapter 5 Quiz Chapter 6 Quiz
<b>4</b> May 27 – June 2	Adams, et. al. (2022), Chapter 7 – Developing a Center Facility Adams, et. al. (2022), Chapter 8 – Equipping the Center Adams, et. al. (2022), Chapter 9 – Staffing the Center	Resource List Playground Safety Discussion 2 – Employee Handbook Chapter 7 Quiz Chapter 8 Quiz
<b>5</b> June 3-9	Adams, et. al. (2022), Chapter 9 Staffing the Center	Motivation Staff Evaluation Staff Retention Job Description Interview Questions Employment Ad Employees Conflict Resolution

		Staffing Schedule Chapter 9 Quiz
<b>6</b> June 10-16	Adams, et. al. (2022), Chapter 10 – Recruiting Children Adams, et. al. (2022), Chapter 11 – Supporting Quality Curriculum Adams, et. al. (2022), Chapter 12 – Managing the Food and the Health and Safety Programs	Special Needs Transition Curriculum Menu Sick Child Policy Emergency Prep Plan Chapter 10 Quiz Chapter 11 Quiz Chapter 12 Quiz
<b>7</b> Jun 17-23	Adams, et. al. (2022), Chapter 13 – Working with Families, Volunteers, and the Community Adams, et. al. (2022), Chapter 14 Providing for personal and Professional Staff Development	Discussion 3 – Parent Handbook Professional Organizations Family Resources Family Involvement Health Insurance Complaints Professional Plan Staff Meeting – Part I & 2 Chapter 13 Quiz Chapter 14 Quiz
<b>8</b> June 24-30	Adams, et. al. (2022), Chapter 15 – Evaluating Center Components Adams, et. al. (2022), Chapter 16 – Marketing the Program	Assessment Assessment Resources Website Marketing Enrollment Advertisement Chapter 15 Quiz Chapter 16 Quiz
<b>Final Exam</b> Monday, June 24, 2024, at 12:00 am – Sunday, June 30, 2024, at 11:59 pm	Adams, et. al. (2022) Chapters 1-16	Final Exam available Online via D2L. Multiple Choice Section in Quizzes and Essay Section in Dropbox.

**Early Alerts: Full Term**May 28<sup>th</sup> – 29<sup>th</sup>**NFC Course Policy Statements**

At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

This is an 8-week mini-mester course.

Assignments are submitted to Turnitin to review papers and projects for improper citation and/or plagiarism by comparing each student’s report against billions of internet pages that have been submitted to Turnitin in the past and thousands of academic sources. A *Similarity Report* is generated

that details the areas of a student paper that may have been documented incorrectly or used improperly. Your submission should be less than 30% to indicate originality. If indicated, work should be cited using APA citation for this course.

Late assignments will only be accepted under extreme circumstances (i.e. death in immediate family, hospitalization, etc.) with instructor approval and documentation. If approved, the instructor may reduce the number of points available for accepted late assignments up to one-half of the total assigned points. Make-up exams and quizzes will only be allowed with instructor approval and documentation for extreme circumstances. Discussion boards cannot be made-up under any circumstances.

All assignments are to be typed using an easily readable font and saved as a Word document, Rich Text File or a .pdf file. **All course work must be submitted through the course website in the appropriate dropbox (as an attachment), discussion forum, and/or quiz/exam for grading. Submitted assignments that can't be opened by the instructor will receive a grade of "0".** APA citations are required for this course.

Assignments should be proofread carefully as only assignments with minimal errors will receive high scores.

**The instructor reserves the right to make changes and/or adjustments as necessary to better meet the needs of the students and classes, as well as to ensure academic success.**

## NFC Information and Policy Statements

### Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

### Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance.** This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

### Textbook Purchases



All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

### **Used Book Purchases**

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

### **Students/Visitors: Where to Park on Campus**

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:** If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

### **Campus Security**

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

### **Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term  
Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at [library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

### Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**Walk-in and by appointment services:** Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

### Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

**For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Brianna Kinsey at [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu) or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu)
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu)

## Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

## Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

## Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or [paulkd@nfc.edu](mailto:paulkd@nfc.edu).

## Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email [equity@nfc.edu](mailto:equity@nfc.edu).

## Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.

- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

### **Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.