



THE DAWN OF A NEW DAY

ROBERT MORGAN TECHNICAL COLLEGE





Welcome to
ROBERT MORGAN EDUCATIONAL
CENTER & TECHNICAL COLLEGE
2024-2025



RMEC & TC Administration



ERICKA CALDWELL-CLINCH

Director



JOSEPH A. EVANS

Associate Director



ISMARY GONDAR

Assistant Director



ISABEL HERNANDEZ

Assistant Director



RMEC&TC's VISION

Robert Morgan Educational Center & Technical College's sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

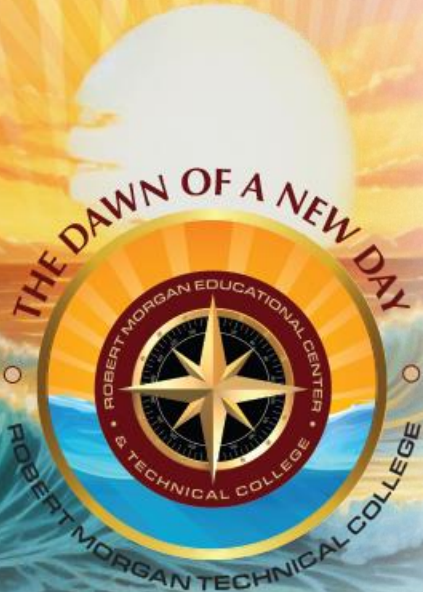
RMEC&TC's MISSION

Robert Morgan Educational Center & Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

The Dawn of a New Day



RMEC & TC's CORE VALUES



Accountability ♦ Citizenship ♦ Flexibility ♦
Integrity Organizational and Personal
Learning ♦ Positive Atmosphere and
Culture ♦ Preparing Students
Professionalism ♦ Pursuit of Excellence ♦
Respect ♦ Valuing Stakeholders



REGISTRATION HOURS:

Monday - Thursday 8:00 am - 8:00 pm

Friday 8:00 am – 7:00 pm

CASAS & TABE Testing Hours

IMPORTANT

Monday - Thursday

8:30 AM – 10:30 AM

12:45 PM – 1:00 PM

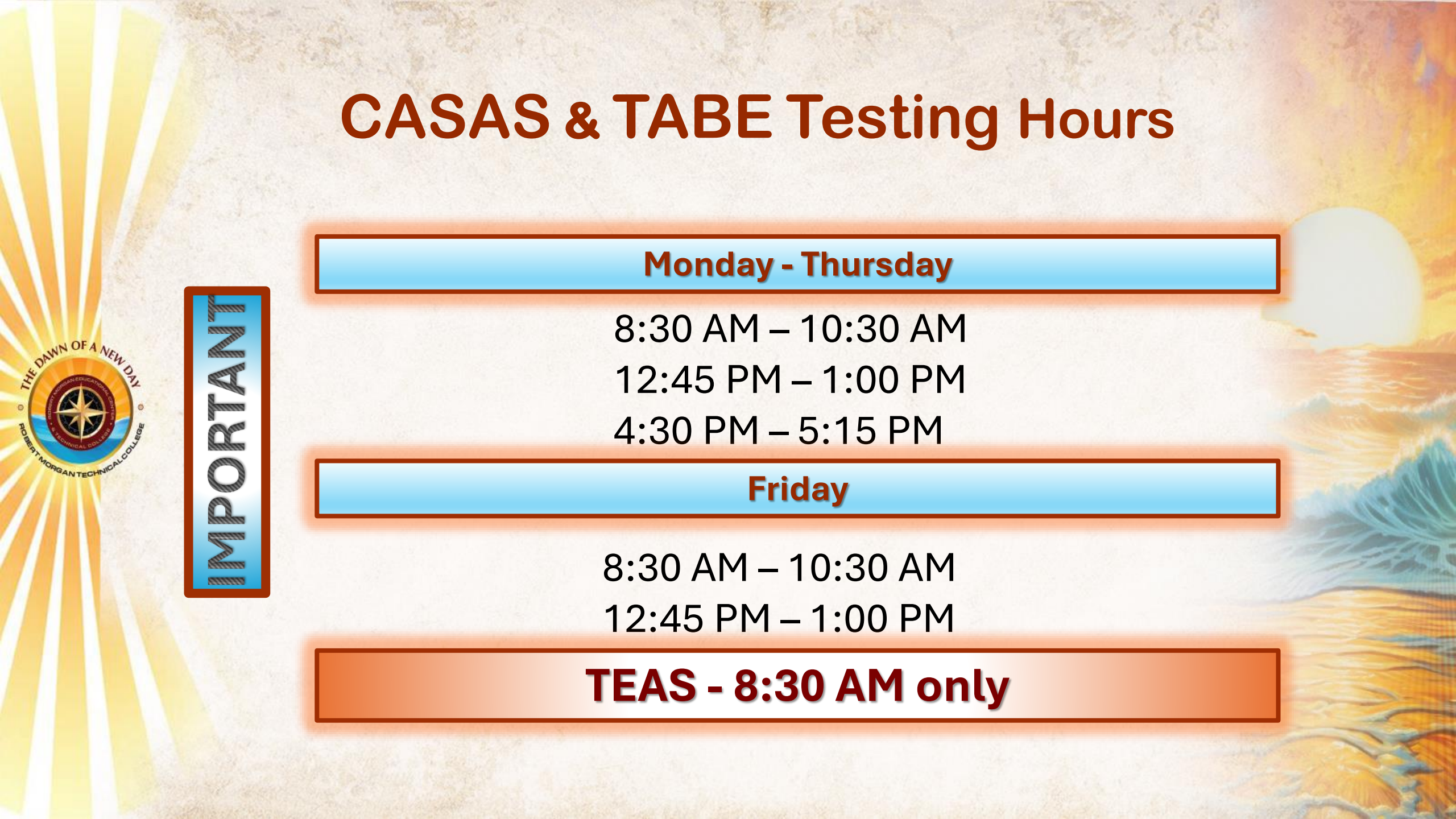
4:30 PM – 5:15 PM

Friday

8:30 AM – 10:30 AM

12:45 PM – 1:00 PM

TEAS - 8:30 AM only



CASAS, GED, TEAS & TABE TESTING

All candidates **MUST** have a valid government issued picture ID in order to take the **TABE** and/or **CASAS** tests
NO EXCEPTIONS

ID requirements are strictly enforced. Please ensure that you have the proper ID to avoid having to pay and reschedule.

*Los requisitos de identificación se aplican estrictamente.
Asegúrese de tener la identificación adecuada para evitar tener que pagar y reprogramar su cita del examen.*





TEAS TESTING:

Please contact:

Ms. Pison

Health Science Department

giovana@dadeschools.net

for more information.

NOTE:

Effective July 19, 2021, the TEAS has **increased to \$70.00.**

THERE IS NO EVENING TEAS TESTING





GED TESTING

You can schedule yourself to take the GED at RMEC & TC at

www.ged.com

The technical college address is:

Robert Morgan Educational Center & Technical College
18180 SW 122 Avenue
Miami, Florida 33177

PLEASE NOTE:

If using a passport, provide proof of address, such as mail with name and address.

If the candidate is 16 or 17 years of age, he/she must see a school counselor to obtain an Age Waiver to sit for the GED.

At initial visit, a parent with a government issued picture ID must be present.



STUDENT DRESS CODE



PANTS, LEGGINGS, AND EXPOSED UNDERGARMENTS

Jeans with holes, shreds, and rips will not be permitted

Pants must stay up at all times. No low rise or saggy pants revealing undergarments.

INAPPROPRIATE



Please adhere to the following expectations during school hours and school-sponsored events:

- IDs must **CURRENT** and **VISIBLE** while on campus. The must be worn on the top half of your torso.
- No ripped pants may not reveal skin
- No saggy pants.
- No crop tops.
- No spaghetti straps or exposed undergarments.
- No low-cut necklines.
- No clothing that displays the use of drugs, tobacco, alcohol, violence, or weapons; or contain inappropriate content with suggestive references; or support discriminations on the basis of color, disability, national origin, marital status, race, religion, gender, or sexual orientation.

SHIRTS AND TOPS

Strapless tops, backless tops, midriffs, and low-cut necklines are prohibited.

Strapless and sleeveless tops may be worn with a cardigan or sweater that fully covers all areas appropriately.

Shoulder straps must have a minimum width of a dollar bill.

Clothing must NOT display alcohol, drug, or sexual references.

INAPPROPRIATE



IMPORTANT: STUDENT IDs

All current students must have the current student ID and it **MUST** be visible at all times while in the building.






Photo ID is required to enter the building.
NO EXCEPTIONS!

LOST ID?
Replacement \$5.00





Please be advised that the Cashier's Office
**will only accept credit card payments after
3:00 PM on Fridays.**

Credit Cards Accepted:  Visa,  MasterCard, &  Discover.



Tenga en cuenta que la oficina del cajero
**solo aceptará pagos con tarjeta de crédito
después de las 3:00 PM los viernes.**

Tarjetas Aceptadas:  Visa,  MasterCard, &  Discover.



STUDENT GRIEVANCE/COMPLAINT PROCEDURE

Counselors are available for further discussions and resolution of differences.

Students also have a recourse to a more formal appeal process with a school site administrator.

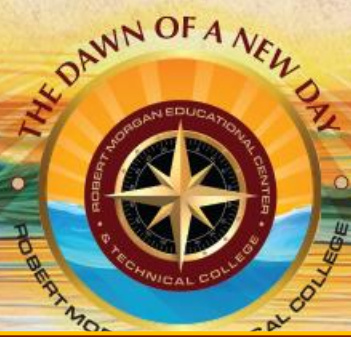
When questions about school policy, procedures, decisions, or judgments arise, students are urged to discuss the situation with their immediate instructor or staff member.

Students are urged to review the Student Handbook and Post-Secondary Code of Student Conduct on the school's website at <http://www.robertmorgantech.net/>

If the student is not satisfied with the school level results, they have the right to appeal to the next administrator at the district level:

District Director School Operations, Adult and Community Education
Miami-Dade County Public Schools
5780 NW 158th Street Miami Lakes, Florida 33014
Telephone: 305-557-1100





STUDENT GRIEVANCE/COMPLAINT PROCEDURE

If the student still is not satisfied with the district level results, they have the right to appeal to the next level:

Florida Department of Education
325 West Gaines Street Suite 201
Tallahassee, Florida 32399-0400

Robert Morgan Educational Center & Technical College is accredited by the Accrediting Commission of the Council on Occupational Education. Concerns which cannot be resolved with the School and/or District may be referred to:

Dr. Kirk Nooks, President/CEO
Accrediting Commission of the Council on Occupational
Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 1-800-917-2081
Fax: 770-396-3790
www.council.org

SAFETY AND HEALTH

Safety and health are paramount at RMEC & TC and the safety of the faculty, staff and students is imperative. RMEC & TC has established a Health and Safety Plan that outlines:



**Monthly
Evacuation
Drills**



**Rules and
Regulations**

for students in
alignment with the
Post Secondary Code
of Student Conduct



**Safety
Issues**

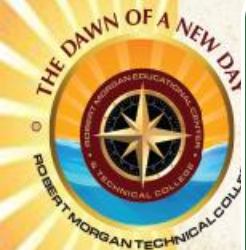


**Behavior
Expectation**





**Importance
of wearing
the proper
school ID
badge, etc.**

The Safety and Health Plan is available to students upon request from an administrator.





SAFETY AND HEALTH PLAN

-  The safety and health of the students at RMEC & TC is paramount. Serious illnesses or injuries should be reported to the instructor so the procedures can be initiated.
-  The Safety and Health Plan is available on CANVAS through your program of study or through an administrator.

IMPORTANT REMINDERS



SEPTEMBER 2 - Legal Holiday

OCTOBER 3 - Teacher Planning Day

NOVEMBER 5- Teacher Planning Day

NOVEMBER 11 - Legal Holiday

NOVEMBER 25-29 - Recess and Legal Holiday

DECEMBER 20 - Teacher Planning Day

DECEMBER 23 - JANUARY 3 - Recess

JANUARY 17 - Teacher Planning Day

JANUARY 20 - Legal Holiday

FEBRUARY 17 - Legal Holiday

MARCH 24-28 - Recess

31 - Teacher Planning Day

APRIL 18 - Teacher Planning Day

MAY 26 - Legal Holiday

JUNE 6 - Teacher Planning Day

JUNE 19 - Legal Holiday

JULY 4 - Legal Holiday

July 31 - Teacher Planning Day



ACCESSING STUDENT PORTAL



Go to www.dadeschools.net



Click “Students”



Enter your Student ID Number for the Username



Enter two-digit birth month, four-digit birth year and the letters “pw” as the Password



Example: “021978pw” for someone born February 1978



In the Student Portal, you can pay your classes, access your grades, attendance, contact information, etc.



SAVE THE DATE ♦ GRADUATION

Robert Morgan Educational Center & Technical College's **2025 Graduation**

DATE: July 29, 2025 - **TIME:** 7:00pm

Location: Watsco Center

To be eligible to participate, you must be a full-program completer between 08/17/23 – 08/01/24 and cleared by your instructor and counselor.

***See your counselor for more details.**

Call the school at 305-253-9920 or speak to your counselor if you have any questions.



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FINANCIAL AID OFFICE HOURS

MONDAY AND WEDNESDAY: FROM 8:15 AM TO 6:30 PM

TUESDAY AND THURSDAY: FROM 8:15 AM TO 3:45 PM

FRIDAY: BY APPOINTMENT ONLY

CLOSED FOR LUNCH

11:30 AM TO 12:30 PM



REFUND POLICY

REFUND POLICY- SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



Students will be eligible for a **full refund** of Adult, Postsecondary Career/Technical Education tuition and fees if the student is withdrawn within 5 days of the beginning of the class start date.



Students will be eligible for a full refund of Adult, General Education tuition, test fees and ID fees prior to the start of the AGE class or if the student never attends class.



Students will be eligible for a partial refund of Postsecondary Career/Technical Education tuition fees up to 5 days after the class start date. The partial refund amount will be equivalent to the total of class hours not attended. There will be no partial refund of Adult General Education fees.



Partial payments made for Postsecondary Career/Technical classes are **NON-refundable** after the start of class.



Students will be eligible for a refund of fees for Postsecondary Career/Technical Education courses less than three (3) weeks or ninety (90) hours in duration if the request for withdrawal is made prior to the second course meeting.



REFUND POLICY CONTINUED...

REFUND POLICY- SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



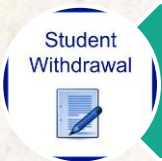
A student is entitled to a full or partial refund of tuition fees if a course is cancelled by the school principal or designee.



Refunds when due, can be made without a request from a student. The refund must be made within forty-five days of the student's withdrawal date.



The application for refund by Check/Credit (Form 2057, Rev. 08-14) must be completed and approved for all eligible refunds.



Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.



In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that prevent a student from attending class, the school principal/designee may honor a request for full or partial refund of fees provided that:



The request from the student is made in writing (does not apply to students enrolled in a COE accredited CTE Program); And when appropriate, supporting documentation should be provided.





BOOKSTORE HOURS:

Monday, Wednesday, Friday: 8:00 am-12:00 pm & 1:30 pm-3:00 pm
Tuesday & Thursday: 1:00 pm-3:00 pm & 4:30 pm-8:00 pm

***Prices are subject to change**

No Returns or Exchanges
Cash, Mastercard or Visa Only
No Checks Accepted

TECHNICAL SUPPORT FOR STUDENTS

If you are experiencing a technical issue with your school issued laptop, the student portal or a district site concern, please inform your instructor. They will then create an ISM ticket for technical assistance with your concern. Your instructor will receive communication regarding the status of the ISM ticket.

If you need assistance regarding CANVAS, please send an email to RMCanvas1@gmail.com

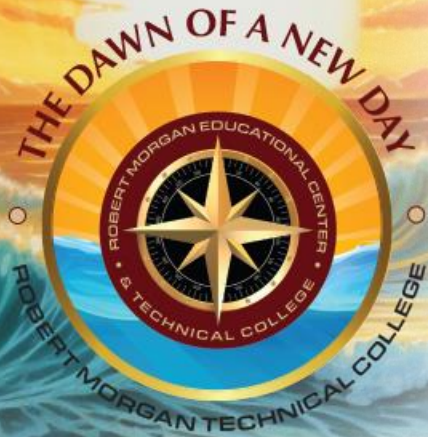




TESTING ACCOMMODATIONS

If you require accommodations while testing or in the classroom setting, please see the counselor assigned to your program. You can also email the counselor and request an appointment to start the process.

STUDENT SERVICES



Mirtha Silverang, Counselor
msilverang@dadeschools.net



Fidji Durosel, Counselor
fdurosel@dadeschools.net



STUDENT CENTER

Student Center offers ALL students **FREE** supports and services:

ROOM: H311

Contact Person:

Ms. Barbara
Sanders

Email:

Bsanders@dadeschools.net



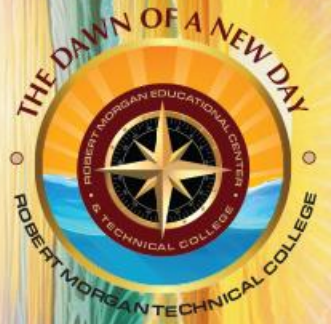
The services include:

- Tutoring in Math, Reading and Writing
- Increasing Organizational and Time Management Skills
- Developing Note Taking, Study and Test Taking Skills
- Writing Resumes and Completing Employment Applications
- Preparing for Interviews
- Offering FREE Monthly Workshops



The Student Center also offers:

- Computer Access, Microsoft Office Suite and Quiet Reading Areas



STUDENT PARKING

Students should **NOT** park in the Staff/ Region parking lot.



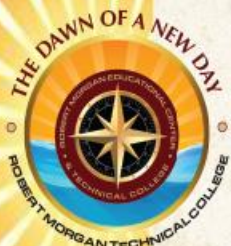
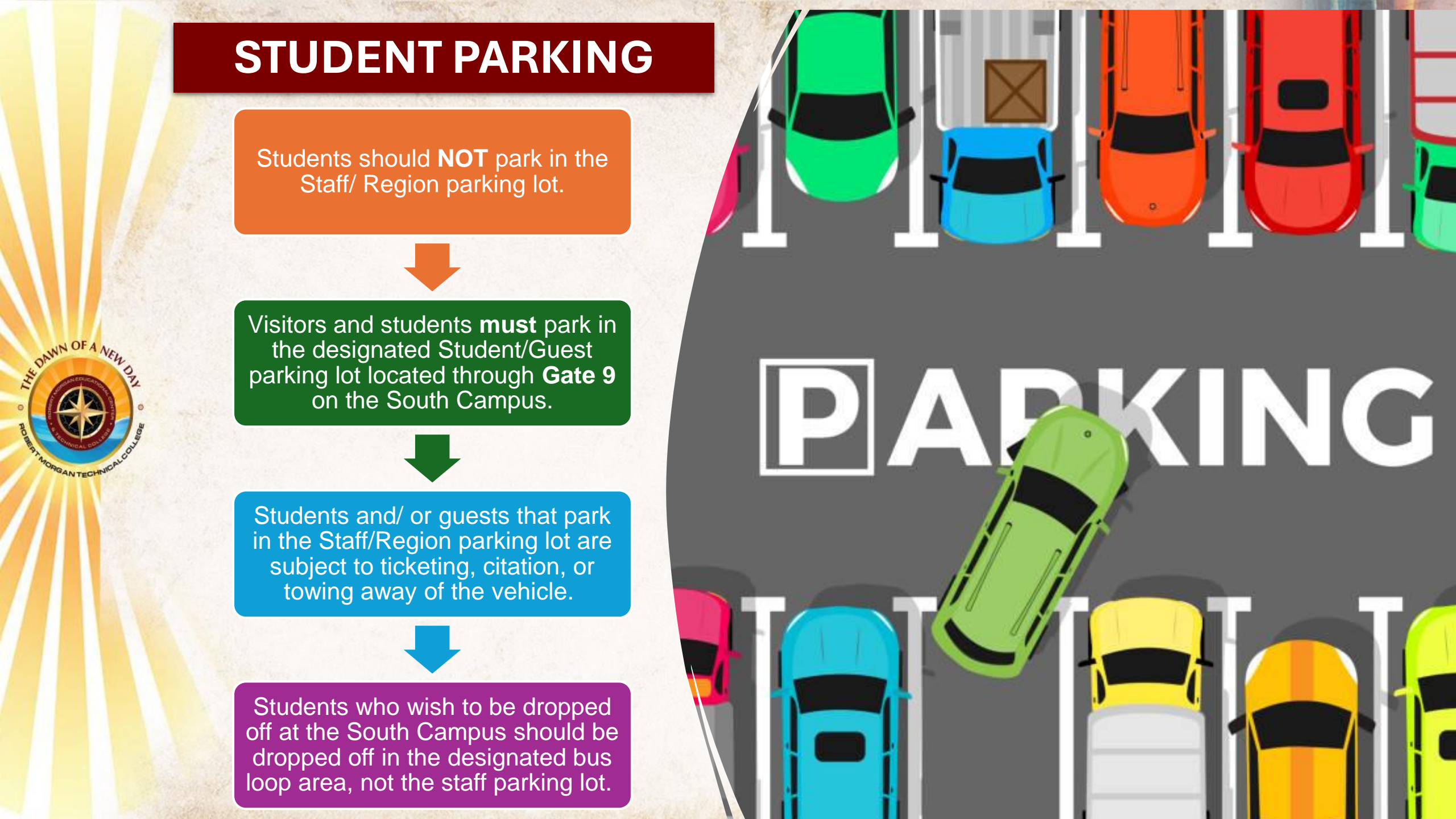
Visitors and students **must** park in the designated Student/Guest parking lot located through **Gate 9** on the South Campus.



Students and/ or guests that park in the Staff/Region parking lot are subject to ticketing, citation, or towing away of the vehicle.



Students who wish to be dropped off at the South Campus should be dropped off in the designated bus loop area, not the staff parking lot.





No Tobacco or Drugs Allowed!

5512 - **USE OF TOBACCO PRODUCTS AND SMOKING DEVICES**

A tobacco free environment shall be provided for students, staff, and visitors.

"Use of tobacco and smoking devices" shall mean uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, nicotine dispensing devices, electronic cigarettes, smoking devices, or any other matter or substances that containing tobacco or nicotine, including any product designed or manufactured to imitate any of these products regardless of whether it contains tobacco or nicotine, and the possession of papers used to roll cigarettes.

The use and possession of tobacco and smoking devices is prohibited:

- A. within any indoor facility owned or leased or contracted for by the School Board is prohibited;
- B. anywhere on the campus of a facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, all open areas, and within 1000 feet of a school;
- C. in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.

Violations of this policy will be addressed pursuant to Policy 5500, Student Conduct and Discipline.



Instagram

A QR code with a white background and a red border. The QR code is composed of red dots. In the center of the QR code is a white Instagram logo. The QR code is flanked by three smaller Instagram logos: one in the top left, one in the top right, and one in the bottom left.

RMECTC



<https://www.robertmorgantech.edu/>

		ROBERT MORGAN EDUCATIONAL CENTER & TECHNICAL COLLEGE	
		• 18180 SW 122 Avenue, Miami, FL 33177	• 305 • 253 • 9920