



**2007-2008**

**CATALOG**

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Naples, Florida 34104  
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[www.lwit.edu](http://www.lwit.edu)**



[www.collier.k12.fl.us](http://www.collier.k12.fl.us)

Dr. Dennis L. Thompson  
Superintendent of Schools

**THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY**

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This report has been prepared by The District School Board of Collier County.  
Additional copies, if available, may be obtained by writing:

Collier County Public Schools  
Lorenzo Walker Institute of Technology  
3702 Estey Avenue  
Naples, FL 34104

**Report Number:**

**Coordinated by:**  
Jeanette Johnson

No person in this district shall, on the basis of race, national origin, sex, disability, marital status, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in employment conditions or practices conducted by The District School Board of Collier County.

**MISSION STATEMENT**

The District School Board of Collier County provides high quality educational experiences enabling all students to achieve their maximum potential in a safe, positive environment.

*For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act, contact Allun Hamblett, Executive Director of Human Resources, (239) 377-0351. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Diedra Landrum, Coordinator of Student Services/Guidance & Counseling, (239) 377-0517. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Larry Ruble, Student Services/Supervisor of Psychological Services, (239) 377-0508. The address for the above contacts is: The District School Board of Collier County, 5775 Osceola Trail, Naples, FL 34109.*

## **WELCOME**

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.

This catalog is intended as an aid to potential students and students attending the Lorenzo Walker Institute of Technology and Bethune Education Center (subsequently referred to as LWIT/BEC in this document). It contains general information regarding programs, policies and procedures. The catalog is revised and posted online each year. Previous editions are considered void. Revised 07/2007

## **LOCATIONS**

Lorenzo Walker Institute of Technology (LWIT)  
3702 Estey Avenue, Naples, FL 34104  
(239) 377-0900  
[www.lwit.edu](http://www.lwit.edu)

Bethune Education Center (BEC)  
614 South 5<sup>th</sup> Street, Immokalee, FL 34142  
(239) 377-9900

## **MISSION STATEMENT**

The mission of the Lorenzo Walker campus is to provide rigorous and relevant educational experiences that prepare all students with both the academic and technical skills necessary to succeed in their chosen careers and in further postsecondary education as desired.

## **PHILOSOPHY AND BELIEFS**

LWIT/BEC is a postsecondary institution designed primarily to provide certificate and workforce development training to adults. High school juniors and seniors are dually enrolled on a space-available basis through the Academy of Career Education (ACE) program.

LWIT/BEC was established to provide technical instruction in high demand occupations. Therefore, we actively seek to forge partnerships with business and industry. We believe that by

doing so, we can more closely align our offerings with local employment opportunities.

## **HISTORY**

The Naples center opened its doors August 28, 1974, offering 13 programs to 330 students. In the summer of 1988, the school's name was changed to The James Lorenzo Walker Vocational Technical Center honoring its namesake. Mr. Walker, a former legislator, was instrumental in obtaining the original funding.

## **ACCREDITATION**

### **Accredited By:**

Commission of the Council on Occupational Education (COE)

Dr. Gary Puckett

41 Perimeter Ctr. East, NE, Suite 640

Atlanta, GA 30346

Phone (770) 396-3898 or (800) 917-2081

Fax (770) 396-3790

American Dental Association

Commission on Accreditation of Allied Health Programs

– American Association of Medical Assistants

– American Review Committee on Education in Surgical Technology

Florida Board of Cosmetology

Southern Association of Colleges and Schools

### **Approved By:**

Federal Aviation Administration

Florida Board of Nursing

Florida Board of Massage Therapy

Florida Department of Business and Professional Regulations

National Automotive Technician Education Foundation, Inc.

State Approving Agency for Veterans' Training

### **Certified By:**

National Restaurant Association Educational Foundation Pro Management

Florida Restaurant & Lodging Association Educational Foundation ProStart School-To-Career

### **Designated As:**

Automotive Service Excellence (ASE) Certified

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## **ENROLLMENT PROCEDURES**

### **ASSESSMENT**

#### **TESTS OF ADULT BASIC EDUCATION (TABE)**

Every student entering a certificate program (450 hours or more) without an associate or higher degree from a regionally accredited U.S. college or university will take the Tests of Adult Basic Education (TABE) prior to registration.

TABE is a computerized reading, mathematics, and language basic skills exam, which takes approximately two hours to complete.

**Retesting:** If a prospective student does not achieve the Florida Department of Education (DOE) exit requirements on the initial test the student will:

- Wait a minimum of six (6) weeks before retesting during which time they are referred for remediation in Vocational Preparatory Instruction (VPI) lab.
- Be recommended for retesting by the lab Instructor, after completion of remediation.
- Pay a minimal fee for retesting

#### **PREPARATORY/REMEDICATION INSTRUCTION**

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 DOE 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 TABE and score within two grade levels of the required standard prior to entering the program.

After entering the program, students not meeting the exit 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 two-thirds (i.e., 66%) of the program. Students will not receive their Certificate of Completion until they have met exit TABE scores (unless exempted).

### **RESIDENCY STATUS**

Students are classified as Florida residents or nonresidents as outlined by the [Florida Statutes](#). To qualify as a Florida resident for tuition purposes, a student must have established legal residence in Florida and must have maintained legal residence in Florida for at least 12 months immediately prior to the first day of class. Exceptions to this criterion are noted in [1009.21, 2 \(a\), 10 of Florida Statutes](#).

Evidence of Florida residency may include one or more of the following documents with applicable establishment date:

- Proof of purchase of a permanent home in Florida
- Florida vehicle registration
- Professional/occupational license in Florida
- Full-time employment in Florida
- Florida driver's license
- Florida voter's registration card
- Declaration of domicile

### **FOREIGN STUDENTS**

Foreign students are allowed to register, enroll and study at LWIT/BEC if they have valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid status must be shown at time of registration.

### **ADMISSIONS**

#### **ACADEMY OF CAREER EDUCATION (ACE)**

- Limited to high school junior and seniors
- A registration form must be completed at the high school.
- All students entering the ACE program will

be administered the TABE before interviewing for a selected certificate program.

## CONTINUING WORKFORCE EDUCATION

- Students must register in person.
- Tuition is due at the time of registration.

## CERTIFICATE PROGRAMS

General steps for certificate programs include:

- Pay \$20 nonrefundable application fee and take the TABE
- Consult with a Counselor after testing for interpretation of scores and reserving a seat in the class. If no opening exists in the selected program and if all other admission requirements are met, the individual is placed on a waiting list and notified when an opening becomes available.
- Complete the required registration forms and pay semester tuition and lab fees at the Bookstore after admission to the program. Students receiving financial aid present award notifications or payment vouchers from applicable funding source. Students are not permitted to continue class if tuition and lab fees are not paid.
- Attend a new student orientation prior to or on the first day of class

## SCIENCE

Admissions: The chart below specifies additional admission criteria required for Health Science programs, as applicable.

- TABE scores within two grade levels of Florida DOE requirements
- All students must enroll in the student accident and liability insurance policy
- Accredited high school diploma or GED required
- Current Cardiopulmonary Resuscitation (CPR) card for Health Care Provider from one of the approved programs:
  - [American Heart Association](#) - Basic Life Support for Health Care Providers
  - [American Red Cross](#) - Professional Rescuer
  - Check online for information regarding classes in our area.
  - Students must maintain currency throughout the program.
- Physical on LWIT/BEC form. This physical includes immunization information as well as general physical health.
- Florida Department of Law Enforcement (FDLE) Background Check and Urine Drug Screen per LWIT/BEC policy. This policy is located at the Health Science Department.
- Interview prior to registration
- Minimum age requirement
- Written essay on selected topic

## CERTIFICATE PROGRAMS: HEALTH

Admissions Criteria for Health Science Certificate Programs

Program	TABE	Accident & Liability Insurance	HS Diploma or GED	CPR Card	Physical	FDLE Background & Urine Drugscreen	Interview	Other criteria
Dental Assisting	X	X	X	X	X			18 years old
Massage Therapy	X	X	X	X	X			18 years old
Medical Assisting	X	X	X	X	X	X		18 years old
Nursing Assistant (articulated)	X	X	X	X				17 years old
Practical Nursing	X	X	X	X	X	X		Essay & 17.5 year old
Surgical Technology	X	X	X	X	X	X	X	18 years old
Patient Care Technician				X	X			

**Readmission:** All regular admissions requirements must be met (as described above for beginning Health Science Students) along with the following additional requirements:

- Students must re-apply within one year of drop date if transfer credit is desired. This is related to changes in technology and content that may occur after student has withdrawn if greater than one year.
- Phasing back and repeating areas of theory and/or clinical instruction will be on a space-available basis and requires a meeting with the Health Science Coordinator.
- After a student has been readmitted once to any Health Science Program any subsequent readmissions require permission from the Health Science Coordinator after the student has waited one year. The third admission to a program requires the student to start the program from the beginning of the course.
- Prior to readmission to Practical Nursing, student must take the pharmacology drug calculations exam and score at least 90%. If 90% is not achieved student will be readmitted beginning with the pharmacology portion of the program on a space available basis.
- Students must meet exit level TABE scores prior to readmission.

**TRANSFER:** Students transferring from another health science program within the State of Florida must meet the following:

- Student must meet with the Counselor with official transcripts from former school.
- Student will be asked to perform clinical competencies before being admitted to LWIT/BEC programs to assure level of clinical ability. The Instructor of the desired program will evaluate skill proficiency and make recommendations.
- Student must be transferring from a school with accreditation and licensing the same or higher than LWIT/BEC.
- Practical Nursing and Articulated Certified Nursing Assistant transfer students must be transferring from a Florida Board of Nursing approved program and must provide proof

that HIV/AIDS content has been successfully completed.

- Licensed Certified Nursing Assistants must provide proof of completion from a Board approved program within the last 2 years to be given credit for the 165 hours of program study. Otherwise, the 165 hours must be repeated from an approved program.
- Student must meet exit level TABE score prior to transfer to all year long programs.

### **CERTIFICATE PROGRAMS: NON-HEALTH SCIENCE**

**Admission:** The chart below specifies additional admission criteria required for Non-Health Science programs, as applicable.

- TABE scores generally within two grade levels of Florida DOE requirements
- Enrollment in the student accident and liability insurance policy
- Accredited high school diploma or GED
- Physical, Background Check and Fingerprint
- Minimum age requirement

**Readmission:** Student readmission is based on the availability of space in the program and the earliest date that all entrance requirements are met. The applicant must:

- Re-enter within one year of withdrawal date and contact the appropriate Counselor to determine specific requirements for readmission into the program.
- Complete an application to LWIT/BEC and pay applicable semester tuition and lab fees.
- Enroll in the school's student accident insurance policy if required for selected program.

<u>Admissions Criteria for Non-Health Science Certificate Programs</u>					
<u>Program</u>	<u>TABE</u>	<u>Accident &amp; Liability Insurance</u>	<u>HS Diploma or GED</u>	<u>Physical, Background Check, Fingerprinting</u>	<u>Minimum Age</u>
Accounting Operations	X				
Automotive Service Technology	X	X			
Aviation Maintenance Technology (Air Frame & Power Plant)	X	X			
Commercial Foods and Culinary Arts	X	X			
Computer Systems Technology	X				
Cosmetology	X				
Early Childhood Education	X				
Fire Fighter	X	X	X	X	18 years old
Legal Administrative Specialist	X				
Marine Service Technology	X	X			
Medical Administrative Specialist	X				
PC Support Service	X				

## **TRANSFER**

From Other Schools: The transfer of students into LWIT/BEC from other schools is handled on an individual basis. Any student desiring to transfer into a certificate program will follow the regular admission policies. The Instructor will evaluate the transcript from the previous program to determine advanced standing as appropriate.

When the student who is transferring receives veterans' benefits, the Instructor will also determine an equivalent number of hours to be credited to the students program of study.

Any person desiring a transfer into the Cosmetology program will also need to submit an official transcript of hours, services, and all test (written and performance) grades allowed to transfer into the State of Florida. No credit will be given for training over five (5) years.

A starting date is agreed upon by the Counselor and Instructor.

Inter-program: 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 advanced standing, whenever possible, for competencies previously met.

## **FINANCIAL INFORMATION**

### **TUITION AND OTHER CHARGES**

All adult students entering 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). ACE High school students are exempt from paying tuition.

Textbook fees vary for each class. Book lists with anticipated prices for each program are available from the bookstore. Textbooks are available for student purchase at the bookstore located in Building 6 at LWIT. Some classes require uniforms, tools or supplies, and/or consumables. Be sure to check with a Counselor or Instructor prior to entering program.

### **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 voluntary withdrawal by the student.

### **REFUND POLICY FOR TITLE IV FUNDS (PELL GRANT)**

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.

### **REFUND AND WITHDRAWAL POLICY DUE TO MILITARY SERVICE**

Any student enrolled in a postsecondary course at a career center shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course/program at a later date without penalty or withdrawing from the course/program with a full refund of fees paid. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. For more information, contact the Student Services Office or see [F.S. 1004.07](#).

### **OUTSTANDING FINANCIAL OBLIGATIONS**

All financial obligations must be fulfilled before the student will receive any documents, certificates, or transcripts from LWIT/BEC, or be allowed to register or re-enroll.

## FINANCIAL AID

Financial aid assists students in meeting their cost of attendance. Most financial aid is need-based for students in eligible programs. Students may obtain information about these programs and how to apply for them from the Financial Aid Office.

### Financial Assistance Programs:

- Farmworker Jobs and Education Program of Florida – Assists migrants and seasonal farm workers and their families with educational costs.
- Federal Supplemental Educational Opportunity Grant (FSEOG) – Complements the neediest Pell Grant recipients with additional funding.
- Florida Children’s Forum (TEACH) – Provides Early Childhood Education students with funds to pay a portion of tuition and book costs.
- Pell Grant – Provides federal Title IV funds to assist qualified students with costs of attendance, based on financial need, in approved programs.
- Workforce Development Assistance (WDA) – Provides financial assistance in the form of tuition and lab fee scholarships to eligible students.
- Workforce Investment Act (WIA) – Assists low income individuals, welfare recipients including those receiving food stamps, and dislocated workers with educational costs such as books, uniforms, testing fees. In addition, some child care and travel expenses may be covered. WIA may pay the initial tuition costs, but participants are required to apply for the Pell Grant.
- Veterans’ Benefits – Approved by the Bureau of State Approving Agency of the Florida Department of Veterans’ Affairs – Upon enrollment, veterans and veteran’s dependents are required to pay all regular fees and charges. Once certified in an approved program by the Veterans Administration, the student receives a monthly educational allowance.
- Vocational Rehabilitation – May pay educational and supportive services costs for

students with disabilities that present an impediment to employment.

- FWEP – Florida Work Experience Program – Provides part-time employment (usually on campus) for students who are eligible. Participants are required to apply for the Pell Grant.

### Scholarships:

- Bright Futures - In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. This Florida Lottery-funded scholarship rewards students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. Scholarship recipients are awarded 75% of tuition and lab fees. For more information on this scholarship program, visit the website at <http://www.firn.edu/doe/brfutures/> or call 1-888-827-2004.
- Institutional and Community Based Scholarships - Financial aid applicants will be considered for institutional and community scholarships which are generally applied toward tuition and lab fee payments. These scholarships are generally need-based. For more information on these scholarships, contact the Financial Aid Office.
- Private Scholarships - Some scholarships are awarded to students with financial need and/or who have demonstrated high scholastic achievement. Donors 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 certificate. 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. Prepaid certificates cover tuition

only and do not include lab fees, books, uniforms or other costs of attendance.

Fighting has its own tardy policy and those students should check with their Instructor or Counselor.

## **POLICIES AND PROCEDURES**

### **ATTENDANCE**

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**

Students are expected to attend as many class meetings as possible to gain the maximum benefit from the instructional program. A student who misses six consecutive class meetings shall be withdrawn from that course. Although many adult students have competing demands for their time, such as child care, jobs and other family responsibilities, continued patterns of excessive absence shall be grounds for administrative withdrawal. Excessive absence is defined in this case as absence or tardiness so repetitive as to impede the learning progress for that student in the judgment of the Instructor. Students under the age of eighteen may not be absent or leave earlier than their scheduled time without parental permission.

### **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 Counselor for appropriate discipline, up to and including dismissal. Fire

### **EXCUSED ABSENCES**

Since LWIT/BEC is a clock hour school based on attendance, LWIT/BEC does not recognize excused absences. Students should contact the 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**

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 Counselor for the leave. The 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.

### **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.

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.

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 and assignments. Therefore, if a student's work is satisfactory, but he/she is behind in completing the program's competencies and 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.

### **PROGRESSION THROUGH HEALTH SCIENCE PROGRAMS**

- 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.
- 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.
- 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.
- Any student who does not demonstrate the minimum standards of care in all areas throughout their program of study may be withdrawn from the course.

- Anecdotes will be used to document substandard performance and students will be referred to the Counselor for improvement strategies.

## **PROBATION - ACADEMIC**

Any student who does not meet minimum standards of academic achievement, 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/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, if any, 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.

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**

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 a Counselor and financial representative, as appropriate. If the conflict persists, the student may submit a written request to the Counselor for a Grievance Committee meeting. If the conflict is still unresolved, the next appointment is with the Principal. After the Principal's review, the student may appeal the decision in writing to the Assistant Superintendent, Secondary at the County level.

If a student feels his or her concerns have not been satisfied at 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  
41 Perimeter Center East, NE, Suite 640  
Atlanta, GA 30346  
(770) 396-3898  
(800) 917-2081  
FAX (770) 396-3790

## **CODE OF STUDENT CONDUCT**

Students are expected to adhere to the [CCPS Code of Student Conduct](http://collier.k12.fl.us/parents/docs/CodeofConduct.pdf) which can be found in its entirety in any administrator's office and at <http://collier.k12.fl.us/parents/docs/CodeofConduct.pdf>.

## **ACADEMIC DISHONESTY**

Academic dishonesty by a student is a violation of the academic behavior standards. It is more commonly known as cheating or inappropriate sharing of facts and information.

The common forms or types of cheating are as follows:

1. While taking a test or related to testing. Examples:
  - Receiving or providing the answer to a test question through written, visual or oral means.
  - Use of or unauthorized possession of an examination or course related material.
  - Using "cheat sheets," notes, or other concealed information.
  - Altering or changing answers on the test

- or scantron answer sheet.
  - Passing answers or information to other students.
  - Any attempt/intention of obtaining test materials.
2. Other Assignments. Examples:
- Presenting a material obtained and or by someone else's efforts and used for an examination or course material and presented as your own.
  - Deliberately using or having appropriated another's work without any indication of the source or failing to properly credit ideas or material taken from another and used or conveyed as the student's own work, i.e., plagiarism.

#### Disciplinary Action

- Any student found "cheating" will be immediately asked to turn in their paper. The paper shall receive a grade of zero, and the student will be requested to leave the classroom for the remainder of the class day and will be counted as absence. Cheating includes the receiving of or the giving of information during a test or any of the above cheating examples which are applicable.
- Student shall meet with the Coordinator, Department Chair, and Instructor within next three (3) scheduled class days for conference and review of circumstances. Upon review of the circumstances by the above, the student may be dropped from the program and may not be permitted to re-enter an LWIT/BEC program for one (1) year. The student shall be required to repeat any courses in which the test and/or cheating covered and any other re-admission requirements that the program may have.
- Any student found having in his/her possession any tests, answer keys or another student's work to include Course Scopes shall receive a zero for that course work and shall be required to repeat that full section of course work. If same student has a second offense of the same, the student shall be immediately dropped from the program and shall not be permitted to re-enter an LWIT/BEC program.

Honesty and integrity in accomplishing one's own work during your 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 such shall become a permanent part of the student's record

### **DRUG PREVENTION PROGRAM AND POLICIES**

The following drug prevention program 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 of 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 Chapter 893 of 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 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'Douls) 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 beverages. 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. If the student is a postsecondary ACE student, the container must be held in the school office to be taken at prescribed times and under the supervision of a school staff member.

Sanctions:

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

First Offense: Use or Possession – Ten (10) days Out-of-School Suspension and referral to appropriate police authorities.

Second Offense: Use or Possession – Ten (10) days Out-of-School Suspension with a recommendation for expulsion from school and a referral to appropriate police authorities.

First Offense: Selling, Soliciting, or being involved in a conspiracy to sell or deliver controlled or counterfeit substances – Ten (10) days Out-of-School Suspension with a recommendation of expulsion from school and a referral to appropriate police authorities.

First Offense: Possession of paraphernalia normally associated with the use of a controlled substance – Confiscation of paraphernalia and possible suspension with a referral to appropriate police authorities.

Note: If paraphernalia contains residue, disciplinary action will be the same as Use or Possession.

- Notify a local law enforcement agency when an adult or a student is in violation of the above policy on school property, on school sponsored transportation, or at school sponsored activities.
- Adopt a process for facilitating active communication and cooperation between schools and law enforcement agencies, the Department of Health and Rehabilitative Services, and the Department of Juvenile Justice in sharing information that will help school officials make the best decisions regarding students' educational services and placement.
- Assist Instructors and other school personnel, consistent with School Board policies and the CCPS Code of Student Conduct, to act decisively and effectively when dealing with violent or disruptive individuals.

Prior to taking such action against any student, the Administrator 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-6.03311 Florida Administrative Code](#) and School Board Policy.

Resources for help with Drug and Alcohol Problems:

Alanon/Alateen/Alcoholics Anonymous  
85 12<sup>th</sup> Street South  
Naples, Florida  
(239) 262-6535

Narcotics Anonymous Helpline  
(866) 288-6262

David Lawrence Mental Health Center  
6075 Golden Gate Pkwy  
Naples, Florida  
(239) 458-8500

24-Hour Club of Naples  
1509 Pine Ridge Road  
Naples, Florida  
(239) 597-5681

Health Science Department Policy Statement:

In accordance with standards by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), students enrolled in described health science programs must submit to a criminal background check and a drug screening test. Clinical agencies require students to meet standards, similar to employees, for criminal offenses and use of illegal drugs. Therefore, health science students are required to consent to and pay for background/urine drug screening through Edge Information Management, Inc. Further, while in the program, reasonable suspicion of drug use or change in criminal history may necessitate a change in student status or program standing. For more information about the policy and procedures, contact the Health Science Department or Student Services Office.

**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 the [Code of Student Conduct](#) (Rule 24). Students should report any sexual misconduct to the administration.

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

There are laws in place, such as Title IX of the Education Amendment of 1972, which prohibit discrimination in educational opportunity because of sex; and sexual misconduct is a form of sex discrimination of employment.

For further information please call or write:  
Coordinator of Psychological Services or  
Department of Student Services  
5775 Osceola Trail  
Naples, FL 34109  
(239) 377-0517 or (239) 377-0505

**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 ([Rule No. R-11/04](#)). 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 or District employee 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.

### **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, as 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.

For the purpose of the GFSA, a firearm is defined in Section 921 of Title 18 or the United States Code.

According to Section 921, the following are included within the definition:

- any weapon which will or is designed to or may readily be converted to expel a

- projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary, or poison gas
  1. bomb
  2. grenade,
  3. rocket having a propellant charge of more than four ounces,
  4. missile having an explosive or incendiary charge of more than one-quarter ounce,
  5. mine or
  6. similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

### **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.

ACE students will adhere to the policy in the [CCPS Code of Student Conduct](#), Rule 32. Student possession of cellular phones on school

grounds and school busses is a privilege for communication with parents/guardians and/or law enforcement. In order to preserve the proper educational environment and prevent disturbances, the following conditions must be observed:

- Cellular phones are to be powered off and concealed from view from the time the school day officially begins until dismissal.
- Cellular phones are to be powered off and concealed from view on district buses except as authorized by the driver.
- A student may use a cellular phone on campus before the time the school day officially begins and after dismissal.
- The principal may require cellular phones to be registered with the school by parents/guardians prior to allowing students to use them in the manner described above.
- The principal or designee (e.g. assistant principal, dean, Instructor, coach) may grant permission to use a cellular phone in their presence for emergency when other means of communication are not available (i.e.; pay phone, school phone).

**Disciplinary Action:**

- 1<sup>st</sup> Offense – Confiscation, parent notification, loss of privilege for 2 week.
- 2<sup>nd</sup> Offense – Confiscation, parent notification, loss of privilege 1 semester/term
- 3<sup>rd</sup> Offense – Confiscation, parent notification, loss of privilege 2 semesters/terms

Loss/Theft of personal items at school or on the bus is not the responsibility of the school or district.

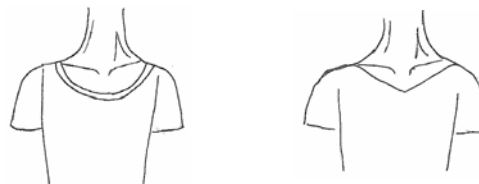
**DRESS CODE AND UNIFORM REQUIREMENTS**

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.

**RULE 17. ATTIRE (Dress and Grooming Policy):**

Students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. Good taste is knowing where and when to wear the appropriate clothing and accessories. Since the home provides the funds, guidance, and upkeep of the student's clothing worn in school, it is the responsibility of the parent to see that grooming reflects the modesty and good taste expected in school. The following dress and grooming requirements are to be followed by all students as may be reasonably determined by the principal. Other requirements may be made to avoid disruption of the educational process.

- Safe footwear shall be worn at all times. No rubber flip-flops or bedroom slippers shall be worn.
- Halter-tops, tube tops, short shorts, muscle shirts, midriff or backless shirts and blouses shall not be worn. Shoulder coverings must be at least two inches in width. Tops must be three inches below the waistband or remain tucked in order that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area. Clothing must cover the chest area to ensure that cleavage is not exposed. See examples below:



- Hair shall be clean and neatly groomed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the principal or designee.
- Hats or other head coverings shall not be worn in the school building except for approved areas identified by the Principal. Exceptions may be made by the Principal for head coverings worn for religious purposes.
- Intentionally altered clothing or unbuttoned

and ill-fitted garments are not acceptable. Ill-fitted garments include but are not limited to garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Transparent, mesh or see through clothing may not be worn without other appropriate clothing underneath.

- Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork.
- The wearing or display of flags on our campuses has historically and currently caused dissension along with a potentially unsafe and hostile learning environment for our students. In an effort to provide safe schools and prevent potential disruption, the following flags are the only ones that may be displayed and/or worn on Collier County Public Schools campuses and at off campus school-related activities: (1) the United States and POW/MIA flags; (2) the State of Florida flag; and (3) official school flags. In addition, any related symbols may not be displayed or worn on campus and at off campus school-related activities. Exceptions to this rule may be made for national flags on special occasions or in designated areas consistent with the learning objectives of the district and at the discretion of the principal.
- Body adornment (i.e., adornments which pierce flesh) in any visible body part other than the ears shall not be displayed if such display presents a health or safety issue or if such adornment interferes with the educational process in the reasonable discretion of the principal or designee.
- The length of skirts/dresses and shorts shall reflect modesty and good taste and be monitored by regulations enforced at each school. If a student's fingertips touch skin when the arms are held straight at the sides, then the clothing item is too short and may not be worn.
- Costumes, sleepwear or other clothing/adornment that creates a distraction is not permitted.

- Shorts/pants must be fitted or cinched so as not to slip.
- Gang clothing, symbols, or other items associated with gangs may not be worn, displayed or carried.

## UNIFORM REQUIREMENTS

Students should be appropriately dressed for the training program in which they are enrolled. Grooming standards, prohibition of jewelry or cologne and perfume, and the wearing of protective gear are mandatory and dictated by the nature of the student's program.

The programs listed below have uniform requirements. Specific information regarding these requirements is available from the program Instructor.

- Automotive Technology
- Commercial Foods and Culinary Arts
- Cosmetology
- Dental Assisting
- Marine Service Technology
- Massage Therapy
- Medical Assisting
- Nursing Assistant
- Patient Care Assistant (ACE)
- Practical Nursing
- Surgical Technology

## ELECTRONIC COMMUNICATION 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 and CCPS employees who agree to act in a considerate and responsible manner. Communication on the network is often public in nature. Students and employees 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 school equipment or data of other users including the uploading or creation of computer viruses.
- Follow copyright laws according to [School Board Policy No. EGAAA](#).

## 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:

- 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.
- 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.

- 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.

- 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

### **RELEASE OF CONFIDENTIAL STUDENT INFORMATION**

Critical to a student's eventual success is accurate record keeping by the Institution. LWIT/BEC's competency-based curriculum provides an accurate base for recording student performance. It is so accurate and informative that these records would give a prospective employer a reliable indication of the strengths and weaknesses of a future employee.

Release of Information: Access to any student educational record or the release of any personally identifiable information without the written consent of the parent or eligible student is prohibited. The consent must contain the reason for the release, the specific records to be released, and the name of the person or agency to which the records are being released.

The signed and dated approval must be maintained in the student's Cumulative Guidance Record. The following are exempt from the above prohibition:

- School officials, as determined by the District, who have a legitimate educational interest.
- Officials of other schools or school systems in which the student seeks to enroll.
- Authorized representatives of 1) the Comptroller General of the United States; 2) the Secretary of Health, Education, and Welfare; 3) an administrative head of an educational agency; and 4) a state educational authority.
- A student's application for or receipt of

financial aid. (This provision includes information to the Social Security Agency and various welfare agencies as well as colleges and universities.)

- Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs; and improving instruction, provided the studies are conducted in a manner which will not permit the personal identification of students.
- Accrediting organizations in order to carry out their accreditation.
- Parents of an eligible student, if the eligible student is still considered a dependent by the Internal Revenue Service for income tax purposes.
- In an emergency situation, but only to an appropriate person and then only if the knowledge of such information is necessary to protect the health or safety of the student or other person.
- State or local officials to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974. (This provision would pertain primarily to the various divisions of the Department of Health and Rehabilitation Services of the State of Florida.
- Legal authorities seeking information in compliance with judicial order or pursuant to lawfully issued subpoenas, upon condition that the parents and the student are notified by the school of all such orders or subpoenas in advance of the compliance therewith. (A copy of the order or subpoena with a written notation indicating the time, date, and method of parent contact shall be placed in the student's Cumulative Guidance Record.)
  - All subpoenas requesting student records should be referred to the school where these records are located. The Director or his designee will assume the responsibility for presenting student records.
  - The student's health record, attendance record, transcript of grades and all other

records pertaining to the student will be included. If the school representative is asked to interpret any data in or on the Cumulative Guidance Record for which he/she does not feel qualified, he/she should request the court to subpoena the appropriate person. Attorneys should be requested to contact the school prior to issuing a subpoena in order that the director can determine the proper person to appear.

- If the director desires further information he/she may call the Director of Student Services.
- In cases where information is developed or summarized from any of the contents of a student's educational record (e.g., court subpoena), a copy of that information and a statement of the purpose for which it was intended must be filed as a part of the student's educational record.
- The appropriate person, as described above (1 through 11), may obtain copies of information contained in a student's educational record, but under no circumstances is the original educational record, or any part thereof, to be removed from the control of the school official.
- Questions regarding the legitimacy of any request for release of personally identifiable information shall be directed to the Office of Pupil Services.

## **SUSPENSIONS, EXPULSIONS, AND 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, 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.

When a high school student plans to withdraw from school, the following procedures must be followed:

- Obtain request to withdraw from the home school.
- Upon receiving the request, the student will receive a withdrawal form to be taken to all Instructors. Books which are on loan must be returned and debts settled before a Instructor will sign the release form.
- Failure to settle all obligations before leaving may necessitate the withholding of all records, transcripts, and recommendations that the student might want to receive.

## **VISITORS**

All visitors must report to the main office in Building 1 at LWIT. All visitors are required to sign in and receive a temporary name badge. The badge must be worn and visible at all times while on campus. The ACE program has a no visitor policy.

## **VETERANS AFFAIRS POLICIES**

### **VETERANS' EDUCATIONAL BENEFITS**

LWIT/BEC is approved by the State Approving Agency for Veterans' Training under the Department of Veterans Affairs.

The following steps are required to initiate and continue eligibility for applicable veterans' educational benefits:

- Veteran/eligible dependent will contact the Financial Aid Facilitator well in advance of enrollment to complete and process appropriate application forms.
- Veteran/eligible dependent will apply for and enroll in an approved LWIT/BEC vocational certificate program and pay all regular fees and charges.
- Financial Aid Facilitator will certify the veteran/eligible dependent's entry into

LWIT vocational certificate program with submission of an Enrollment Certification form along with application forms, as applicable. Transcripts from previous postsecondary educational/training will be reviewed, and if applicable, will be credited toward the student's current program as appropriate.

- Department of Veterans Affairs will determine eligibility and entitlement to benefits. Payments are generally paid monthly and mailed directly to the veteran or eligible dependent.
- Veteran/eligible dependent is responsible for reporting changes in enrollment and/or interruption/termination of attendance by contacting the Financial Aid Facilitator.
- Financial Aid Facilitator will monitor for standards of progress and will provide consequences to any unsatisfactory standards of progress.

For more information about Veterans Education Benefits, please call the VA toll-free telephone number: 1-888-442-4551.

## **ABSENCES**

Veteran/eligible dependent may be allotted the equivalent of no more than 10% per semester for absences, per school policy. Additional attendance policies may exist for specific programs and are available from the applicable department. Tardiness will result in loss of attended hours, per school policy.

LWIT does not recognize excused absences. Students should contact the Counselor for guidance on emergency situations. Leave of absence is not applicable for students receiving veterans' benefits.

If the veteran/eligible dependent exceeds the allotted 10% 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 veteran/eligible student desires to re-enter the class, the veteran/eligible dependent student's name will be placed at the end of any existing waiting list

for re-entry the next semester or next available opening. The veteran/eligible student may appeal this process through the Grievance Policy.

## **SATISFACTORY ACADEMIC PROGRESS**

Veteran/eligible dependent must maintain minimum standards of achievement for their programs each semester, per school policy. The 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 and assignments. Therefore, if a student's work is satisfactory, but he/she is behind in completing the program's competencies and assignments, he/she cannot be reported as meeting minimum standards of achievement.
4. **CONDUCT**: Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Student Conduct and Discipline Code and other LWIT/BEC policies.

Veteran/eligible dependent will receive an evaluation every semester to keep them informed. A copy of the report will be placed in the student's permanent file. Additionally, veteran/eligible dependent's academic progress and attendance will be monitored monthly.

The veteran/eligible dependent who does not meet minimum standards of progress on a monthly basis will be placed on academic probation and counseled by the Instructor. A student who does not agree with probationary status may present his/her concerns through the Grievance Policy. If the veteran/eligible dependent does not achieve satisfactory academic progress standards during the probationary period, the student will be terminated for unsatisfactory progress.

A veteran/eligible dependent whose educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one semester has elapsed. The school may recertify the student only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

## **PROGRAM INFORMATION**

The programs of instruction at LWIT/BEC are designed to assist individuals in gaining the skills and knowledge that they need to obtain employment or to advance in their current occupations.

Programs offered at LWIT/BEC are:

- Vocational Certificate Program – A course of study that leads to at least one occupational completion point.
- Academy for Career Education (ACE) – Programs designed to provide an opportunity for 11<sup>th</sup> and 12<sup>th</sup> graders to fulfill high school graduation requirements and receive post secondary training in a vocational certificate program.
- Adult Education Programs – Programs designed to provide basic skills in reading, mathematics, and language for career preparation, English literacy for career and technical education programs (ELCATE) and high school equivalency preparation.
- Apprenticeships Programs - Students enter into an agreement with a participating employer, which includes paid employment, and receive a minimum of 144 hours of related training and 2000 hours of on-the-job training each year.
- Continuing Workforce Education Course – A course that does not result in a Vocational Certificate, Applied Technology Diploma, or a Vocational Degree.

### **VOCATIONAL CERTIFICATE PROGRAMS**

#### **ACCOUNTING OPERATIONS**

Program Length: 900 hours

Program Description: This program is designed to prepare students for employment as an Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant, and to provide supplemental training for persons previously or currently employed in any of these occupations.

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Bookkeeper and Accounting Assistant. The content includes double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the accounting industry: planning; management; finance; technical and production skills; underlying principles of technology; analyzing and ethics. *More information available in the LWIT Student Services Office or online at the [Florida Department of Education Curriculum Framework](#).*

Career Opportunities: Accounting Clerks, Auditing Clerks, Bookkeepers, Clerical positions in specialized areas such as law, medicine, engineering, real estate, government, education, and small business, Inventory Clerks, and Payroll Clerks.

#### **AUTOMOTIVE SERVICE TECHNOLOGY**

Program Length: 1800 hours

Program Description: The course content will include the following: basic management, troubleshooting skills, servicing, maintaining and repairing mechanical, electrical and electronic systems of gasoline and diesel powered automobiles (fuel, electrical, cooling, brake, suspension, drive train, etc.) and diagnosis of malfunctions in engines and related systems.

Shop or laboratory activities are an integral part of this program. These activities provide

instruction in the use of tools, equipment, materials, and processes found in the industry. Students are also instructed in the following: engine system performance, automotive accessories, and theory, fundamentals, service and rebuilding of engines, automatic and manual transmissions, drive trains, steering, suspension, brake and electrical systems. *More information available in the LWIT Student Services Office or online at the [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** Graduates of the program may expect to start as a Lube Technician, Assistant Mechanic, Brake Technician, Transmission Technician, Automotive Technician, Engine Repair Technician, Engine Performance Technician and others. These opportunities are with independent shops as well as in dealerships. Other job opportunities exist in chain stores (Sears, Wal-Mart, K-Mart, etc.), public relations, racing operations, and specialty shops.

## **AVIATION MAINTENANCE TECHNOLOGY**

### **(Airframe Mechanics and Power Plant Mechanics)**

**Total Program Length:** 2400 hours

Aviation Airframe Mechanics with FAA Airframe Rating Program Length: 1440 hrs

Aviation Power Plant Mechanics with FAA Power Plant Rating Program Length: 1440 hrs

**Program Description:** The course content will include the following: trouble shooting skills (helicopter and airplane), servicing, maintaining and repairing mechanical, electrical and avionic systems of reciprocating gas turbine, jet and bypass fan engines along with airframe repair, aircraft troubleshooting, systems troubleshooting, test requirements, inspections, material, quality control systems, federal aviation regulations, legal, time life component tracking, blue print and schematic troubleshooting, engineering aircraft modifications, and aircraft weight and balance.

Shop, laboratory and internship are a major part of this program. These activities provide instruction in use of tools, equipment, materials, and processes found in the industry. Students are also instructed in the following: Engine systems performance, airframe and engine accessories, theory, fundamentals, service and overhaul of engines and airframe systems. *More information available in the LWIT Student Services Office or online at the [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** Graduates of the program may expect to start earning a salary in the range of \$15.00 to \$20.00 per hour. These opportunities are with airlines, maintenance overhaul and repair shops, manufacturers, computer airlines and contact operators.

## **BLUEPRINT READING AND ESTIMATION**

**Program Length:** 150 hours

**Program Description:** The course content will include the following: maintain blueprints, prepare sketches, develop basic blueprint reading skills, interpret mechanical, architectural, structural, electronic and pneumatic/hydraulic drawings, interpret charts and graphs and maps drawings, estimate materials and cost, identify codes and standards. *More information available in the LWIT Student Services Office or online at the [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** Cost Estimator

## **COMMERCIAL FOODS AND CULINARY ARTS**

**Program Length:** 1500 hours

**Program Description:** This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Foods

and Culinary Arts industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety environmental issues.

Skill development includes concepts in stock, soup, sauce, meat, poultry, fish, seafood preparation, dairy, egg, salad, buffet, bakery goods, dessert, and beverage preparation; dining operations; planning, organizing and implementing culinary operations. *More information available in the LWIT Student Services Office or online at the [Florida Department of Education Curriculum Framework](#).*

Career Opportunities: Short-order Cook, Line Cook, Restaurant Cook, Prep Cook, Baker's Helper, Salad Maker

## COMPUTER SYSTEMS TECHNOLOGY

Program Length: 1650 hours

Program Description: The course content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical, or electronic malfunctions. Preparation for Comptia's A+ Certification and the NET+ certification exams are included in this program. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

Career Opportunities: Job opportunities include Data Processing Equipment Repairers and Computer Service Technicians. Upon graduation the student will be able to install, modify, and make minor repairs to microcomputer equipment and prepare systems for delivery. Graduates may also provide technical assistance or training to users.

## COSMETOLOGY

Program Length: 1200 hours

Program Description: The content includes, but is not limited to, communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of cosmetology and its related chemistry, bacteriology, anatomy and physiology, and development of skill in performing the manipulative techniques required in the practice of cosmetology.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals and equipment appropriate to the programs' content and in accordance with safety and sanitation practices in the trade. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

Career Opportunities: Career opportunities for licensed cosmetologists include technician for product manufactures, platform artist, Instructor, salon owner or manager, perm specialist, color specialist, hair cutter, hair stylist, consultant, facial or nail specialist, sales, makeup artist or a cosmetologist working as an employer or independent contractor.

## DENTAL ASSISTING

Program Length: 1230 hours

Program Description: The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, dental pharmacology and anesthesia, chair-side assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

The standard length for the program includes 90 hours for the Health Science Core and 400 hours of Clinical Externship (minimum 35 hours per week).

Students are provided with realistic clinical/laboratory experiences during an externship in dental offices and clinics as a part of this program. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** This program offers the opportunity to earn while you learn as students are employed in dental offices during their externship. Upon completion of the program, the graduate is prepared to take the National Certification Exam for Dental Assistants, and have advanced placement standing for dental hygiene programs. Career opportunities for the dental assisting graduate would include employment in dental clinics, general dentistry or dental specialty practices.

## **EARLY CHILDHOOD EDUCATION – ECPC**

(Early Childhood Professional Certificate)

**Program Length:** 600 hours (to include 120 hours of related coursework and 480 hours on-the-job experience)

**Program Description:** Instructional activities provide instruction in the areas of large and small muscle, social, emotional and school readiness. Observation and supervised work experience with young children in the daytime program will take place in LWIT/BEC's Learning Partners Child Care Center. The evening program students work experience will take place in a community child care setting. More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).

**Career Opportunities:** Child Care Worker, Child Care Center Instructor. Many child care centers are currently seeking to employ child care providers with the Early Childhood

Professional Certificate (ECPC) in order to be in compliance with the Department of Children and Families and state laws.

## **FACIALS SPECIALTY**

**Program Length:** 260 hours

**Program Description:** The program prepares students for employment as a licensed Facials/Skin Care Specialist.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Frameworks](#).*

**Career Opportunities:** Facials/Skin Care Specialist

## **FIRE FIGHTER**

**Program Length:** 450 hours

**Program Description:** The program prepares students for certification as fire fighters in accordance with Florida Statutes 633. The program must be approved by the Division of State Fire Marshal, Bureau of Fire Standards and Training.

The content includes, but is not limited to, orientation to the fire service, fire alarms and communication, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder, water supplies, principles of inservice inspections, safety, controlled burning, employability skills

and first responder techniques. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Frameworks](#).*

Career Opportunities: Firefighter

## **LEGAL ADMINISTRATIVE SPECIALIST**

Program Length: 1050 hours

Program Description: This program is designed to prepare students for employment as an Information Technology Assistant, Front Desk Specialist, Administrative Support, and Legal Administrative Specialist and to provide supplemental training for persons previously or currently employed in any of these occupations.

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Legal Secretary. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision making skills; legal terminology; the performance of office procedures specific to the legal environment; transcription of legal documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the legal secretarial industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Frameworks](#).*

Career Opportunities: Career opportunities include legal secretary, litigation secretary, law

library clerks, legal document processors, legal office clerks, legal records clerks, judicial clerks.

## **MARINE SERVICE TECHNOLOGY**

Program Length: 1350 hours

Program Description: The course content includes the following: service, repair and overhaul of four-stroke and two-stroke cycle engine and outboard motors, service and repair of boating accessories. The above course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging. Students are also instructed in the following: welding procedures, current model outboard motors, inboard-outboard motors and operational testing. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

Career Opportunities: This program will prepare students for employment as machinery mechanics, marine engine mechanics or diesel engine mechanics. Graduates of the program may expect to start earning a salary in the range of \$10.00 to \$12.00 per hour.

## **MASSAGE THERAPY**

Program Length: 750 hours, including 150 clinical hours

Program Description: The content includes, but is not limited to, the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills. The student will develop skills in manipulation of superficial tissues of the human body through instruction by demonstration. Student practices include massage techniques, and use of hydrotherapy equipment such as steam room, sauna, treatment tables, local and full immersion baths, whirlpool baths, cabinet baths, hot and cold packs, and

paraffin baths. Students will develop instructional skills in the use of adjunct and therapeutic exercise modalities. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** The program is designed to prepare students for employment as licensed massage therapists or masseurs/masseuses. The program is approved by the Florida Department of Health Board of Massage Therapy so that the graduates may take the board approved examination to practice as massage therapists.

## **MEDICAL ADMINISTRATIVE SPECIALIST**

**Program Length:** 1050 hours

**Program Description:** The content prepares individuals to perform secretarial duties utilizing knowledge of medical terminology and medical office procedures. Instruction also includes transcription of reports, such as case histories, and the use of legal and insurance forms. Laboratory activities are an integral part of this program and include the use of keyboarding/typewriting system, calculators, transcription equipment, microcomputers and peripheral equipment. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** Career opportunities available include medical secretaries, unit secretaries, medical office clerks, medical insurance secretaries, and medical records clerks.

## **MEDICAL ASSISTING**

**Program Length:** 1300 hours

**Program Description:** The program content includes communication and interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first

aid, safety and security procedures, medical terminology, anatomy and physiology, and employability skills. Laboratory experiences are integrated with the didactic portion of the program.

The medical assistant laboratory provides the student practice in the following skills: telephone, receptionist duties, bookkeeping, processing insurance forms, filing, typing and transcribing, venipuncture, basic laboratory procedures, basic x-ray procedures, use of the microscope, EKG, and physical therapy treatment procedures. Clinical learning experiences in actual medical/surgical practices are an integral part of the program. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** The program prepares students for employment as medical assistants, medical office receptionists, EKG aides, and phlebotomists.

## **NAIL SPECIALTY**

**Program Length:** 240 hours plus 95 services

**Program Description:** Content includes safe and efficient work practices, Florida Cosmetology law and rules, acquisition of knowledge of cosmetology specialist nails and the related chemistry, bacteriology, anatomy and physiology, development of skills in performing the manipulative techniques required in the practice of cosmetology specialist nail. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals, implements, and equipment appropriate to the program's content and in accordance with safety and sanitation practices in the trade. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** This program prepares students for employment as cosmetology specialists in nails, pedicures and nail

extensions. Instruction is designed to qualify students for employment upon successful completion of the program and obtaining a registration from the State Board of Cosmetology.

## **NURSING ASSISTANT**

### Program Length:

- 120 hours, includes 40 hours of clinical experience in a long-term care facility.
- 165 hours (Articulated), including 90 hour Health Science core and 40 hours of clinical experience with not less than 20 hours in a long-term care facility.

Program Description: The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, gerontology, nutrition, health and safety, nursing skills and employability skills. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse Instructor. Clinical and simulated laboratory learning experience must correlate with didactic instruction. *More information available in the LWIT Student Services Office or online at the [Florida Department of Education Curriculum Framework](#) (see Articulated Nursing Assistant and prerequisite Health Core).*

The State of Florida Nursing Assistant Certification Exam must be taken within three (3) months of course completion in order to work.

Career Opportunities: Completion of this program will enable the graduate to apply to take the Nursing Assistant/Nurse Aide Certification Exam for certification in Florida. Employment opportunities exist in nursing homes, rehabilitative centers and nursing agencies as nursing assistants, nursing aides and orderlies.

## **PC SUPPORT SERVICES**

Program Length: 900 hours

Program Description: The content includes software applications and operating systems including the use of advanced software/system features and programs; electronic communication via the Internet; Web page components; computer networking and network administration; the interrelationships among major components of networks; hardware and software selection and installation; integration techniques to enhance projects; and preventative hardware maintenance.

Keyboarding, word processing, desktop publishing, spreadsheet, database, electronic communication skills, use of the internet to perform e-mail activities, and identifying/diagnosing software problems are also included. *More information available in the LWIT Student Services Office or online at the [Florida Department of Education Curriculum Framework](#).*

Career Opportunities: Career opportunities available to persons completing PC Support Services include Information Technology Assistant, Help Desk Support Assistant, Help Desk Specialist (Help Desk Technician), and Help Desk Analyst.

## **PRACTICAL NURSING**

Program Length: 1350 hours, including not less than 675 clinical hours in different clinical areas and sites.

Any individual requesting credit for the 90 hour health science core or the 165 hour nursing assistant portion must have (1) attended and provided official documentation of completion of an articulated (165 hours to include Health Science Core) nursing assistant course, (2) be currently working as a nursing assistant or have completed LWIT/BEC's articulated nursing assistant course.

Program Description: The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in

both acute and long term care situations; theoretical instruction and clinical application of vocational role and functions; personal, family and community health concepts; nutrition, human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing. *More information available in the LWIT Student Services Office or online at [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** Completion of this program enables the graduate to apply to take the National Council for Licensure Exam (NCLEX). Passing this exam allows graduates to become licensed to practice nursing in a variety of settings and/or be granted advance standing in many R.N. programs. Career opportunities for licensed practical nurses include employment in hospitals, clinics, extended care facilities, rehabilitative centers, doctor's offices, home healthcare agencies, and hospice or private duty.

## **SURGICAL TECHNOLOGY**

**Program Length:** 1330 hours, including clinical experiences in different clinical settings and times.

**Program Description:** The content includes communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, employability skills, and basic computer literacy. In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures, preparation of supplies and equipment for surgery, and patient preparation. Clinical learning experiences in the operating room and related areas are an integral part of this program. Students are required to stand for long periods of time. *More information available in the LWIT Student*

*Services Office or online at [Florida Department of Education Curriculum Framework](#).*

**Career Opportunities:** Completion of this program will enable the graduate to take the National Surgical Technology Certification Exam and pursue employment opportunities in hospitals, outpatient surgical centers and physicians' offices as surgical technicians.

## **ADULT EDUCATION PROGRAMS**

### **ENGLISH LITERACY FOR CAREER AND TECHNICAL EDUCATION (ELCATE)**

**Program Length:** The length of time is determined by individual need.

**Program Description:** The purpose of this course is to teach students to speak, understand, read, and write English in order to enter vocational programs that will prepare them for employment. The class is an open-entry, open-exit program. There is no fee for this course and the length of time is determined by individual need. Students entering the program are assessed and provided with a course of study using the diagnostic-prescriptive method. Each student follows an individualized program, working at his/her own level and at his/her own rate, in a laboratory setting. Textbooks, audiovisual equipment, group conversation classes and computer-assisted learning enable each student to achieve his/her goal. The program provides instruction that will facilitate success in a certificate program once the appropriate level of English has been attained.

### **GENERAL EDUCATIONAL DEVELOPMENT (GED)**

**Program Length:** The length of time is determined by individual need.

**Program Description:** The program is designed to prepare the student for the GED examination through pre-testing and an individualized program plan. Students work at their own pace in a classroom laboratory setting with an

individualized schedule. Students must be at least sixteen years old and must have withdrawn from high school to enter the program. *More information available in the LWIT Student Services Office.*

## VOCATIONAL PREPARATORY INSTRUCTION

Program Length: The length of time is determined by individual need.

Program Description: The purpose of this course is to provide Vocational Preparatory Instruction (VPI) is a non-graded individualized program based upon the needs of the student and the academic and employability requirements related to certificate programs. The purpose of this program is to assist students in attaining academic (reading, language, and mathematics) skills at the level of functional literacy or higher and workforce readiness skills so that such persons may pursue technical certificate education or higher-level technical education.

Students entering the program are assessed and provided with a course of study using the diagnostic-prescriptive method. Students work at their own pace in a laboratory/classroom setting using Skills Assessment Modules, computer programs and textbooks. Small group and individualized instruction are also provided. The VPI program is open-entry, open-exit, and there is no charge for the program.

## APPRENTICESHIP PROGRAMS

### ELECTRICITY

Program Length: 1250 hours

Program Description: The course content will include the following: installation, maintenance and repair of residential and commercial electrical systems. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Electrical Wiring industry, planning, management, finance, technical and product skills, underlying

principles of technology, labor issues, community issues and health, safety and environmental issues.

Students are also instructed in the following: installation, maintenance, repair and modification of residential and commercial electrical systems and components in accordance with existing codes. *More information available in the LWIT Student Services Office.*

Career Opportunities: This program prepares students for employment as residential and commercial electricians.

### MASONRY

Program Length: 1650 hours

Program Description: This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Masonry industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health safety and environmental issues. *More information available in the LWIT Student Services Office.*

Career Opportunities: Graduates are prepared for employment as brick masons or bricklayers.

## CONTINUING WORKFORCE EDUCATION COURSES

Continuing Workforce Education courses offered are based on business and industry needs and vary accordingly. Typical course offerings include:

- AutoCad
- Bookkeeping
- Community Association Manager  
Prelicensure Education
- Contractors Prelicensure Education
- Electronics
- Keyboarding
- Medical Billing and Coding
- Medical Terminology and Transcription

- Microsoft Office
- Quickbooks Pro
- Real Estate Sales Agent
- Welding
- and a variety of Information Technology certification preparation courses (i.e, A+, Cisco Networking, MCSE, Net+, Novell C.N.A., Security +)

For current course offerings, check the LWIT/BEC Schedule.

## **STUDENT INFORMATION**

### **RULES OF STUDENT CONDUCT**

All post-secondary students will be given a copy of the school rules, "Rules of Student Conduct," which include attendance and behavioral expectations. Rules will be reviewed orally by the Instructor during orientation and signed by the student and/or parent (if under 18).

Since post-secondary students are beyond compulsory school age, participation in the programs is voluntary; therefore, student conduct must be consistent with required behavioral and attendance standards. When student conduct is inconsistent with required behavioral and attendance standards, the student will go through a referral process as follows:

- 1<sup>st</sup> Offense: Instructor – student verbal warning
- 2<sup>nd</sup> Offense: Instructor – student written warning
- 3<sup>rd</sup> Offense: Referral to Counselor
- 4<sup>th</sup> Offense: Referral to administrator for possible temporary dismissal or withdrawal

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 upon request.

Students who are administratively withdrawn due to behavioral problems may be permitted to reenroll in the adult education program based on the Grievance Policy.

*The following rules of conduct are a summary of the Student Code of Conduct and the Student Catalog. Please refer to either document for an inclusive list of rules and expectations. These rules are expected to serve as a guide to students in the program and are not inclusive. Students are reminded that participation in all programs*

*is voluntary. Student conduct must be consistent with required behavioral and attendance standards. Failure to observe these rules may result in administrative withdrawal from the program.*

1. Students are expected to wear name tags and identify themselves and the program they are attending to staff members, if asked.
2. Students are expected to comply with the written or verbal directions of all school personnel.
3. Students are expected to report to classes on time and remain for the entire class time.
4. Students are expected to attend classes consistently. Failure to attend on a regular basis may result in the student's withdrawal from the program. (See specific attendance policies.)
5. Students are expected to respect the rights and property of other students, visitors and staff, at all times in all class locations. Discriminatory slurs, sexual harassment, vulgar or profane language or gestures, loud, disruptive talk, provision of false information and moral laxity will not be permitted.
6. Use of tobacco products on school property is strictly prohibited.
7. Trash receptacles must be used to dispose of trash.
8. Defacement of school property is a violation of school board policy. All students are expected to refrain from behavior which is damaging to school property.
9. Students are expected to inform friends and acquaintances not to visit them at school during class time unless by prior approval of the Instructor.

10. Food and beverages are not permitted inside of classrooms unless otherwise authorized. This includes gum, candy, and snacks.
11. No weapons of any kind are permitted.
12. Students are expected to dress appropriately for a school/work environment.
13. Possession or use of illegal substances or alcohol are prohibited at all times.
14. Alteration of grade reports, transcripts, cheating, and plagiarism shall result in student withdrawal from the program.

Personal telephones or other electronic devices may not be used in the classroom unless otherwise authorized.

## ARTICULATION

On February 22, 2006, the Florida 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 in the following programs: Automotive, Criminal Justice – Corrections, Criminal Justice – Law Enforcement, Culinary Management, Drafting Design – Architectural, Drafting Design – Mechanical, Drafting Design – Structural, Early Childhood, Fire Science, Nursing, and Office Administration. Full text of the agreements can be found on the [Florida Department of Education's Workforce Education website](#). These agreements offer 9 – 24 college credit hours depending upon the program and other factors.

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. Students completing LWIT/BEC's

practical nursing program are eligible for seven credits with the Edison Community College's Licensed Practical Nursing to Registered Nursing Bridge Program. Students may challenge for up to 11 additional credits. Please see the Counselor for updated information.

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.

## BOOKSTORE

The Bookstore has required program and course textbooks and various supplies for sale. Books are generally not sold until the first class meeting to insure receipt of the most recent edition. There is no refund or return allowed for books.

## 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.

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

A campus safety and security report that describes our policies is distributed to students, staff, and available to prospective students and visitors. Statistics for the past three years can be viewed at the [Office of Postsecondary Education Campus Security Statistics](#) website address: <http://ope.ed.gov/security>

## SAFETY PROCEDURES

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.

### **CERTIFICATE OF COMPLETION**

Students who complete 100% of the competencies required of their certificate program and have TABE scores (unless exempted) that meet Florida DOE requirements will be awarded a Certificate of Completion. Other testing may be acceptable – See Counselor for details.

### **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.

### **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.

### **COMPLETION RATE**

LWIT/BEC's completion rate calculated for 2004-2005 was 69.37 percent per COE report submitted December 2006. 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 student services office.

### **COOPERATIVE EDUCATION**

The term 'cooperative education' is meant to represent formal training arrangements between LWIT/BEC, its students, and business and

industry. These arrangements are made to provide employment experiences which are considered to be an integral part of the student's program. These experiences may supplement a training program after approximately 50% of the curriculum or competencies is completed.

To help students receive needed experiences and to allow business and industry to fulfill their essential cooperative training role, LWIT/BEC will promote and emphasize educational cooperative programs which integrate the school curriculum and work experience.

### **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.

### **FACILITIES**

Shop, laboratory, or clinical experiences are an integral part of all programs. Details pertaining to facilities may be found in program brochures and student manuals.

A multipurpose room located in Building #1 serves as the student dining area and as the auditorium for campus events.

The school also has facilities for the following services: Career Assessment Center to help students determine career choices; Media Center to provide additional academic resources; Vocational Preparatory Instruction (VPI) laboratory to assist students in improving their basic skills and obtaining their General Educational Diplomas (GED), and a English Literacy for Career and Technical Education (ELCATE) laboratory to help limited English speaking students improve English language skills. The Health Science Department has a computer laboratory to assist students in meeting

program competencies.

## **FACILITIES AND SERVICES FOR INDIVIDUALS WITH DISABILITIES**

The school has handicapped parking ramps, automatic doors, and elevator, wheel chair accessible bathrooms, telephones, and drinking fountains. Individualized settings are available for confidential testing and counseling.

## **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 release form is on file in the appropriate administrator's office and sign out with the Receptionist. ACE students must complete all field trip forms regardless of age.

## **FOOD SERVICE**

A student cafeteria and café are located in 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. Vending machines are also available. There is no cafeteria at the BEC campus.

Food and drinks are NOT permitted in classrooms or lab areas except for water in clear containers. Food and drinks will be permitted for special events with administrative approval.

## **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.

## **HOLIDAYS**

The usual holidays of Independence Day, