

LIVELY TECHNICAL CENTER DIRECTORY

Main Campus

Telephone.....850-487-7555
 Fax850-922-3880
 Website.....www.livelytech.com

Administration850-487-7456

Aviation Program

Telephone.....850-488-2461
 Toll-Free800-498-8986
 Fax.....850-488-2735
 Website.....www.livelyaviation.com

Business Office850-487-7413

Fax.....850-487-7492

Financial Aid850-487-7592

Fax.....850-487-7430

Learning Resource Services

& Testing Center.....850-487-7467

Registration.....850-487-7414

Fax.....850-487-7630

Student Services850-487-7473

Fax.....850-487-7430

Mailing Address

Lively Technical Center
 500 North Appleyard Drive
 Tallahassee, FL 32304-2895

Office Hours

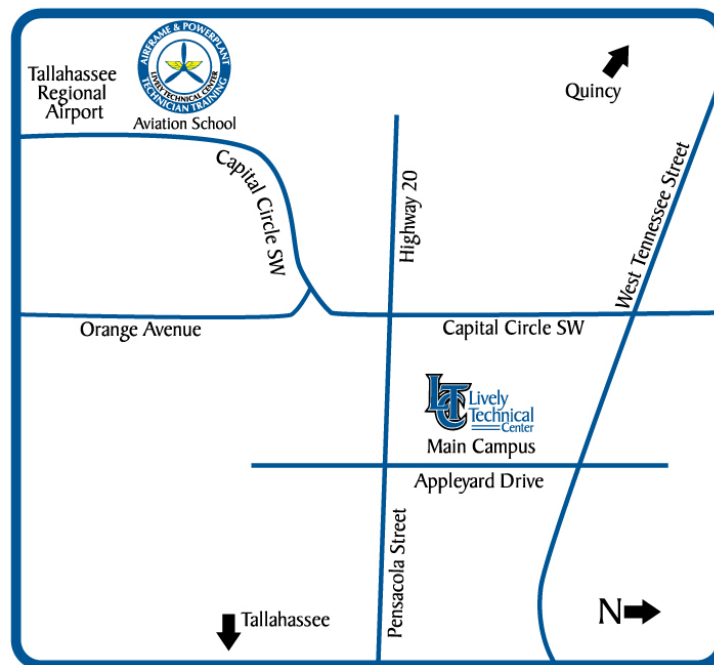
8:00 a.m. to 4:00 p.m. Monday-Friday
 Summer and holiday hours may vary.

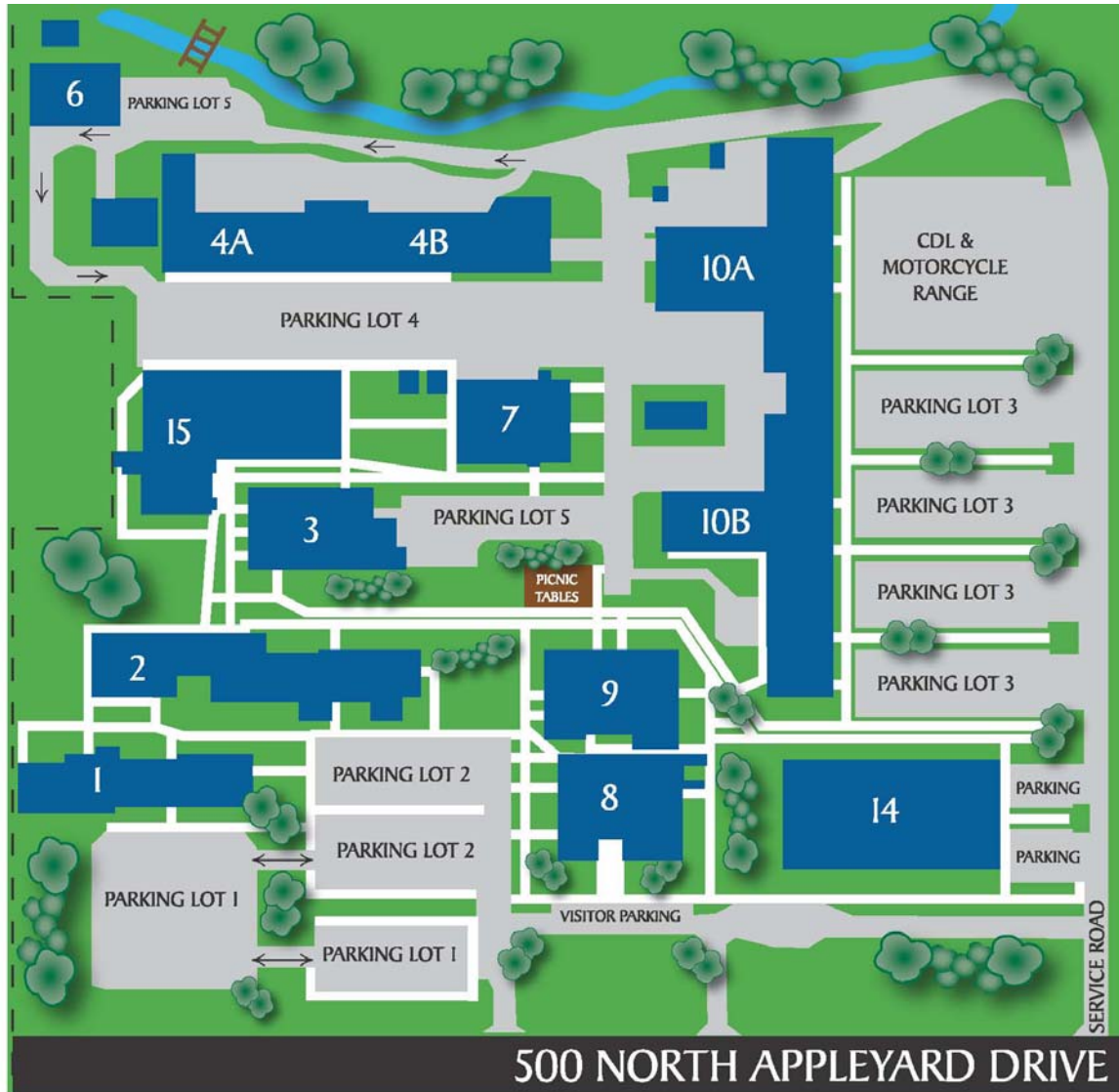
Main Campus

Located on the west side of Tallahassee, the main campus is at 500 North Appleyard Drive, between Pensacola Street (Hwy. 20) and West Tennessee Street (Hwy. 90)

Aviation Campus

On the site of the Tallahassee Regional Airport, the Aviation Campus is located north of the Terminal at 3290 Capital Circle S.W., Tallahassee, FL 32310





<u>Program/Department</u>	<u>Bldg./Rm.</u>
Accounting Operations.....	10A-111
Administration	8-103
Administrative Office Specialist ..	10A-111
Air Conditioning	10A-151
AAAE	9-113
Applied Welding Technologies.....	4A-120
Automotive Service Technology..	10A-130
Aviation Program	Tall. Reg. Airport
Barbering 7-108	7-108
Business Office	8-119
Cafeteria 3-101	3-101
CDL Range/Parking Lot 3	8
Commercial Foods & Culinary Arts...	3-112
Commercial Photography.....	4B-134
Computer Systems Technology...	10B-192
Cosmetology	2-115
Digital Design	10A-108
Electricity	10B-162

<u>Program/Department</u>	<u>Bldg./Rm.</u>
Electronic Technology	10B-193
ESE Transition	10-212, 212A
Externship Program	8
Facilities/Safety.....	8-103
Financial Aid/Veteran's Affairs.....	9-148
GED	7-113
Health Education.....	15
IV Therapy.....	15
Learning Resource Center.....	9-110
Legal Administrative Specialist ..	10A-111
Libby's Café	3-101D
Maintenance Supervisor	8-120
Massage Therapy	2
Medical Administrative Specialist	10A-111
Medical Assisting	15
Medical Coder/Biller	15
Motorcycle Training.....	8-109
Network Support Services	10B-192

<u>Program/Department</u>	<u>Bldg./Rm.</u>
New Media Technology	10A-108
Nursing Assistant	2
PC Support Services	10B-192
Personnel/Payroll	8-103
Pharmacy Technician	15
Phlebotomy	2
Placement Center	9-148
Practical Nursing.....	15
Pre K Evaluation Center	1
Print Shop	4B-142
Professional Training Center.....	9-133
Registration	8-115
Sharing Tree.....	6
Student Services	9-148
Teacher Assisting	8
Testing Center.....	9-110
Travel and Tourism	8
Web Development.....	10A-108

2011/2012 STUDENT CALENDAR

SCHOOL CALENDAR

The school calendar operates on a semester system. Each semester is eighteen (18) weeks. The first semester begins in August; and the second semester in January. Each semester requires registration. Registration takes place prior to the term of enrollment. All fees are due at the time of registration unless a deferment has been issued by Financial Aid or a letter of intent to pay for tuition has been issued by a government agency or private business. Counselors and Financial Aid are located in Building 9. Registration is located in Building 8.

