

ORIENTATION TO TECHNOLOGY



"Charting the Course to New Horizons"



RMEC & TC Administration



KENNETH WILLIAMS

Principal



ERICKA CALDWELL-CLINCH

Vice Principal



JOSEPH EVANS

Assistant Principal



CAMILO GUTIERREZ

Assistant Principal

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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.

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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.

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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

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REGISTRATION HOURS:

- Monday - Thursday 8:00 am - 8:30 pm
- Friday 8:00 am – 7:00 pm

CLOSED FOR LUNCH:

- Monday - Friday 11:30 am - 12:30 pm

CLOSED FOR DINNER:

- Monday - Thursday 6:30 pm - 7:30 pm
- Friday 4:00 pm – 5:00 pm

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IMPORTANT

TABE AND CASAS TESTING
is by appointment only.

**Call the school to schedule an appointment at:
305.253.9920**

THERE IS NO EVENING TESTING.

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GED, TABE, & CASAS TESTING:

All candidates **MUST** have a valid government issued picture ID in order to take the TABE and/or CASAS tests

NO EXCEPTIONS

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TEAS TESTING:

Please contact:

THERESA RAMEY

Health Science Secretary

Tquigley@dadeschools.net

For more information.

NOTE:

Effective July 19, 2021, the TEAS has increased from \$58 to \$60.

THERE IS NO EVENING TESTING.

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PLEASE NOTE:

GED TESTING

You can schedule yourself to take the GED at RMEC & TC at www.ged.com. The address to RMEC & TC is:

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

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GED TESTING

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.

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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

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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.

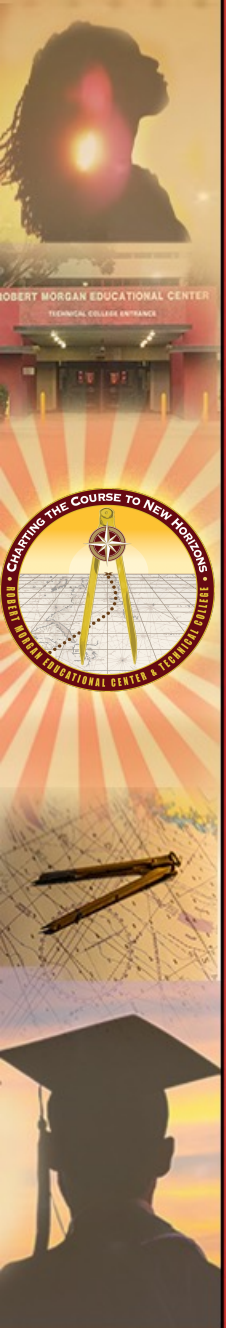
When questions about school policy, procedures, decisions, or judgments arise, students are urged to discuss the situation with their immediate instructor or staff member.

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

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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. Gary Puckett, Executive Director/ President
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

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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.

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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.

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IMPORTANT REMINDERS

SEPTEMBER 6 - Legal Holiday

September 7 - Teacher Planning Day

September 16 - Teacher Planning Day

October 29 - Teacher Planning Day

November 11- Legal Holiday

November 24-- Teacher Planning Day

November 25 – Legal Holiday

November 26 – Recess



December 20 - 31 - Recess

January 17 - Legal Holiday

January 21-Teacher Planning Day

February 21 – Legal Holiday

March 21-25 - Recess

April 15 - Teacher Planning Day

May 30 - Legal Holiday

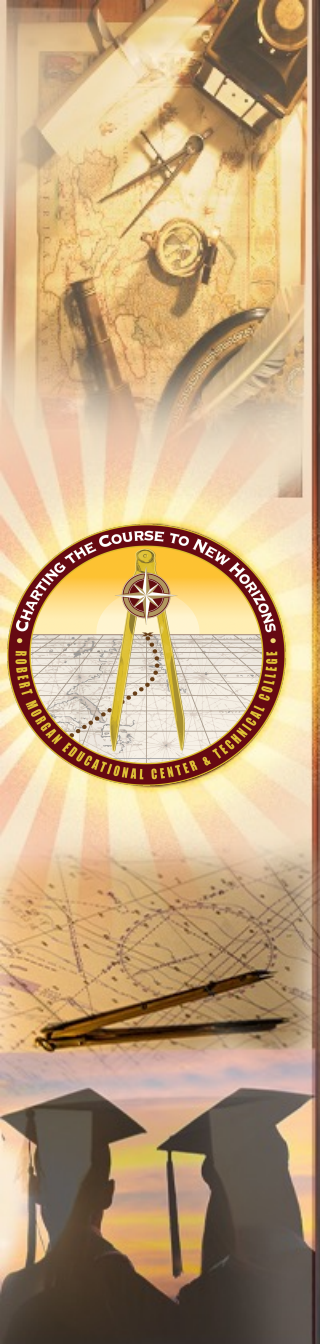
June 9 - Teacher Planning Day

July 1 - Teacher Planning Day

July 4 - Legal Holiday

August 3 - Teacher Planning Day

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ACCESSING STUDENT PORTAL



Go to www.dadeschools.net



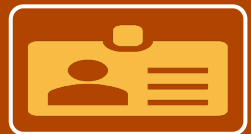
Click “Students”



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



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

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ACCESSING MDCPS Wi-Fi



To access Wi-Fi use the same credentials you use to login to the “Dadeschools” network.



It is important to change your default password by going to:

- https://studentsreset.dadeschools.net/Hitachi_Students/pf.exe - 2



It is also wise to set up password reset options when changing your password in case you forget it.

- https://pwreset.dadeschools.net/HIM_STAFF_11/

ACCESSING MDCPS Wi-Fi

PASSWORD RESET

This is what the website looks like when you log in. You set up your security questions to reset in the even you forget your password.

M-DCPS Password Management: Log in

Your Dadeschools Students ID:

Continue

Standard questions - Use questions and answers you will remember but other people will not know

You must select two questions

Questions still required [2]

Delete?	Question - you must select two	Answer - the dots may not represent a complete answer
	What city were you born in? (1-99 characters) ▼	
	Favorite city? (1-99 characters) ▼	

User defined questions

You must create one question

Questions still required [1] , Minimum answer length [2]

Delete?	Question - you must select two	Answer - the dots may not represent a complete answer

Update

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SAVE THE DATE ♦ GRADUATION

More information will be forthcoming for Robert Morgan Educational Center & Technical College's **2022 Graduation**:
DATE: TBA - TIME: TBA

To be eligible to participate, you must be a full-program completer between 8/20/21 – 7/28/22 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

FINANCIAL AID OFFICE HOURS

MONDAY AND WEDNESDAY

From 8:00 AM to 6:30 PM

TUESDAY & THURSDAY

From 8:00 AM to 3:45 PM

FRIDAY

By appointment only

CLOSED FOR LUNCH

11:30 AM to 12:30 PM

"Navigating Uncharted Waters"



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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.

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REFUND POLICY CONTINUED...

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



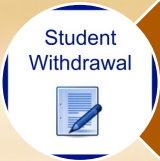
A student is entitled to a full or partial refund of tuition fees if a course is cancelled by the school principal or designee.



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.

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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

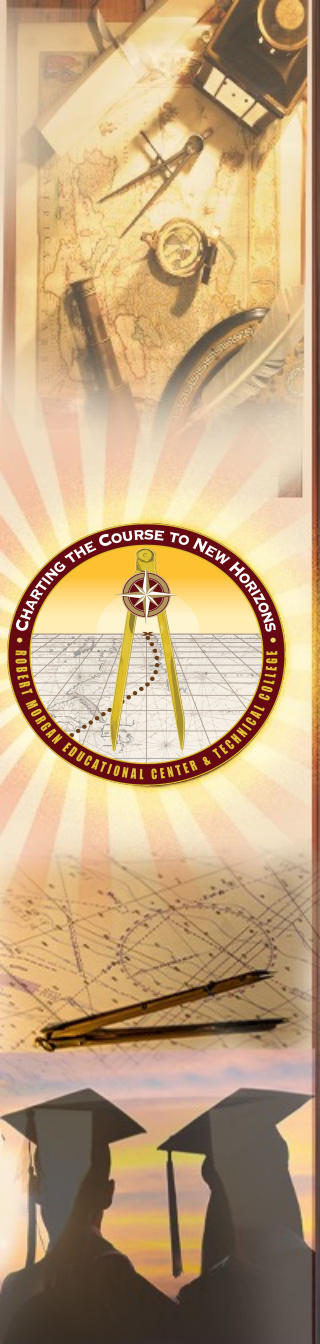
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TECHNICAL SUPPORT FOR STUDENTS

If you are experiencing a technical issue with your school issued laptop, your 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

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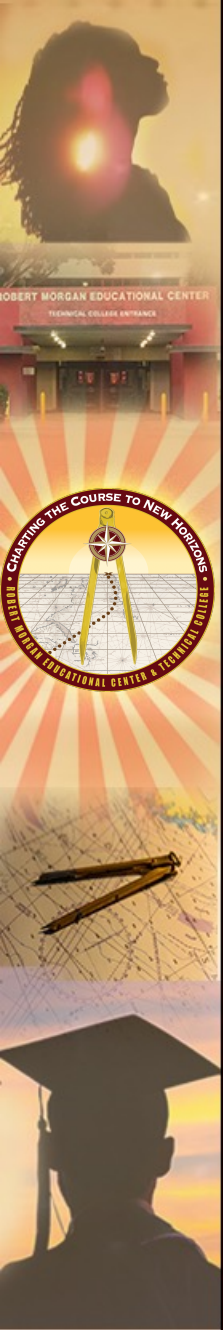




TESTING ACCOMMODATIONS

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.

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STUDENT SERVICES



- Mirta Silverang, Counselor
● msilverang@dadeschools.net
- Kathy Pearson, Counselor
● kpearson@dadeschools.net
- Heather Jean-Louis, Counselor
● Hjean-louis@dadeschools.net
- ABE/GED Counselor:
- Eleanor Saunders, Counselor
● ESaunders@dadeschools.net

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STUDENT CENTER

ROOM: H311

Contact Person: Ms. Barbara Sanders

Email: Bsanderson@dadeschools.net

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STUDENT CENTER

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

The Services Include:

- Math, Reading and Writing Tutoring
- Increasing Organization and Time Management Skills
- Developing Note Taking, Study and Test Taking Skills



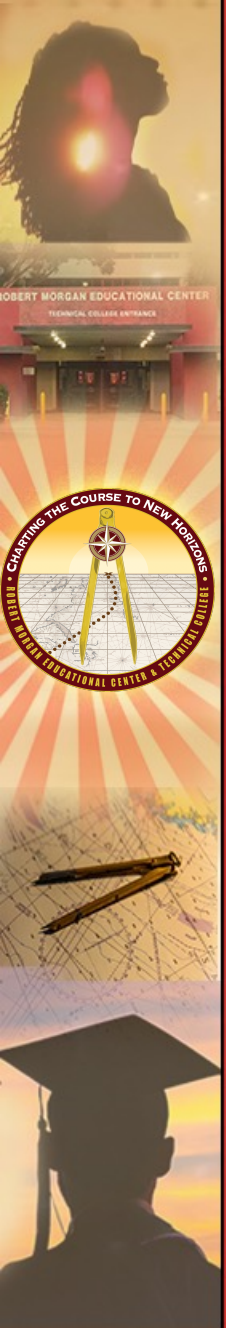
The Student Center Also Offers:

- Computer Access, Microsoft Office Suite and Quiet Reading Areas
- Monthly workshops



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MEDIA SERVICES

Students have access to online educational materials and internet services through the Student Center during the hours of:

Monday - Friday

1:30 PM – 5:30 PM

Monday – Friday (After 3 PM)

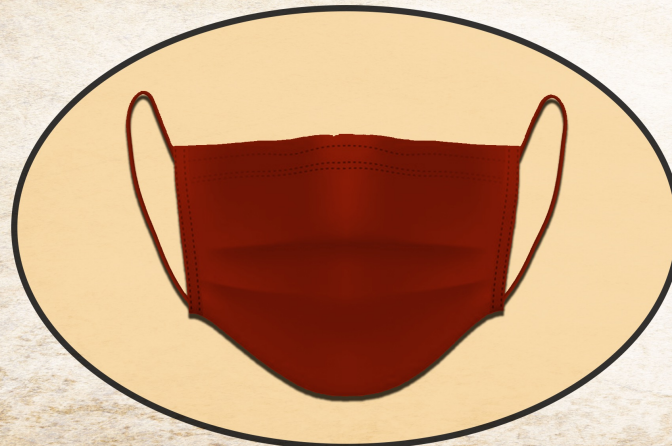
Instructors can request access to the media center through an administrator.

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Sanitation, Health and Safety Rules



FACE MASK REQUIRED



CDC REMINDER

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Sanitation, Health and Safety Rules



PROTECT YOURSELF
WASH YOUR HANDS



CDC REMINDER

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Sanitation, Health and Safety Rules



PRACTICE SOCIAL DISTANCING



CDC REMINDER

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Robert Morgan

Educational Center & Technical College

Proudly offers to all technical college students!



The **RM Canvas Support Team** is ready to help YOU!

Email RMCanvas1@gmail.com if you have any questions.

- Faculty will send the students an invite to insertyourstudentid@students.dadeschools.net email accessed through MDCPS Student Portal
- Email will be from Canvas Free for Teachers. It will not list faculty's name
- There is NO code needed to join
- It only takes 4 steps: Open email, click Get Started, Accept and the Create Canvas Account
- Download Canvas Student Mobile App for iPhone or Android for FREE



18180 S.W. 122 Avenue | Miami, FL 33177 | Phone: (305) 253 - 9920 | Fax: (305) 253 - 2053
<https://www.robertmorgantech.net/>



Email address for RM Canvas Student Support
is **RMCanvas1@gmail.com**

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Values Matter for September 2021



RESPECT





FIND US IN SOCIAL MEDIA



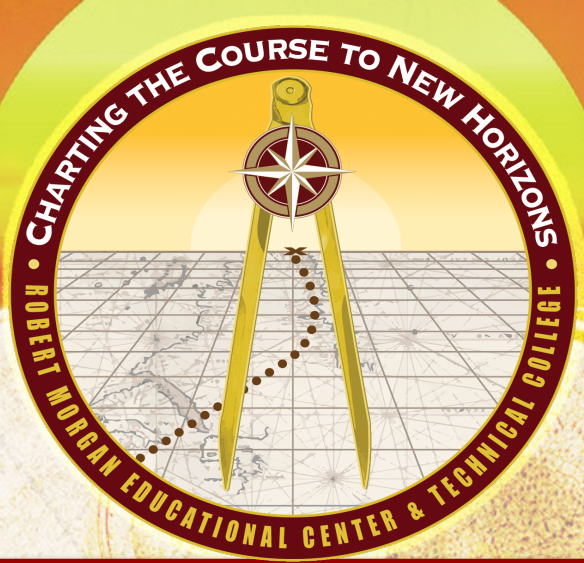
Twitter

@RMECTC



Instagram

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



MIAMI-DADE
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• 18180 SW 122 Avenue, Miami, FL 33177

305 • 253 • 9920



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