

# **Lorenzo Walker Institute of Technology is:**

## **Accredited By:**

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American Dental Association

Commission on Accreditation of Allied Health Education Programs

American Association of Medical Assistants

Accreditation Review Committee on Education in Surgical Technology

Florida Board of Cosmetology

## **Approved By:**

Federal Aviation Administration

Florida Board of Nursing

Florida Board of Massage Therapy

Florida Department of Business and Professional Regulation

National Automotive Technician Education Foundation, Inc.

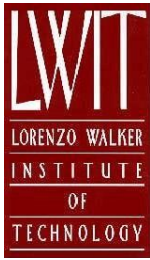
State Approving Agency for Veterans' Training

## **Certified By:**

National Restaurant Association Educational Foundation Pro Management

## **Designated As:**

Automotive Service Excellence (ASE) Certified



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www.lwit.edu

**Bethune Education Center**  
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### **WELCOME**

Welcome to the Lorenzo Walker Institute of Technology (LWIT) and its branch campus, Bethune Education Center (BEC). Our staff is committed to providing you with the most outstanding career training available. We hope your attendance in the educational program of your choice will make it possible for you to achieve success in your career goals.

### **STUDENT HANDBOOK**

This student handbook is intended as an aid to students attending LWIT/BEC. It is suggested that the handbook be kept as a source of reference throughout your stay. It contains general information regarding school policies and procedures. For more comprehensive information, please refer to the LWIT/BEC catalog which is available online at [www.lwit.edu](http://www.lwit.edu).

Effective 7/1/2006, all previous editions of handbook/catalog are void.

### **MISSION STATEMENT**

Workforce education provides individuals with career related experiences and job-preparatory instruction through which students attain the job-specific, academic, and employability competencies necessary to enter and continue effectively in specific careers as well as provide individuals with skills to enrich their lives.

Revised 8/2006

LWIT/BEC is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of race, creed, age, national origin, sex, or disability.

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**FINANCIAL INFORMATION**

## **TUITION AND OTHER CHARGES**

All students enrolled in a postsecondary certificate or continuing workforce education program are responsible for tuition, lab fees, supplies, and book costs. Tuition rates are determined by the Florida State Legislature and are calculated accordingly for Florida or Non-Florida residents. Tuition rates are calculated per scheduled hours in the program and are payable each semester. Tuition and lab fees are due two weeks before the start of the next semester and may be paid by cash, check or credit card (Visa or Master Card).

## **TUITION REFUND POLICY**

- 100% refund of tuition and lab fees if class is cancelled by administration.
- 100% refund of tuition and lab fees prior to the start date of class, minus processing fee not to exceed \$100.
- 80% refund of tuition and lab fees for vocational certificate and continuing workforce education classes (longer than four weeks) within 5 business days of the start date of class. No refunds for these classes after 5 business days.
- No refunds for continuing workforce education classes less than four weeks in length.
- No refunds for registration/admission fees, books, insurance, materials, supplies or any other associated costs or fees.
- No refunds will be made until all financial obligations have been cleared.
- Refunds, when due, are made within 30 days
  - of the last day of attendance if written notification has been provided to LWIT/BEC by the student, or
  - from the date LWIT/BEC terminates the student or determines withdrawal by the student.

### **Refund Policy for Financial Aid**

The return of Title IV funds policy applies when a student who has received or whose account has been credited with Pell Grant funds withdraws, drops out, is expelled, or otherwise fails to complete the program. The calculation of Title IV funds is based on the amount of time attended in the payment period. Through the 60% point, a pro rata schedule is used. After the 60% point, a student has earned 100% of the funds scheduled to be received. Students are responsible for any outstanding financial obligations. For more information, contact the Financial Aid Office.

## **FINANCIAL AID**

Financial aid assists students in meeting their cost of attendance. Most financial aid is need-based for students in eligible programs. LWIT/BEC participates in Pell Grant and Federal Supplemental Educational Opportunity Grant programs for approved courses. Students may obtain information about these programs and how to apply for them from the Financial Aid Office.

### **Scholarships**

Financial aid applicants will be considered for institutional and community scholarships which are generally applied toward tuition payments. In addition, some private scholarships are available. Donors of private scholarships may have their own application process and criteria for awarding these scholarships. For information and application forms, contact the Financial Aid Office.

### **Florida Prepaid College Program**

LWIT/BEC accepts the Florida Prepaid College Program certificates. This certificate indicates that a student's

education has been prepaid at a guaranteed fixed rate. Students should bring their certificates to the Financial Aid Office for processing at least six (6) weeks prior to the start date of class.

## **VETERANS' EDUCATIONAL BENEFITS**

LWIT/BEC is approved by the State Approving Agency for Veterans' Training under the Department of Veterans' Affairs. Veterans/eligible dependents interested in using education benefits should contact the Financial Aid Office to determine program eligibility. For more information, see LWIT/BEC catalog.

## **ATTENDANCE INFORMATION**

### **ABILITY TO BENEFIT**

The Florida Legislature mandates that each adult student enrolled in a certificate program must meet minimum basic skills (reading, mathematics, and language) levels before receiving a certificate of completion for the program.

The Florida Department of Education has established minimum grade level standards for each of the certificate programs. In most cases, students who desire to enter these programs must take the Tests of Adult Basic Education (TABE) and score within two grade levels of the required standard prior to entering the program. After entering the program, students not meeting the grade level requirements are given the opportunity to upgrade their skills in order to achieve the required grade levels prior to completion of their program. A passing TABE score is expected prior to the student completing 2/3 (or 66%) of the program. Students will not receive their Certificate of Completion until they have met exit TABE scores (unless exempted).

Students benefit most from training at LWIT/BEC by attending classes on a regular basis. Positive work habits here will extend into a working career. Absences, tardies and checkouts will be made a part of a student's permanent record.

### **ABSENCES (District Policy Prevails for ACE Students)**

We recognize and value the commitment of a student to complete a program of study. We also recognize that issues may arise, such as family or health problems, which may interfere with training; however, expectations for attendance reflect the mission of the educational program and the workplace. Every effort will be made to deal with such issues in a positive manner and to assist students to complete a program.

Students should always call their instructor to report an absence or tardy. Each certificate student may be allotted the equivalent of no more than 10% per semester for absences.

If a student exceeds the allotted absences or if the student is absent for seven (7) or more consecutive scheduled class days, the student will be withdrawn from the class enrollment. If the student desires to re-enter the class, the student's name may be placed at the end of any existing waiting list for re-entry the next semester or next available opening. The student may appeal this process through the Grievance Policy. Additional policies exist for other programs and students receiving Veterans' benefits (i.e., Fire Fighting, Apprenticeship, Health Science, and Aviation) and are outlined in the applicable program information of the LWIT/BEC catalog.

### **TARDIES**

Students are expected to arrive and be prepared to begin class work at the designated class start time. Students who arrive later than or are not prepared to begin class work at the designated class start time are considered tardy.

Tardiness will result in loss of attended hours and will be assessed in thirty (30) minute increments, rounded up to the nearest half hour. After five (5) tardies per semester, the student may be referred to the guidance counselor for appropriate discipline, up to and including dismissal. Fire Fighting has its own tardy policy and students should check with their instructor or Guidance Counselor.

## **EXCUSED ABSENCES**

Since LWIT/BEC is a clock hour school based on attendance, LWIT/BEC does not recognize excused absences. Students should contact the guidance counselor in emergency situations and every reasonable effort will be made to assist the student in completing the program.

## **JURY DUTY**

The student should contact his or her instructor immediately upon receiving a jury duty summons. Every reasonable effort will be made to assist the student in maintaining enrollment.

## **LEAVE OF ABSENCE (not applicable to Health Science, Fire Fighting, or Veteran Students)**

LWIT/BEC may grant a student a leave of absence during which the student is not considered withdrawn. Health Science, Fire Fighting and students receiving Veterans' benefits are not eligible for a leave of absence. The following conditions must be met:

- The student has made a written request with a valid reason on the designated form, in advance, to the Guidance Counselor for the leave. The Guidance Counselor will review the request with the instructor and Financial Aid before submitting to administration. Administration makes the final decision as to the leave of absence request.
- The leave of absence may not exceed two weeks except for mitigating circumstances (i.e., emergency health condition, family emergencies).
- In most situations, the school will grant only one leave of absence to the student in any 12-month period. The leaves of absence will not exceed a total of 180 days in any twelve month period.

The student will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

## **MAKE UP TIME**

Make-up time may be arranged if appropriate to the curriculum and recommended/approved by administration.

## **COOPERATIVE EDUCATION**

Cooperative Education enables students to complete certain technical competencies in an on-the-job situation. Each student's program of instruction may combine on-going laboratory experiences with an on-the-job learning experience. Students are employed by a training agency directly related to their occupational goals. A training plan determines competencies to be certified through the on-the-job experience. The student should contact his/her instructor regarding the Cooperative Education program. The student must have completed a minimum of 50% of the program competencies and have demonstrated excellent attendance and attitude to be eligible for the program.

## **SATISFACTORY ACADEMIC PROGRESS**

Students must maintain minimum standards of achievement for the program or course in which they are enrolled. Students receiving financial aid must meet these minimum standards to be eligible for payments. These standards, effective July 1, 2005, include:

1. **ATTENDANCE:** Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks.
2. **GRADES:** Students in non-health science programs must maintain an overall grade of “C”. Health science students must maintain an overall average of “B”. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an “I” (incomplete), the student is not making satisfactory progress. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%, I 0%.
3. **COMPETENCIES:** Students must complete at least 80% of the competencies/assignments. Therefore, if a student’s work is satisfactory, but he/she is behind in completing the program’s competencies/assignments, he/she cannot be reported as meeting minimum standards of achievement.
4. **CONDUCT:** A student must exhibit conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Collier County Public Schools (CCPS) Code of Student Conduct and other LWIT/BEC policies.
5. **RETENTION/PROMOTION OF HEALTH SCIENCE STUDENTS:**
  - a. Any student who fails to meet the minimum requirement of any section of a course, whether classroom or clinical must repeat that course and accompanying clinical component prior to advancing to the next course and clinical component.
  - b. Any student who fails to perform in a safe, caring and knowledgeable manner in the clinical area, in the professional opinion of the instructor and industry standards, must repeat that clinical rotation prior to advancing to the next instructional block.
  - c. A student involved in a critical incident from which serious deficiencies in judgment, practice or conduct may be inferred, according to industry standards, may be referred to the Review Committee for possible action which may include permanent separation from any health science program.
  - d. Any student who does not demonstrate the minimum standards of care in all areas throughout his/her program of study, may be withdrawn from the course.
  - e. Anecdotes will be used to document substandard performance and students will be referred to the Guidance Counselor for improvement strategies.

The standards used to judge academic progress are cumulative and include all periods of the student’s enrollment. Applicable transfer credit hours must be counted as well, so that transfer students are not given more time than other students to meet satisfactory academic progress standards.

#### **PROBATION - ACADEMIC**

Any student who does not meet minimum standards of academic achievement during an academic year, while continuously enrolled, will be placed on probation and counseled by the instructor.

For Students on Financial Aid: During the probationary period, the student will be suspended from receiving

financial aid. If the student achieves satisfactory academic progress standards during the following semester/payment period, the financial aid will be restored. During the probation period, the student will not receive a tuition and lab fee deferment.

If satisfactory academic progress is not achieved during the probation period, the student will be terminated from the financial aid program. If financial aid is terminated, all outstanding fees will be the student's responsibility. As always, a student who does not agree with an unsatisfactory rating received may present his/her concerns through the Grievance Policy process.

Students will receive an evaluation at the end of each semester. The Financial Aid Office may also request an evaluation prior to the scheduled awarding of financial aid.

## **PROBATION - CONDUCT**

Occasionally, students may be placed on probation for displaying inappropriate professional behavior. A student placed on this type of probation cannot receive financial aid for any full-time program until the probationary status is lifted by the appropriate administrator.

## **GRIEVANCE POLICY**

A student who does not agree with an administrative decision or actions taken due to attendance, academic progress or behavior, may present his/her concerns through the grievance process. The process is as follows:

1. A student with a grievance should first meet with his/her instructor.
2. If the problem is not resolved with the instructor, the student and the Financial Aid Representative, if appropriate, should then meet with the Guidance Counselor to address/discuss the issue.
3. The Guidance Counselor may meet with the student and instructor to resolve the problem. A contract will be developed specifying the decisions made during the meeting.
4. If there is no resolution to the grievance, or if it is a second offense within the same semester, the student is given the option of meeting with the Student Review Committee to settle his/her grievance. The Guidance Counselor shall chair the meeting. The committee will include the instructor and a minimum of two non-related parties.
5. If the student is not satisfied with the outcome of the Student Review Committee, he/she has the option to meet with the Principal.
6. If the student continues to be dissatisfied with the grievance results, he/she may meet with the Executive Director.
7. In cases where the grievance is not settled at the school/county level, the student may contact the Council on Occupational Education at:

41 Perimeter Ctr. East, NE  
Suite 640  
Atlanta, GA 30346  
(770) 396-3898  
(800) 917-2081  
FAX (770) 396-3790

## **SUSPENSIONS, EXPULSIONS, WITHDRAWALS**

Students may be suspended and/or expelled, or involuntarily withdrawn from classes for violation of attendance or behavior rules as outlined in this handbook and/or the CCPS Code of Student Conduct. A copy of the CCPS Code of Student Conduct is maintained in any administrator's office and may be reviewed by students on request.

An adult student who plans to withdraw from a course prior to completion should notify the instructor, Guidance Counselor or Placement Specialist and complete the Confidential Exit Interview Form. This is a very important procedure for veterans in order to comply with Veterans' Administration directives. It is also a necessary step for financial aid recipients and Workforce Investment Act (WIA) participants.

## **RE-ADMISSIONS**

If a student wishes to reapply to a program, s/he must reenter within one year of the drop date. S/he should contact the appropriate Guidance Counselor to determine specific requirements for readmission.

Student admission will be based on the availability of space in the program and the earliest date that all entrance requirements are met.

## **INTER-PROGRAM TRANSFER POLICY**

When a student transfers from one program to another within LWIT/BEC, the receiving instructor evaluates the progressive record from the previous program to grant the student, whenever possible, advanced standing for competencies previously met.

## **OUTSTANDING OBLIGATIONS**

All financial obligations must be fulfilled before a student will receive any documents, certificates, or transcripts from LWIT/BEC.

## **CERTIFICATE OF COMPLETION**

Students who complete 100% of the competencies required of their certificate programs and have TABE scores (unless exempted) that meet Florida Department of Education requirements will be awarded Certificates of Completion.

## **GRADUATION**

Upon completing program competencies, students receive Certificates of Completion. LWIT and BEC graduation, commencement, and convocation exercises are held once a year; in May/June to commemorate this achievement. All students are encouraged to participate in these activities as scheduled.

## **COMPLETION RATE CALCULATION**

LWIT/BEC's completion rate calculated for 2003-2004 was 75.91 percent per COE report submitted December 2005. This rate includes students who left with marketable skills. Students and other interested persons may obtain more details on the calculation of completion rates from the Placement Specialist in the Student Services Office.

## **ARTICULATION**

On February 22, 2006, the Department of Education Articulation Coordinating Committee approved eleven statewide articulation agreements between Postsecondary Adult Vocational Certificate programs and related Associate of Applied Science and Associate in Science Degrees. Full text of the agreements can be found on the Florida Department of Education's Workforce Education website at [www.firn.edu/doe/dwdframe/index/html](http://www.firn.edu/doe/dwdframe/index/html). These agreements offer 9 – 24 college credit hours depending upon the program and other factors.

The ability of LWIT/BEC students to articulate or transfer to other institutions of higher education to further their studies is of vital importance. We continually seek additional partnerships and articulation agreements to best serve our students. In addition to the statewide articulation agreements, LWIT/BEC has formed articulation agreements with non-public schools such as Johnson & Wales University and our Dental Assisting students are eligible for advanced placement in all state approved Dental Hygiene programs. Please see your Guidance Counselor for updated information.

## **TRANSCRIPTS**

Official copies of a student's transcript will be released only upon written request. The request should include the student's name, program, social security number, the address of the school /business to which the transcript should be sent, and should be signed by the student. The request should be forwarded to the Student Services Department. Transcripts are furnished free to the Florida Board of Cosmetology and Florida Board of Nursing. Additional transcripts will be supplied for a fee of \$1.00 each, payable to the Lorenzo Walker Institute of Technology.

## **POLICIES AND PROCEDURES**

Students are expected to adhere to the CCPS Code of Student Conduct which can be found in its entirety in any administrator's office.

## **ACADEMIC DISHONESTY**

Academic dishonesty by a student is a violation of the academic behavior standards and may be grounds for dismissal. Honesty and integrity in accomplishing one's own work during a course of study are highly regarded and are traits necessary to complete the course of study. Cheating of any sort shall not be tolerated and any occurrences of cheating shall become a permanent part of the student's record.

## **CAMPUS SAFETY AND SECURITY**

We are vitally concerned about the safety and well being of our students, prospective students, staff, and visitors. LWIT/BEC constantly reviews and revises its safety and security policies and procedures to maintain the nearly crime free environment that we enjoy. A campus safety and security report that describes these policies is distributed to students, staff, and is available to prospective students and visitors.

Also, statistics for the past three years can be viewed at the website address: <http://ope.ed.gov/security>

## **CHANGE OF ADDRESS OR NAME**

Students should report name, address, and telephone changes to the Guidance Secretary or Health Science Department Secretary. Students receiving a Pell Grant must also report these changes to the Financial Aid Office.

## **CHILD CARE**

LWIT offers an on-site child care program. Learning Partners Early Education & Care Center provides a caring,

economical, and safe environment for children of our full day students/parents while attending class. Visit Learning Partners for more information. There is no child care facility at the BEC campus.

Child Care of Southwest Florida provides need based financial assistance for child care tuition at Learning Partners.

## **CHILDREN ON CAMPUS**

Students are not permitted to bring children into classes with them or to permit children to wander unsupervised in any area of the campus.

## **COMMUNICATION DEVICES**

Only telephone calls of an emergency nature will be accepted for students. Public pay telephones, located in various areas, are available for student use during times classes are not in session. Students are not to receive calls at the pay telephone. The telephones in the department classrooms are not for personal use.

Cell phones are a major distraction to the instructional process and other students, therefore, cell phones, pagers, and beepers must be turned off upon entering campus. Students may place calls before and after school, during breaks and lunch time. Failure to adhere to this policy will result in the student not being allowed to have a cell phone or beeper on the campus.

## **DRESS CODE**

It is the mission of LWIT/BEC to help students prepare for the world of work. The school's dress code has been developed with this in mind and correlates with RULE #17 of the CCPS Code of Student Conduct. Students should be appropriately dressed for the training program in which they are enrolled. Grooming standards and the wearing of protective gear are mandatory and dictated by the nature of the student's program.

## **DRUG PREVENTION PROGRAM AND POLICIES**

The following drug prevention policy that prohibits the use of illicit drugs and alcohol has been adopted and implemented for LWIT/BEC students who are taking one or more classes for any kind of academic credit.

### Definition of Illicit Drugs and Alcohol:

A "Controlled Substance" means a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drugs, or any other substance defined as an illegal controlled substance in the Florida Statutes.

An "Alcoholic Beverage" means beer, wine, liquor, or any beverage containing alcohol or an intoxicant of any kind.

### Policy:

The Collier County School Board has a zero tolerance policy against unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities.

A student shall not possess, sell, deliver, use, transmit, distribute, solicit, conspire with or be under the influence of a controlled substance or an alcoholic beverage while on school property or within 1000 feet of the school, or while attending any school function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this rule is guilty of conspiracy. Any student who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation. Possession of

paraphernalia normally associated with the use of controlled substances, counterfeit drugs, “roach clips”, rolling papers, pipes, beer cans, beer bottles, liquor, alcoholic beverages (including non-alcoholic wines and beers such as O’Doul’s) and “flasks” is expressly forbidden. The manufacturing, possession, and/or use of fake identification or driver’s licenses which are used to purchase illegal substances or alcoholic beverages is also a violation of this rule.

School personnel have the right to confiscate controlled substances, alcoholic beverages and paraphernalia when they believe that such items may be used illegally. School personnel have the right to search individuals, lockers and personal property where there is a reasonable suspicion that the individual may possess a controlled substance or alcoholic beverage. Metal detectors and specially trained animals such as drug detecting dogs may be utilized in these searches.

Prescription pharmaceuticals may be possessed and used by a student who has a prescription for same provided the pharmaceutical remains in the container in which it was obtained from the pharmacist

#### Sanctions:

LWIT/BEC will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law) in violation of alcohol and drug policies.

The Principal will impose the most severe consequence provided for in Rule 6 of the CCPS Code of Student Conduct in dealing with students who violate this policy on school property, on school sponsored transportation, or during school sponsored activities.

Prior to taking such action against any student, the Principal and School Board shall assure that appropriate due process procedures are followed. If a student committing one of the offenses outlined is in a program for exceptional students, excluding gifted students, the school personnel will follow procedures in Rule 6A-6.0331 FAC and School Board Policy.

### **ELECTRONIC COMMUNICATIONS USE POLICY**

The network is provided by CCPS to enable students and employees to conduct instructional or district research and communication with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Communication on the network is public in nature. Students are responsible for abiding by all of the terms and conditions of the Electronic Communication Use Policy (School Board Policy IIBGA).

Network users will:

- \* be polite and shall not use profane language and/or symbols in their communications to others.
- \* keep their own or anyone else's personal address, phone number, or password confidential.
- \* not access or download any obscene, pornographic material or material which advocates violence toward other people.
- \* recognize that information stored on the network, including electronic mail (e-mail), is not private.
- \* use only the account authorized by LWIT/BEC or the instructor.
- \* use the computer/network in a manner that does not disrupt the use of the network by other users.
- \* not harm or destroy LWIT/BEC equipment or data of other users including the uploading or creation of computer viruses.
- \* follow copyright laws according to School Board Policy No. EGAAA.

### **EMERGENCY CLOSINGS**

When circumstances of weather, power failure, lack of water or heat, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open any or all of the schools in the county, the Superintendent of Schools shall have the power to close any school so affected. When classes are cancelled, the announcement shall be made through the news media or P.A. system.

## **FIELD TRIPS**

Students under the age of 18 must complete a field trip release form prior to taking a field trip. On occasion, a student may need to leave campus to acquire materials for class. The student should verify that a field trip form is on file in the appropriate administrator's office and sign out with the Receptionist.

## **FOOD SERVICE**

A student cafeteria and cafe are located in the main building (Building #1) at LWIT. The students in the Commercial Foods and Culinary Arts Program provide breakfast and lunch for an affordable cost to the student body, faculty, and staff. This service is a component of the course curriculum and serves as part of the students' practical training. There is no cafeteria at the BEC campus.

Vending machines are available.

## **FOOD AND DRINKS ARE NOT PERMITTED IN CLASSROOMS/LAB AREAS EXCEPT FOR WATER IN CLEAR CONTAINERS.**

## **INSURANCE**

Students are encouraged to purchase student insurance through the school's designated vendor. This is mandatory in the Aviation Airframe Mechanics, Automotive Service Technology, Marine Service Technology, Commercial Foods and Culinary Arts, Fire Fighting, and all Health Science courses/programs. The student insurance plan is an "excess" insurance plan. It covers up to \$30,000 for covered expenses not paid by other insurance. There are exclusions to the plan and students are encouraged to read the policy closely.

## **LORENZO WALKER TECHNICAL HIGH SCHOOL**

LWIT enrolled students and Lorenzo Walker Technical High School enrolled students are to refrain from interacting with each other. Violation of this provision may result in immediate removal from the program.

## **LOST AND FOUND**

Any item found on campus should be turned into the Receptionist located in the main lobby. Students may contact the Receptionist to claim lost items.

## **NAME BADGES**

All students will be issued a permanent identification badge. It must be worn above the waist and be visible at all times. Students must have their identification badges on before entering the school.

## **PARKING ON CAMPUS**

All vehicles, including motorcycles, must be registered with LWIT/BEC and must display an official LWIT/BEC parking sticker. Students may park in any parking space EXCEPT those designated as RESERVED, VISITOR or HANDICAPPED. Failure to display the official parking sticker or parking in non-designated areas may result in a

tow-away at owner's expense.

The School Board of Collier County is not responsible for damage to or loss from automobiles or other vehicles parked or operated on school property.

## **SAFETY**

Instructional units on safety practices are incorporated into the course of study for all vocational programs. Students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are kept in each classroom, laboratory, and shop. An Automated External Defibrillator (AED) unit is available in the main lobby.

An evacuation plan is posted in each classroom/lab and drills are held on a regular basis.

## **SECURITY CAMERAS**

Security cameras have been installed in specific areas of the LWIT and BEC campuses.

## **SEXUAL MISCONDUCT**

Sexual misconduct consists of sexual advances, requests for sexual favors or inappropriate oral, written or physical contact of a sexual nature, which creates an intimidating, hostile, or offensive environment, or physically threatens an individual, or behavior which interferes with the right to get an education or to participate in school activities. Any student who engages in such sexual misconduct shall be subject to disciplinary action including, but not limited to, suspension or expulsion, in accordance with the Florida Statutes, the Florida Administrative Code and Rule 24 of the CCPS Code of Student Conduct. Students should report any sexual misconduct to the administration.

1. Reporting of a complaint will not adversely affect the reporting student's status, extracurricular activities, grades or work assignments.
2. This policy shall be enforced on and off school property whenever school employees have jurisdiction over students.
3. Violations of the sexual misconduct policy are grounds for disciplinary action and may also result in criminal penalties.

For further information please call or write:

Coordinator of Psychological Services or  
Department of Student Services  
5775 Osceola Trail  
Naples, FL 34109  
(239) 377-0505

Diedra Landrum  
Collier County Public Schools  
5775 Osceola Trail  
Naples, FL 34109  
(239) 377-0517

## **SMOKE AND TOBACCO FREE ENVIRONMENT**

In order to protect the health, safety and welfare of students, staff and visitors, the Collier County School Board has declared all facilities, vehicles and property owned by the District School Board of Collier County to be smoke and tobacco free. For purposes of this policy, “smoke free” shall mean the smoking of any substance. “Tobacco” shall include the use of tobacco, including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, snuff or any other matter or substances that contain tobacco in addition to papers used to roll cigarettes.

Violation of this policy by any student shall result in appropriate disciplinary action. Violations of this policy by members of the public who fail to cooperate will result in their removal from the property and a report to the Florida Department of Health.

## STUDENT ORGANIZATIONS

LWIT/BEC provides opportunities for students to become members of the student organizations listed below. These organizations may be an integral part of the curriculum and are organized to aid in leadership and social skill development.

- \* Culinary Club
- \* SkillUSA/VICA
- \* National Technical Honor Society
- \* Junior Chapter of Caxambas/Naples/Marco Island Chefs and Cooks Association

## STUDENT PRIVACY AND RECORDS

The use of student records is strictly governed by Federal Law, State Regulations, and The District School Board of Collier County Board Policy. The use and disposition of records at LWIT/BEC are controlled by a CCPS publication entitled “Guidelines for Educational Records.”

**The Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.** A student should submit to the appropriate school official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.** A student who wishes to ask the school to amend a record should write the principal, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent the FERPA authorizes disclosure without consent.** The school discloses education records without a student’s prior written consent under the FERPA exception for disclosures to school officials with legitimate educational interests. A school official is a

person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for LWIT/BEC.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Please contact Larry Ruble, Coordinator of Student Services, 5775 Osceola Trail, Naples, FL 34109 for further information. The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **STUDENT RECOGNITION**

LWIT/BEC recognizes and encourages scholarship, attendance and student improvement. A special recognition program has been established for students in certificate programs of 450 hours or more who earn "A" averages and/or have perfect attendance. Students may also be recognized during graduation or other end-of-the-year activities.

## **VISITORS**

All visitors must report to the main lobby in building one. All visitors are required to sign in and receive a temporary name badge. The badge must be worn and be visible at all times while on campus.

## **WEAPONS, FIREARMS, DANGEROUS INSTRUMENTS, AND CONTRABAND**

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon, instrument capable of inflicting bodily harm, incendiary device, (including counterfeit devices) or any other contraband materials. Examples of such devices include, but are not limited to: knives, razor blades, box cutters, firearms, bullets, pellet or B-B guns, gun replicas, stun guns, clubs, chemical agents (e.g., pepper spray and mace), chains, black-jacks, fireworks, bombs or bomb replicas.

School authorities have the right to confiscate the above items and to search individuals when there is a reasonable suspicion that the individual may be in possession of such items. Possession and/or use of any such item by a student shall be grounds for recommendation for expulsion.

Further, per the School Board Zero Tolerance policy, possession of a firearm or weapon (as defined in the above paragraph) on school campus or within 1000 ft. of the school or at any school sponsored activity shall result in an automatic recommendation for expulsion from the CCPS and possible criminal penalties.

In addition, the Gun-Free Schools Act, which was enacted on October 20, 1994, states that State law requires local

educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school.

### **STUDENT SERVICES**

Full time counselors and advisors are available to assist students in making informed choices. Guidance and counseling activities include, but are not limited to orientation, career assessment, disability services, employment trends, financial aid, job placement, occupational counseling, registration, student records/transcripts and veterans' information.

### **CAREER SERVICES**

A Placement Specialist is available at LWIT to assist current and former students in finding job opportunities. Instructors also assist student in finding job opportunities. Specialized individual assistance is provided in the following areas:

- Career Assessment
- Career Counseling
- Job Search Assistance
- Resume Critique
- On-Campus Recruiting
- Employer Literature/Application File
- Career Resources - Printed and computerized resources on career planning and job search topics are available. Topics include career exploration, occupational outlook, salary, employment correspondence, and networking.
- Job Listings – See Job Board in Cafeteria of LWIT's Building #1.
- Internet Access - Available to search for positions locally, regionally and nationally, see Placement Specialist.

### **FINANCIAL AID**

The Financial Aid program is designed to help students with educational expenses such as tuition and fees. The amount of financial aid a student receives is determined by the funding source and the student's financial need. Eligibility requirements include:

- Be a citizen or eligible non-citizen with valid Social Security number.
- Enroll in an eligible program.

- Qualify for financial need through FAFSA and LWIT/BEC process.
- Maintain satisfactory academic progress once enrolled.

For more information and applications, contact the Financial Aid Office.

## **SPECIALIZED STUDENT SERVICES**

Modifications and accommodations are available to students with disabilities. Specialized individual assistance is provided in the following areas:

- Evaluation/Assessment
- Career Counseling
- Financial Aid Application Process
- Enrollment/Registration
- Agency Referrals
- Program Accommodations
- Testing Accommodations
- Equipment Accommodations
- Tutoring
- Employability Skills
- Job Placement
- Job Retention Skills

Individuals must qualify by self-identifying and providing documentation of a disability such as: a learning disability, deafness, a physical disability, a visual impairment, an emotional/mental health disability, a mental impairment, or ADD.

For more information, contact the Specialized Student Services Department.

## **FREQUENTLY CALLED NUMBERS**

### **Bethune Education Center**

|                                    |                      |
|------------------------------------|----------------------|
| Front Desk                         | 377-9900 or 658-7080 |
| Fax                                | 377-9901             |
| Principal's Office                 | 377-9903             |
| Guidance Counselor                 | 377-9911             |
| GED/TABE remediation               | 377-9923             |
| Farmworker Job & Education Program | 377-9906             |

### **Lorenzo Walker Institute of Technology**

|                     |          |
|---------------------|----------|
| Front Desk          | 377-0900 |
| Principal's Office  | 377-0903 |
| Evening Coordinator | 377-0945 |
| Bookstore           | 377-0920 |
| Fax                 | 377-1001 |

### **Student Services**

|                                   |   |
|-----------------------------------|---|
| Financial Aid                     | 377-0917 or 377-0921                          |
| Guidance Counselors               | 377-0912 (Mrs. Assaad)<br>377-0934 (Ms. Duff) |
| Guidance Secretary                | 377-0966                                      |
| Career Info./Placement Specialist | 377-0940                                      |
| Student Services Fax              | 377-1003                                      |

### **Other Departments**

|                                    |  |
|------------------------------------|--|
| Automotive Service Technology      | 377-0947   |
| Aviation                           | 377-0955   |
| Commercial Foods and Culinary Arts | 377-0919   |
| Computer Systems Technology        | 377-0936   |
| Cosmetology                        | 377-0951   |
| Early Childhood Education          | 377-0954   |
| Marine Service Technology          | 377-0928   |
| Office Education                   | 377-0958   |
| GED/TABE remediation               | 377-0981 or 377-0982   |
| VESOL                              | 377-0964   |
| Specialized Student Services       | 377-0942 (Mrs. Long)<br>377-0939 (Mrs. Kelly)<br>377-0913 (Mrs. Bedrava) |

### **Health Science Department**

|                          |          |                            |          |
|--------------------------|----------|----------------------------|----------|
| Health Science Secretary | 377-0953 | Health Science Coordinator | 377-0918 |
| CNA/LPN Day              | 377-0956 | CNA Evening                | 377-0912 |
| Dental Assisting         | 377-0932 | LPN I                      | 377-0948 |
| LPN II                   | 377-0948 | LPN III                    | 377-0922 |
| LPN Evening              | 377-0916 | Massage Therapy            | 377-0979 |
| Medical Assisting        | 377-0970 | Surgical Technology        | 377-0963 |