FOUR DAY WEEK SCHEDULE MONDAY – THURSDAY 8:00 AM TO 4:00 PM *MOST WORKFORCE PROGRAMS

FIVE DAY WEEK SCHEDULE MONDAY – FRIDAY HOURS WILL VARY FOR AVIATION MAINTENANCE TECHNOLOGY, MASSAGE THERAPY AND BARBERING

FIRST SEMESTER

August 22, 2011 – December 21, 2011 (4 Day and 5 Day classes)

Registration Dates – July 5, 2011 to August 19, 2011

Late Registration – August 22, 2011 to August 26, 2011 (Week of Drop/Add)

SECOND SEMESTER

January 5, 2012 to May 31, 2012 (4 Day and 5 Day classes)

Registration Dates – November 7, 2011 to December 21, 2011

Late Registration – January 5, 2012 to January 13, 2012 (Week of Drop/Add)

GRADUATION CEREMONIES

DECEMBER 21, 2011

JUNE 7, 2012

**LEON COUNTY SCHOOLS -4 DAY LIVELY TECHNICAL CENTER
2011-2012 SCHOOL CALENDAR
SCHOOL BOARD ADOPTED 4/12/2011**

2011

August	12	End of Four Day Workweek
	15	Teachers Report
	15-19	Teacher Planning/Inservice Days
	22	Students Report
September	5	Labor Day Holiday (Districtwide)
October	24	Teacher Planning/Inservice Day (Students Out)
November	10	Teacher Planning
	11	Veterans Day Holiday (Districtwide)
	23	Thanksgiving Holiday (Students & Teachers Out)
	24-25	Thanksgiving Holidays (Districtwide)
December	21	End of First Semester (66 days)
	22-30	Winter Holidays (Districtwide)

2012

January	2-3	Winter Holidays (Districtwide)
	4	District Staff Return and Teachers Return/Inservice Day
	5	Students Return
	16	Martin Luther King Holiday (Districtwide)
February		
March	19-23	Spring Break (Students & Teachers Out)
	26	Teacher Planning/Inservice Day (Students Out)
April		
May	28	Memorial Day Holiday (Districtwide)
	31	Last Day for Students (End of Second Semester) - (78 days)
June	1	Teacher Planning/Inservice (Last Day for Teachers in Regular Term)
	4	Four Day Workweek Begins
		Teacher Planning/Inservice (For Summer School Teachers)
		Health Education Externship Starts
	5-21	AVS Summer School
July	4	Fourth of July Holiday (Districtwide)
August	6	Four Day Workweek Ends
Tentative:	13	Teachers Report/Teacher Planning/Inservice Day
	20	Students Report

**LEON COUNTY SCHOOLS -2011-2012
5-DAY LIVELY TECHNICAL CENTER CALENDAR
SCHOOL BOARD ADOPTED 4/12/11**

2011

August	12	End of Four Day Workweek
	15	Teachers Report
	15-19	Teacher Planning/Inservice Days
	22	Students Report
September	5	Labor Day Holiday (Districtwide)
October	24	Teacher Planning/Inservice Day (Students Out)
November	11	Veterans Day Holiday (Districtwide)
	23	Thanksgiving Holiday (Students & Teachers Out)
	24-25	Thanksgiving Holidays (Districtwide)
December	21	End of First Semester (82 days)
	22-31	Winter Holidays (Districtwide)

2012

January	2-3	Winter Holidays (Districtwide)
	4	District Staff Return and Teachers Return/Inservice Day
	5	Students Return
	16	Martin Luther King Holiday (Districtwide)
February		
March	19-23	Spring Break (Students & Teachers Out)
	26	Teacher Planning/Inservice Day (Students Out)
April		
May	28	Memorial Day Holiday (Districtwide)
	31	Last Day of School for Students (End of Second Semester) – (98 days)
June	1	Teacher Planning/Inservice (Last Day for Teachers in Regular Term)
	4	Four Day Workweek Begins Teacher Planning/Inservice (For Summer School Teachers) Health Education Externship Starts
	5-21	AVS Summer School
July	4	Fourth of July Holiday (Districtwide)
August	6	Last Four Day Workweek
Tentative:	13	Teachers Report/Teacher Planning/Inservice Day
	20	Students Report

**LEON COUNTY SCHOOLS
2011-12 5-DAY LIVELY TECHNICAL CENTER CALENDAR-SCHOOL BOARD ADOPTED 4/12/2011**

August 2011							September 2011							October 2011																																
M	T	W	T	F			M	T	W	T	F			M	T	W	T	F																												
1	A	2	A	3	A	4	5	H	6	S	7	8	S	9	S	10	11	S	12	S	13	S	14																							
7	A	8	A	9	A	10	11	S	12	S	13	S	14	S	15	S	16	S	17			16	S	17	S	18	S	19	S	20	S	21	S	22												
14	T	15	T	16	T	17	18	S	19	S	20	S	21	S	22	S	23	S	24			23	T	24	S	25	S	26	S	27	S	28	S	29												
21	S	22	S	23	S	24	25	S	26	S	27	S	28	S	29	S	30	S			30	S																								
28	S	29	S	30	S	31	December 2011							January 2012																																
	M	T	W	T	F		M	T	W	T	F			M	T	W	T	F																												
6	7	S	8	S	9	S	4	5	S	6	S	7	4	5	S	6	S	7	8	9	S	10	S	11	H	12	1	2	H	3	H	4	T	5	S	6	S	7								
13	14	S	15	S	16	S	11	12	S	13	S	14	S	15	S	16	S	17			15	16	H	17	S	18	S	19	S	20	S	21	8	9	S	10	S	11	S	12	S	13	S	14		
20	21	S	22	S	23	A	18	19	S	20	S	21	S	22	H	23	H	24			22	23	S	24	S	25	S	26	S	27	S	28	15	16	S	17	S	18	S	19	S	20	S	21		
27	28	S	29	S	30	S	25	26	H	27	H	28	H	29	H	30	H	31			29	30	S	31	S								22	23	S	24	S	25	S	26	S	27	S	28		
							February 2012							March 2012							April 2012																									
	M	T	W	T	F		M	T	W	T	F			M	T	W	T	F			M	T	W	T	F																					
5	6	S	7	S	8	S	4	5	S	6	S	7	8	9	S	10	S	11			1	2	S	3	S	4	S	5	S	6	S	7	1	2	S	3	S	4	S	5	S	6	S	7		
12	13	S	14	S	15	S	11	12	S	13	S	14	S	15	S	16	S	17			8	9	S	10	S	11	S	12	S	13	S	14	8	9	S	10	S	11	S	12	S	13	S	14		
19	20	S	21	S	22	S	18	19	A	20	A	21	A	22	A	23	A	24			15	16	S	17	S	18	S	19	S	20	S	21	22	23	S	24	S	25	S	26	S	27	S	28		
26	27	S	28	S	29	S	25	26	T	27	S	28	S	29	S	30	S	31			29	30	S										29	30	S											
							May 2012							June 2012							July 2012																									
	M	T	W	T	F		M	T	W	T	F			M	T	W	T	F			M	T	W	T	F																					
6	7	S	8	S	9	S	3	4	T	5	A	6	S	7	A	8	S	9			1	2	A	3	A	4	H	5	A	6	S	7	1	2	A	3	A	4	H	5	A	6	S	7		
13	14	S	15	S	16	S	10	11	A	12	A	13	A	14	A	15	A	16	S	17			8	9	A	10	A	11	A	12	A	13	S	14	8	9	A	10	A	11	A	12	A	13	S	14
20	21	S	22	S	23	S	17	18	S	19	S	20	S	21	S	22	S	23	S	24			15	16	A	17	A	18	A	19	A	20	S	21	15	16	A	17	A	18	A	19	A	20	S	21
27	28	H	29	S	30	S	24	25	A	26	A	27	A	28	A	29	A	30	S	31			22	23	A	24	A	25	A	26	A	27	S	28	22	23	A	24	A	25	A	26	A	27	S	28

S=Student Day A=Administrative Day H=Holiday T/=Teacher Inservice AVS=Adult & Vocational Education Summer School *=Four Day Work Week
1st Semester 8/22-12/21 2011 (82 days) 2nd Semester 1/5-5/31 2012 (98 days) (Total 180) Summer Quarter 6/5- 6/21/ (11 days) **Externships June 4th

REGISTRATION

REGISTRATION HOURS

- Monday – Friday 8:00 a.m. – 4:00 p.m.
- For the week proceeding each semester and the first week of classes, Registration will be open from 8:00 a.m. until 6:00 p.m. Monday through Wednesday.
- Summer and holiday hours may vary and will be posted.

STUDENT SCHEDULES

Workforce Education Certificate Programs will meet Monday through Thursday for four day programs or Monday through Friday for five day programs. Students may attend full time or part time depending on the program.

- Full time students are required to register for 37.5 hours per week either four or five days.
- Part time students may be scheduled either in the morning (8:00 a.m. – 11:45 a.m.) or in the afternoon (12:15 p.m. to 4:00 p.m.) for four day programs
- Evening programs are offered between 6:00 p.m. and 10:00 p.m.
- Aviation operates five days per week and hours are 8:00 a.m. to 3:00 p.m. with a 58-minute lunch.
- Barbering operates five days per week from 8:00 a.m. to 2:30 p.m. with a 30-minute lunch.

Schedule changes are only offered until the last day of the first week of classes and only one schedule change per semester. Schedule changes are obtained in Student Services.

TUITION AND FEES

The Leon County School Board, within the guidelines set forth by the Florida legislature, approves tuition fee schedules. For Florida residents, tuition fees for a Workforce Education Certificate Program are assessed at a rate of \$2.78 per hour and a Continuing Workforce Education course at a rate of \$5.56 per hour. Non-Florida residents are assessed a rate of \$11.17 per hour for either a Workforce Education Certificate Program or a Continuing Workforce Education course.

A tuition fee is assessed for all post-secondary (adult) students. Non-residents and most foreign students must pay out-of-state tuition fees. Students from border states will pay resident tuition, as authorized in section 1009.22(4). Additional costs include purchase of all required texts, uniforms, shoes, and license or certification fees, where appropriate, and certain personal materials, tools, and equipment as determined by the area of training. Every Health Education student pays a fee per school year for liability insurance during registration. A criminal background check and drug screening is required (drug screening will be performed randomly). All students are offered the opportunity to purchase student accident insurance through a carrier approved by the Leon County School Board. Students are encouraged to purchase the policy, especially those enrolling in shop courses that have exposure to potentially dangerous material and equipment. Student insurance forms are available at Student Services.

