

STUDENT
HANDBOOK
2017-2018



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Cape Coral
TECHNICAL
College
Established 1993

www.CapeCoralTech.edu

239-574-4440

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Cape Coral Technical College is accredited by the Commission of the Council on Occupational Education, and the AdvancedEd Accreditation Commission.

Programs Approved for Veterans Training by the State Approving Agency under the Florida Department of Veterans Affairs.

This Handbook is certified true and correct in content and policy.

The School District of Lee County does not discriminate on the basis of race, color, national origin, gender, age, pregnancy, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. 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.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Cape Coral Technical College Equity Coordinator: Terri Reisinger
Address: 360 Santa Barbara Blvd. North, Cape Coral, FL 33993
Phone: 239-574-4440
Email: terrisr@leeschools.net

The provisions of this document are subject to change without notification. Cape Coral Tech assumes no responsibility for errors in misrepresentations made in the document. Cape Coral Tech does not intend by providing this document to enter into a contract or any contractual arrangement with the student.

Revised June, 2017



A Message from the Director

Dear Student,

Welcome to Cape Coral Technical College where our faculty and staff are dedicated to helping you prepare for a rewarding career! We are proud to train and educate students for the skilled careers of today's and tomorrow's workforce. Cape Coral Technical College is the educational institution that prepares its adult learners for a high wage professional career in a variety of fast-paced, low-cost, and success-proven programs. Interactive hands-on experience in programs such as Surgical Technology, Medical Assisting, Practical Nursing, Dental Assisting, Cosmetology, Pharmacy Technician, Electronics Technology, Digital Design, and a multitude of other programs are available for you to view here or at our website: www.CapeCoralTech.edu.

The instructional staff at Cape Coral Technical College consists of educational professionals that are certified and have first-hand experience in their field of expertise. Our school also has a dynamic team of support professionals that cover everything from financial aid and student services to maintaining a beautiful campus. Together the faculty and staff of Cape Coral Technical College is dedicated to preparing the skilled workforce that meet the needs of our community, state, and nation.

The CCTC Student Handbook provides you with information regarding policies, rules and procedures that govern our school. Please familiarize yourself with its contents. Following these policies and practices will ensure that CCTC is a safe and enjoyable place to work and learn.

Thank you for choosing Cape Coral Technical College for your education. We look forward to partnering with you in achieving your dreams for a successful career!

Judy Johnson

Director

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WELCOME

The faculty and the staff of the Cape Coral Technical College welcome you to our school. We have confidence that your attendance in the program of your choice will make it possible for you to achieve success in your career goals.

Both students and school personnel must work together for you to gain from this educational experience. The school has the responsibility of providing the highest quality training program; the student has the responsibility of taking advantage of this opportunity. A cooperative effort must be maintained in order for you to benefit from your program.

STUDENT HANDBOOK

This student handbook is intended as an aid to the student attending the Cape Coral Technical College (CCTC). It is suggested that the handbook be kept as a source of reference throughout your enrollment at CCTC. It contains general information regarding student activities and many school policies and procedures. This handbook is intended to supplement the school catalog.

THE STUDENT HANDBOOK IS REVISED EACH YEAR, AND THIS COPY AND ITS CONTENTS SUPPLANT ALL PREVIOUS ISSUES REGARDLESS OF ENTRY DATE.

MISSION STATEMENT

The mission of the school is to prepare students for employment by providing quality, technology-oriented education delivered by a professional, caring staff in a positive learning environment.



ACCREDITATION

CCTC is accredited by the Commission of the Council on Occupational Education, and the AdvancED Accreditation Commission.

Requests for additional information on the policies, standards, or procedures of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett
Council on Occupational Education
7840 Roswell Rd • Building 300, Suite 325, Atlanta, GA 30350
Phone: (770) 396-3898 • FAX: (770) 396-3790

CCTC is also approved as a training site by the State Approving Program Accreditation Agency under the Florida Department of Veterans Affairs and the Florida State Board of Nursing.

ADMISSIONS POLICIES

The technical colleges are open without regard to race, color, gender, creed, religion, age, national origin, sexual orientation or disability to all persons who are juniors in high school or older who are interested in career/technical education as preparation for employment. Qualified students applying to most programs are accepted on a first-come, first-served basis during enrollment periods. A standard high school diploma or GED is not a prerequisite for most programs; however, it is highly recommended. Programs which do require a standard high school diploma as a condition of enrollment are Surgical Technology and Practical Nursing. Students who do not demonstrate attainment of literacy grade levels at the 6th grade level or higher in Reading, Math, and Language on a commonly accepted literacy assessment will be referred to an Adult Education program for developmental education.

CCTC ADMISSIONS

1. Submit Application.

You may apply in person on campus at 360 Santa Barbara Blvd. North, Cape Coral, FL 33993.

2. Determine Florida residency for tuition purposes.

In order to qualify for in-state tuition, prospective students must bring in two types of documentation (see the section on Residency for details and a list of acceptable documents) proving they have lived in Florida at least 12 months prior to the first day of their first term of enrollment. If a student is under the age of 24 and independent, he/she must show proof of independent status. If he/she is under the age of 24 and is still dependent on a parent/guardian, the parent/guardian must provide proof of residency.

3. Submit Transcripts.

Request all high school, GED or college/post-secondary transcripts to be sent to CCTC Admissions, 360 Santa Barbara Blvd. North, Cape Coral, FL 33993. Transcripts may also be delivered in person if they are in a sealed envelope. It is not necessary to provide your diploma. The diploma will not be accepted as documentation of high school or GED graduation.

Note: If you do not have a high school diploma or GED, you may still be eligible to enroll in some programs at CCTC. Please talk with an admission admissions specialist.

REGISTRATION

All prospective students must meet with our admissions specialist for registration. In order to prevent delays in registration, please have the following with you:

1. Academic Assessment scores or college transcripts. Students who have an Associate's degree or higher may be exempt from academic assessment testing. Students who have graduated from a Florida public high school with a standard high school diploma after 2007 or a GED since 2014, will

be exempt from academic assessment testing. The most frequently used assessment is the Test of Adult Basic Education, which is administered on the CCTC campus for a fee of \$15.

2. The Practical Nursing program requires prospective students to take the Test of Essential Academic Skills (TEAS) in addition to the TABE.
3. Two documents confirming Florida residency for the past 12 months for Tuition Purposes. See the section on Residency for details.
4. Photo ID.
5. High School or GED transcript.
6. \$30 Application fee. You may pay cash, VISA, MasterCard, or check. If you are in one of the student categories below, your steps will vary. International Students. If you are not a US citizen, you will need to bring your INS documents to a admissions specialist before applying for admission. Do not pay the \$30 application fee before checking on your eligibility.
High School Students: All high school students must apply through their school admissions specialist or career specialist.

CCTC ADMISSIONS AND REGISTRATION FOR DUAL-ENROLLED HIGH SCHOOL STUDENTS

Students who meet the eligibility requirements and who are recommended by their high school admissions specialist or career specialist may be admitted to CCTC as dual-enrolled students. Dual-enrollment is an option for secondary students to gain training and industry certification through a technical education program. The training also counts as credit toward the high school diploma. Some programs are not open to high school students.

To be eligible for dual enrollment, students must meet the following criteria:

- Be enrolled as a student in a Florida public secondary school
- Be classified as a high school junior or senior
- Have a 2.0 un-weighted GPA
- Meet the graduation requirements for Florida's state-wide assessments
- Have a plan approved by their high school to complete all requirements to graduate on time
- Demonstrate readiness for post-secondary work evidenced by
- A satisfactory attendance record
- A satisfactory disciplinary record
- Be recommended by their school admissions specialist or career specialist and spend a shadow day at CCTC
- Take the TABE test
- Be at least 16 years of age

Students who are on track to graduate can be enrolled as full-time dual enrolled students with the understanding that those credits can be earned through Florida Virtual School, Lee Virtual School, or remediation at their high school.

All home school, private school, and out-of-county students must enroll through the Lee County School District's School Assignment Office and be

assigned a public Lee County School before they enroll at CCTC as a dual enrolled, high school students.

READMISSION POLICY

Students who have withdrawn from a program and wish to return to continue working toward a certificate must:

- Contact the Student Services Office for an appointment to register.
- Confer with an admissions specialist.
- Complete enrollment paperwork.
- Pay applicable and/or outstanding fees.

Students in core programs who voluntarily withdraw from school during a semester will not be allowed to reenroll until the beginning of the next semester. All students who have been withdrawn for disciplinary action, attendance, or academic failure must comply with The School District of Lee County Adult Code of Conduct before readmission. Students in the Practical Nursing program have additional criteria to meet if they wish to return to continue working toward a certificate. Please refer to the Practical Nursing Student Handbook for the readmission policy.

TRANSCRIPT EVALUATION

All prior college/post-secondary transcripts will be evaluated within 30 days of receipt. Credit will be granted if eligible and clock hour training time will be shortened. Tuition will be reduced proportionally.

