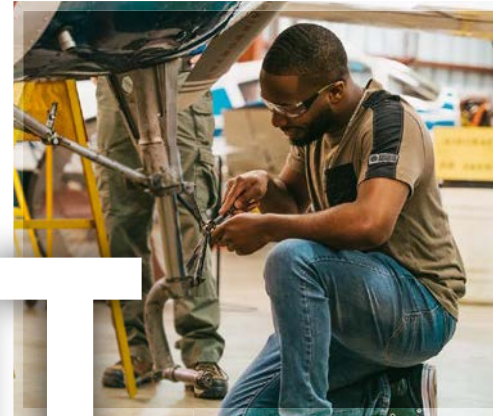




Lively  
Technical  
College

*Higher Learning, Higher Earning*



# STUDENT HANDBOOK

LIVELYTECH.COM  
850.487.7555

2024-2025



500 Appleyard Drive, Tallahassee, Florida 32304

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# Welcome to Lively

Welcome to Lively Technical College! You have taken the first steps in what may be the most rewarding decision you will ever make. Whether you are looking to start your career, change your career or just learn a new trade or skill, we are glad you have chosen to attend Lively Technical College.

Lively Technical College is proud of the quality of education we offer to our students. The faculty and staff are dedicated to making your experience at Lively both gratifying and fulfilling. Our faculty are experts within their field and work hard to provide unique educational experiences with hands-on and relevant instructional opportunities to their students. Lively students leave with the workforce skills necessary to gain employment and have a rewarding career.

Thank you for choosing Lively Technical College. I wish you the best of luck as you start your new journey and pursue your passion.

Sincerely,

*BJ Van Camp*

BJ Van Camp  
Director

## Mission Statement

The mission of Lively Technical College is to provide career-oriented education for the community.

## Vision Statement

Our vision is to lead workforce training by utilizing industry driven educational solutions and community partnerships to equip students to meet the needs of local and global employers.

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Accredited by:

The Accrediting Commission of the Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350  
770.396.3898.

Cognia (SACSCASI)  
9115 Westside Parkway, Alpharetta, Georgia 30009  
888.413.3669

Lively is approved for training by the following State Approved Agencies: The Florida Department of Veterans Affairs, The Florida Board of Cosmetology, The Florida State Board of Nursing, The Federal Aviation Administration, The Florida Office of Business and Professional Regulation, The American Heart Association, The Florida Department of Transportation, and The Department of Highway Safety and Motor Vehicles.

The Heating, Ventilation, Air Conditioning/Refrigeration 1 & 2 (HVAC-R) programs are accredited through HVAC Excellence for Heating & Air.

All automotive programs have accreditation through the ASE Education Foundation.



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



LEON COUNTY SCHOOLS SUPERINTENDENT  
Rocky Hanna

LEON COUNTY SCHOOL BOARD MEMBERS

Darryl Jones  
Laurie Lawson Cox  
Marcus Nicolas  
Alva Swafford Smith  
Rosanne Wood

DIRECTOR  
BJ Van Camp

ASSISTANT DIRECTORS  
Matt Zadra Tiffany Williams

---

General School Information

<b>Main Campus</b> Fax	<b>850.487.7555</b> 850.922.3880	<b>Mailing Address:</b> Lively Technical College 500 North Appleyard Drive Tallahassee, Florida 32304-2895
<b>Administration</b> Fax	<b>850.487.7634</b> 850.922.3880	<b>Office Hours:</b> 8:00 a.m. – 4:00 p.m. Monday-Friday Summer and holiday hours may vary.
<b>Aviation Program</b> Fax	<b>850.488.2461</b> 850.488.2735	<b>Main Campus:</b> 500 North Appleyard Drive Tallahassee, Florida 32304
<b>Business Office</b> Fax	<b>850.487.7413</b> 850.487.7492	<b>Extension Campuses:</b> <b>Aviation:</b> 3290 Capital Circle S.W. Tallahassee, Florida 32310
<b>Financial Aid</b> Fax	<b>850.487.7421</b> 850.487.7589	<b>East Campus:</b> 283 Trojan Trail Tallahassee, Florida 32311
<b>Testing Center</b> Fax	<b>850.487.7410</b> 850.487.7416	
<b>Public Relations</b> Fax	<b>850.487.7610</b> 850.922.3880	
<b>Student Services</b> Fax	<b>850.487.7473</b> 850.487.7430	

## Nondiscrimination Notification and Contact Information

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

Admission policies and practices are outlined in the Lively Technical College Course Catalog and Student Handbook, as well as at <https://www.livelytech.com/>

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Tonja Fitzgerald, Divisional Director, Leon County School District  
Equity Compliance Officer (Students)  
2757 West Pensacola Street, Tallahassee, Florida 32304  
(850) 487-7309 \* [fitzgeraldt@leonschools.net](mailto:fitzgeraldt@leonschools.net)

Wallace Knight, Director, Leon County School District  
Equity Compliance Officer (Employees) & Title IX Compliance Officer  
2757 West Pensacola Street, Tallahassee, Florida 32304  
(850) 487-7210 \* [knightwa@leonschools.net](mailto:knightwa@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:  
Jennifer Benton, 504 Specialist  
(850) 487-7317 \* [bentonj@leonschools.net](mailto:bentonj@leonschools.net)

Leon County School Board (LCSB) offers the following career and technical programs, including career academies wherein students may earn industry certification: Automotive Service Technology 1 & 2, Aviation Airframe Mechanics, Aviation Powerplant Mechanics, Baking & Pastry Arts, Barbering, Building Trades & Construction Design Technology, Central Sterile Processing Technician, Cosmetology, Diesel Maintenance Technician, Diesel Systems Technician 1, Electricity, Facials Specialty, Fundamental Foodservices Skills, Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1 & 2, Industrial Pipefitter, Massage Therapy, Medical Assisting, Nails Specialty, Patient Care Technician, Plumbing, Practical Nursing, Specialized Career Instruction, Transit Technician 1, Welding Technology, and Welding Technology Advanced.

Please see the LTC course catalog for all admission requirements and a comprehensive list of all post- secondary programs.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district’s nondiscrimination policies).

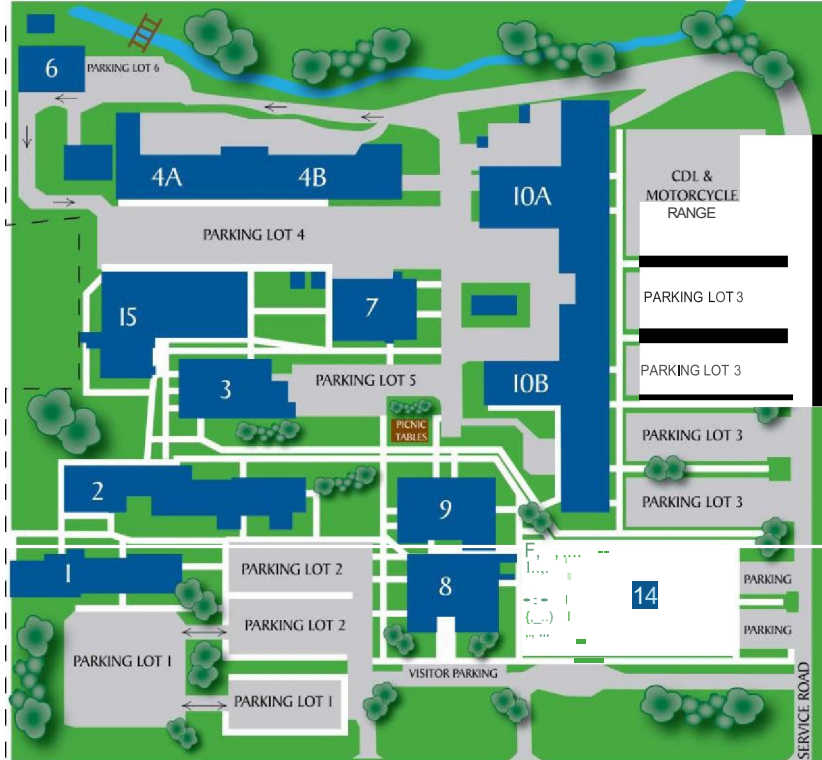
Lack of English language skills will not be a barrier to admission and participation. The district may assess each student’s ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



# CAMPUS MAP

## 500 N. APPELYARD DRIVE

WWW.LIVELYTECH.COM



AVIATION CAMPUS: 3290 Capital Circle S.W., Tallahassee, Florida 32310

EAST CAMPUS: 283 Trojan Trail, Tallahassee, Florida 32311

Program/Department	Bldg/Rm
Administration	8-103
A-UJ & Community Education	9-113
Applied Academic Program Adult Education	9-110
Auto., e	IOA-130
Aviation	Tallahassee International Airport
Baking & Pastry Arts	3-112
Barbering	7-100
Bookstore	8-115
Building Trades & Construction Design	10B-185
Business Office	8-104
Central Science Processing Technician	West Campus
CDL	COL Range
Cosmetology	2-115 & 2-200
Diesel	10A-111
Electronics	11111-162
ESE Transition Program	10-212, 212A
Facilities Specialty	2-223
Facilities/Safety	9-147A
Financial Aid-Veteran Affairs	8-124
Fundamental Food Service	3-112
Heating, Ventilations, Air Conditioning/Refrigeration	10A-151
Human Resources	8-103
Industrial Pipelitter	4B
Learning Resource Center	9-110
Libby's Cafe	3-101D
Maintenance Supervisor	7-120
Massage Therapy	2-233
Medical Assisting	15-L116
Nails Specialty	2-223
Nursing Assistant	15
Patient Care Technician	15-207
Photology	15
Placement Center	9-144
Printing	4B
Practical Nursing	15
Pre-K Evaluation Center	1
Professional Training Center (PTC Lab)	9-133
Registration	8-115
SOAR Call Center	9-113
Specialized Career Instruction	2-252
Student Services	9-148
Student Union	3-101
Testing Center	9-110
Transit Technician	IOA-108
Welding	4A&4B
Wellness Center	6



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# GENERAL INFORMATION

## STUDENT SCHEDULES (DAY)

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. Schedules vary by program of enrollment.

- Full-time students are required to register for 30 hours per week either four or five days.
- Part-time students may be scheduled either in the morning or in the afternoon. Part-time schedules vary by program.

## STUDENT SCHEDULES (NIGHT)

Workforce Education Certificate Programs night hours vary. Please refer to Student Services for specific information on night programs.

## SCHEDULES CHANGES

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.

## STUDENT ACCIDENT INSURANCE

All students are offered the opportunity to purchase student accident insurance through a carrier approved by the LCSB. Students are encouraged to purchase the policy, especially those enrolling in shop courses that have exposure to potentially dangerous materials and equipment. Information regarding student insurance is available in Student Services and on the LTC website.

## STUDENT ID/PARKING PERMIT

Access/ID cards and parking permits are issued in Registration each school year. There is a replacement fee of \$10.00 for an access/ID card and \$10.00 for a parking permit.

LTC's facility is a limited-access campus. Student ID's are to be worn at all times while students are on LTC'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 LTC parking permit. Temporary parking permits must be displayed in plain view on the vehicle's dashboard. Unauthorized and improperly parked vehicles may be ticketed and/or towed at owner's expense.

## STUDENT SERVICES

LTC's Student Services is comprised of multiple resources for students, including Testing, Guidance, Career Counseling, Learning Resource Services, and Placement Services.

Hours of Operation: 7:30 a.m. – 4:00 p.m. Monday - Friday

For the week proceeding each semester and the first week of classes, Registration and Student Services hours may be extended. Summer and holiday hours may vary and will be posted.

## GRADUATION

Students who have completed all program requirements and submitted a completed Full Completer Checklist are eligible to participate in the graduation ceremony. The ceremony is held in May and December of each year. Family and friends are invited to attend. The graduation/completion requirements are outlined in each program. Information will be provided to eligible students nearing completion. There is a fee of \$75.00 for all programs to participate in graduation ceremonies. This fee is non-refundable.

# ENROLLMENT INFORMATION

## CLOCK HOUR SCHOOL

LTC is a clock hour school. A clock hour is defined as a period of time consisting of a 50 to 60-minute class, lecture, recitation, faculty-supervised lab, shop training, or externship period.

## ACADEMIC YEAR

Our Academic Year is classified as 900 clock hours and 30 weeks.

## COST OF ATTENDANCE

Program enrollment costs are broken down by enrollment period. However, our Cost of Attendance (COA) is the estimated full and reasonable cost of completing a full year as a full-time student. Numbers below are based on 2023-2024 rates.

### Cost of Attendance (9 month estimate of expenses)

#### Dependents

Tuition	\$3,130.00
Registration, Facility & Lab Fees	\$690.00
Books, Course Materials, Supplies & Equipment	\$600.00
Food & Housing	\$5,700.00
Other (Pers /Transportation)	\$5,500.00
<b>TOTAL</b>	<b>\$15,620.00</b>

#### Independents

Tuition	\$3,130.00
Registration, Facility & Lab Fees	\$690.00
Books, Course Materials, Supplies & Equipment	\$600.00
Food & Housing	\$12,700.00
Other (Pers /Transportation)	\$5,500.00
<b>TOTAL</b>	<b>\$22,620.00</b>

## Out-of-State Independent

Tuition	\$12,553.00
Registration, Facility & Lab Fees	\$690.00
Books, Course Materials, Supplies & Equipment	\$600.00
Food & Housing	\$12,700.00
Other (Pers /Transportation)	\$5,500.00
<b>TOTAL</b>	<b>\$32,043.00</b>

## TUITION & FEES

The LCSB, within the guidelines set forth by the Florida legislature, approves tuition fee schedules. For Florida resident's tuition fees for a Workforce Education Certificate Program are assessed at a rate of \$2.68 per hour for Florida residents and assessed a rate of \$11.71 per hour for Non-Florida residents. Continuing Workforce Education course at a rate of \$5.84 per hour for Florida residents and assessed a rate of \$23.42 per hour for Non-Florida residents. A tuition fee is assessed for all post-secondary (adult) students. Non-residents and most foreign students must pay out-of-state tuition fees. Additional costs include the purchase of all required texts, uniforms, shoes, license or certification fees (where appropriate), and certain personal materials, tools and equipment as determined by the area of training.

**All students are responsible for all fees associated with their education at LTC. Any fees not covered by Financial Aid, Scholarship Awards or other funding sources due to, but not limited to, a change in eligibility becomes the individual students' financial obligation to LTC.**

LTC will use a collection agency for delinquent accounts. If a student account is sent to a collection agency, students will be liable for all collection agency fees, attorney fees and other applicable charges necessary for the collection of their debt. Student contact information will be provided to the collection agency and written, verbal and electronic attempts to collect the debt will be made. Additionally, LTC reserves the right to report to credit bureaus.

## CONTINUING WORKFORCE EDUCATION

Students may enroll in any program, with the permission of the instructor, to enhance their skills, remediate for a licensure exam and/or practice skills. Students will be considered as Continuing Workforce Education students and must enroll for a minimum block of 30 hours. The 30 hours must be completed within a 4-week schedule and the schedule must be pre-arranged with the instructor.

Tuition will be assessed at a rate of \$5.84 per hour for Florida residents and \$23.42 per hour for Non-Florida residents. Additionally, students will be charged \$25.00 for registration, \$25.00 for facility fees and \$25.00 lab fees. Students who wish to enroll in subsequent blocks of 30 hours will only be assessed the registration and facility fees once within a semester. The lab fees will be assessed for each block of 30 hours. All students will be required to complete the LTC online application. The specific hours of attendance will be approved by the instructor and recorded in FOCUS.

Students enrolled in Continuing Workforce Education hours are NOT eligible for financial aid. Students who wish to purchase books, instructional licenses and/or tool kits will be assessed the cost typically associated with the program.

## **FEE EXEMPTION REQUEST**

All fee exemptions must be submitted to Financial Aid for authorization prior to registration. Authorized exemptions must be presented at time of enrollment.

## **TRANSFER POLICY**

Intra school transfers are permitted within the add/drop period. 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. Exceptions may be granted by administration.

Transfers from other institutions are evaluated by the program instructor and Student Services staff. 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. 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 administrator, based on the recommendation of the program instructor.

## **TRANSCRIPTS**

Transcript request must be submitted to Registration, along with a \$10.00 service charge. Requests typically take 3-5 business days to complete. Transcripts will not be released until all financial obligations to LTC have been fulfilled.

## **ACADEMIC SKILLS BUILDING (ASB)**

Academic Skills Building (ASB) is designed to provide academic enrichment based upon individualized assessed needs identified from the student's basic skills assessment within the content areas of: Language Arts, Reading, and Mathematics. The program is characterized by open entry/open exit, self-paced instructional modules and performance-based evaluation. The lab is equipped and designed to provide a comprehensive academic support program through the utilization of technology, multipurpose instructional materials, and classroom resources. This program strives to inspire and motivate students to become productive, self-sufficient members of society.

The primary objective of this instruction is to assist the student in meeting the state of Florida's basic skill exit level requirement for the workforce certificate program in which the student is or will be enrolled. This is required to obtain a certificate

from a workforce certificate program that is 450 hours or more. The requirements for each workforce program are available in Student Services.

Enrollment within this program may occur prior or concurrent with enrollment in a workforce certificate program. Students who do not meet the required scores shall enroll in Academic Skills Building (ASB) unless documentation is provided stating the student is currently enrolled in an approved alternate public or private school remedial program. Distance learning (online) is available with approval from the ASB Instructor.

Distance learning (Hybrid) is available with approval from the ASB Instructor. Cost for ASB enrollment is \$31.50 per semester.

**Please Note:** Students who do not meet the Basic Skills exit requirement for the program of enrollment should be concurrently enrolled, participating and progressing in ASB for a minimum of three (3) hours per week, until the Basic Skills requirements are met.

If a student does not meet the stated requirements for ASB, he/she is not meeting progress toward completion. If a student is withdrawn due to lack of participation or attendance, the student will also be withdrawn from their program.

## FINANCIAL AID POLICIES & PROCEDURES

### FINANCIAL AID TERMS

**Payment Period** – The payment period is defined not only in clock hours but also in weeks of instructional time. A student must successfully complete the clock hours and weeks of instructional time to progress to the next payment period.

**Successful Completion** – A student “successfully completes” clock hours if school considers the student to have passed the coursework associated with scheduled hours.

**Satisfactory Academic Progress** – is a qualitative and quantitative examination of student progress. Assessment is performed at the end of each payment period. Students must maintain C/2.0 or better grade average, must complete hours and weeks of current payment period and demonstrate adequate progression pace as outlined below.

**Disbursement** – Students are paid the first time (initial disbursement) based on their enrollment and good standing. Disbursements, thereafter, are based on satisfactory academic progress and upon completion of hours in the previous payment period.

### PELL GRANT

Please see the Financial Aid Policies and Procedures packet available in the Financial Aid department and online for all guidelines and requirements for receiving aid.

The Federal Pell Grant requires a new FAFSA application each academic year (July 1 – June 30). Applications are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

All potential students must meet all LTC's entry requirements, including appropriate testing and program selection. Students must then apply for financial aid with the LTC Financial Aid office.

LTC is a clock hour school. The Federal Pell grant award is based on a student's enrollment hours and weeks. Students must be enrolled a minimum of 225 hours per semester to qualify for the Pell Grant at LTC. Program length must be a minimum of 600 hours.

Pell deferments are available for tuition, fees, books, and required supplies. Deferment will be permitted up to the total award amount for the initial payment period.

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. Pell awards are based on continuous enrollment within an academic year without interruption up to the designated hours per program. Pell refunds and disbursements (funds after all deferment is paid) are disbursed through checks. Pell disbursements may be picked up from the Registration Office with a Student ID.

Professional Judgement: Pursuant to Section 479A of the HEA - Financial Aid Administrators have the authority to make a case-by-case adjustment of the data items used to calculate the student's SAI, based on adequate documentation to address current circumstances not reflected on the student's FAFSA. Please contact a Financial Aid Advisor to discuss your unique situation to determine if you may be eligible for a professional judgement.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Federal student financial assistance regulations, at 34 CFR 668.34(a), require institutions to establish reasonable Satisfactory Academic Progress (SAP) policies for determining whether otherwise eligible students are making SAP in their educational programs, and may, therefore, receive assistance under Title IV of the Higher Education Act (HEA), as amended. LTC's clock-hour SAP policy must also be as strict or stricter as the one the institution applies to a student who is not receiving assistance under the Title IV, HEA programs, and it must be applied consistently to all categories of students and educational programs established by the institution. 34 CFR 668.34(a)(1) & (2).

SAP, as assessed by LTC's financial aid office, is separate and distinct from a student's academic standing as determined by other measures of academic progress utilized at LTC. SAP is a method of measuring a Title IV recipient's progress toward program completion, and it is measured through the use of qualitative and quantitative standards. 34 CFR 668.34(4)(i) and 668.34(5)(i)

## **SAP POLICY FOR CLOCK-HOUR PROGRAMS**

The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students at LTC,

including those payment periods during which they did not receive Title IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application.

## **SAP EVALUATION ITEMS**

- Clock-hour programs are also called Career Certificate CTE Programs. Clock-hour and Career Certificate are used interchangeably in this policy.
- Frequency of Evaluation for Clock-hour/Career Certificate Programs: HEA requires that an institution evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. LTC evaluates all components of SAP at the point when the student's scheduled clock hours for the payment period have completed.
- Qualitative Component for Clock-hour/Career Certificate Programs: LTC uses the student's grade point average (GPA) to measure qualitative progress. To meet this standard Title IV recipients are required to achieve and maintain a minimum cumulative 2.0 GPA, which is consistent with LTC's graduation requirements. The cumulative GPA that LTC uses to evaluate the student's SAP status is calculated based upon all courses that have been attempted and apply toward the current certificate. Thus, the GPA used to evaluate SAP may be different from the student's transcript GPA. Some clock-hour/career certificate programs require a GPA that is higher than 2.0 in order to meet state licensing requirements. For those programs, the SAP GPA will be equal to the GPA required for the state licensure.
- Quantitative Component for Clock-hour/Career Certificate Programs: The HEA requires a quantitative component that evaluates the maximum time frame in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. LTC requires that all financial aid recipients successfully complete a cumulative minimum of 67 percent of the clock-hours and weeks scheduled for each payment period.

## **MAXIMUM TIMEFRAME**

Financial aid recipients are also required to complete their program within 150 percent of the published length of the program as measured by the cumulative number of clock-hours the student is required to complete and expressed in calendar time. (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 150 percent of the length of the program, even when the student has not yet reached 150 percent.



## **CHANGES IN PROGRAM OF STUDY FOR CLOCK-HOUR/CAREER CERTIFICATE PROGRAMS**

Students are permitted to make changes to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students will be permitted one program change during drop/add only.

## **SUCCESSFUL/UNSUCCESSFUL COMPLETION FOR CLOCK-HOUR/CAREER CERTIFICATE PROGRAMS**

Successful completion of coursework is defined as earning a grade of A, B, C at LTC. All other grades including I (Incomplete), F, NR (Not Reported) and W (Withdrawn) are defined as unsuccessful completion.

## **TRANSFER CREDITS FOR CLOCK-HOUR/CAREER CERTIFICATE PROGRAMS**

HEA regulations require that at a minimum, transfer credits that count toward the student's current program must count as both attempted and completed hours. LTC complies with those regulations. Transferring credit reduces total program hours and may alter payment periods.

## **REPEAT COURSEWORK AND GPA**

The grade earned in a repeated course will be substituted for the original grade, if higher, in computing the grade point average for clock-hour SAP. Pell does not pay for repeat hours.

## **CONSEQUENCES OF FAILING SAP**

Students who fail to meet the minimum cumulative GPA of 2.0 or program GPA and/or fail to complete at the proper (completion rate) are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period, one payment period, students must meet the cumulative GPA and completion rate, they must have earned the weeks of instruction time for that time period or financial aid will end. The student will no longer be eligible for Title IV Aid. There will be no appeal process or probation period.

## **RE-ESTABLISHING FINANCIAL AID ELIGIBILITY**

Students may regain financial aid eligibility with satisfactory academic progress reported after successfully completing a semester. Financial Aid will not fund this semester.

## **APPEALS PROCESS**

There is not a student appeal process to reestablish financial aid eligibility within the academic year, students who re-enter the same program more than a year later will be considered a new student

## **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS: RETURN TO TITLE IV FUNDS (R2T4)**

Summary of the Requirements of 34 CFR 668.22 to Provide to Students as Part of Consumer Information: The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered at LTC that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

In the event a student has received financial aid and withdraws from a program, a statutory schedule is used to determine the amount of Title IV funds that student has earned as of the date he or she ceases to attend. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, the student has earned 100% of the Title IV funds.

## **PELL ADJUSTMENTS WHEN A STUDENT COMPLETES EARLY:**

If a student completes a program early and/or without having attended at least 90% of the required program hours, the Pell award will be prorated. If a student is anticipating completing early, it is the student's responsibility to notify Financial Aid immediately so that the financial aid award can be adjusted before any disbursements are made. If notification is not made and the Pell has not been prorated accordingly, the student will owe the money back to the school in proportion to the amount adjusted.

## **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)**

This is a federally funded grant, which is an additional grant automatically awarded to financially needy students. This amount fluctuates based on the number of eligible students enrolled per semester, the number of hours enrolled, and the availability of funds. FSEOG awards will be made to students who have been determined to have the greatest financial need first. Remaining funds, if any, will be distributed to students with less financial need. Students must complete a FAFSA application online.

## **BRIGHT FUTURES**

LTC proudly accepts Bright Futures Student must be a Florida resident (and a U.S. citizen or eligible non-citizen) as determined by the student's postsecondary institution, and must enroll in a degree or certificate program of study at an eligible Florida postsecondary institution. Student must enroll for a minimum of 225 clock hours per term by the end of the drop/add period. Eligibility for the award begins in the fall term of each academic year.

## FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The FSAG program is a state funded need-based grant awarded to postsecondary students. All students must complete the FAFSA and be eligible for the Federal Pell Grant. Students must be a Florida resident and enrolled in a minimum of 360 clock hours per term. Eligible students will be offered a FSAG Award based on the outcome of FAO verification and award process. Amount of award is based on availability of funds and the number of eligible students.

## FINANCIAL AID FEE TRUST (FAFT)

FAFT is a need-based grant that may help cover the cost of tuition, fees, books and supplies. Students who demonstrate financial need may be eligible to apply for Financial Aid Fee Trust (FAFT). A student demonstrates financial need when the Cost of Attendance exceeds awards by Pell, FSEOG, FSAG, waivers, or any other scholarship, grant, or benefit. Eligible students must complete a FAFT application and meet the outlined criteria.

## OPEN DOOR GRANT

The Open Door Grant Program helps create a demand-driven supply of credentialed workers for high- demand occupations and expands the affordability of workforce training, certification and credentialing programs. Funds are awarded on a first-come, first serve basis. Funds may be used to cover outstanding fees due to the institution such as tuition, fees, examination, books and supplies. Subject the availability of funds, students must meet specific requirements as outlined by the Florida State Department of Education. For additional information about eligibility, students should speak with a Financial Aid counselor.

**For any questions regarding financial aid, scholarships, Florida Pre Paid, Bright Futures, and/or grants, students should speak directly with a financial aid counselor.**

## VETERANS AFFAIRS

### GENERAL INFORMATION

LTC 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 LTC Veterans Affairs Office of Financial Aid at 850-487-7431. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 1606, Chapter 1607, or Dependents of a Disabled Veteran 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 31 (Post 9/11) will be entitled to receive a

deferment each semester. Interested students should contact Veterans Affairs Office in Financial Aid for more information and policy requirements.

If you are using benefits for the first time you must file an application with the Department of Veterans Affairs. Students who have used their benefits before at a different school must file the appropriate form with the Department of Veterans Affairs. VA will inform you if any more information is needed to complete your application for benefits. Once your application is complete, VA will send you a Certificate of Eligibility telling you the length of eligibility.

The application process and registration must be completed before a student can be certified and start receiving benefits. Students will be certified no later than 30 days after drop-add has ended or after their request for certification whichever is later. Questions regarding benefit eligibility or needed form to determine eligibility should be directed to VA at 1-888-442-4551. Allow 30 to 45 days for all paperwork to be processed by VA.

## **REQUIRED FORMS**

Federal Certificate of Eligibility (COE)

DD-214 (member 4 copy)

Marriage Certificate (if spouse of Veteran)

Birth Certificate (if dependent)

VA Form 28-1905 (if using VA Vocational Rehabilitation)

## **ATTENDANCE FOR STUDENTS ON VA BENEFITS**

Regular attendance is mandatory. VA students will maintain attendance standards for VA benefits eligibility as follows: Students exceeding 20% total absences for any calendar month will be terminated from their VA benefits. Students, who have been terminated due to attendance, may be re-instated/re-certified upon attending one month of satisfactory attendance.

Programs that are required to meet federal and state licensure requirements and lockstep program may require standards of progress and attendance more stringent than those outlined above. These programs will provide each student at the beginning of their training a written copy of the program's standards of progress requirements.

## **GRADES FOR STUDENTS ON VA BENEFITS**

Veterans will also be evaluated every month on grade average. Any Veteran dropping below a "C"/2.0 average on a monthly evaluation will be placed on academic probation for one month and VA benefits will be terminated at the end of the month if the grade does not improve. Reinstatement of benefits is possible after an evaluation period, which shows that the veteran has met the required grade average.

## **PROGRESS FOR STUDENTS ON VA BENEFITS**

Veteran students are expected to maintain satisfactory progress within their vocational program area. A monthly evaluation showing unsatisfactory progress will result in the veteran being placed on academic probation. If the veteran does not improve and show satisfactory progress by the end of the probationary month, VA benefits will be terminated at the end of the probationary month. Reinstatement of benefits is possible after an evaluation period, which shows that the veteran has made satisfactory progress.

## **CREDIT FOR PREVIOUS EDUCATION AND/OR TRAINING**

A written record of previous education and training of the Veteran or eligible person which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately. The record must be cumulative in that the results of each enrollment period must be included so that it shows each subject undertaken and the final result. i.e., passed, failed, incomplete or withdrawn.

## **ALLOWING VETERANS TO ATTEND OR PARTICIPATE IN COURSES PENDING VA PAYMENT**

### **Background**

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

### **Pending Payment Compliance**

In accordance with Title 38 US Code 3679(e), LTC adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

### **LTC will not:**

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

### **However, to qualify for this provision, such students may be required to:**

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## **WITHDRAWAL/REFUND POLICY**

### **WITHDRAWAL/REFUND POLICY**

**If a student is withdrawn for attendance, or not meeting SAP, they must sit out a semester prior to re-enrollment unless this gap would prevent sequential progression in program upon re-enrollment.**

**Please note: Any bookstore charges are the responsibility of the student and there are no refunds of books for any reason.**

The student is personally responsible for all outstanding tuition and fees if the funding source obtained fails to pay their fees due to attendance, grades, not meeting SAP, being withdrawn, etc. Students will not be eligible for Financial Aid within 180 days if student has a failing record (course, program, term, etc.) The School will take steps to obtain the payment of tuition and fees and reserves the right to apply one or more of the following restrictions to any student who defaults:

- Withdrawal of courses and/or cancellation of current registration.
- Withholding of correspondence including official transcripts.
- Refusal of permission to return and re-register for the next academic term.
- Withholding all award certificates.
- Refusal to allow attendance at graduation ceremonies.

Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by LTC. Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled.

Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled. Students are responsible for all fees associated with their education at LTC. Any fees not covered by Financial Aid, Scholarship Awards or other funding sources due to, but not limited to, a change in eligibility becomes the individual students' financial obligation to LTC.

LTC will use a collection agency for delinquent accounts. If a student account is sent to a collection agency, students will be liable for all collection agency fees, in addition to attorney fees and other applicable charges necessary for the collection of their debt. Student contact information will be provided to the collection agency and written, verbal and electronic attempts to collect the debt will be made. Additionally, LTC reserves the right to report delinquent debts to credit bureau

**Refunds will not be issued within four weeks of the semester ending.**

Workforce Education Career Certificate Program refunds shall be permitted only under the following circumstances:

### **Add/Drop**

Students who withdraw prior to or during the add/drop period for any Workforce Education Career Certificate Program will be refunded 100% tuition and lab fees unless otherwise instructed by administration/instructor. Students must withdraw through Student Services within five business days of the last date of attendance. Upon approval, LTC will initiate refund.

### **Medical Withdrawal**

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, a tuition refund will be prorated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, LTC will initiate refund.

Students must provide documentation from a treating healthcare provider attesting to and in support of the medical withdrawal. Medical documentation must be provided by a licensed healthcare professional who has appropriate and comprehensive training, relevant experience, and no personal relationship with the individual being evaluated.

Medical documentation should be prepared on letterhead, typed, dated, and bear the signature of the evaluator. Please make sure the documentation includes the name, title, contact information, and professional credentials of the evaluator.

The documentation must include the following:

- Statement of the medical/psychological condition and how this condition impacts the student's ability to complete their program of study
- Healthcare provider's recommendation for a medical withdrawal

*A licensed health care provider may include a licensed medical (e.g., physician, nurse practitioner, physician's assistant) or mental health care provider (e.g., psychologist, counselor, social worker).*

### **Death**

In the event of a death of the student, parent, child or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition and fees will be refunded to be pro-rated to the last date of attendance. Upon approval, LTC will initiate refund.

### **Class Rescheduled**

In the event LTC must reschedule a class, course or program, including change in date or time, tuition, lab and registration fees will be refunded. LTC will initiate refund.

### **Other Circumstances**

Students who withdraw with documentation due to service with a foreign aid service of the Federal Government, such as the Peace Corps; or to serve on an official church mission; or due to military duty activation or relocation (for those students who are active National Guard or military before and during program

enrollment) tuition and fees will be refunded to be pro-rated to the last date of attendance.

## ATTENDANCE

### GENERAL

Attendance is expected every day. Students can in and scan out daily. If they are absent, it is expected that the student will email the instructor notifying them of the absence and explaining their reason for missing class. This is due to the responsibility of LTC to prepare our students for the workforce by teaching them

the skills necessary to be successful employees. Employers recognize that the single most important trait for career success is good attendance.

It is the intent of LTC to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every student will demonstrate attendance habits consistent with the expectations of the workplace. Students are expected to be in class, on time, ready to learn. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify their instructor on or before the date of absence. **Students are responsible for monitoring their own attendance through the FOCUS Student Information System.**

Instructors may offer intervention strategies where attendance is affecting the educational progress of the student. All postsecondary students will assume responsibility for making up missed assignments in a timely manner in order to stay current with program progression.

LTC has implemented an automated attendance tracking system to document student attendance. It is the responsibility of the student to scan their student ID card when they arrive to class and when they leave for the end of the day. All students have access to mounted, networked, touchscreen scanners. These scanners are programmed to send the results in real time to the FOCUS Student Portal.

**Students who have inadvertently forgotten to scan in or scan out, must report their error to their instructor within 1 school day.** Scanning another student's ID card will result in dismissal of all parties involved. Grades, financial aid and other agencies sponsoring student enrollment depend on accurate records of attendance.

**Note that attendance policies for VA students are different. Please refer to the section on Veterans Education for VA policies.**

### EXCUSED/UNEXCUSED ABSENCES

No more than 10 percent of program hours per payment period may be excused. LTC defines an excused absence as one that is unforeseeable, unavoidable, and/or unusual. Examples of excused absences include but are not limited to personal illness, court appearance, medical appointment, insurmountable conditions such as



extreme weather conditions, religious observances, communicable disease outbreaks, and local conditions determined by LTC, and death in the immediate family. Documentation may be required.

A student’s payment period is defined not only in clock hours but also in weeks of instructional time. A student must successfully complete the clock hours and weeks of instructional time to progress to the next payment period.

**For Reference, Payment Period Schedules are as Follows:**

Total Program Hours	Total Program Weeks	Payment Period Hours	Payment Period Weeks
1350	45	450/450/450	15/15/15
1200	40	450/450/300	15/15/10
1080	36	450/450/180	15/15/6
1050	35	450/450/150	15/15/5
900	30	450/450	15/15
765	26	383/382	13/13
750	25	375/375	13/12
650	22	325/325	11/11
600	20	300/300	10/10

**TOTAL ABSENCES**

**A student will be withdrawn after being absent for 45 hours. The student may be placed on a teacher intervention plan or be required to work with Student Services while on attendance probation.**

**Students may not miss more than 15% percent of their scheduled clock hours per payment period. Students who exceed the 15% may be withdrawn from their program.**

**Students in non-licensure programs must have achieved a minimum of 85% attendance at the end of each term.**

Absences or lack of progress will not extend a student’s enrollment period in a course. It will, however, impact a student making adequate progress, earning occupational completion points (OCP’s) and eligibility of continuation in the program. Students must make-up any missed hours within the enrollment period if teacher makes this recommendation.

**If a student is withdrawn for attendance, or not meeting satisfactory academic performance (SAP), they will not be allowed to re-enroll for an entire semester prior to returning to any program. Please note: Any charges are the responsibility of the student and there are no for any reason. Any items received by students will not be eligible for refund for any reason.**

This policy applies to all programs with the following exceptions: Aviation Maintenance Technology (meets Federal Aviation Administration Part 147 requirement), all Health Education Programs and Cosmetology. **Licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.**

## EARLY COMPLETION

If a student completes a program early and/or without having attended at least 90% of the required program hours, the Pell award will be prorated. If a student is anticipating completing early, it is the student's responsibility to notify Financial Aid immediately so that the financial aid award can be adjusted before any disbursements are made. If notification is not made and the Pell has not been prorated accordingly, the student will owe the money back to the school in proportion to the amount adjusted.

## INTERVENTIONS/PROBATION

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance shall be counseled either by the instructor and/or student services staff. An educational contract may be completed by the instructor or student services staff to place the student on attendance probation. A student who exceeds two probation contracts per semester will be withdrawn.

**If a student is withdrawn for attendance they must sit out a semester prior to re-enrollment.**

It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught at the time they are eligible to re-enter.

## TARDIES/LEAVING EARLY

Tardies are defined as a student who is not present for the start time indicated on his/her schedule. Additionally, students who leave class early will have their attendance documented accordingly. Students who leave class early or arrive late will see the missed time documented in their daily attendance. Attendance at LTC is recorded in positive 15-minute increments.

## EMERGENCY LEAVE OF ABSENCE

If a student needs an extended absence, administration must pre-approve a leave of absence. A student may have only one leave of absence in a school year. However, the director may grant subsequent leaves for jury duty, military reasons, service with a foreign aid service, service for an official church mission, or illness/hospitalization with proper documentation. A student taking an approved leave retains in-school status. A student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request can be initiated by making an appointment with Student Services staff who can direct you how to proceed.

Valid reasons to request an Emergency Leave of Absence include; emergency health condition, family emergency, death in immediate family (includes – parents, spouse, children, siblings and grandparents only) and must include documentation. In extreme time-sensitive cases when it is impossible to notify using proper request procedure, students must contact LTC Student Services within 24 hours of emergency situation.

Medical documentation should be prepared on letterhead, typed, dated, and bear the signature of the evaluator. Please make sure the documentation includes the name, title, contact information, and professional credentials of the evaluator. A licensed health care provider may include a licensed medical (e.g., physician, nurse practitioner, physician’s assistant) or mental health care provider (e.g., psychologist, counselor, social worker).

The documentation must include the following:

- Statement of the medical/psychological condition and how this condition impacts the student’s ability to attend school
- Healthcare provider’s recommendation for an emergency leave of absence including time frame of absence

Requests resulting from death of an immediate family must include a copy of the obituary or other satisfactory document that identifies the students as immediate family and the date of death.

## **DENIAL OF RE-REGISTRATION**

If it is determined by the instructor and counselor that a student has not made adequate progress within an enrollment period, the student may be denied the opportunity to re-register for the next enrollment period. Reasons for denial of re-registration due to inadequate progress include: poor attendance, missed/unsatisfactory class or lab work, or inability to demonstrate skills necessary to meet industry specific standards. Administrative approval is required to deny or rescind re-registration privileges and to determine when it is academically appropriate to re-enter the program.

## **NOTICES**

### **STUDENTS WITH DISABILITIES**

#### **Preface**

This document provides information about Adult Students with Disabilities/ Section 504 Accommodation Procedures for adult students with disabilities who participate in LTC’s adult general education or postsecondary technical education programs. It is designed for the purpose of assisting educators in addressing the special needs of students with disabilities and to meet federal and state requirements. This method of documentation will serve as evidence to the district that accommodations have been provided and puts in place a standardized practice for serving adults with disabilities in Career, Technical and Adult/Community Education.

The following areas are addressed:

- Background information on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, including definitions
- Sample 504/ADA Accommodation Procedures with instructions for completion
- Reasonable accommodations and suggestions for instruction and testing
- Rights afforded by Section 504 and ADA
- Grievance procedures

## **FEDERAL, STATE AND LOCAL POLICIES**

### **Section 504 of the Rehabilitation Act of 1973**

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

### **Americans with Disabilities Act of 1990 (ADA)**

Prohibits discrimination on the basis of disability in employment, public services and transportation, public accommodations and telecommunication. The ADA, which applies to nearly all entities regardless of whether they receive federal funding, expanded the mandate of non-discrimination on the basis of disability established under section 504.

### **The Florida Educational Equity Act**

Discrimination on the basis of race, national origin, sex, handicap or marital status against a student or an employee in the state system of public education is prohibited. No person in this state shall, on the basis of race, national origin, sex, handicap, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices by a public educational institution which receives or benefits from federal or state financial assistance.

### **District Policy**

The LCSB does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.

LCSB adheres to a policy of nondiscrimination in educational programs, activities and employment and strives affirmatively to provide equal opportunity for all as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against persons with disabilities.

Adults with Disabilities enrolled in Career, Technical and Adult/Community Education Programs have the right to:

1. Request accommodations to take part in and receive benefits from programs, services, and activities without discrimination because of your disabling condition.
2. Have the school district advise you of your rights under federal law.
3. Receive services and be educated in facilities that are comparable to those provided to non-disabled students.
4. Examine all relevant records relating to decisions regarding your accommodations.
5. File a grievance. Procedures for filing a grievance are maintained by the school administrator.
6. Receive a copy of your rights as identified herein.

## **PROCEDURES FOR 504 STUDENTS**

### **504 Student Referral**

Adult students must self-disclose that they have a disability. Upon acknowledgment, the process is initiated by the 504 Chairperson in response to any verbal, written or electronic request initiated by any appropriate party familiar with the student's education. This information is recorded on the LTC 504-Referral Form when the referral is made.

### **Student Eligibility**

The Section 504 Committee Review Team will determine if the student meets the requirements of an eligible individual under Section 504 by discussing the following: (a) if a mental or physical impairment exists, (b) if the impairment substantially limits any of the student's major life functions, (c) how the impairment affects the student across the educational program, and (d) if the student is eligible for an accommodation plan.

Conditions primarily the result of cultural, environmental, or economic factors (e.g., homeless, migrant, ELL, poverty, cultural factors, attendance problems, transiency, divorce, death of family member and other family crises, or military deployments) may not be considered disabling conditions under Section 504.

### **504 Accommodation Plan Development Meeting**

Eligible students receive a written Plan that shall be developed by The Section 504 Committee within a reasonable timeframe, within 30 calendar days after eligibility determination and documented on the LTC 504/ADA Accommodation Plan Form. Written notification of intent to conduct an Accommodation Plan Development Meeting for Section 504 services provided to the adult student and instructor.

Accommodations shall be included in the Plan, along with any modifications or services the student needs. Educational services, testing accommodations, and extracurricular activities shall be considered during the decision-making process. Accommodations and adaptations shall not lower, or substantially or fundamentally, alter the school division's standards. The academic success to any particular educational outcome of accommodations or modifications is to equalize access to programs/activities, and as such, does not necessarily ensure academic success.

The accommodations or services provided will be determined by a consensus of the committee. Signatures of participants at this meeting shall be recorded on the aforementioned form.

The members of the Section 504 Committee include: (1) the 504 Chairperson; (2) administrator/designee; (3) one or more of the student's instructors; (4) the parent/guardian (if Student Consent for Parent Participation Form is provided); (5) the student; and (6) other staff knowledgeable of the student's functioning and the meaning of the data (e.g., psychologist, outside agencies).

Members of the committee and instructors are to review and select the most effective strategies/accommodations that will assist students' success within the program. Within the scheduled 504 meeting, members of the committee (including the student) will collaborate to select the most suitable accommodations.

### **Review Procedures for Plan/Reevaluation**

Section 504 Plans shall be reviewed at least annually, prior to the anniversary date. The Section 504 Committee will meet to review student information, which may include: current grades, attendance data, student records (including group administered achievement tests), work samples (as appropriate), and any information the parents may provide. Revise the 504 Plan as needed based on the present level of functioning and confirm the reevaluation date with the committee.

During the Section 504 annual review meeting, the Section 504 Committee will complete the 504-Plan Follow-up Form following the guidelines in the Selection of Accommodations and Plan Development section of this document.

Signatures of all persons participating in the Section 504 annual review meeting shall sign the 504-Plan Follow-up Form.

Dual enrolled secondary students with disabilities at LTC 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.

## **DRUG, ALCOHOL & ABUSE PREVENTION PROGRAM**

The Drug Free Schools and Campuses Regulations (34 CFR Part 86 of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as LTC, to certify that it has implemented programs to prevent the abuse of alcohol and use, and / or distribution of illicit drugs both by LTC students and

employees either on its premises and as a part of any of its activities. Students may obtain a copy of the LTC DAAPP plan and Comment forms in Student Services (Building 9), on <https://www.livelytech.com/>, or in the Administration Office (Building 8).

## **RIGHTS & RESPONSIBILITIES**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY NOTIFICATION STATEMENT**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

The Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99, affords students over eighteen years of age and parents certain rights with respect to student educational records. These rights are:

- The right to inspect and review the student's education records within 30 days of the day the college receives a request for access. Students should submit to Student Services written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. They should write the clearly identified part of the record they want changed, and specify why it should be changed. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student when notified of the right to a hearing.
- The right to provide written consent before LTC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. LTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the LTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the LTC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct

control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the LTC.

- Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:
  - To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
  - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer



student aid programs; or (c) improve instruction. (§ 99.31(a)(6)) • To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Information the school has designated as “directory information” under § 99.37. (§99.31(a)(11))
  - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
  - To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
  - To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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  
401 Washington, DC 20202

FERPA allows every institution of higher education to disclose “directory information” without written consent of the student. Directory information includes the following items:

- Name
- Photograph
- Dates of attendance
- Degrees or certificates awarded
- Participation in officially-recognized activities
- Date of graduation or program completion
- The most recent previous educational agency or institution attended

However, every student has the right to ask his or her institution of higher education NOT to disclose directory information. Students must submit the FERPA Directory Opt Out Form to the Student Services office on or before the first day of September

of any school year, or within three weeks of the date of enrollment of a student after the start of the school year. In the absence of written notification to restrict the release of directory information, the school will assume that neither a parent of a student nor an eligible student objects to the release of the designated directory information.

In general, when a child turns 18, or starts attending college or any postsecondary institution, parents lose their FERPA rights. This means parents no longer have the right to access a student's education records, and may only access records provided that the eligible student has provided consent. However, if a student is a dependent of the parents for income tax purposes, the parents continue to hold rights under FERPA until the student is no longer a dependent. In order to document an eligible student's dependent status, a tax return validating dependency must be filed with Student Services prior to releasing the information.

Students may consent to release his/her educational records and/or other information to a third-party for a defined purpose. Students must submit the Family Educational Rights and Privacy Act Release of Information form to Student Services prior to any information being released to a third-party. A new form must be submitted for each request.

## **CHANGE OF NAME OR ADDRESS**

Students are required to promptly notify the College as well as their instructor, of any change in name, address, phone number or personal email. Active students maintain access in the FOCUS Student Portal to update address, phone number and personal email. A name change requires legal documentation. Students may obtain a name change form at <https://www.livelytech.com/> or stop by Student Services to request update.

# **ACADEMICS**

## **SECONDARY STUDENTS GRADING POLICY**

Letter grades, based on the high school grading system, will be awarded to all dual enrolled secondary students when they complete the course they are enrolled in. 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).

## **ADULT POST-SECONDARY STUDENTS GRADING POLICY**

All programs shall follow the grading policy adopted by the LCSB. Adult postsecondary students will have access to a copy of the grading policy at the beginning of their training. All instructors will evaluate each student at the end of each unit, competency or objective.

Students will be able to access their performance through the FOCUS Student Portal. Students are responsible for reviewing their grades and if there are any discrepancies, students are responsible for working with their instructor to resolve.

Adult students generally enter LTC programs in the first week of each semester. Certain lock-step programs may have class starting dates that do not coincide with the college'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 LTC maintain daily records that comprise a monthly report indicating student attendance records.
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 LTC 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 LTC 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 for this Professionalism grading category.

## **ACADEMIC PROGRESS PROBATION**

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

1. 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:

- Counseling between instructor and student to determine the reason for the grade deficiency and/or lack of progress.
  - 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.
  - 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.
  - All of the above shall be in writing and signed by the student and the instructor. Student Services will be involved in the process.
2. Administrative Probation: May be used by administrators to handle on-campus situations, usually to manage inappropriate adult student behavior.

## TELECOMMUNICATIONS USE

### GUIDELINES

**1. Activities must support education and school operations consistent with the educational goals and policies of the LCSB.**

The use of the Internet and automated systems (mainframe, network, or workstation-based) 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. Please refer to School Board Policy 7540.03 – Student Network Internet Use and Safety. User accounts shall be assigned or closed at the direction of the site or program administrator. It is the site administrators' 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 to the permissions indicated on the original Internet/Access Use Form.

**2. The person in whose name an account is issued is responsible for its proper use.**

Unacceptable uses of the network include:

- violating student or staff rights to privacy
- using profane, obscene or offensive language, graphics or other forms of communication
- use of school system technology resources in support of private or personal businesses; (business partners or interagency agreement agencies may be an exception)
- misuse or sharing of passwords
- sharing or using personally identifiable information or individually owned or copyrighted material (this includes pictures, artwork, & products) without the author's (or parent/ guardian's) prior consent

**3. Persons using LCSB Internet or automated systems connections must be properly authorized.**

The signed Internet Use/Access Permission form is to be completed when the student registers or re-registers when transferring back to the district. The signed forms must be maintained on file at the school or department site where the form was first completed. The permissions indicated are to be entered into the FOCUS student information system and are maintained as part of the student's official school record. Parents are responsible for contacting their child's school regarding updates or changes. Any change in permissions must be made in writing using an updated, signed Internet/Access Use Form. The school is responsible for updating the student electronic record and maintaining the updated Internet Use/Permission form on file at the school site.

**4. Any breach in security where confidential records may have been accessed or secure information altered is a very serious problem and must be reported to the school or department administrator, to Technology & Information Services Security Manager and the site Tech Specialist immediately.**

This is necessary to secure systems which may be at risk, and to track access records to resolve any access or data change problem. The site or program administrator will be notified of suspected access or distribution violations. It will be the responsibility of the respective administrator to follow up in investigating such reports and taking appropriate action, which may include criminal litigation.

**5. Use of another individual's account (password) is a security violation. Attempts to log on as another user will result in cancellation of privileges and notification of the responsible administrators.**

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or part of the network.

## **STUDENT CONDUCT**

### **GUIDELINES & PROCEDURES**

LTC 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 LTC Student Handbook. This comprehensive plan has been developed following the School Board Policy 5500. During orientation, students 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 Director, to modify discipline to ensure compliance for special needs students.

**Probation:**

1. A student shall be placed on disciplinary probation by the instructor 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.

#### **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 and Health Education are not grievable.)

#### **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 Director 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.

#### **Temporary Withdrawal:**

Up to five days temporary withdrawal may be used by an Assistant Director or Director 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.

## **CONCEALED WEAPONS ON CAMPUS**

The School Board prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

Weapons and firearms as defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Students shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the site administrator. Failure to report such knowledge may subject the student to discipline.

The Superintendent shall require that any student possessing a weapon or other device designed to inflict serious bodily harm, including a concealed weapon, is reported immediately to the appropriate law enforcement agency. As well, the student shall be subject to disciplinary action, up to and including expulsion, consistent with law and due process.

A weapon may be brought on District property for educational purposes under controlled circumstances when authorized by the Superintendent.

## **RESPECT & CIVILITY**

School Board Policy 3380 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.

## **ANTI- HARASSMENT**

### **LCSB Policy 5517**

#### **General Policy Statement**

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, instructors, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on the traits of sex, race, color, national origin, religion, or disability that are

protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, instructors, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

### **Definitions: Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation and may involve:

- A. teasing;
- B. threats;



- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual harassment includes sexual violence, which means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Any instructor, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or

educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community, as well as third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an instructor, administrator, supervisor, or other School District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any instructor, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) days (forty-eight (48) hours).

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the Director or his/her designee believes that the reported misconduct may have created a hostile learning

environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the Director or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy.

### **Anti-Harassment Compliance Officers**

The following individuals serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Deana McAllister, Assistant Superintendent, Equity Coordinator  
2757 West Pensacola Street, Tallahassee, Florida 32304  
(850) 487-7193 \* [mcallisterd@leonschools.net](mailto:mcallisterd@leonschools.net)

Wallace Knight, Title IX Coordinator (850) 487-7193 \* [knightwa@leonschools.net](mailto:knightwa@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Jennifer Benton, 504 Specialist  
(850) 487-7317 \* [bentonj@leonschools.net](mailto:bentonj@leonschools.net) [bartonm@leonschools.net](mailto:bartonm@leonschools.net)

The names, titles, and contact information of the Anti-Harassment Compliance Officers will be published annually in the parent and staff handbooks, in the School District Annual Report to the public, on the School District's web site, on each individual school's web site, and/or in the School District's calendar.

The names, titles, and/or contact information of the persons presently serving as Compliance Officers may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within three (3) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal

process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within forty-eight (48) hours of learning of the incident.

### **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within sixty (60) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within twenty (20) calendar days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students, other members of the School District community, or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students, other members of the School District community, or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to an instructor, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students, other members of the School District community, and third parties who believe they are being unlawfully harassed by a student with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officers may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officers or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above,

parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an student, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

A student who believes she/he has been subjected to offensive conduct/harassment hereinafter referred to as the "complainant", may file a formal complaint, either orally or in writing with a instructor, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within sixty (60) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a instructor, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or engaging in, offensive conduct/harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Superintendent will determine whether the complaint contains an allegation of unlawful harassment. If the complaint does not

contain an allegation of unlawful harassment, the matter shall be referred back to the immediate supervisor for appropriate disposition. If the complaint is found to contain an allegation of unlawful harassment, it shall be returned to the Compliance Officer who will proceed with the formal investigation of the complaint.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class or schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the complainant to assess his/her agreement to any action deemed appropriate. If the complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent and/or Board Attorney.

Within three (3) business days of receiving a formal complaint, the Compliance Officer will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A Director will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment within twenty (20) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to



unlawful harassment. In determining if discrimination occurred, a preponderance of evidence standard will be used. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The Compliance Officer may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within twenty (20) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A complainant or respondent who is dissatisfied with the final decision of the Superintendent may appeal to the Board by filing a written notice of appeal with the Superintendent within fifteen (15) business days of the date of the Superintendent's final decision.

Upon receipt of a notice of appeal of the final decision of the Superintendent, the Board shall review the matter at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the matter. Following their review of the matter, the Board will affirm or reject the final decision of the Superintendent. The decision of the Board will be final.

If either the complainant or the respondent is not satisfied with the Superintendent's decision, either party will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Educational Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the unlawful harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Confidentiality**

The School District will make all reasonable efforts to protect the rights of the complainant and the respondent. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the formal

investigations process should be advised that their identities may be disclosed to the respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any instructor or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Compliance Officer or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officers or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Mandatory Reporting of Misconduct by Certificated Employees**

The Superintendent is required by State law and Board Policy [8141](#) to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy [8141](#) – Mandatory Reporting of Misconduct by Certified Employees.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment in general will be age and content appropriate.

## **POLICIES ON CAMPUS CRIME**

### **CAMPUS CRIME & SAFETY INFORMATION**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) requires institutions to compile statistics for certain crimes that incidents of sexual assault, domestic violence, dating violence, and stalking. Schools will also be required to include certain policies, procedures, and programs pertaining to these crimes in their annual security reports. The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1<sup>st</sup>. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. This annual report is available on LTC's website at <https://www.livelytech.com/> and can be accessed by visiting <https://studentaid.gov/data-center/school/clery-act-reports/clery-by-school>

### **ANNUAL SECURITY REPORT**

The LTC's Annual Security Report is available online at <https://www.livelytech.com/> or a printed copy may be requested in Student Services.

## **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 LTC instructor/staff person reports to the safety and security coordinator who then handles the law enforcement matter. The coordinator will report activities to the appropriate law enforcement agency and report incidents to the school director.

## **ENFORCEMENT AUTHORITY OF & CRIME REPORTING BY SCHOOL RESOURCE OFFICER**

The LCSB has a law enforcement contract with the Leon County Sheriff 's Department to have a school resource officer at LTC. The deputy is available to all students. Additionally, the coordinator of safety and security for the campus is available to students and staff to report and criminal activities or seek assistance regarding campus crime.

## **SECURITY & ACCESS TO CAMPUS FACILITIES**

LTC is inspected annually by a law enforcement official. Fire, health, and casualty inspections are conducted regularly by a LCSB Safety Inspector. The LCSB Emergency Plan is available to all instructors in the LTC Procedural Guide. Additionally, the School Campus Critical Incident/ Violence Action Plan is available in the LTC Administration Offices.

## **ANNUAL ALCOHOL & DRUG REVIEW**

LTC produces a report annually which is available on the website at <https://www.livelytech.com/> or in printed form available in Student Services.

## **POLICIES ON ALCOHOL & 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**

Senate Bill 524 requires each Florida College System institution, state university, and career center to inform students and employees of the Florida Department of Law Enforcement sexual predator and sexual offender registry website and toll-free telephone number. Students may access the information by calling the Florida Department of Law Enforcement hot-line at 1-855-357-7233 or going on-line at [www.fdle.state.fl.us](http://www.fdle.state.fl.us)

## **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 LTC.

# DISCIPLINARY GUIDELINES & PROCEDURES

## GENERAL GUIDELINES

The objective of LTC’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 an instructor’s right to teach.

This comprehensive guideline has been developed following School Board Policy 5610, Student Discipline, and LTC’s Student Handbook. The 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. Students are expected to adhere to proper dress code policy.

## INFRACTIONS REQUIRING INFORMAL CONSEQUENCES

Minor offenses will be dealt with by the classroom instructor who may utilize appropriate classroom management procedures, which shall be consistently applied to all students. Instructors will maintain their own documentation on all minor offenses. **If a student engages in repetitive behavior of these minor offenses, the classroom instructors will then submit the concern in writing to the Assistant Director.**

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	Students will be marked tardy in increments of 15 minutes.
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
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 tobacco products	Smoking, dip, chewing tobacco, vaping, etc.
**Use of electronic equipment or other disruptive items during class	Cell phones, or other portable electronic devices
Unauthorized use of school property	Use of computer, Internet for non-school purpose
Miscellaneous violations	Any other violations the administration may deem to fall into this category

\*\*NOTE: These items will be confiscated by the instructor or any LCSB employee and turned in to the Assistant Director.

## CONSEQUENCES

- 1st Offense      Instructor documents in writing  
                             Conferences with student  
                             Informs administration in writing
- 2nd Offense      Written referral to Student Services  
                             to conference with student
- 3rd Offense      Written referral to Assistant Director  
                             Student is suspended and/or dismissed from program

*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. Administration will make the decision to suspend students, and upon the recommendation of the Director, the student may be withdrawn. Lost hours due to suspension cannot be made-up and may result in a financial penalty to the student if they receive financial aid. These infractions include, but are not limited to, the following:

These offenses 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
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

Malicious mischief	Intentionally damaging the personal property of another (restitution required)
Repeated misconduct under infractions requiring informal consequences	Failure to correct repeated minor infractions
Miscellaneous violation	Any violation the administration may deem to fall in this category

## CONSEQUENCES

1ST Offense	Written Referral to Student Services Administration conferences with the student Student is warned and/or suspended
2nd Offense	Written Referral to Program Coordinator/Assistant Director Administration conferences with the student Student is suspended or withdrawn
3rd Offense	Written Referral to Assistant Director/Director Student is withdrawn

*Student may be referred to the School Resource Officer/Safety Coordinator.*

## 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, may carry the penalty of immediate automatic dismissal of that student from his/her education or training program. In addition to dismissal, students who have been found to have committed these offenses may 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
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
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

## COPYRIGHT INFRINGEMENT

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

## 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 LTC. A copy of the grievance form is available in student services and at <https://www.livelytech.com/>. Secondary Student Grievance Procedures shall follow School Board Policy 9130.

### Definitions:

**Grievance:** A dispute or alleged dispute initiated by a student of the LTC 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.

## **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 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:

1. The grievant must discuss the alleged grievance with the individual with whom there is a complaint to seek an informal resolution to the problem.
2. If the dispute is not resolved by informal discussion, the student may complete a grievance form and submit to the Assistant Director no later than the close of the fifth (5) school day following the alleged incident. If this time frame is not met, the issue shall not be grievable.
3. 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, the same written grievance shall be submitted to the Director of LTC for resolution. Grievance must be delivered to the Director within ten days from the date of the alleged incident to remain grievable.
4. The Director 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 Director 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 Assistant Director within 5 days of receiving the request to hear the grievance.
5. The Director 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.
6. If the student is not satisfied with the disposition of the grievance, the same written grievance must be submitted to the Assistant Superintendent within five (5) school days of receipt of the written response from the Director.
7. Within five working days the Assistant Superintendent 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 LTC from this point. However, the student may provide information to LTC's Accreditation Agency if the grievance is not settled at the institutional level:
  - The Commission of the Council on Occupational Education, 7840 Roswell Rd. Building 300, Suite 325 Atlanta, GA 30350, (800) 917-2081 or (770) 396-3898, (770) 396-3790 Fax, [www.council.org](http://www.council.org)

- Florida Department of Education, Division of Career and Adult Education, 325 West Gaines Street, Suite 734, Tallahassee, Florida 32399-0400, Phone: 850-245-0446, Fax: 850-245-9052, Email: [CareerandAdultEd@fldoe.org](mailto:CareerandAdultEd@fldoe.org)
- <https://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.stml>
- Florida Board of Nursing (Florida Department of Health), 4052 Bald Cypress Way, Bin C02, Tallahassee, FL 32399, Phone: (850) 488-0595, Fax: (850) 617-6460, Email: <http://floridanursing.gov>.

## **FAIR & 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.

## **RECORDKEEPING**

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**

LTC 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.

# **EMERGENCY PROCEDURES**

## **GENERAL EMERGENCY PROCEDURES**

When you become aware of an emergency situation where life or property is threatened, immediately call 9-1-1 then contact LTC Administration at 850.487.7418.

## **EVACUATION PROCEDURES**

Different emergencies require different protective actions to keep the members of the campus community safe. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid death or injury. The procedures in this handbook contain guidelines for protecting yourself during most emergencies, but will not provide an absolute solution for every circumstance. During an actual disaster or emergency, the LTC Administration and first responders may supplement these procedures with detailed instructions via LTC's emergency communications protocols. Any specific instructions given during an incident are to take precedence over information in this handbook.

## **WHEN TO EVACUATE**

- Anytime you hear the fire alarm bells or siren in your building. EVACUATION IS MANDATORY DURING FIRE ALARMS, UNLESS OTHERWISE DIRECTED.
- If you smell smoke or know an actual fire is burning.
- During an active shooter situation, when you can carefully escape an active shooter and a safer alternative is not available (i.e., locking doors).
- When instructed to do so by a police/sheriff officer, by local fire/EMS personnel, or when directed by emergency alerts.

### **WHEN NOT TO EVACUATE**

- When a tornado warning is given, (go to the designated shelter location for the building you are in). This will be reviewed by instructors each semester.
- When it is unsafe to do so (i.e., active shooter nearby, fire blocking exit).
- During a power failure.
- When instructed not to evacuate by a police/sheriff officer, by local fire/EMS personnel, or when directed not to by emergency alerts.

### **WHAT TO DO IF YOU MUST EVACUATE**

1. Listen carefully to instructions of emergency personnel.
2. Remain calm and quiet (please keep talking to a minimum so instructions can be clearly heard).
3. If time allows, quickly gather critical personal belongings (ID cards, keys, purses, wallets, etc.). If imminent danger exists, do not attempt to gather belongings!
4. Exit via closest exit.
5. Proceed to the building's designated indoor or outdoor evacuation area, or to an alternate area, if instructed to do so.

## **LOCKDOWN**

Lockdown is a tool used by emergency responders during situations when it may be more dangerous to evacuate a building than to keep occupants inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats (e.g., active shooters, terrorists). An emergency lockdown notification may be sent from LTC Administration, the LCSB Department of Safety and Security, or from local law enforcement.

It is essential for the safety of the campus community and emergency responders that individuals comply with instructions provided via alerts and by emergency personnel at all times. A lockdown will not prohibit you from exiting a building if you are in immediate danger and safe escape is possible.

### **UPON ALERT TO LOCKDOWN**

1. If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.
2. If the door does not lock, or the lock can be easily bypassed and the door breached, consider barricading the door with tables and chairs.
3. If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows.
4. Close curtains or blinds where possible.
5. Stay low, quiet and keep away from windows and doors.

6. Cell phones should be put on quiet or vibrate mode. Do not make non-essential calls.

## SEVERE WEATHER / TORNADO

### DEFINITIONS OF SEVERE WEATHER CONDITIONS

- Thunderstorm Watch - High winds, lightning, and hail are possible.
- Thunderstorm Warning - Large hail, lightning, and damaging winds are expected.
- Tornado Watch - Tornadoes and severe thunderstorms are possible.
- Tornado Warning - A tornado has been detected. TAKE SHELTER IMMEDIATELY!
- High Winds Warning - Winds of at least 40 miles per hour are expected.

### WHAT YOU SHOULD DO IF A TORNADO WARNING IS ISSUED

1. Do not wait for instruction. Follow procedures and move to your designated tornado shelter area, or center hallway of the building you are in if you are unable to reach your designated area.
2. Stay away from windows and doors with glass panes.
3. Sit or crouch in an inner hall or room.
4. Do not leave the tornado safety area until given the all clear from emergency personnel or LTC staff.

## ACTIVE SHOOTER

An active shooter emergency involves one or more persons, using a firearm, engaging in a random or systematic shooting spree. While the vast majority of shootings in this country are over in a matter of minutes, involving persons known to one another, and are confined to a particular area, the active shooter incident does not necessarily follow this template.

This type of incident can last for minutes or hours, range over a large and constantly changing area, and threaten everyone within close proximity of the shooter(s). Persons may or may not receive advance warning of an active shooter. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a “pop, pop, pop” noise.

It is reasonable to assume that a series of such noises are gunshots and you should begin to take necessary precautions. Traditional response to this type of incident has been to shelter in place and wait for the police to arrive. While this type of response is not completely wrong, case studies of several active shooter incidents have shown that using only this response has resulted in an increase in casualties. LTC has adopted the “ALICE” response plan to assist you in your response should this type of incident occur.

### ALICE

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. **ALICE means Alert, Lockdown, Inform, Counter and Evacuate.** It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don’t worry about unknowns. You may use only 1 or 2 parts of the

response plan or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take.

## **ALYSSA’S LAW: ALERT SYSTEMS IN PUBLIC SCHOOLS**

SB 70, Alert Systems in Public Schools, by Senator Lauren Book (D-Plantation), creates “Alyssa’s Law,” requiring each public school to implement an interoperable mobile panic alert system, known as “Alyssa’s Alert”, capable of connecting diverse emergency services technologies to ensure real-time coordination between multiple first responders. The bill is named after Alyssa Alhadeff, a student at Marjory Stoneman Douglas High School in Parkland, Florida, who was among the 17 killed on February 14, 2018.

## **COMMUNICATION**

### **GENERAL**

Communication is paramount to an effective business. Various methods of communications are distributed within the LTC community through several channels, including (but not limited to) email, website, social media, LTC FOCUS student portal, and the REMIND emergency alert system.

Students are responsible for keeping themselves up-to-date regarding e-mail communications. Notification by e-mail will be considered official contact. Students are expected to access their school issued email accounts regularly to check for official LTC communications and to respond as necessary to such communications.

LTC is committed to the following:

- Giving clear directions and guidance as to the status of our programs and general school operations
- Developing electronic communications with students
- Utilizing the following web platforms:
  - LTC FOCUS Student Portal Messaging Platform for all enrolled students
  - Facebook, Instagram, and Twitter: for the Public, students and staff
  - School website: communication to the public, students and staff
  - Office 365 Applications: for email and office applications
  - Remind App: for communicating with staff

In the event of a sudden campus closure, or change in academic delivery method, all students will be initially notified through the FOCUS Student Portal with follow-up guidance will be sent electronically via email, text, and social media announcements. The school issued email is considered the email of record.

### **FOCUS STUDENT PORTAL**

FOCUS is the Student Information System (SIS) used by LTC. FOCUS is a safe and secure data management system for students to track grades, attendance, schedules, assignments, invoices, payments, etc. Additionally, important dates and reminders are posted in the FOCUS SIS.

All students will be provided FOCUS login information. It is the student's responsibility to use FOCUS to check their class schedule, grades, and attendance as well as maintain communication with their instructors.

Students can access FOCUS through the LTC website or by visiting: <https://lively.focusschoolsoftware.com>

## **STUDENT ORIENTATION**

During the first two weeks of enrollment at LTC, all students are expected to complete the online annual orientation process. Students will use the FOCUS SIS to complete the mandatory orientation.

As part of the orientation, all students will be required to watch two videos from the SafeColleges student solutions library:

1. Sexual Violence Prevention for Community College Students
2. Mental Health Awareness

Additionally, as part of the orientation, students will watch a video on how to use the FOCUS Student Portal and review school board policy on student conduct and anti-harassment. Students who fail to complete the online orientation are subject to being withdrawn from school.

## **ACADEMIC HONOR CODE**

LTC expects all students to conduct themselves with complete honesty in all academic work. Any form of academic dishonesty is a serious offense and can result in removal from the school.

LTC will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. Any attempt to commit any of the following infractions constitutes academic dishonesty.

Academic dishonesty includes but is not limited to:

1. Plagiarism: Offering the words, facts, or ideas of another person as your own in any academic exercise. Including the submission of work as one's own that has been prepared by another person.
2. Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without explicit permission of that person.
3. Forgery, fabrication or falsification of academic documents/projects.

4. Cheating: To give or receive assistance from material, another person, or any other source (books, notes, etc.), including electronic sources, or to attempt to do so.
5. Facilitating Academic Dishonesty: Helping another student(s) commit an act of academic dishonesty.
6. Lying: Deliberately making a statement known to be false or untrue with the intent to deceive.