LATE REGISTRATION

Late registration is held the first week of each semester. A late fee of \$75.00 is assessed to students registering during the first week of the semester.

STUDENT ID/PARKING PERMIT

Access/ID cards and parking permits are issued in Registration each school year. There is a replacement fee of \$20.00 for an access/ID card and \$20.00 for a parking permit.

Lively's facility is a limited-access campus. Student IDs are to be worn at all times while students are on Lively Technical Center's campus. Parking in all lots other than designated visitor parking is by permit only. Student vehicles are required to be registered and must display a valid Lively parking permit. Temporary parking permits must be displayed in plain view on the vehicle's dashboard. Vehicles displaying a valid temporary parking permit are authorized to park in lots 3, 4, and 5. GED students will be issued a temporary parking permit by their instructor. Unauthorized and improperly parked vehicles may be ticketed and/or towed at owner's expense, 24 hours a day.

BUS TRANSPORTATION

STARMETRO, the city bus, provides services to Lively. For more information, call STARMETRO at 850-891-5200.

CAFETERIA HOURS

7:30 a.m. – 3:00 p.m., Monday - Thursday

TRANSFER POLICY

Intra school transfers are permitted within the first five days of the semester only. Such transfers must be approved by the instructor to whom the student is transferring, a Student Services staff member (who verifies student's standing in current program) and, if applicable, the agency funding the student's program costs. Eligible students are permitted one program transfer per semester for a total of two per year, including the summer session (added to prior school year).

Transfers from within Florida are evaluated by the program instructor and Student Services staff, using the F.A.S.T.E.R. system; a review of the official records indicating clock/credit hours, attainment of occupational completion points and/or competencies according to the curriculum frameworks approved by the Florida Department of Education.

Transfers from within Florida are evaluated by the program instructor and Student Services staff based on official records received from the sending institution.

Unless federal or state requirements prohibit the attainment of competencies based on mastery, incoming transfer students may obtain additional credit toward program completion based upon demonstrated master and/or other assessment as documented by the program instructor. In case of dispute, the final determination shall be made by the program supervisor, based on the recommendation of the program instructor.

POLICIES REGARDING FEE REFUNDS

Tuition and all program-related fees paid at time of registration will be routinely refunded if a class or course does not begin as scheduled or is cancelled. Workforce Education Certificate Program refunds shall be permitted only under the following circumstances:

- **PROGRAM COMPLETER** - student completes all requirements for the Workforce Education Certificate Program; tuition refund will be pro-rated based on completion date. Lively Technical Center will initiate refund.
- **CLASS RESCHEDULED** - change in day, time and or dates course is offered, and is initiated by Lively Technical Center; refund will be tuition, lab and registration fees.
- **WITHDRAWAL** prior to end of the first week of classes (Workforce Education Certificate Program); refund will be tuition and lab fees. Students must withdraw through student services. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, Lively Technical Center will initiate refund.
- **EXTENDED MEDICAL** - (requires documentation from physician); tuition refund will be pro-rated. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Registration must be notified with appropriate documentation within five working days of the student's last date of attendance. Upon approval, Lively Technical Center will initiate refund.
- **DEATH** - (student, parent, child, spouse - requires documentation); tuition refund will be pro-rated. Registration must be notified with appropriate documentation within five working days of the student's last date of attendance. Upon approval, Lively Technical Center will initiate refund.

CONTINUING EDUCATION/ FEE BASED COURSES REFUND POLICY

Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by Lively Technical Center. Tuition, fees and lab fees are routinely refunded if a course does not begin as scheduled or is cancelled. Students will not be eligible for a refund or transferred to another class unless the student meets one of the following criteria:

- **EXTENDED MEDICAL** - (requires documentation from physician); tuition refund will be pro-rated. Registration must be notified with appropriate documentation within five working days of the student's last date of attendance. Upon approval, Lively Technical Center will initiate refund.
- **DEATH** - (student, parent, child, spouse - requires documentation); tuition refund will be pro-rated. Registration must be notified with appropriate documentation within five working days of the student's last date of attendance. Upon approval, Lively Technical Center will initiate refund.

STUDENT SERVICES

STUDENT SERVICES HOURS

- Monday – Friday 8:00 a.m. – 4:00 p.m.
- For the week proceeding each semester and the first week of classes, Registration will be open from 8:00 a.m. until 6:00 p.m. Monday through Wednesday as needed.
- Summer and holiday hours may vary and will be posted.

COUNSELING SERVICES

The Student Services Department provides counseling services for prospective and currently enrolled students. Individual counseling sessions are available, test scores are explained and other information is provided to assist in decision-making. Student Services assists students exploring career options in order to make appropriate workforce training choices. The primary focus of counseling is to help individuals become more aware of their interests, abilities, personal and social behaviors, values, and work preferences as they relate to career choices. After the student makes a program selection, the Student Services staff reviews the policies and procedures with the student during an orientation session.

LEARNING RESOURCE SERVICES AND TESTING CENTER

Learning Resource Services provides resources and services that support, facilitate, and enhance the needs of the students and faculty of Lively Technical Center, providing an atmosphere that fosters and promotes information, competency and intellectual independence. Materials housed in this area include technical materials, personal enrichment, access to the Internet for educational purposes, and other resources.

Students using the resources during class time must have a Learning Resource Services pass signed by the program instructor. All students wishing to use the Internet in the Learning Resource Services must fill out and follow the Leon County School District/Media Services Acceptable Use Policy form. Use of the Internet is limited to school-related research and/or to access information that falls within the guidelines as established by Leon County Schools.

Use of the resources and materials of the Learning Resource Services is a privilege. Failure to adhere to the policies and procedures in the use of these materials and resources may result in a loss of these privileges.

PLACEMENT AND FOLLOW-UP SERVICES

Student Services provides placement services to all students to secure employment. Student Services assists Lively students completing a program of study to find meaningful work. Students seeking part time employment while enrolled at Lively can also be referred for assistance in getting a job.

Follow-up on students is conducted after a student leaves or completes a program. This process is mandated by state and federal regulations and is used to evaluate and upgrade instructional programs. This helps to ensure that training provided serves the needs of area employers and students.

GENERAL EDUCATION DEVELOPMENT (GED) PREP

The GED program helps prepare students for academic and personal success through obtaining the necessary skills required to pass the Official GED Test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a GED but also to utilize the acquired skills in the workforce and to achieve career and vocational training. This program is provided on the Lively campus through the Leon County Schools Adult and Community Education Program. For more information call 850-922-5343.

APPLIED ACADEMICS FOR ADULT EDUCATION

Applied Academics for Adult Education (AAAE) provides instruction for students who need to upgrade basic skills in reading, language arts, mathematics, study and reference skills and other related instructional areas. Using information from the student's Test of Adult Basic Education summary, instructor prepares individual prescriptive lessons for the student. The primary objective of this instruction is to assist the student in meeting the state basic skill exit level requirement for the training program in which (s)he is enrolled. This is required in order for the student to obtain a certificate from the training program, if the program length is 450 hours or more. The requirements for each program are available in Student Services.

Remediation of the basic skills may occur prior to or concurrent with enrollment in the vocational program. Students shall enroll in the Lively Applied Academics for Adult Education (AAAE) program or be enrolled in an approved alternate public or private school remedial program. Documentation must be provided. Tutorial programs are not approved for this purpose. It is recommended that students who need remediation shall remain continuously enrolled in the remedial program and shall not enroll solely in the vocational program until the required basic skill level is achieved.

OCCUPATIONAL ADVISORY COMMITTEES

Each program at Lively Technical Center maintains contact with private industry through its occupational committees, comprised of competent and respected business and industry leaders who are interested in the Center's efforts to produce quality graduates in their occupational field. Occupational Advisory Committees contribute significant input regarding current employer/industry needs.

SCHOOL ADVISORY COUNCIL

Lively Technical Center is also served by a School Advisory Council comprised of community and business leaders, faculty, staff and students. The purpose of the School Advisory Council is similar to that of the Occupational Advisory Committees except that it deals with the over-all function of the Center. It advises on the development and implementation of the School Improvement Plan.

FINANCIAL AID

FINANCIAL AID HOURS

- Monday – Friday 8:00 a.m. – 4:00 p.m.
- For the week proceeding each semester and the first week of classes, Registration will be open from 8:00 a.m. until 6:00 p.m. Monday through Wednesday as needed.
- Summer and holiday hours may vary and will be posted.

FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant provides financial aid to eligible students for tuition, lab and registration fees. Eligibility is determined by a Financial Aid staff member. Students must have a high school diploma, GED or have successfully passed the Wonderlic Test. The Federal Pell Grant supports Lively Technical Center programs of 600 or more hours. FAFSA applications are completed online at www.fafsa.ed.gov.

FEDERAL STUDENT ASSISTANCE GRANT (FSAG)

The FSAG grant is utilized for textbooks, kits and/or lab fees. The FSAG grant is a “first come, first serve” grant. Students who have applied for the Federal Pell Grant, are full time status, and are Florida residents may be eligible to receive the FSAG grant. FSAG applications are accepted after attendance has been taken on the first day of class. Eligible students may receive a credit account in an amount determined by the Financial Aid Office at Bill’s Bookstore on Pensacola Street. Students must spend a minimum of \$100.00.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

This is a federally funded grant, which is awarded to students who demonstrate significant financial need. Awards are calculated by the Financial Aid Office and are determined by need and availability of funds. Students must apply for and be eligible to receive a Pell Grant for the same academic year.

RETURN OF FUNDS (PELL AND FSEOG)

If a student withdraws on or before the 61% point with 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 Title IV. After the 61% point within a payment period the student has earned 100% of the Title IV funds for the payment period.

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

If a student withdraws prior to a disbursement, the student may be eligible for a post-withdrawal disbursement. For more information, see the Financial Aid Officer.

FEDERAL GRANT POLICIES AND PROCEDURES

1. The Federal Pell Grant requires a new application each academic year. Applications are available online at www.fafsa.ed.gov.
2. All potential students must meet all Lively Technical Center's entry requirements, including appropriate testing and program selection. Students must then apply for financial aid with the Lively Technical Center Financial Aid office.
3. Lively Technical Center is a clock hour school. The Federal Pell grant award is based on a student's enrollment hours and weeks.
4. Students must be enrolled a minimum of **225 hours** per semester to qualify for the Pell Grant at Lively Technical Center. Program length must be a minimum of 600 hours.
5. There is no late registration period for Pell students. Students must be verified and enrolled no later than 10 days prior to the start of semester to be eligible for certain deferments.
6. Pell deferments are available for tuition, fees, books, and required supplies. Deferment will be permitted up to the total award amount for the enrollment period.
7. It is the responsibility of the student to notify the Financial Aid office of any change in program and/or hours of enrollment prior to or at the time of any change. A change may result in an award adjustment, termination of aid, and/or an increase/decrease in the cost of registration and tuition.
8. Pell awards are based on continuous enrollment without interruption up to the designated hours per program.
9. Pell refund checks are to be picked up at the Registration office on the given disbursement date. A Lively Technical Center student ID and signature are required to obtain check. No other person can pick up the check. All checks left at Registration will be mailed after ten business days.

ATTENDANCE/GRADES/SATISFACTORY PROGRESS

1. Pell requires students to maintain satisfactory academic progress AT ALL TIMES to continue eligibility. Federal Pell regulations require both Quantitative and Qualitative measures of progress. This means satisfactory progress of program hours and weeks, as well as maintaining a cumulative passing grade.
2. Lively Technical Center requires students to maintain 78% cumulative attendance and a "C" grade average or better (2.0) for satisfactory progress. The cumulative period for attendance, grades and progress is from the beginning to the end of your program.
3. Program instructors will submit Monthly Attendance and Individual Timesheet Reports at the end of each month verifying attendance, grades and progress. Progress will be checked twice an enrollment period.

ATTENDANCE/GRADES/SATISFACTORY PROGRESS (CONTINUED)

4. Students with excessive absences resulting in the inability to complete their designated program within 150% of program hours will be withdrawn.
5. Pell students who do not meet appropriate attendance and grade requirements at the end of a payment period will be issued a warning for the next payment period. A warning is an indication that the student is not progressing satisfactorily. Financial Aid Office will monitor progress at this time. Students are permitted one warning payment period will remain Pell eligible at that time.
6. Students who fail to meet satisfactory academic progress by the end of the second payment period will be placed on probation. Probation means you are no longer Pell eligible and the Pell grant will be terminated. Students will assume responsibility for repayment of past and future tuition fees.
7. Students may appeal probation using the Probation Appeal application.
8. The Pell grant disbursement is processed as students progress through the payment periods designated by the length of each individual program. All outstanding balances to Lively Technical Center will be satisfied before students are issued a refund check.
9. Students experiencing a significant life change, including, but not limited to, change of employment, homelessness, prolonged illness, pregnancy, death of immediate family member, etc. may present documentation to the Financial Aid office for consideration.

WITHDRAWAL

1. Upon withdrawal, a student's financial aid will be recalculated based upon the Return to Title IV (R2T4) calculation.
2. If it is determined the student has completed less than 61% of the scheduled hours for the payment period, he/she will be responsible for an overpayment. An overpayment of financial award means that the payment exceeds the amount you are eligible to receive.
3. Overpayment may occur as a result of a change in enrollment status. Until complete repayment of the over award is made, a hold will be placed on the student's records and the student will not be able to register for any program.

SCHOLARSHIPS

There are a limited number of program scholarships available in various departments. See the Financial Aid Director for details. Bright Futures Scholarships require Florida residency, a standard high school diploma or its equivalent, or completion of a home education program. Prospective students also need to be accepted and enrolled in an eligible Florida public or independent post-secondary institution, enrolled for at least 180 clock hours/6 credit hours per term and not have been found guilty or pled nolo contendere to a felony charge. Students should apply for the scholarships during the last year of high school.

Florida Academic Scholar - Full amount of tuition and fees plus \$600 per year for books.
Renewal Criteria: 3.0 Cumulative GPA per term.

Florida Merit Scholar - 1.60 of the clock hour of the amount of tuition and fees.
Renewal Criteria: 2.75 Cumulative GPA per term.

Florida Vocational Gold Seal - 1.60 of the clock hour of the amount of tuition and fees.
Renewal Criteria: 2.75 Cumulative GPA per term.

REQUIRED HOURS FOR RENEWAL

- Full-time for two terms: Student funded for 360 clock hours in the fall and 390 clock hours in the spring must earn 720 clock hours for the academic year (360 clock hours for the fall and 360 clock hours for the spring) and the required cumulative GPA.
- Half-time for two terms: Student funded for 210 clock hours in the fall and 180 clock hours in the spring must earn 360 clock hours for the academic year (180 clock hours for the fall and 180 clock hours for the spring) and the required cumulative GPA.
- Three-quarter time for one term only: Student funded for 300 clock hours in the fall and 0 clock hours in the spring must earn 270 clock hours for the academic year (270 clock hours for the fall and 0 clock hours for the spring) and the required cumulative GPA.
- Full-time for one term and Half-time for one term: Student funded for 360 clock hours in the fall and 180 clock hours in the spring must earn 540 clock hours for the academic year (360 clock hours for the fall and 180 clock hours for the spring) and the required cumulative GPA.
- Half-time for one term only: Student funded for 0 clock hours in the fall and 250 clock hours in the spring must earn 180 clock hours for the academic year (0 clock hours for the fall and 180 clock hours for the spring) and the required cumulative GPA.

Financial Aid Fee Trust (F.A.F.T.)

Tuition assistance is available to qualified students through the Financial Aid Fee Trust Program. Student eligibility is determined by a formula developed by the United State Department of Education.

WORKFORCE PLUS

Training opportunities are available through programs funded through Workforce Plus, which serves Gadsden, Leon and Wakulla counties. These programs utilize numerous activities for transitioning a person from unemployment or low-wage employment to gainful, self-sufficient employment. Scholarships provide funding for tuition and books. Workforce Plus also provides job search assistance, plus various workshops to assist students back to the workforce. Contact Workforce Plus at 850-414-6085.

VETERAN BENEFITS

Lively Technical Center is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact the Veterans Affairs official on the Lively campus. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 31, Chapter 32 or Chapter 35 will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 33 (Post 9/11) will be eligible effective October 1st, 2011. Interested students should contact Financial Aid in Student Services for more information.

PREVIOUS TRAINING AND/OR EXPERIENCE CREDIT FOR VA STUDENTS

Lively Technical Center will evaluate the VA student's previous training and/or experience. Should credit(s) be accepted and/or granted, the VA student's training time will be reduced proportionately. The VA and the student will receive a written notice of the credit(s) allowed.

GRADE REPORTS FOR VA STUDENTS

A copy of the grade/progress report will be placed in the student's permanent VA file. Should a student request a copy, it will be provided.

ATTENDANCE POLICY FOR VA BENEFIT ELIGIBILITY

Veterans will follow Lively's attendance policy. Adult Students: The goal of Vocational Education is to develop the skills and attitudes needed for job entry into a profession. Regular attendance is mandatory. VA students will maintain attendance standards for VA benefit eligibility as follows:

1. Students will be allowed 3 days non-exempt absences for any calendar month. Students who exceed 3 days non-exempt for any month during a calendar month will be immediately terminated VA Benefits. Note: Hours missed will be calculated into days.
2. Students, who have been terminated due to attendance, may be re-instated/re-certified upon attending one month of satisfactory attendance.
3. Students must call in each day they are absent.
4. Students involuntarily withdrawn two times may be denied future enrollment in the same program.
5. Tardiness: Is defined to mean any adult student who is late for any fraction of an hour of class shall forfeit credit for the entire one hour attendance.
6. Programs that are required to meet federal and state licensure requirements and locked-step program may require standards of progress more stringent than those outlined above. These programs will provide each student at the beginning of their training a written copy of the programs standards of progress requirements.

REINSTATEMENT

A VA student whose benefits have been terminated for unsatisfactory progress and/or less than a 2.0 GPA or "C" may have benefits reinstated after submission of a monthly evaluation showing satisfactory progress.

STANDARDS OF PROGRESS FOR VA STUDENTS

A VA student must maintain a 2.0 minimum GPA or "C" on each monthly evaluation. One evaluation period with less than a 2.0 grade point average or "C" will place a veteran on academic probation for one month. If the GPA is below 2.0 or "C" at the end of the probation month, VA benefits will be terminated.

PROGRAM HOURS

It is the responsibility of the veteran to notify the Veterans Affairs Office when he/she has completed the required hours for the program in which he/she are enrolled. If a veteran goes over the required hours for the program, this will result in an overpayment for the veteran that has to be repaid to the Veteran Administration Office.

NOTICES

STUDENTS WITH DISABILITIES

Dual enrolled secondary students with disabilities at Lively shall be provided exceptional student education services as set forth in their Individual Educational Plan (IEP). This includes accommodations and modifications. Accommodations are changes to the way the student is expected to learn. Modifications of the curriculum can also occur through Modified Occupational Completion Points (MOCP) if a student is not able to complete the state designated OCPs. This means that if there is a smaller job description within the OCP that can lead to a job in the community without the student having to complete the entire OCP, a Modified Occupational Completion Point can be earned. The important point is that these modifications must lead to a real job available in the community. MOCPs are only available to high school students with an active IEP.

Adult Students with a documented disability must self-identify and request assistance or accommodations available under Section 504 of the Rehabilitation Act of 1973 through their instructor or a counselor. Secondary students with a 504 Plan in their high schools may also receive accommodations as set forth in their plan. Student performance standards may not be modified for adult or high school students with a 504 Plan.

Procedures:

- a. In Career Education, students shall request accommodation and may be asked to provide supporting documentation of their eligibility under Section 504 and ADA. Adult students are required to self-identify.
- b. To begin the consideration process, a Referral for 504 Assistance (Form 501-1) shall be completed by the student's instructor. Instructors may obtain these forms from the Student Services Department. Once the form is completed, it should be returned to Student Services (Intervention Team/504 Committee). The Intervention Team consists of professionals, family members, and the student. The team develops a 504 plan. One of the professionals is the teacher who is responsible for teaching the student with disabilities. The team decides what accommodations or modifications the student needs for his or her educational program and for the state and district testing programs. All available records will be reviewed by the Lively Technical Center intervention team to determine if the student meets the classification as having a disability under Section 504 of the Rehabilitation Act of 1973.
- c. All information about the individual needs of a student with disabilities is confidential. The team will be the determining body for matters of eligibility and evaluation. The intervention team notifies the student of the eligibility decision.
- d. Following notification, a conference is scheduled with the intervention team, the career and/or academic instructor and the student's (parent(s) if applicable) and other professionals. This conference is to complete the referral process for 504 assistance, and to discuss interventions and reasonable accommodations. If the plan needs to be modified or redesigned, the teacher will submit a request to the chair of the Intervention Team.

- e. Students must be re-evaluated every year if continuously enrolled. If accommodations and/or modifications have proven ineffective, the teacher should refer the student back to the Intervention Team. The intent of the plan is to ensure that the student with disabilities has access to a free appropriate public education that is comparable to the education available to his/her non-disabled peers. Leon County School procedures are followed throughout the process. Leon County Schools does not discriminate on the basis of disability in admission, access to its Programs, or provision of services.

RIGHTS & RESPONSIBILITIES

CONFIDENTIALITY OF STUDENT RECORDS

Student records are confidential. They shall be accessible to the professional staff, the parents of students under the age of 18, eligible students 18 years of age or older, and such other individuals and agencies as set forth by law, School Board policy, or as authorized in writing by parents, guardians, or the adult students themselves.

CHANGE OF NAME OR ADDRESS

Students are required to promptly notify the Registration Office in Building 8, as well as the instructor, of any change in name, address, or phone number. A name change requires legal documentation.

GRADING POLICY

SECONDARY STUDENTS

Letter grades, based on the high school grading system, will be awarded to all dual enrolled secondary students at the end of each grading period as scheduled by the Leon County School Board. Credits are awarded for completion of competencies, not for seat time in the class. This means that a secondary dual enrolled vocational student has the opportunity to earn more credits for a semester than he/she would earn in an academic course for the same period. Conversely, a student who fails to apply himself/herself may receive less credit than equivalent time spent in an academic course. Students shall successfully complete all of the benchmarks (competencies) with a minimum of 75% mastery (average). Demonstration of mastery for Exceptional Education Students on a special diploma track shall be determined by the goals and objectives identified in the Individual Education Plans.

ADULT POSTSECONDARY STUDENTS

All programs shall follow the grading policy adopted by the Leon County School Board. Adult postsecondary students will be provided a copy of the grading policy at the beginning of their training. All teachers will evaluate each student at the end of each unit, competency or objective. The teacher will hold a personal conference with each student no less than twice each semester for the purpose of informing the student of his/her progress in the program. A written progress report will be provided to the student and maintained in the student file for each of the required conferences. Health Education, Cosmetology and Aviation will adhere to their program handbook and are not grievable.

ADMITTANCE

Adult students generally enter Lively programs in the first week of each semester. Certain lock-step programs may have class starting dates that do not coincide with the Center's semester beginning dates. In this case students may enter these programs at the scheduled class beginning date. High school students usually enroll at the beginning of each semester. Such enrollments shall be on a space available basis.

STANDARDS OF PROGRESS

Students must maintain minimum standards of progress for the program in which they are enrolled. If standards are not met, the student will be placed on probation for the following reporting period/financial aid payment period.

These standards include:

1. Regular attendance. All instructors at Lively maintain daily records that comprise a monthly report indicating student attendance records. Students must meet the minimal attendance requirement as specified in the course catalog or for the specific program at all times.
2. A minimum GPA of 2.0 or "C". Instructors maintain GPA records on all students. Failure to maintain minimum GPA of 2.0 or higher may be cause for dismissal. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any non-credit remedial coursework is not counted toward the academic progress determination.
3. Satisfactory completion of at least 75 percent of the competencies/assignments for the evaluation period. If a student's work is satisfactory, but he/she is behind schedule in completing program competencies/assignments, he/she cannot be reported as meeting minimum standards of progress.
4. Students progressing at a rate that will enable them to complete the program within 150 percent of the program length as set forth in the Florida State Curriculum Frameworks. (This is equivalent to a student earning 67 percent of hours attempted.) All instructors at Lively Technical Center maintain separate progress records on each student.
5. Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and is consistent with policies and rules in the Lively Technical Center Student Handbook. The standards utilized to judge academic progress are cumulative and include all periods of the student's enrollment. Students will be evaluated a minimum of two (2) times annually.

PROBATION

The purpose of probation is to clearly define expectations for students having difficulty in order to provide opportunities for improvement and success.

1. **Probationary Period of Enrollment:** The initial 25% of the program is considered as a probationary period for all students. At the conclusion of the probationary period, one of the following determinations will be made:
 - a. The student has demonstrated the ability to successfully complete the program and acquire employability skills and will be allowed and encouraged to complete the chosen program. No action is necessary.
 - b. The student has not demonstrated the ability to successfully complete the program and acquire employability skills and will be recommended for counseling sessions to determine if transfer to a more appropriate program or other services are warranted.

2. **Academic/Progress Probation:** A student must progress at a rate that will enable him/her to complete the program within the DOE specified length. Each instructor will provide a projected timeline of competency expectations to the students upon enrolling. Students not making satisfactory progress based on the timeline shall be placed on probation. The following steps are mandatory:
 - a. Counseling between instructor and student to determine the reason for the grade deficiency.
 - b. Discussion and written documentation of strategies developed to assist the student. This must be written and signed by the student and the instructor. A student's refusal to sign does not negate the requirements of the document.
 - c. If, after the designated time period, the deficiency has not been corrected, the student may be withdrawn by the supervising administrator upon recommendation of the instructor. The student shall be referred to counseling to explore other career possibilities.
 - d. All of the above shall be in writing and signed by the student and the instructor. Counselors will be involved whenever possible in the process.

3. **Administrative Probation:** May be used by administrators to handle on-campus situations, usually to manage inappropriate adult student behavior.

ATTENDANCE POLICY

WORKFORCE EDUCATION CERTIFICATE PROGRAM ATTENDANCE POLICY

It is the responsibility of post-secondary and dual enrolled students to notify their instructor if they will be absent from class for any reason. Secondary students enrolled in workforce programs shall follow the attendance policies of those programs.

- A. **Non-exempt Absences** - Students have a maximum of fifteen (15) (five-day schedule) or twelve (12) (four-day schedule) non-exempt absences in each semester.
 - (1) After six (6) (five-day schedule) or five (5) (four-day schedule) absences the instructor will:
 - a) Review the attendance policy and requirements with the student.
 - b) Complete an Attendance Contract placing the student on probation - to include the statement that any further absences during the remainder of the semester that exceed the mandatory absence limits will result in withdrawal.
 - c) Have the contract signed by all parties, if possible. If the student is unavailable to sign the document due to non-attendance, a copy shall be mailed to the student with the notation that the student was unavailable for signature. Students are responsible for notifying the Registration Office of any address change.
 - d) The student can request or the instructor may require additional counseling from Student Services.
- B. **Exempt Absences** - Students have a maximum of five (5) (five-day schedule) or four (4) (four-day schedule) exempt absences in each semester.
 - 1) Student absences are exempt for the following reasons:
 - a) Personal or immediate family illness supported by written documentation from the student or a doctor's excuse or receipt showing the time and date of a visit to a doctor's office.
 - b) Death in the family, jury duty, or active reserve military duty, supported by documentation.
 - c) Program related job interviews with prior approval of instructor and documentation.
 - d) Religious holidays as designated by Leon County Schools.
 - e) Administrative prior approval requests by parents of secondary students.
 - f) Extenuating circumstances may be considered for an appeal. An Attendance Appeal must be submitted and approved by Administration.
 - 2) Students with satisfactory progress who are withdrawn for any attendance infraction may reapply for the next semester. Students attending programs with a waiting list will be placed on the list in sequence.

- 3) Students are expected to report to class on time and remain for the entire class period.

Tardiness will be recorded as follows:

- 01 – 15 minutes will equal 15-minute tardy
- 16 – 30 minutes will equal 30-minute tardy
- 31 – 45 minutes will equal 45-minute tardy
- 46 – 60 minutes will equal 60-minute tardy

This policy applies to all programs with the following exceptions: Aviation Maintenance Technology (meets Federal Aviation Administration Part 147 requirement) and Health Education.

Those program policies are:

- a) Aviation Maintenance Technology: A student must attend at least 85% (calculated on the 125 hour instruction period exclusive of review time) of each phase of instruction. Time missed in excess of 15% cannot be made up and the student will fail that phase. Any instruction missed must be made up under established make-up procedures or the student will fail that phase of instruction. Any failed phases of instruction will require the student to retake that failed phase when offered. Specific guidelines regarding attendance and consequences will be reviewed with students during their interview with an Aviation instructor. This attendance policy is not grievable.
- b) Health Education: All Health Education Programs have specific attendance policies that will be provided to students in program handbooks. All students are required to meet the attendance policies of their individual program area. This attendance policy is not grievable.
- c) Cosmetology: The Cosmetology program has a specific attendance policy that will be provided to students in the program handbook. All students are required to meet the attendance policy of their individual program area. This attendance policy is not grievable.

ATTENDANCE APPEAL PROCESS

Lively Technical Center students who are in danger of being withdrawn due to poor attendance may submit an Attendance Appeal to Student Services. Excessive absences due to extenuating circumstances or extraordinary situations may be reviewed for Administrative appeal approval. Students must submit request within two school days of notification of withdrawal or pending withdrawal for consideration. Administrative review will be scheduled for immediate consideration including program instructor. Student will be informed of outcome using contact information provided. Student should continue attending class until final decision is made. All outcomes are final and students are limited to one appeal per program length.

** Students may submit an Attendance Appeal Request. Only one appeal is permitted per semester. This appeal is subject to administrative approval. An Attendance Appeal Request form is available in Student Services.

STUDENT CONDUCT GUIDELINES & PROCEDURES

Lively Technical Center strives to provide an effective learning environment that allows for students to experience behavioral success and to develop a desire for and experience academic success. The classroom instructor will review with students the Lively Technical Center 2011-2012 Student Handbook. This comprehensive plan has been developed following the School Board Policy 7.08. The student will sign and acknowledge that the Student Handbook has been explained to them and that they had an opportunity to ask questions.

The components of this plan are in compliance with current statute and policy. Nothing in the plan shall prohibit school staff, in consultation with the principal, to modify discipline to ensure compliance for special needs students.

A. Probation

- 1) A student shall be placed on disciplinary probation by the teacher when the student's attitude and/or behavior are not conducive to career training, but not serious enough for immediate or emergency dismissal from school by the site administrator. A student may also be placed on disciplinary probation by a school administrator for disciplinary reasons. Concurrently, the student shall be referred to a counselor.
- 2) The student, the instructor or administrator, and/or the counselor, will develop a plan to outline the behavior necessary to improve within a designated time.
- 3) All of the above will be in writing and signed by the student, the instructor or administrator, and the counselor.
- 4) Steps 1-3 shall be done by the student and instructor or administrator without a counselor if a student refuses to see a counselor or a counselor is not available.

B. **Student Withdrawal:** After being placed on probation for academic, attendance notification or for discipline reasons, a student shall be withdrawn for documented lack of improvement or documented repeated offenses that led to the original probation or attendance notification. Such withdrawal may be appealed through the student grievance procedure as stated in Student Grievance Procedures. (Except Aviation, Health Education and Cosmetology are not grievable.)

C. **Automatic Withdrawal:** Automatic Withdrawal Infractions are listed in the Discipline Plan and Student Grievance Procedure. Students should pay close attention to this list of infractions. A withdrawal as a result of one or more of these infractions eliminates a student from the Student Grievance Procedure and calls for at least a six-month period of withdrawal before reenrollment. A reenrollment request must be initiated by the students with written notification to the principal or designee no less than one week prior to re-registering.

Note: Adult students who have been withdrawn because of willfully endangering or threatening the safety or well being of others shall be denied enrollment at any time.

D. **Temporary Withdrawal:** Up to five days temporary withdrawal may be used by an assistant principal or principal in extenuating circumstances when a determination is made that continuation of an adult student in a class may have a negative or disruptive impact on the instructional process or place students or staff in a compromising situation. In such cases the absence shall be exempt from the attendance rule.

RESPECT AND CIVILITY

School Board Policy 1.33 Respect and Civility in Schools and District Offices, promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff.

SAFETY

Each student will observe all safety rules as established by the instructor. Programs which involve shop activities will offer a unit on safety that details appropriate behavior, dress, use of equipment, special hazards, required protective measures and devices, and other guidelines established for the program. Part of the safety unit will include a signed agreement by the student, indicating that the student understands and agrees to abide by all safety rules. All students are encouraged to enroll in the student insurance program.

SEXUAL HARASSMENT

All students shall be allowed to learn in an environment free from all forms of illegal discrimination, including sexual harassment. All employees and students of this school district and members of the School Board are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any such person who engages in sexual harassment during the performance of their duties or any adult who knowingly permits sexual harassment to occur without intervention or reporting shall be in violation of this policy.

Definition: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature, irrespective of sexual orientation, may constitute sexual harassment where:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's learning opportunity; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for a learning opportunity; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working/learning environment.

Investigation: At any time the Superintendent may require an investigation and disposition or may require a preliminary investigation to determine whether an investigation will be required if the Superintendent feels that such is in the best interest of the complainant, the accused, or the school district. The availability of an investigation or disposition shall be at the sole discretion of the Superintendent. The Superintendent may require an investigation of any sexual harassment complaint.

Privacy: All matters involving sexual harassment complaints shall respect individual privacy and remain confidential to the extent possible, consistent with the Florida School Code.

Consequences for Violations: Consequences for sexually harassing behavior shall range from verbal warning to termination or expulsion depending on the frequency, circumstances, and severity of the offense.

- a. A student who is found to have sexually harassed an employee or a student or an employee who knowingly allowed harassment to occur without taking appropriate action shall be subject not only to discipline by the school district, but may also be subject to penalties under Federal and Florida law. The offending employee or student may be held personally liable for his or her misconduct through civil suit by the injured employee or student and may also be criminally prosecuted for his or her misconduct.
- b. Any student who is found to have knowingly filed a false sexual harassment complaint shall be subject not only to discipline by the school district, but may also be held personally liable for his or her misconduct through civil suit by the injured employee or student and may also be criminally prosecuted under Section 837.06, Florida Statutes.
- c. This policy prohibits retaliation or other forms of harassment by anyone toward any employee or student filing a complaint, anyone participating in the investigation of a complaint, or anyone serving as a witness.

Occurrences: Any staff member or other adult who observes the occurrence of sexual harassment between students or an adult and student shall take action to stop the inappropriate behavior and report it immediately to the site administrator or the district grievance officer. Students shall be strongly encouraged to report immediately any sexual harassment they observe to an appropriate teacher, counselor or administrator.

Sexual Harassment Complaints: Reports shall be reported to and filed with the district's grievance officer within fifteen (15) days of the filing of the complaint with the supervisor.

Dr. Kathleen L. Rodgers
Equity and Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306 / rodgersk@leonschools.net

Procedures for Filing: Procedures for filing a sexual harassment complaint have been developed in a separate administrative procedure. A copy may be picked up from the Student Services Department.

Disciplinary Actions: May include, but are not limited to the following:

- a. written warning
- b. written reprimand
- c. suspension with pay and written reprimand
- d. suspension without pay and written reprimand
- e. suspension from school
- f. expulsion from school
- g. dismissal or termination

POLICIES ON CAMPUS CRIME

PROCEDURES FOR REPORTING CRIMINAL ACTIONS ON CAMPUS

In the event a student is a witness to or a victim of a crime on campus, the incident is to be reported to the student's instructor or the nearest instructor/staff person available. The Lively instructor/staff person reports to the school resource officer who then handles the law enforcement matter. The resource officer, who is a deputy with the Leon County Sheriff's Department, reports the incident to the school principal and files a report with the Sheriff's Department.

ENFORCEMENT AUTHORITY OF AND CRIME REPORTING BY SCHOOL RESOURCE OFFICER

The Leon County School System has a law enforcement contract with the Leon County Sheriff's Department to have a school resource officer at Lively. The deputy is available and encourages all students to contact him/her whenever needed.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Lively is inspected annually by a law enforcement official. Fire, health, and casualty inspections are conducted regularly by a Leon County School Safety Inspector.

The Leon County School Emergency Plan is available to all instructors in the Lively Procedural Guide. Additionally, the School Campus Critical Incident/Violence Action Plan is available in the Lively Administration Offices.

POLICIES ON ALCOHOL AND DRUGS

Possession or consumption of alcohol or illegal drugs on school grounds, when documented, is considered serious enough to warrant the student's immediate administrative withdrawal from school. Alcohol violations are enforced as described in Florida Statute 562.111. Drug violations are enforced as described in Florida Statute 893.

POLICIES ON SEXUAL OFFENDERS, SEXUAL PREDATORS

The Leon County School Board has designated a process to make parents aware of information when a sexual offender or sexual predator is identified as residing in a school zone. Since Lively Technical Center does not have a designated school zone and serves more than Leon County, all staff, adult students, and parents/guardians of students may access the information by calling the Florida Department of Law Enforcement hot-line at 1-888-357-7332 or going on-line at www.fdle.state.fl.

LOITERING/TRESPASSING

Loitering by students and visitors is prohibited. Students should be in class or in authorized support areas such as the Student Services or Registration. Individuals on campus without a legitimate purpose may be asked to leave. All visitors should report to the receptionist or Registration in Building 8 to obtain a pass. Visitors may be referred to Administration for clearance before receiving a temporary pass.

DISTRIBUTION OF PRINTED HANDOUTS

Solicitation is prohibited on campus unless prior approval has been granted by administrative personnel at Lively.

DISCIPLINARY GUIDELINES AND PROCEDURES

INTRODUCTION

The objective of Lively Technical Center's Disciplinary Guidelines and Procedures is to provide a safe and orderly learning environment that allows students the opportunity to experience academic and behavioral success. Our philosophy for general student behavior is that no student shall be allowed to interfere with another student's right to learn nor a teacher's right to teach.

This comprehensive guideline has been developed following School Board Policy 7.08, the Leon County Code of Student Conduct, and Lively Technical Center's Student Handbook. The contents of this Discipline Plan are designed to deal with any discipline issues and are applicable to all students. Additionally, all classroom instructors will have specific classroom rules and dress codes appropriate to his/her technical program. The student will sign and acknowledge that he/she has received a copy of the Student Handbook which contains a copy of the Disciplinary Guidelines and Procedures acknowledging that it has been reviewed and understood. All guidelines and procedures are in compliance with current statute and policy. In addition to consequences imposed for violation of these rules, students will receive counseling from appropriate student services staff.

DRESS CODE

All students shall practice appropriate dress and grooming at all times. Appropriate dress is clean, safe, modest, and non-disruptive. Inappropriate dress will be handled according to disciplinary procedures.

Classroom instructors of technical training programs will provide students with dress guidelines appropriate to the training program.

Examples of unacceptable school dress include but are not limited to the following:

- Skirts and shorts that do not extend beyond finger tips when standing
- Bare skin showing between shirt and pants/shorts/skirts
- Strapless or spaghetti strap dresses, blouses, or shirts
- Backless dresses
- See-through clothing where undergarments or body shows
- Bedroom slippers or bare feet
- Pants worn below underwear
- Hats in the classroom
- Clothing that shows gang membership, contains obscene messages, depicts racial discord, or promotes illegal activities, drugs, alcohol, or tobacco products.

Failure to comply will result in appropriate disciplinary action.

CONSEQUENCES

1st Offense	Written Referral to the Assistant Principal Student changes attire and warned
2nd Offense	Written Referral to the Assistant Principal Student is suspended
3rd Offense	Written Referral to the Assistant Principal Student is suspended

INFRACTIONS REQUIRING INFORMAL CONSEQUENCES

Minor offenses will be dealt with by the classroom teacher who may utilize appropriate classroom management procedures which shall be consistently applied to all students. Teachers will maintain their own documentation on all minor offenses. If a student engages in repetitive behavior of these minor offenses, the classroom teacher will then write a referral to the Assistant Principal. These offenses include but are not limited to the following:

Infraction	Explanation
Class disruption	Disturbing or interrupting the orderly educational process
Disrespect, disobedience, or defiance of school staff	Student makes a deliberate decision not to comply with instructions or directions of School Board employees which results in a disruptive learning environment
Tardiness	After the first 5 minutes, students will be considered absent for that hour
Disregard for school procedures, including parking violations	Engaging in behaviors and practices which are detrimental to the safety and welfare of others, such as speeding
Not on task	Student is not working on classroom assignments.
Class disruption	Disturbing or interrupting the orderly educational process
Inappropriate comments	Comments that disrupt or interfere with the learning environment
Inappropriate display of affection	Kissing, hugging, or touching another student
Sleeping in class	Head down on desk; inattentive to classroom activities
**Use of electronic equipment, toys, games, or other disruptive items during class or school activities	Cell phones, CD/DVD players, Game Boys, IPODS, MP3 players, video games, portable electronic devices
Skipping class	Out of class without permission
Miscellaneous violations	Any other violations the administration may deem to fall into this category

****NOTE:** These items will be confiscated by the teacher or any Leon County school employee and turned in to the Assistant Principal.

CONSEQUENCES

1ST Offense Teacher documents in writing
 Conferences with student
 Informs the Assistant Principal in writing

2nd Offense Written referral to the Assistant Principal
 Assistant Principal conferences with student

3rd Offense Written Referral to the Assistant Principal
 Student is suspended

Subsequent offenses may result in student being withdrawn from program.

INFRACTIONS REQUIRING FORMAL CONSEQUENCES

Offenses requiring formal consequences are those offenses that may result in immediate suspension or withdrawal from school. The Assistant Principal or the Principal's designee will suspend students, and upon the recommendation of the Principal, the student may be withdrawn. These infractions include, but are not limited to, the following:

Infraction	Explanation
Use of profane or obscene language	Use of inappropriate language
Cheating and / or plagiarism	Using the work of another student as one's own, to include copying test answers, reports, any written work, work from the Internet, replication of projects or products
Interference with, or disruption of the operation of a school bus or severe infractions at a school bus stop	Disruption or obstruction of the orderly bus/transportation safety
Failure or refusal to comply with school safety rules and regulations	Engaging in behaviors and practices which are detrimental to the safety and welfare of others, such as false fire alarms
Possession or consumption of drugs, alcohol, or any controlled substance on school grounds or under the influence of same	Illegal possession, distribution or use of drugs and alcohol or any controlled substance
Possession of an electronic pager	Having a pager on your person or in personal property
Malicious mischief	Intentionally damaging the personal property of another (restitution required)
Repeated misconduct under infractions requiring informal consequences	Failure to correct repeated minor infractions
Use of tobacco products	Smoking, dip, chewing tobacco, etc.
Unauthorized use of school property	Use of computer, Internet for non-school purpose
Miscellaneous violation	Any violation the administration may deem to fall in this category

CONSEQUENCES

1ST Offense Written Referral to the Assistant Principal
Assistant Principal conferences with the student
Student is suspended

2nd Offense Written Referral to the Assistant Principal
Assistant Principal conferences with the student
Student is suspended or withdrawn

3rd Offense Written Referral to the Assistant Principal
Student is withdrawn

***Student may be referred to the School Resource Officer.**

INFRACTIONS REQUIRING AUTOMATIC WITHDRAWAL

All students are required to follow the rules of student conduct. Misconduct, or other behavior that reflects discredit on the student, the school, or the community, carries the penalty of immediate automatic dismissal of that student from his/her education or training program.

In addition to immediate dismissal, students who have been found to have committed these offenses will be referred to the appropriate law enforcement agency. If the offense involves a victim, the victim will be notified of his or her right to press charges against the offender.

Listed below are the types of infractions which will result in immediate withdrawal from the school by an administrator. These infractions include but are not limited to the following:

Infraction	Explanation
Racial slurs and harassment	Creating a hostile environment by name calling, based on race or ethnicity; physical, verbal, graphic or written harassment to include sexual harassment of others
Stealing	Taking any items that do not belong to you
Gambling, fighting, disorderly conduct, and moral laxity	Engaging in activities which disrupt the orderly learning environment and threatens the safety of others
Possession, use or sale of any firearm, or weapon or object intended to function as a weapon	In addition to guns, this includes a range of weapons as defined in Chapter 790 of the Florida Statutes
Interference with or intimidation of school personnel by threat or force of violence	Preventing or trying to prevent a School Board employee from carrying out his/her work by threat or use of violence; fighting or threatening to fight
Falsification of school documents	Providing information about self that is not true or accurate on official school forms
Battery or aggravated battery on any School Board employee	Physically hitting or attacking a School Board employee
Making a threat or deliberate false report of any explosive or destructive device	Bomb threat
Threat or intimidation using any pointed or sharp object with the threat or intent of doing bodily harm	Threatening student or School Board employee with a weapon
Arson	Starting a fire
Armed robbery	Robbery using a weapon
Sexual battery	Physical sexual contact with another person against his/her will
Homicide	Murder or manslaughter
Fighting	Physical violence

STUDENT GRIEVANCE PROCEDURE

The following student grievance procedure is for the resolution of student complaints concerning school policies or possible violation of legislation against discrimination. The procedure is provided in an effort to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, and section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 applies to all educational programs offered by Lively Technical Center.

DEFINITIONS

Grievance: A dispute or alleged dispute initiated by a student of the Lively Technical Center arising out of the interpretation of the application of School Board policy or alleged discrimination in school programs on the basis of race, sex, color, religion, age or disability.

Grievant: A student who has been directly affected by the application or misapplication of a school procedure or district policy or one who has been discriminated against. An example of a grievance would be a situation when a student feels that he/she has been unfairly withdrawn from a program.

SECONDARY STUDENT GRIEVANCE PROCEDURE

Secondary Student Grievance Procedures shall follow School Board Policy 7.10.

ADULT STUDENT GRIEVANCE PROCEDURES

Adult Student Grievance Procedures are intended to provide students due process when a student feels that their rights have been violated and that they have been treated unfairly with regard to school policy.

In the event that an adult student believes there is a basis for a grievance that is specifically not permitted by this document, the grievant must first (step 1) discuss the alleged grievance with the individual with whom there is a complaint and seek an informal resolution to the problem.

If the dispute is not resolved by informal discussion, the student may submit a written signed grievance to the Assistant Principal not later than the close of the fifth (5) school day following the alleged incident prompting the grievance. If this time frame is not met, the issue shall not be grievable. The Assistant Principal shall respond in writing within three working days after receiving the grievance.

If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within three working days of such filing, (step 3) the same written grievance shall be submitted to the Principal of Lively Technical Center for resolution. If the grievance is not delivered to the principal within ten days from the date of the alleged incident the issue shall no longer be grievable.

The Principal shall, within three working days, appoint a review panel of three to seven members. Adult students may be utilized as committee members, but at no time will the number of student committee members exceed the number of school staff serving on the committee.

The Principal or a designee shall preside as chairperson of such a panel. The review panel shall review the written grievance and hear evidence from both sides on the written grievance. No other issues shall be considered or discussed. The committee shall respond in writing to the principal within 5 days of receiving the request to hear the grievance.

The Principal will respond in writing to the grievant within three working days as to the disposition of the grievance after receiving the written recommendation of the grievance/appeals committee.

If the student is not satisfied with the disposition of the grievance, (step 4) the same written grievance must be submitted to the Divisional Director within five (5) school days of receipt of the written response from the Principal.

Within five working days the Divisional Director will consider the original written grievance and evidence submitted by both sides and render a final decision. There shall be no further appeal of any grievance of any adult student at Lively from this point. However, the student may provide information to Lively's Accreditation Agency if the grievance is not settled at the institutional level: The Commission of the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA, 30346, (800) 917-2081 or (770) 396-3898, (770) 396-3790 Fax, www.council.org.

FAIR AND EQUITABLE TREATMENT

All grievants will be entitled to fair, reasonable and equitable treatment. A grievant who participated or intends to participate in any grievance under Title IV, IX and Section 504 of the Rehabilitation Act of 1973, and Americans With Disabilities Act of 1990, shall not be subjected to discipline, reprimand, warning, or reprisal because of such participation or initiation.

RECORD KEEPING

All documents, communications and records dealing with processing of a grievance will be filed separately from the grievant's cumulative student folder.

Recognition of Training Program Differences. Lively trains individuals for a wide range of jobs and careers. Each has a unique set of standards influenced greatly by employers and external licensure and regulatory agencies. Instruction reflects those varying standards influenced by external agencies and actions expected by them to maintain our licensure, certification and recognition of training in those areas.

BOARD CHAIR
Dee Crumpler

BOARD VICE CHAIR
DeeDee Rasmussen



BOARD MEMBERS
Georgia "Joy" Bowen
Maggie Lewis-Butler
Forrest Van Camp

SUPERINTENDENT
Jackie Pons

2011-2012 Annual Notice of Rights Regarding Student Information Parent Letter

Dear Parent/Guardian:

Every school year, we are required to notify you about your rights under the Family Educational Rights and Privacy Act (FERPA), a federal law, and to update our information about what you want us to do when releasing information about your child in certain circumstances.

Attached to this letter is the 2011-2012 Annual Notice of Rights Regarding Student Information. On the backside of that notice is the 2011-2012 Notice of Rights Pertaining to Release of Directory Information. In accordance with federal law, this notice gives you a summary of: 1) your rights under FERPA and 2) those circumstances in which the District may disclose student information *without parental consent*.

During your child's school career, your child will participate in a variety of academic, athletic, fine arts, and other events/activities. During these events/activities, your child may be photographed and/or interviewed by district or school staff, other students, or news media. Information about your child or his/her academic and/or creative efforts (such as art work, essays, etc.) may appear in newspaper articles; on television; in radio broadcasts; on displays; on the internet; or in District/school promotional pieces including, but not limited to, a district or school website; school annuals or yearbooks; brochures; fliers; honor roll or other recognition lists (including graduation lists and graduation photographs that appear in the newspaper); newsletters; playbills; programs (including graduation and athletic programs); television shows; videotapes; etc. The District may, from time to time, include directory information, as defined in the attached notice, in these school, district or media communications. If you choose to deny permission for release of information, this type of information about your child will not be published or released. In compliance with law, the district also routinely discloses directory information to military recruiters, upon request. You may access the "Disclosure of Student Directory Information to Military Recruiters" at www.forms.leon.k12.fl.us.

If you do not want your child's directory information released, you must complete the 2011-2012 Notice of Rights Pertaining to Release of Directory Information (which is found on the back side of the Annual Notice) and return it to your child's school by Friday, July 1, 2011. If you do not return this form, the district will be free to release or use such information as appropriate. You may change your mind and revoke this authorization at any time by filling out another form and returning it to your child's school. If you have previously requested that directory information pertaining to your child not be disclosed, you may rescind that request at any time by completing Part Two of the form.

If you have questions, feel free to contact your child's school principal for assistance.

Attachment: 2011-2012 Annual Notice of Rights Regarding Student Information

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7147 • Fax (850) 487-7141 • www.leonschools.net
"The Leon County School District does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability."

Building the Future Together

LEON COUNTY SCHOOLS
2011-2012 ANNUAL NOTICE OF RIGHTS REGARDING STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords certain rights, with respect to the student's education records, to parents and students over 18 years of age (eligible students). These rights are:

1. The right to **inspect and review the student's education records** within the 45 days of the day the Leon School District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to **request the amendment of the student's education records** when the parent or eligible student believes they are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. This notice will include information regarding the hearing procedures.
3. The right to **consent to disclosures of personally identifiable information** contained in the student's education records, *except to the extent that FERPA authorizes disclosure without consent.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education
 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

In certain circumstances, FERPA permits the District to disclose personally identifiable information contained in a student's education records without consent including, but not limited to, the following:

1. Disclosure to **School officials with legitimate educational interests**. A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or entity with whom the District has contracted to perform services or functions required by the institution (such as legal; auditing; health care; safety and security; therapy; student support; or assessment, progress monitoring and other data services); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks (such as a volunteer). A school official has a **legitimate education interest** if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Disclosure to **officials of another school district**. Upon request, the District discloses education records without consent to officials of another school system or district in which a student seeks or intends to enroll.
3. Disclosure of **directory information** (e.g., student names, age, enrollment status) may be disclosed unless the parent has specifically informed the school (in writing) not to disclose directory information. Additional guidance concerning directory information is provided on the back of this sheet.

For a complete list of the entities and circumstances in which disclosure is authorized under FERPA, please visit <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Military Recruiter Access to Student Directory Information

Federal law requires secondary public schools to permit access by military recruiters to a student's name, address, and telephone listing. If a parent of a student (or the student him/herself if an emancipated minor) does not want directory information disclosed to military recruiters, the parent must make this known to the school in writing. A form for this purpose is attached to this notice, or is available via the district's forms website (www.forms.leon.k12.fl.us). This form should be sent directly to the school.



STUDENT ACKNOWLEDGEMENT

2011 – 2012
STUDENT HANDBOOK

Student Name (Please Print)

Program Name (Please Print)

By signing below, I certify that:

- I have received a copy of Lively Technical Center's Student Handbook.
- It has been reviewed with me by school personnel and I have had an opportunity to ask questions.
- I am aware of the contents of the Student Handbook.
- I understand that it applies to all students.

Student's Signature

Date

Instructor Signature

Date



**MEDIA RELEASE
2011 – 2012**

Student Name (Please Print)

Program Name (Please Print)

I hereby consent to the disclosure of the following information when related to an activity or an academic assignment within Leon District Schools, in accordance with the Family Educational and Privacy Rights Act, 20 USC §1232g:

(Initial the following items for which your permission is granted.)

- Publication on the Internet of my creative efforts, including stories and artwork
- Use of my name in Internet publications (including the Facebook, Twitter and official school/district Listservs)
- Use of my picture/video in school/district Internet publications (including the Facebook, Twitter and official school/district Listservs)
- Use of my picture/video in school-approved publications and media events coverage

Student's Signature

Date

Instructor Signature

Date

Leon County Schools
STUDENT INTERNET USE

Please complete the following information and return it to your school. PLEASE PRINT!

PERSONAL INFORMATION

Student's Full Name: _____ Date of Birth _____

School _____ Grade _____

STUDENT/PARENT AGREEMENT

I understand that Internet access is designed solely for educational purposes, and that it is intended that these resources are used only for educational purposes. The Leon County School District has taken reasonable precautions to supervise Internet usage by students. I have read and understand the Guidelines for Internet and Network Use (see reverse side).

PARENTAL CONSENT (Required if student is less than 18 years of age.)

As a parent or guardian, I recognize that it is impossible for the district to control access by the students to all information or materials available on the internet; it is likewise impossible to limit disclosure of information related to school internet websites or publications by the larger internet public. I will not hold the school responsible for materials acquired, contact made, or for any limit on the educational privacy of my child as a result of the disclosure of information on the internet. I accept full responsibility for supervision of my child outside the school setting.

INTERNET ACCESS

I understand and will abide by the Leon County Schools Guidelines for Internet and Network Use for using the internet (see reverse side).

I certify that the information contained on this application is true and correct to the best of my knowledge and belief. (Students over 18 years of age may sign for themselves.)

Student Full Name (please print): _____

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Full Name (please print): _____

Parent/Guardian Work Phone: _____ Home Phone: _____

FOR SCHOOL USE ONLY: Date Authorization Granted: _____ By Whom: _____

Leon County Schools

Guidelines for Internet and Network Use

Internet Activities must support education and school operations consistent with the educational goals and policies of the Leon County School District.

The use of the internet is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege. School administrators will decide what is inappropriate use based upon guidelines, standards, policies, and prudent judgment.

Persons Using Leon County Schools Internet or Network Must be Properly Authorized

The signed Student Internet Use form is to be completed as part of the initial registration of students. The signed forms must be maintained on file at the school or department site where the form was first completed. User accounts shall be assigned or closed at the direction of the site or program administrator. It is the site administrator's responsibility to have a signed access use form on file for all users at that site prior to access authorization. **Parents are responsible for contacting their child's school regarding updates or changes.**

Proper Use and Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Refrain from behavior or activity that damages or disrupts network performance.
- b. Maintain the security of the network by keeping information, especially passwords and account numbers, private.
- c. Use the network for approved legal activities which have educational relevance.
- d. Honor all rules of copyright and personal property.
- e. Avoid the knowing or inadvertent spread of computer viruses.
- f. Use only acceptable appropriate language. Avoid offensive or inflammatory speech.

Inappropriate Use

Inappropriate use includes, but is not limited to, those that violate the law that are specifically named as violations in this document or that violate the rules of network etiquette or that hamper the integrity or security of this or any network(s) connected to the Internet.

Violation of Law

Transmission of any material in violation of any international, U.S., or state law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing or obscene material; or material protected by trade secret. Any attempt to break the law while using a Leon County School internet account or while connected to the internet through a Leon County School (internet protocol) address may result in litigation against the offender by the proper authorities. If such an event should occur, Leon County Schools will fully comply with the authorities to provide any information necessary for the litigation process.

Commercial Use

Use for commercial, income-generating, or for-profit activities or product advertisement is prohibited.

Vandalism/Mischief

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any networks that are connected to the internet. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

User ID Violations

Once a user ID is issued, the user is responsible for all actions taken while using that user ID. Sharing of a user ID with another person is prohibited.

File/Data Violations

Deletion, examination, copying, or modification of files and/or data belonging to other users is prohibited.

Consequences of Policy Violation

An attempt to violate the provisions of this policy may result in revocation of the user's Internet access privileges and/or account.

Additional Consequences

District and/or school disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you suspect or can identify a security problem on the internet, you must notify your building principal. Do not demonstrate the problem to other users. Do not use another individual's account at any time. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.