ABILITY TO BENEFIT

Students who are beyond compulsory school attendance age and have not earned a high school diploma or equivalent may be admitted to Cape Coral Technical College in all programs except Surgical Technology, Dental Assisting, and Practical Nursing. Students will complete the Test of Adult Basic Education (TABE) as a part of the registration process. Non-exempt students who do not meet minimum entry levels will be given the opportunity to remediate in the Learning Center. "Ability To Benefit" students are identified during registration.

The Learning Center will track the student for close academic monitoring and individual assistance. The student must sign a written contract for remediation. The Learning Center and program instructors will closely monitor the student's progress in collaboration with the Student Services Department.

APPLIED ACADEMICS FOR ADULT EDUCATION

(AAAE) (LEARNING CENTER)

Applied Academics for Adult Education (Learning Center) develops and upgrades the job-related, basic academic skills of students pursuing certificated career education training. The program's major objectives are to enhance the student's potential to be successful in the certificated career

education program and in the workforce in accordance with the Florida legislature's basic academic skills competency requirements. Students participate in Applied Academics for Adult Education until achieving the required levels of competency in the basic academic skills areas of math, reading and/or language as documented by a state approved assessment.

TABE RETEST POLICY

The Cape Coral Technical College adheres to all recommended testing policies established by the Florida Department of Education, The American Psychological Association (APA), and the National Reporting System (NRS). The retest may be taken no sooner than three months from the original test date. If the student is not successful on the retest, the student must enroll in the learning lab or show proof of remediation before another test will be granted. Adult students who do not score a minimum of 6th grade level will be recommended to Adult Education. Students requiring remediation based on TABE results will participate in the Applied Academics for Adult Education (AAAE) program:

1. Students need to register/enroll in the AAAE learning center at Cape Coral Technical College, Fort Myers Technical College, or Adult and Career Education (ACE).
2. An individual study program will be developed.
3. Upon completion of remediation, the student will retest only on the needed sub test(s) in the AAAE learning center.

STUDENTS WITH DISABILITIES

All programs, campus organizations, and activities are open to all students regardless of disability. Efforts are made to assist these students to function as independently as possible while attending school. Should special needs arise, the administration and/or Student Services (school admissions specialist) are to be notified (see Health Services). Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students must supply documentation which is less than 2 years old for accommodations requested. Documentation of the accommodations requested and provided will be maintained in a confidential file.

CLASS SCHEDULES

The majority of programs start at 8:00 a.m. and end at 2:30 p.m. All students must sign in at the beginning of the day and sign out when they leave. All incoming students are required to attend a new student orientation. Lunch breaks are thirty minutes in length. A specific time is scheduled for each program and students will be advised of their lunch time by their instructor. The majority of programs follow the same calendar as the Lee County School District K-12 system.

STUDENT SERVICES

Cape Coral Technical College's student services staff and administration believe that academic and career counseling are important components for a successful educational experience at CCTC. Student Services staff assists students by providing general information about their program. The admissions specialist assist students in planning their course of study, review requirements for various credentials in the field of study and register students for classes. A list of programs, school catalogs, and pamphlets are provided. The Test of Adult Basic Education (TABE) is used as a diagnostic tool by school admissions specialist. The admissions specialist assist students in clarifying educational and occupational objectives, developing study skills and habits, and dealing with personal concerns.

STUDENT RECORDS

Privacy of Records: The Student Services Department is the custodian of student records. Lee County Public Schools Policy Code Section J regarding student records, concerns the privacy of student records and is available for inspection during normal school hours. The policy outlines the right to review, copy, and challenge records as well as the right of a hearing and the right to waive access to review or statements of recommendations or evaluation. For adult students, the Family Educational Rights and Privacy Act of 1974 (FERPA) Release provides for the confidentiality of student education records. Cape Coral Technical College may not disclose educational information, nor permit inspection of an adult student's education records without the written permission of the student, unless such actions are covered by certain exceptions as stipulated in FERPA.

TRANSCRIPTS: Request for transcripts or certificates of grade and program results will be issued only upon the written request of the student for a \$5.00 charge payable by cash or money order. **STUDENTS WHO HAVE DEFAULTED ON THEIR FINANCIAL AID REPAYMENT PROGRAM WILL NOT HAVE TRANSCRIPTS RELEASED UNTIL PAYMENTS ARE SATISFIED.**

JOB PLACEMENT

The administration and instructors combine their efforts to provide a link between employers who wish to hire students and students who are actively seeking full- or part-time employment. The Career Specialist accepts job orders from employers and delivers this information to students in a variety of ways:

1. Through the Career Source related website, EmployFlorida.com, jobs are posted either by Career Source or the employers themselves. Students have access to this website via computer or any mobile device. Students can browse, conduct job searches, and apply for jobs directly through this website. Students will be able to directly contact employers to schedule appointments and/or interviews related to the positions posted.
2. Career fairs and community hiring events are also advertised to students

via EmployFlorida.com. Students can view up to date information on local hiring events in our area by logging onto their account and reviewing the event page on the college's career development website.

3. The Career Specialist will send job opportunities to instructors and make those opportunities available to students.

4. The Career Specialist will also utilize the CapeCoralTech.edu website to post jobs and links to job search engines.

5. Biannual career fairs will be hosted on campus in which students can meet employers and discuss various employment opportunities, including full-time employment, internships, cooperative learning assignments, and possible externship opportunities. A career fair is hosted by the college once in the fall and once in the spring. Furthermore, Cape Coral Technical College adopts a team approach to job placement, which involves the instructors, career specialist, and advisory committee members who provide new information about employment trends and forecasts to students. Additionally, employability skills training is available to students such as job search strategies, mock interviewing, resume writing, etc. What's more, employability skills trainings are conducted in the classroom, through mini-seminars held on campus, and workshops that are presented throughout the school year.

Moreover, employability information and trainings can also be found through the EmployFlorida.com. By utilizing this resource, students can read articles on employment tips, cover letter development, view videos on dressing for success, interview dos and don'ts, and also listen to audio podcasts on career fair etiquette, elevator speeches, etc. Finally, members of the community, employers, parents, and prospective students who visit Cape Coral Technical College have an opportunity to see the college's commitment of job placement for its students through its many resources.

HEALTH SERVICES

No health care is provided on campus. First aid kits are available in all laboratories/shops. A heart defibrillator is located in Student Services in the clinic. At the time of registration, if a student has a medical problem which might interfere with learning or result in a future emergency, the information should be documented on the student emergency information form. It is the student's responsibility to notify the instructors of all injuries or illnesses no matter how slight they may appear, so that appropriate care can be given and proper documentation can be completed. In the event of an accident or emergency of a medical nature, the instructor will notify the Security Specialist to determine if additional medical service will be needed. If a high school student becomes ill and wishes to leave campus, the student must see someone in Student Services or Administration.

SMOKING

Smoking Prohibited Near School Properties: Florida Statute 386.212: Smoking or the use of any type of tobacco products and/or electronic

cigarettes or any other non-prescription tobacco substitute is not allowed on the CCTC campus including in or around parked vehicles.

SAFETY

The use of safety glasses and other personal protective equipment is required for all students participating in certain laboratory and shop activities. Each program has a uniform requirement to which the student must adhere. Clothing and accessories that can be caught in moving parts such as long sleeves or loose, unbuttoned shirts are prohibited. Long hair must be pulled back while working on equipment so that vision is not impaired and the hair does not become caught in moving parts. Students will not operate any equipment which has not been authorized by the instructor for their use. Any student who sustains an injury or becomes ill must report to his/her instructor immediately. Automated External Defibrillator (AED) is in the office clinic.

EMERGENCY EVACUATION

An emergency evacuation diagram is posted in each classroom. In the event of fire or other types of emergencies, students will follow the posted instructions for clearing both classrooms and buildings. Fire drills, tornado drills, and other types of drills are held throughout the year for disaster preparedness. Cell phones are not allowed to be used during these emergency drills as they may pose a hazard to the students' safety.

CAFETERIA

Lunches are available in the CCTC cafeteria during designated 30 minute lunch periods. Most food that is served on campus is prepared by the culinary arts class and may contain food products or may have been cooked in some products (such as peanut oil) that are proscribed by certain religions or that cause serious allergic reactions. If you have concerns about this, always ask first before you purchase a food item. Students are responsible for being as informed as possible about the foods they eat.

STUDENT ORGANIZATIONS

SkillsUSA

SkillsUSA has an active chapter at Cape Coral Technical College. This is a national organization for all vocational and industrial students of both secondary and postsecondary schools. The general purpose of the SkillsUSA program is to promote leadership and self-development for career education students. Annual regional, state, national, and international skills competitions are held among vocational/technical students from various schools throughout the world. All eligible students are encouraged to participate.

Health Occupation Students of America (HOSA), Inc.

HOSA is the international student organization for Health Science Education. It is appropriate for providing leadership training experiences and for

reinforcing specific career and technical skills. Health Science Education students have membership in this organization as part of their program costs. Members are encouraged to take an active role.

National Technical Honor Society (NTHS)

The NTHS is an organization committed to the recognition of excellence in every arena of Career and Technical Education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace; in addition, this organization stresses student achievement; community service; and contributions from business, industry, and educational professionals.

Student Leadership Council

The Student Leadership Council is designed to help students perform more efficiently and effectively in their leadership roles. Members learn how to plan and conduct meetings, learn the duties of officers, and plan campus activities for all the CCTC students. Student Leadership Council is open to all CCTC students.

VOTER'S REGISTRATION

CCTC promotes responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available in Students Services, on the school website at www.CapeCoralTech.edu, and/or may be downloaded from the Lee County Government's web site at www.leeelections.com. In addition, voter registration drives take place on an annual basis.

STUDENT MAGAZINE

HIGHER TECH is the Cape Coral Technical College student magazine, and it is published 2 times each year.

FIELD TRIPS

Instructors may arrange field trips with administrative approval to various businesses or industries as part of the unit of study. The student's behavior must be above reproach while away from the school campus. High school students must submit a parent permission slip for each field trip.

STATEWIDE ARTICULATION AGREEMENT

Articulation agreements provide for the awarding of college credits (depending on the CCTC program completed). The Florida State Board of Education has approved a list of Statewide Career and Technical Education Articulation Agreements based on completed programs and industry certification. Please go to www.fldoe.org/workforce/dwdfram/ for more information on articulation agreements.

TRANSFERS FROM OTHER INSTITUTIONS

Students transferring from other post-secondary adult vocational institutions may enter on a space available basis usually at the beginning of the enrollment period. Transfer students are required to meet Cape Coral Technical College admission standards before entering the program. Students are asked to request a transcript from their former school containing clock hours of attendance, grades and skills acquired. Students will be awarded credit and time after demonstrating mastery of the required skills upon completion of the program. Students enrolled in the Health Science programs will have stringent requirements regarding transferability. Please refer to the program handbooks for details on transfer policy.

IN-HOUSE TRANSFER POLICY

Program changes are only available through the first two (2) weeks of the semester as space is available or upon administrative approval. Students wishing to change technical programs may do so only after 1) Talking to the school admissions specialist; 2) Informing current instructor of program change; 3) Consulting financial aid advisor (if applicable); 4) Consulting bookkeeping for possible change in program fees; 5) Consulting with sponsoring agency (if applicable). Before the change is finalized, both program instructors must approve it. Financial aid awards may be affected by program changes. Depending on the circumstances, an administrative review may be necessary.

CAMPUS VISITORS/TOUR POLICY

All visitors to Cape Coral Technical College (people who do not work for The School District of Lee County or who do not attend classes or programs) will obtain a “visitor’s badge” from the receptionist’s desk in Student Services. Employees of the Lee County School District, employees and staff of CCTC and all students are required to display an ID badge at all times while on campus. Visitor registration serves 3 purposes:

1. Allows screening in accordance to the Jessica Lunsford Act,
2. Tends to make visitors feel welcome, and
3. Identifies visitors to staff members.

Tours may be arranged through the Student Services Department. After a visitor has obtained a “visitor’s badge” and signed in, he/she is permitted to enter Cape Coral Technical College as long as he/she engages only in a valid activity which does not disturb, interfere, or disrupt instruction or school business in any manner. NOTE: Visitors must return their badge when they leave the campus. Students are not permitted to bring their children to class. In general, friends, family members of students (including spouses), and former students are NOT allowed to be on campus during the school day including lunch time unless preapproved by administration. Former students wishing to visit former instructors must do so after 2:30 p.m. after being cleared through the front office. High school students should arrange a visit

through their home high school before arriving on Cape Coral Technical College's campus.

VEHICLE PARKING POLICY

Parking facilities are available to students who provide their own transportation to the school. For safety and convenience, each student providing his or her own transportation will receive a parking sticker during registration. This parking sticker must be displayed in the back window of any vehicle using our facility. The law permits only persons with disabled veteran (DV), handicapped (HC) or international wheelchair tags to park in a space designated "Handicapped Only." Unauthorized or improperly parked vehicles may be towed away at the owner's expense.

Requests for additional parking permits or replacements for lost or stolen parking permits will be charged a nominal fee. Speed limit on campus is 10 mph.

FINANCIAL INFORMATION

TUITION AND FEES

The hourly fee rates are determined annually by the Florida State Legislature and are calculated accordingly for Florida and Non-Florida residents. Fees are subject to change from one school year to the next. In exceptional instances, the fee rate may increase during the school year. Proof of residency must be provided at the time of registration. Tuition fees are calculated based on the technical program's scheduled hours. Tuition fees are charged by an enrollment period, payable by the week prior to each session. The school is prohibited by state statute from allowing students to begin class who have not yet paid the fees due. Students scheduled to complete or finish a program during a payment period are charged for the hours scheduled as remaining in the student's enrollment. Students who require additional hours to complete their program beyond this point are charged for those hours and must pay for them before being allowed to continue. Tuition fees for students withdrawing from school during the first 5 school days of a session are fully refundable, with the exception of the nonrefundable application fee. For programs of less than 250 hours, the refund period is 2 days.

APPLICATION FEE

A non-refundable application fee is due at the start of each program.

LAB FEES

For most programs, a non-refundable lab fee is payable by the first day of each semester.

GRADUATION FEE

This fee is charged the last enrollment period of the program. A school-wide

graduation ceremony is conducted in the spring of each year. Students who are full program completers are eligible to participate in the ceremony.

BOOK FEES

Costs for textbooks vary from program to program and may be purchased online. Textbook lists and associated costs are published on program information sheets/disclosure documents.

OTHER COSTS

Program information sheets listing specific items which must be purchased for each program are published each year and are available from the Student Services Department. These items, which are the responsibility of the student to acquire, are listed on the fee sheets and include such things as lab fees, uniforms, tools, supplies, and/or consumable materials. Students should check with a admissions specialist or instructor prior to entering the program to determine costs and sources of these items.

REFUND POLICY

If the technical college cancels or closes a class, the student will receive 100% refund of tuition and fees paid. All full-time students withdrawing from class during the first five days of enrollment or the first two days of enrollment for programs less than 250 hours, will receive 100% refund of the tuition and lab fees paid provided all lab supplies are returned, with the exception of the nonrefundable application fee. After these drop/add periods, there are no refunds. Refunds, when due, are made without requiring a request from the student. Refunds when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. All refunds are made within 45 days of the student's last day of attendance. In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

REFUND POLICY FOR TITLE IV RECIPIENTS

When a Title IV eligible student chooses to withdraw from school, he/she must contact the financial aid office prior to his/her last date of attendance. For the purposes of return of the Title IV funds calculations, the last day of attendance is the official withdrawal date. For any Title IV recipient terminating his/her program of study after entering the institution and before completing the program, a Return of Title IV funds calculation will be performed to determine the amount that a student has earned and the amount that must be returned. Examples of Return of Title IV funds calculations are available in the Financial Aid Office. The student is obligated for any tuition, fees, books, or equipment not covered by the Title IV funds.

PERSONAL CHECK POLICY

Cape Coral Technical College accepts personal checks as payment for student fees.

Please be aware of the following policies regarding acceptance of personal checks:

- Be prepared to present your driver's license or other form of photo ID when paying by personal check.
- Refunds to eligible students who paid by personal check will not be issued until fifteen (15) working days after deposit of check into Cape Coral Technical College's bank account.
- Checks that are returned by the bank for any reason may be subject to service charges in addition to the amount of the check.
- Students have 5 days to make payment arrangements after being notified of a returned check. The person who wrote the worthless check has fifteen (15) business days from the date the letter is mailed to pay the check recipient the full amount of the check plus a returned-check charge. The returned-check charges allowed by law are:
 - \$25 for each check in the amount of \$50.00 or less
 - \$30 for each check in the amount of \$50.01 up to \$300.00
 - \$40 or an amount equal to 5 percent of the face value of the check, whichever is greater, for each check in the amount of \$300.00 or more.
- Any student who made payment with a check that was dishonored by his/her bank may be put on a cash or money order only status.
- If the student does not contact Bookkeeping within forty-eight (48) hours, the student will be asked to leave class until the balance due is paid. The "Statutory Notice" from the State Attorney's office regarding penalty for nonpayment of a check that has been dishonored by the bank is available in the bookkeeper's office per request.

FINANCIAL AID SERVICES

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. Federal financial aid is not available for programs less than 600 clock hours. The school's standard for satisfactory progress must be maintained throughout the length of the program to remain eligible for federal financial aid. Other financial aid programs may have additional requirements. The technical colleges' financial aid awards are contingent upon receipt of funds. Sources include but are not limited to Federal Pell Grant, Florida Bright Futures, Florida Prepaid Tuition, state grants, local scholarships, and outside agencies. Individual appointments are available for the purpose of disseminating general information, application explanation, application review, entrance interviews, and exit interviews.

CONSUMER INFORMATION

Cape Coral Technical College Consumer Information is located on the website at: <http://CapeCoralTech.edu>

SATISFACTORY ACADEMIC POLICY (SAP)

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Administrator will require a progress report to be completed by the student's instructor and submitted to the Financial Aid Office prior to each disbursement. Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade evaluation or grade point average (GPA), and do not exceed the maximum time limits to complete their course of study. Each Student Academic Progress will be checked at 450 clock hours and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

Academic Progress is defined as:

- Maintaining a **MINIMUM OVERALL GRADE EVALUATION OF 75 PERCENT** (most Health Science 80%) average as determined by the student's individual program on all theory, clinical, or shop performance each evaluation period. Some programs may require a higher numerical value for minimum satisfactory progress rating (Qualitative Measurement).
- Completing the **REQUIRED NUMBER OF COMPETENCIES** within the time frame as defined by individual program guidelines for the evaluation period. The 85 percent rule refers to the quantity of work completed for on-time program completion. Therefore, if a student's work is satisfactory, but he/she is behind schedule in completing the program's competencies, he/she cannot be reported as satisfactory for SAP reporting (Quantitative Measurement).
- Students are allowed up to 150% of the scheduled clock hours to complete their program (Minimum 67% Pace of Progression); however, they will only be provided financial aid for 100% of the program hours.

Failure to meet Financial Aid Satisfactory Academic Progress

- At the technical colleges, there is no academic probation or warning upon the determination of unsatisfactory financial aid academic progress. Students acknowledge notice of unsatisfactory financial aid academic progress and the forfeiture of scheduled financial aid payment by signing the Student Progress Report form. Failure to achieve satisfactory academic progress at the end of a payment period will result in the forfeiture of federal Title IV funding until satisfactory academic progress is achieved in a minimum of one additional payment period.
- Reinstatement of financial aid will be granted when a student achieves a satisfactory academic progress report for the subsequent term of enrollment for which no grant aid was awarded. Proof of the above guidelines will be collected from instructors confirming the student's name, program and progress toward academic achievement.

VETERANS

In order to be eligible for VA Educational benefits, the student must file the proper forms on the VA web site, www.GIBILL.VA.gov, or consult with the VA Certifying Officer at Cape Coral Technical College. Students eligible for VA benefits must submit all military and post-secondary transcripts. All veterans receiving educational benefits while attending Cape Coral Technical College are subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration.

VETERANS' ATTENDANCE POLICY

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as actual clock-hour time missed. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VA STUDENT STANDARDS OF ACADEMIC PROGRESS

Students receiving VA educational benefits must maintain a minimum cumulative grade average (CGA) of 75% (most Health Science 80%) each semester (term, quarter, semester, evaluation period, etc.). A VA student whose CGA falls below 75% (most Health Science 80%) at the end of any semester (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of one consecutive term of enrollment. If the VA student's CGA is still below 75% at the end of the term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGA of 75% (80% Health Science).

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

CAMPUS SECURITY RESPONSIBILITIES

There is a Daily Crime Log kept in the Student Services Department. Information on any additional campus security statistics can be found online at www.CapeCoralTech.edu.

SCHOOL SECURITY

Although a school security officer patrols all buildings and parking lots both during day school hours and at night during school hours, it is everyone's

responsibility to maintain a secure campus. The security officers are authorized to question students any time during school hours. Furthermore, the security officer is directed to report any school rule violation to school administration immediately. The security officer patrols the campus grounds to ensure that no unauthorized persons are on the campus. The security officer will also enforce the wearing of CCTC identification badges and displaying of parking permits on vehicles. Each student will receive a name tag and parking permit which must be displayed at all times while on campus. Requests for additional name tags or parking permits or replacement of lost or stolen ones will be charged a nominal fee. Instructor will collect name tags and parking permits from graduating students; withdrawn students will turn in IDs and parking permits. Unauthorized persons will be asked to leave the campus immediately. Unauthorized persons are defined as anyone who is not a student, staff member, or official visitor. Anyone not wearing the CCTC identification badge is considered an unauthorized person. Official visitors are persons who are school district employees or school district approved contractors and any person who has been escorted to the main office and issued a visitor badge.

The Cape Coral Police Department (239-574-3223) and/or the Lee County Sheriff's Department (239-477-1000) provides public safety services 24 hours a day, seven days a week.

Students are urged to keep car doors locked and valuable personal possessions at home. Individual lockers are provided in the laboratory/ shop area, but students must provide their own locks in some areas. The school is not responsible for items stolen from cars, lockers, and/or tool boxes.

TIMELY WARNING ISSUANCE AND POLICY PROVISIONS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses. The law was originally known as the Crime Awareness and Campus Security Act of 1990 and was amended and renamed in 1998 after Jeanne Clery, a Lehigh University student was assaulted and murdered in her residence hall on April 5, 1986. These statistics are published annually on the school's website. Citation: Under the Clery Act, institutions must issue timely warnings to the campus community to inform affected persons of crimes considered to be a threat to students and employees.

FDLE: Florida Sexual Offenders and Predators:

Pursuant to Florida Statute s. 943.043, students and employees can access the Florida Department of Law Enforcement sexual predator and sexual offender registry at:
<https://offender.fdle.state.fl.us/> or toll free at 1-888-357-7332.

CAMPUS NOTICES

Anti-Drug Abuse Act: Students convicted of drug felonies may lose their eligibility for federal financial aid programs. The Omnibus Drug Initiative of 1988 gives courts the authority to suspend eligibility for federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance. For a drug possession conviction, eligibility is suspended for one year for the first offense, two years for the second offense, and indefinitely for the third offense. For a drug sale conviction, eligibility is suspended two years for the first offense and indefinitely for the second offense.

DRUG AND ALCOHOL POLICY

Cape Coral Technical College encourages healthy living habits for both students and employees. Eating healthily, getting sufficient sleep, regularly exercising, and making time for family and friends are important for assuring success in your program. In addition, we want students and staff to experience life free from dependence on drugs and alcohol. The effects of drug and alcohol abuse can be devastating to individuals and families. Listed below are some of the health risks associated with drug and alcohol abuse:

- **Psychological dependence.** This is a mental or emotional adaptation to the effects of the drug that leads the abuser to believe he/she cannot function normally without the drug.
- **Physical dependence.** This is an adaptation whereby the body learns to live with the drug and becomes able to tolerate increasing doses. Eventually, the abuser suffers withdrawal symptoms if deprived of the drug.
- **Medical complications:** Nervousness, anxiety, sleep disorders, muscle aches, spasms, vomiting and other gastrointestinal disorders, mental abnormalities, and changes in blood pressure/temperature/breathing rate, changes in heart rate/rhythm, cardiac arrest, convulsions, hallucinations, stroke, death, or many other dangerous conditions. Of particular concern to students should be the learning disorders that can occur as a result of substance abuse:
 - **Interference with memory, sensation, and perception.** Normal experiences can be distorted, and the abuser can experience a loss of self-control that can lead him/her to self-harm.
 - **Interference with the brain's ability to take in, sort, and synthesize information.** Sensory information can run together, providing new sensations while blocking normal ability to understand the information received.
 - **Experiencing a false sense of functioning at one's best while under the influence.**

Preventing Drug and Alcohol Abuse

- **Be firm about saying no.** You do not have to explain your reasons. People who care about you will respect and support your decision. You never know when your decision will persuade someone else to change his/her behavior.
- **Surround yourself with people who think like you do.** Give yourself the

opportunity to find common interests with people who live healthy, active lifestyles.

- Avoid temptation. Remove substances from your home. Stay away from places where they are used or sold. Find recreational activities that allow you to maintain your commitment to living a drug-free life. Take up a new hobby or sport, volunteer, spend more time with your children, do those projects you have been meaning to do around the house.
- Take seriously the responsibility all adults have to set a good example for children.
- Take the money you spend on unhealthy activities and save toward something special you and/or your family has been anticipating.
- Find productive ways to manage the stress in your life.

DRUG AND ALCOHOL STATUTES

FLORIDA STATUTES 229.053(1);240.325;893.03 STATE BOARD OF EDUCATION • RULE 6A-14.0247;6A-14.0262.

It is the policy of Cape Coral Technical College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on school premises and in the workplace. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment. This policy is based on the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Amendments of 1989 (P.L. 101-226) and is subject to established school administrative policy and procedures.

1. The illegal use of drugs and alcohol is in direct violation of local, state and federal laws, as well as school policy. The use, possession, manufacture, dispensation and distribution of drugs in the workplace, on school premises or while conducting school business away from school premises, or as part of any school-sponsored activity in any manner not permitted by law is strictly prohibited as a matter of school policy. Abuse by an employee or student of drugs or alcohol in the workplace, on school premises, while conducting school business away from school premises, or as a part of any school-sponsored activity is also prohibited as a matter of school policy. Any employee or student who enters school premises, conducts school business, or engages in any school-sponsored activity while under the influence of drugs or alcohol will also be in violation of this policy.

2. Definitions:

A. Alcohol: the term “alcohol” as used in this policy means alcoholic beverages as described in Section 561.01(4)(A), Florida Statutes.

B. School premises: all buildings, grounds, facilities, structures, appurtenances, parking lots, or other areas of any campus of the school, all areas where classes are taught under the authority of the school, and all

motor vehicles owned by the school.

C. Controlled substance: any substance named or described in Schedules I. through V. of 893.03, Florida Statutes.

D. Drugs:

- 1) articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them;
- 2) articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and
- 3) articles (other than food) intended to affect the structure or any function of the body of man or other animals; and
- 4) articles intended for use as component of any article specified in clause (1), (2), or (3). Anabolic steroids and controlled substances, as set forth in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.A. 812), as amended are included, but do not comprise the totality of this definition (Source 20 U.S.C. 321(g)(1)).

E. Possession: to have either in or on a student's or employee's person, personal effects, motor vehicle(s) and/or areas substantially entrusted to their control such as book bags, briefcases, desks, files, lockers, etc.

F. Workplace: any office, building or property (including parking lots) owned or operated by the school, or any other site or location at which the employee is to perform work for the school either on a temporary or permanent basis.

3. Employees are required to notify their supervisor in writing of any conviction for a violation of any drug or alcohol criminal statute occurring in the workplace, school premises, while conducting school business away from school premises, or as a part of any school-sponsored activity, no later than five (5) days following the conviction.

Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs

Many resources are available to help students and employees who want to seek help. Shown below are local resources for students and staff who decide to seek addiction counseling. These resources also have assistance for the friends and family members of those seeking help.

- Employees

- Refer to the School Board Policy Manual, Section 5.37
- Consult the CCTC Sharepoint page under "Shared Documents," Employee Assistance Program

- Students and employees:
 - Alcoholics Anonymous, Fort Myers, 239-275-5111, www.leecountyaa.org
 - Al-Anon/Alateen, Fort Myers, 239-274-1353, <http://www.al-anon.alateen.org/al-anon-in-florida/54-fort-myers>
 - David Lawrence Center, Naples, 239-455-8500, www.davidlawrencecenter.org
 - Narcotics Anonymous, 24-hour Help Line: 1-866-389-1344, <http://www.nagulfcoastfla.org/meeting-list-1>
 - Grace Church–Celebrate Recovery, North Fort Myers, 239-574-7161
 - Salus Care, Fort Myers, 239-275-3222, www.saluscareflorida.org
 - Light House Addiction Services, Cape Coral, 239-540-8011
 - Lutheran Services Florida, Inc. (services for adolescents/ families), Fort Myers, 239-275-1126 or 239-278-5400
 - Teen Challenge (for 18+), 239-275-1974 (Men); 239-939-7705 (Women)
 - The Salvation Army Crossroads (for men only), 239-334-3745

DRUG-FREE CAMPUS POLICY

Federal legislation mandates every individual's right to work and learn in a drug-free environment. Cape Coral Technical College firmly supports this right in policy and practice.

THE STUDENT RIGHT-TO-KNOW ACT AND CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act was passed by Congress on November 9, 1990. This requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program to report this information. This report can be accessed at: <https://nces.ed.gov/ipeds/> and is available on the school websites. All postsecondary institutions are required to prepare, publish and distribute certain information regarding campus crime and policies related to security.

INSTRUCTIONAL POLICIES AND PROCEDURES

Grading System

Standards of progress established for each program are based upon identified tasks to be accomplished (Competency List) by students in the program. (See Program Completion Requirements in next category.)

GRADING POLICIES AND PROCEDURES

GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

I = Incomplete

The overall grade average must be a minimum grade of 75% in order to earn a program certificate. Most Health Science programs require a minimum grade of 80%. Standards of progress established for each program are also based upon identified competencies to be accomplished by students in the program. The competency report contains the program of study, instructor's name and signature, units of study completed with corresponding ratings, clock hours attended and dates of attendance. A student receives a competency report upon completion of the program. Classes requiring state licensing, such as practical nursing and cosmetology, will have different procedures for determining grades. These grading procedures will be given to the students by the instructors of these programs. Students who have academic deficiencies, and/or were not in compliance with the school attendance policy, and/or have excessive discipline referrals may be withdrawn.

PROGRAM COMPLETION REQUIREMENTS

Certification for FULL program completion is determined by (1) mastery of 85% of program competencies as determined by the instructor, (2) a final grade of 75% or better (80% for most Health Science programs), and (3) state-mandated basic skills levels. Students meeting these requirements are awarded a full program certificate. Students who exit the program early and have successfully completed each course or the competencies of an Occupational Completion Point (OCP), will be issued a partial certificate. This certificate does not require a student to master the state-mandated basic skills levels. Students who are in danger of failing a program for

unsatisfactory progress are notified in writing by the instructor indicating the deficiency and course of action recommended. The process of notifying a student of a deficiency includes 1) student/teacher conference where the teacher informs the student of his/her deficiency in writing (copy sent to parents of high school students); and 2) the student is informed that failure to remove these unsatisfactory conditions within a specific time may result in a failing grade and/or withdrawal from the program. Students who do not meet the standards of progress for their program may be withdrawn for unsatisfactory progress and may not re-enroll at CCTC without the approval of the instructor and school administration for at least one semester. A record of the student's progress is kept up-to-date by the teacher and available to the student upon request. High school grades are reported to the assigned high school. Exceptions to the program completion requirements include all SWFL Public Service Academy programs and Health Science programs.

ACADEMIC PROBATION

All students are expected to remain in good academic standing with an institutional average of at least 75%. A student will be placed on Academic Probation if his/her program grade point average drops below 75%. Instructors will issue a grade deficiency report and the student will be scheduled to meet with the Assistant Director to review the recommendations for academic remediation. Students will have one calendar month to remediate the action. If the student successfully increases his/her grade, the academic probation will expire. The Learning Center is available as a resource to help students that need to remediate academic skills. A student that does not improve his/her grade to above 75% may be withdrawn for failure to make academic progress. A student that is withdrawn for academic reasons may apply for re-admission after the second semester of his/her withdrawal.

ATTENDANCE INFORMATION

Strong emphasis is placed on attendance because the mission of the school is to prepare students for employment. Daily attendance is a key employability trait that all employers seek in new employees. All students must sign in at the beginning of the day and sign out when they leave. Teachers submit weekly reports on student attendance. All students are expected to be in attendance at least 90 percent of their scheduled hours. Students providing their own transportation are expected to be on time and may not use transportation as an excuse for being tardy. Tardies include late morning arrivals and arriving late from lunch. Skipping is considered an UNAUTHORIZED absence from class as is leaving early without permission prior to the end of the school day.

ALL STUDENTS ARE EXPECTED TO BE IN ATTENDANCE AT LEAST 90% OF THEIR SCHEDULED HOURS DURING EACH SEMESTER. STUDENTS FAILING TO MAINTAIN THE 90% ATTENDANCE STANDARD

MAY NOT BE PERMITTED TO CONTINUE IN THEIR PROGRAM AND MAY BE REQUIRED TO SIT OUT ONE FULL SEMESTER UNLESS ADMINISTRATION APPROVES TO WAIVE THE 90% STANDARD BASED ON SPECIAL CIRCUMSTANCES.

A. Students who are unable to attend school must successfully contact their instructor no later than one hour after the start of the school day.

B. After the fourth (4th) absence or a significant number of tardies or leaving early within a semester or a combination of the three showing a pattern of disregard for the attendance policies, the instructor will complete all sections of the attendance documentation form and submit it to the Assistant Director who will schedule the student for a hearing. Students who are late for class, including returning late from lunch must sign in. Students who leave school early must notify their instructor and sign out. Failure to do either or both shall be deemed as skipping class and may result in disciplinary action. Students are not permitted to sign another student in or out. If one student signs another in or out, both students may be subject to disciplinary action. All unauthorized or unexcused time out of class (tardy, late return from lunch, leaving early, etc.) is recorded as time absent and is counted against the required 90% attendance.

C. The Assistant Director will schedule an attendance hearing for the student. The student will be notified in writing of his/her violation of the attendance policies of CCTC and of the time, date, and location of the hearing. The student will be provided with the opportunity to explain his/her absences. If the student is found to be in violation of the CCTC attendance policies, he/she will be placed on a probationary contract of 30 days or less which mandates immediate and continued attendance improvement. The student will be required to provide written and verifiable documentation explaining the reason for any absences for the duration of probation. In addition, late arrivals and leaving school early will be severely limited. The student will be required to make up missed work due to his/her absences and will be required to maintain a satisfactory grade average. Prior to the expiration of the contract, the student's attendance will be reviewed by Assistant Director. If significant improvement has occurred, the probation will expire. If there has been limited or no improvement in the student's attendance, the probation may be extended for an additional and final 30 days, or the student may be withdrawn immediately for the remainder of the current semester and the semester to follow.

D. Students who know they will be out of school for an extended period of time (5 days or longer) may apply for a Leave of Absence from their program. A LEAVE OF ABSENCE WILL BE GRANTED ONLY ONCE DURING A 12-MONTH PERIOD. STUDENTS WHO EXERCISE A LEAVE OF ABSENCE MAY HAVE TO EXTEND THEIR TIME IN THE PROGRAM.

E. ANY ADULT STUDENT WHO MISSES 6 CONSECUTIVE DAYS WILL BE AUTOMATICALLY WITHDRAWN. STUDENTS RECEIVING A PELL

GRANT MAY LOSE THEIR DISBURSEMENT FOR THAT PAYMENT PERIOD. DUAL-ENROLLED HIGH SCHOOL STUDENTS ARE NOT ELIGIBLE FOR LEAVES OF ABSENCE.

Probationary Attendance Contracts

The intent of the attendance contract is to ensure the students shall:

1. Maintain 90% attendance during the semester.
2. Earn a minimal passing grade on the total course work of the semester.
3. Present proper documentation for all future absences.
4. Provide documentation that work has been made up.
5. Students, while on probation, may not hold any office in any student organization, be nominated for any student award, represent the school in any school-sponsored competition.
6. Students who do not fulfill the conditions of their probation contract during the specified time of their contract may be withdrawn and must sit out one full semester before being readmitted to any program at CCTC unless special approval is granted by administration.

WITHDRAWAL

Students who plan to withdraw must confer with a school admissions specialist prior to leaving the school. The withdrawal procedure is as follows:

1. Obtain withdrawal form from the Student Services Department.
2. Secure the signature of your instructor, indicating the return of any books, tools, or equipment which are property of the school.
3. Advise financial aid administrator of the withdrawal and have him/her review eligibility.
4. Review student's account with bookkeeping.
5. Complete exit interview.

Once these steps are completed, the withdrawal is complete.

SIGN-OUT-OF-SCHOOL POLICY

Students must notify their instructor of intent to leave early. The student must sign out.

GRIEVANCE PROCEDURE

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with the assistant director. If the conflict persists, the student may make an appointment with the school director. If the student wishes to challenge the findings of the director, he/she may appeal this decision to an appeal committee composed of administrators at The School District of Lee County, Florida. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal

committee will review the facts of the case and findings of the director and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of The School District of Lee County, Florida. If a student feels his or her concerns have not been satisfied on the local level, the student is free to write to the following address, which is the accrediting body for the school:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898
www.council.org

If the conflict is of a discriminatory or sexual harassment nature, the student may be referred to the technical college's equity coordinator (for more information, please see Equity Policy and contact information in the college's student handbook).

DISSEMINATION OF LITERATURE POLICY

Students wishing to disseminate and/or post literature on any school bulletin board must follow these procedures: The student desirous of disseminating information must provide the flyer, notice, or bulletin to a member of the Administration who will review and initial the notice and place the information on the bulletin board or an appropriate place. The information a student may seek to have placed on the bulletin board or appropriate place is restricted to information about activities which will occur only on school grounds or during school hours or which have some connection with school business or Cape Coral Technical College's students. The student understands Cape Coral Technical College will determine the time limits and boundaries of content it deems acceptable to be placed on the bulletin boards.

LAWS AFFECTING STUDENTS AT CAPE CORAL TECHNICAL COLLEGE

State statutes prohibit the possession of guns or weapons of any nature on campus, including being stored in vehicles. Possession on school grounds is a felony. UNITED STATES PUBLIC LAW 92.318; Section 497(a): This law provides that students or employees at an institution of higher learning who will not be eligible for financial assistance provided by the federal government if after notice and a hearing are found guilty of substantial disruption.

STUDENT DRESS CODE

from the School District of Lee County

The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not disrupt the

educational process. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. Each principal has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools. For schools with a uniform policy, refer to the school's student handbook for additional dress code information regarding specific school standards.

1. Apparel shall be adequate in both length and coverage to be considered appropriate for school.
2. Pants shall be worn fastened and at the waist with no undergarments showing.
3. Pants with holes, tears, etc. may not be worn, if in the principal's judgment, they may cause a disruption to the school environment.
4. Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
5. Clothing that exposes underwear or body parts in an indecent or vulgar manner is prohibited.
6. Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.
7. Any articles of clothing or jewelry that could likely cause injury—such as chains, bracelets, rings, chokers with or without spikes, or studs—are prohibited. Wallet chains of any length are prohibited.
8. Shoes shall be worn at all times.
9. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
10. Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's possession.
11. Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the principal, are prohibited.
12. Adornments that, in the principal's judgment could cause injury, be a safety risk or cause a disruption to the school environment may not be worn. Examples of prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrow, cheeks or lips.
13. The wearing on campus of hats, caps, headgear (including hoodies) or sunglasses except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities is prohibited. There may be certain exceptions for medical conditions and physical education classes held outside. The principal will determine these exceptions.
14. Any method of public display (including clothing, nail polish, and other items that may be worn or carried) of an organization affiliated with controversial, obscene, or illegal activities on a person, may not be worn, if

in the principal's judgement, they may cause a substantial disruption to the school environment.

15. Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited.

16. Long, oversized jerseys are prohibited. Violations of Dress Code will result in the following corrective actions: (1006.07, Florida Statutes)

1st Offense: Verbal Warning and Parent Contact

2nd Offense: Loss of eligibility for participation in extracurricular activities (maximum of five days). 1 day ISS if not involved in extracurricular activities; Parent Contact.

3rd and Subsequent Offenses: Level II (ISS 2 days) Loss of eligibility for participation in extracurricular activities. (maximum of 30 days), verbal and written parent contact regarding consequences.

STUDENT ID POLICY

For safety and security, all students will receive a photo ID during registration. EVERY STUDENT MUST WEAR THEIR NAME ID (worn above the waist, photo facing out) in class and while on campus. Students will be required to purchase replacement ID tags at a nominal fee. In addition, all individuals enrolled in the Learning Center must wear their identification upon entering campus.

CODE OF CONDUCT FOR ADULT STUDENTS

By applying and registering at a Lee County Technical College, or a Lee County Adult Education Program, all students agree to abide by all regulations, as published in the school catalog, the student handbook and other school publications, as well as federal, state and local laws. As a post-secondary and adult education institution, the college or school expects students to be mature and responsible citizens at all times and places. Any student whose conduct or dress is in violation of the law, is a public nuisance or is deemed improper and detrimental to the school, and/ or does not abide by the policies of a program may be subject to disciplinary action, including probation, suspension, dismissal or denial of re-enrollment. All high school students that attend an Adult Education Program at the Lee Technical Colleges or any other Adult Education sites are subject to the School District of Lee County Code of Conduct for Students – Grade 6 to Grade 12.

SCOPE OF AUTHORITY

The Coordinator, Principal, or Director of the school has the right to determine the appropriate response for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident in accordance with Florida statutes sections 1003.31 or 1006.61. Proceedings of the investigation of each case and the action taken will be officially recorded. Students are expected to respect the rights and welfare of other members of the school community and its guests. This district recognizes that a thoughtful and reasoned search for truth can be conducted

only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the adult learning community. Students are expected to assume full responsibility and will be held accountable for their individual or collective actions. Certain conduct and actions while on campus shall be considered improper conduct and shall be subject to disciplinary action which may include suspension or withdrawal. Each case will be reviewed on an individual basis by the director or his/her designee giving each student the fundamental right of procedural due process. The degree of formality associated with a conference or hearing in the determination of a suspension or withdrawal will depend upon the nature of the offense and the severity of the sanctions that may be imposed as a result. Only the School Principal, School Director, or their designee has the authority to suspend a student. Only the School Principal School Director, or Assistant Director has the authority to withdraw a student.

STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, the Florida Educational Equity Act of 1984 and the Boy Scouts of America Equal Access Act. Established grievance procedures and appropriate discrimination complaint forms are available from the Departments of Professional Standards and Equity or Student Services or the equity coordinator at each school. Complaints/ inquiries regarding compliance with these regulations may be submitted in writing to: Michelle Freeman, Director of Professional Standards & Equity.

All programs and courses are open for enrollment to all students without regard to race, color, sex, creed, religion, age, national origin, pregnancy, or handicap.

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.

DIVERSITY

The School District of Lee County is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every

individual deserves, and harassment of any kind transgress the school's purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

FEDERAL DRUG-FREE SCHOOL ACT

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

DRUG-FREE SCHOOLS

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on The School District of Lee County owned and controlled property or as part of any of its activities.

TOBACCO-FREE CAMPUS RULE

To provide a safe and healthful environment for employees, students, and visitors, and to minimize costs associated with health issues related to tobacco use, the use of tobacco products is prohibited on any and all property, including land, buildings, or vehicles, owned or operated by The School District of Lee County, whether indoors or outdoors, all day, every day, whether school is in or out of session.

For purposes of this rule, "Use of Tobacco Products" means smoking, burning, chewing, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall include the use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices.

SEXUAL HARASSMENT POLICY

Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the school community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the school community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional. The school provides an equity coordinator for help in these matters.

ANTI-BULLYING INFORMATION

The Jeffrey Johnston Stand-Up-for-All-Students Act became a law in June 2008. The School Board of Lee County has approved a board policy

which states their guidelines for the identification and reporting of bullying, expectations for behavior, procedures, and consequences regarding bullying and harassment. In short, The School District of Lee County will not tolerate any form of bullying or harassment between students and/or adults on our school campuses. Our goal is protection of our students and provision of a safe and nurturing educational environment for all of our students and staff.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RELEASE

For adult students, the Family Educational Rights and Privacy Act of 1974 (FERPA) Release provides for the confidentiality of student education records. The technical colleges may not disclose educational information nor permit inspection of a student's education records without the written permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA.

STUDENT DRESS CODE REQUIREMENTS

The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in The School District of Lee County. Programs have specific dress code requirements. Student dress code guidelines can be found in the student handbook, program syllabi, or Master Plan of Instruction.

DISCIPLINARY SANCTIONS/CONSEQUENCES

1. Warning: A written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action; copies of which will be placed in student discipline files.
2. Restitution: Reimbursement or payment for damage to or misappropriation of property.
3. Suspension: Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
4. Withdrawal: Disenrollment of the student from school, terminating their status as an enrolled student in the school. In accordance with State Statute 1006.61, this is for a minimum of 2 years.
5. Other: Other types of discipline, as set forth in school regulations and consistent with the incident involved, such as a letter of apology to aggrieved parties, community service, repair of damages or mandatory attendance of an anger management seminar, etc.

DISCIPLINE INFRACTIONS AND CONSEQUENCES:

ACADEMIC INTEGRITY AND CLASSROOM BEHAVIOR

Students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, such as cheating on examinations, course

assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examination or course-related materials, is prohibited. Intentional obstruction or disruption of teaching, research or lab activities is prohibited. Offense Consequences: Suspension and/or Administrative Review.

ADJUDICATED VIOLATIONS OF STATE OR FEDERAL LAW

Any adjudicated violations of Florida or federal criminal statutes on school premises or at school-sponsored events held off campus will result in disciplinary action. Offense Consequences: Suspension and/or Administrative Review.

ALCOHOL

Possession, use, or under the influence of alcoholic beverage. Offense Consequences: Administrative Review.

ARSON

Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property. Offense Consequences: Withdrawal from school.

BATTERY

Physical use of force or violence by an individual against another; uninvited physical contact with another person, including but not limited to, pushing shoving, and /or via an object. Offense Consequences: Suspension and/or Administrative Review.

BULLYING/HARASSMENT

Unwanted and repeated written, verbal, or physical behavior, including and threatening, insulting, or dehumanizing gesture, 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. Offense Consequences: Suspension and/or Administrative Review.

BREAKING/ENTERING

Unlawful entry or attempted entry or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s). Offense Consequences: Withdrawal from school.

CELL PHONE USE

Use of any communication or recording device, such as cell phone, text messaging devices, or digital cameras, during instructional activities, (which is not instructor approved or directly associated to the lesson). Offense Consequences: 1st –Warning, 2nd Suspension, Repeated incidents; withdrawal from school.

CHEATING

Deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. Offense Consequences: Zero Grade, Suspension and/or Administrative Review.

COMPUTER MISUSE

Manipulation of computer hardware, software or data, and or the misuse of telecommunication services, including but not limited to, improper use of technology devices or posting inappropriate information on the internet, at any time on school owned equipment that may interfere with the educational process. Offense Consequences: Suspension and/or Administrative Review.

DISRUPTIVE BEHAVIOR

Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related function. Offense Consequences: Suspension and /or Administrative Review.

DRESS CODE VIOLATION

Failure to comply with dress code requirement(s) (Including failure to wear student ID). Repeated violations constitute insubordination. Offense Consequences: Correction or Suspension.

DISRUPTION ON CAMPUS

Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, or initiating a false fire alarm, etc. Offense Consequences: Withdrawal from school.

DRUG SALE/DISTRIBUTION

Manufacture, cultivate, sale, or distribution of any drug, narcotic, controlled substance, or substances represented to be a drug, including but not limited to giving prescription drugs prescribed for someone else to another person. Offense Consequences: Withdrawal from school.

DRUG USE/POSSESSION

Use possession, or under the influence of any drug, narcotic, or controlled substance, including any possession of drug paraphernalia or a student possessing prescription drugs that are not prescribed for him/her. Offense Consequences: Withdrawal from school.

FIGHTING

Two or more persons mutually participating in the use of force or physical violence that requires physical or verbal restraint or results in injury that requires first aid or subsequent medical attention. Offense Consequences: Withdrawal from school.

FALSIFICATION OR FORGERY

Making any false or misleading verbal or written, statements on any official correspondence or application, or attendance record keeping devise deliberately with the intent to deceive or falsify school records. Offense Consequence: Suspension and/or Administrative Review.

GAMBLING

Participating in any form of gambling activities on campus. Offense Consequences: Suspension and/or Administrative Review.

INSUBORDINATION/DISRESPECT

Refusal or failure to follow a direction or an order from a school staff member, or any adult in authority including substitute teachers and security guards. Use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons. Offense Consequence: Suspension and/or Administrative Review.

OTHER MAJOR DISRUPTION

Any serious, harmful incident resulting in the need for law enforcement intervention. Offense Consequences: Withdrawal from school.

SEXUAL HARASSMENT

Unwanted and repeated verbal or physical behavior with sexual connotations 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. Offense Consequences: Withdrawal from school.

THREAT/INTIMIDATION

Threat to cause physical harm to another person with or without the use of a weapon that includes all the following elements:

- (1) Intent - an intention that the threat is heard or seen by the person who is the object of the threat.
- (2) Fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out.
- (3) Capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained.

Offense Consequences: Suspension and/or Administrative Review.

TRESPASSING

Entering or remaining on school grounds/campus or at a school-sponsored activity off campus without authorization or being told to leave or while on suspension. Offense Consequences: Suspension and/or Administrative Review.

VANDALISM

Intentional destruction, damage, or defacement of public or private property. Offense Consequences: Suspension and/or Administrative Review.

WEAPONS POSSESSION

Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious injury, including but not limited to: any firearms, handguns, Tasers, zip guns, knives, brass knuckles, razor blades, chains, chemical sprays, sharp objects, etc. (Possession includes any location within reach or control of the person, concealed or carried openly, including in vehicle, lockers or back pack. Offense Consequences: Suspension and/or Administrative Review.

OFF-CAMPUS FELONY

Any student who has been charged with a felony on other than school property involving violence, drugs, sexual offense, or weapons. Offense Consequence: Administrative Review.

PROFANITY

Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures. Offense Consequence: Student to Adult Staff: Administrative Review; Student to Student: Suspension and/or Administrative Review.

SAFETY VIOLATION

Engaging in an act that endangers the safety of self or others. Offense Consequence: Suspension and/or Administrative Review.

OTHER RULE VIOLATIONS

Other rule violations that do not fall into the above categories or other offenses as indicated below shall be subject to Administrative Review.

PORNOGRAPHIC MATERIAL

Possession and/or distribution of any pornographic material. Offense Consequence: Withdrawal from school.

UNAUTHORIZED AREA

Being present in buildings, rooms, or other areas on school campus that are restricted to student access during all or part of the day. Offense Consequences: Suspension and/or Administrative Review. Repeated misconduct during the school year or multiple incidents requiring disciplinary action may result in an administrative review and withdrawal from school. Note: During a period of suspension, the suspended student is prohibited from returning to campus or a school related activity off campus. Violation without the permission of the School Director or designee could result in that student being subject to arrest and prosecution for trespassing.

RESPONSIBILITY TO CARRY OUT DISCIPLINARY PROCEDURES

The Site Coordinator, Assistant Principal, or Assistant Director (herein referred to as the judicial officer) is designated by the school Principal or Director as the staff member as having primary responsibility for the administration of student discipline, including the investigation of alleged student violations of the School's standards of conduct. Alleged violations of student regulations or other student misconduct shall be referred to the judicial officer or designated representative by any member of the School community. The judicial officer or designated representative will immediately investigate the situation. The judicial officer or designated representative shall take whatever steps are necessary to determine probable foundation for the alleged infraction. Lee County Technical Colleges and all Lee County Adult Education Centers will abide by all Florida Statutes and Florida board rules applicable to student discipline. Deliberate care shall be taken to provide for due process and to ensure that students receive fair and equitable treatment and are clearly aware of all their rights.

DISCIPLINARY PROCEDURES

1. Alleged violations of student regulations or other misconduct are to be referred to the judicial officer or designated representative by any member of the school community.
2. The charges will be investigated by the judicial officer or designated representative, and after careful consideration of the facts, the judicial officer or a designated representative will determine the degree of disciplinary action to be taken, if any. If extenuating circumstances exist, the judicial officer or a designated representative may temporarily suspend a student from attending classes and ban the student from campus, pending the outcome of an Administrative Review.
3. If a formal complaint is to be filed against a student, the student will be notified in writing of the nature of the charges against him/her and the date and place of the Administrative Review with the judicial officer or designated representative.
4. The student will be notified in writing of the disciplinary action to be taken by the School, if any, as soon as possible following the Administrative Review.
5. Action of the judicial officer or a designated representative that would impose a suspension or withdrawal from school may be appealed to the Principal or Director of the School, and if needed, to an appeal committee at the School District of Lee County.

APPEALS

The following procedures are to be followed:

1. The appeal must be made in writing within three work days after notification to the student. The appeal must be sent to the Director or Principal. There are three grounds for appeal:
(1) Improper disciplinary procedures being followed.

(2) New, relevant or mitigating evidence that was unavailable to the student at the time of the original hearing.

(3) Sanctions recommended by the original judicial officer are thought to be excessive.

2. The student will be notified in writing of the date and place of the appeal hearing. The notice will also inform the student of his/her right to appear at a fair and impartial appeal hearing, present relevant evidence and to bring witness statements on his/her behalf and have the opportunity for cross-examination. At this hearing, the student has the right to a representative of his choice and any fee charged by such a representative shall be the student's responsibility. This representative may act only in an advisory capacity to the student and will not be permitted to otherwise participate in the hearing.

3. The judicial officer will be present at the appeal hearing to present testimony, evidence and witness statements on behalf of the school.

4. Upon conclusion of the appeal hearing within 3 work days, the Director or Principal will provide the student with written notification of the decision. This notification will include the findings of fact regarding the alleged violation(s) and the degree of disciplinary action.

5. If the student wishes to challenge the findings of the Director or Principal, he or she may appeal this decision to an appeal committee composed of administrators at the School District of Lee County. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal committee will review the facts of the case and findings of the Director or Principal and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of the School District.

RE-ADMISSION AFTER DISCIPLINARY SUSPENSION

Students under disciplinary suspension may re-enter after the specified time period identified in the suspension notice. Students who have been dismissed may request re-admission to the school after a period of two school years from the dismissal notice. Students withdrawn from one technical college for disciplinary reasons, may not request admission to another Lee County Technical College until the two year waiting period has expired. Such requests must be made to the Director or Principal in writing. A record of previous disciplinary action shall be admissible in subsequent determinations for re-admission.

-End Adult Code of Conduct-

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles which are

hazardous to the safety of others or interfere in some way with school procedure. Prohibited items will be impounded. Prohibited items include, but are not limited to:

- Weapons of any kind.
- Fireworks.
- Toys such as toy guns, water pistols, bean shooters and sling shots.
- Athletic equipment such as hard balls, basketballs, bats, etc.
- Skates or skate boards.
- Controlled substances.
- Anything that substantially disrupts the school.
- Glass containers.
- Tobacco products/e-cigarettes.
- Excessive use of ear phone music/electronic devices.
- Any communication or recording device (such as, but not limited to, cellular telephones, text messaging devices, digital cameras, etc.) must be turned off and may not be used or displayed in the classroom or shop during instructional time.

POSSESSION—the retention, control or the manual or physical custody of anything (including, but not limited to, physical objects and substances). Possession may be sole or joint. In addition, a student is in violation of an offense involving possession even if they are not aware of or have no knowledge of the improper item that is in their possession. In addition, a student is presumed to have knowledge of those things in their possession; thus, they can be considered in possession of an improper item even if they state that they did not know about it.

PLEASE NOTE: Specially trained animals may be used on school property including but not limited to classrooms, storage areas, lockers, and parking lots to detect the presence of prohibited or illegally possessed substances or objects.

STUDENT RIGHTS AND RESPONSIBILITIES

Students attending the Lee County Public Schools have the right to an appropriate education, including the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status.

The following statements of rights and responsibilities are intended as a guide based upon broad principles and The School District of Lee County's recognition and support of the concept that students are expected to be responsible citizens and are guaranteed certain rights.

Students have the right to:

- a safe and orderly environment in which to learn.
- be treated with dignity and respect.
- express opinions and personal points of view.
- peaceful assembly.
- be secure in their personal privacy.
- limit access to their student records.

- be informed of the rules of conduct.
- reasonable and fair treatment.

Student responsibilities include the character traits that are referenced in The School District of Lee County's Character Education Curriculum. All students are expected to demonstrate the character traits of responsibility, tolerance, respect, citizenship/patriotism, kindness/compassion, commitment, honesty, courage, integrity, self-control, and cooperation in school and when participating in extracurricular and field trip activities. In addition, students have the responsibility to:

- attend school regularly.
- treat school property and the property of others with respect.
- respect the privacy of others.
- have in their possession only those items allowed by law and/or school board rules or policies.
- listen courteously to the opinions and points of view of others.
- come to class with all necessary materials and be prepared to learn.
- maximize their learning opportunities.
- report hazardous or dangerous situations to someone in authority.
- treat others with respect and refrain from discrimination against others because of racial, ethnic origin, sex, creed, sexual orientation, or disability.
- maintain reasonable standards of academic performance commensurate with their ability.
- refrain from publishing libelous and obscene materials.

NOTE: School administrators, in discharging their responsibility under law, will suppress literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school.

NOTE: These rights are not absolute and will be limited when necessary to prevent the disruption of the orderly operation of the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has

the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific FL State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Annual Notice to Adult Students, Parents and Guardians of Pupils "Directory information" includes the pupil's or student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the pupil or student. Adult students, parents or guardians of pupils must notify the school in writing within the first ten (10) days of school each year that such personally identifiable information is not to be designated directory information with respect to that adult student or pupil. In the absence of a written notice by an adult student, parent or guardian of a pupil to withhold any, or all, information included in the definition of "directory information," the school reserves the right to release any of this information as it may consider desirable and in compliance with the law. Non directory information will be released as per the above stated laws. The intent of the law is to protect the accuracy and privacy of a student's educational records, and such adult student, parent or guardian of a pupil's record shall have the right to access, waiver of access, challenge and hearing, review and reasonable interpretation of any such record or report upon appropriate written request to the principal of the school where the adult student or pupil is enrolled. A copy of School Board policy is available in each school for the interpretation of the educational records of students.

BULLYING AND EQUITY ISSUES

If any words or actions make a student feel uncomfortable or fearful, he/she needs to inform a teacher, admissions specialist, administration, or the equity coordinator. Students may also make a written report. It should be given to a teacher, admissions specialist, administration, or equity coordinator. Students' right to privacy will be respected as much as possible. CCTC takes seriously all reports of sexual harassment and harassment based upon race, color, national origin, and disability, and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct. The School District will also take action if anyone tries to intimidate a student or takes action to harm against him/her because he/she made such a report.

SEXUAL HARASSMENT AND HARASSMENT BASED ON SEXUAL ORIENTATION, RACE, COLOR, NATIONAL ORIGIN AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION BASED ON RACE, COLOR AND NATIONAL ORIGIN IS AGAINST THE LAW.

Harassment Statement HB 4/30/01

It is the policy of The School District of Lee County that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult 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 but is not limited to teasing; social exclusion; threatening; intimidation; stalking; physical violence; theft; sexual or religious, or racial harassment; public humiliation; and/or destruction of property.

STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, the Florida Educational Equity Act of 1984 and the Boy Scouts of America Equal Access Act. Established grievance procedures and appropriate discrimination complaint forms are available from the Departments of Professional Standards and Equity or Student Services or the equity coordinator at each school. Complaints/

inquiries regarding compliance with these regulations may be submitted in writing to: Michelle Freeman, Director of Professional Standards & Equity. 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. Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessment, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

CONTACTS FOR MORE INFORMATION ON EQUITY ISSUES

School Equity Coordinator for Cape Coral Technical College
(239) 574-4440

Director, Professional Standards and Equity
The School District of Lee County
2855 Colonial Blvd. • Fort Myers, Florida 33966
(239) 337-8330 • TTD/TTY (239) 335-1512

Student Related Equity Issues, Director of Student Services
The School District of Lee County
2855 Colonial Blvd. • Fort Myers, Florida 33966 • (239) 337-8342

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. SW, Suite 19T10 • Atlanta, Georgia 30323-8927
(404) 974-9406

HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN AND DISABILITY

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, disability, or sexual orientation.

Sexual harassment:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational

opportunities, awards, grades, and other opportunities provided by the school district. Examples of conduct which may constitute sexual harassment include:

- touching oneself sexually or talking about one's sexual activities in front of others;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- sexually offensive jokes or gestures;
- graffiti of sexual nature or notes and cartoons of a sexual nature;
- forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;
- unwelcome touching, patting, pinching, or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property;
- offensive or graphic posters or book covers;
- violent acts; or
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status. Harassment because of race or color: Racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:
 1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
 2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
 3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language;
- name calling, jokes, or rumors;
- threatening or conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY:

Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. the harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
 2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
- or
3. the harassing conduct otherwise adversely affects an individual's learning opportunity.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity;
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;

- threatening or intimidating conduct directed at another because of their physical or mental disability;
- jokes, rumors, or name calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Cape Coral Technical College



The School District of Lee County 2017-2018 School Calendar

| July 2017 | | | | | | | January 2018 | | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | |
| 30 | 31 | | | | | | | | | | | | | |
| August 2017 | | | | | | | February 2018 | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 27 | 28 | 29 | 30 | 31 | | | 25 | 26 | 27 | 28 | | | | |
| September 2017 | | | | | | | March 2018 | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | 1 | 2 | | | | | 1 | 2 | 3 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| October 2017 | | | | | | | April 2018 | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | | | 29 | 30 | | | | | | |
| November 2017 | | | | | | | May 2018 | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | 1 | 2 | 3 | 4 | | | 1 | 2 | 3 | 4 | 5 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 26 | 27 | 28 | 29 | 30 | | | 27 | 28 | 29 | 30 | 31 | | | |
| December 2017 | | | | | | | June 2018 | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | 1 | 2 | | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | | | | | | | | |

- Holiday – schools closed
- Professional Duty Day – no school for students
- Teacher In-Service Day – no school for students
- First and Last Student Day
- Early Dismissal Days – students
- Hurricane Make-Up Day

Board Approved 11/22/2016

Special Notes

- All Jewish holidays begin at sundown the day before they are listed

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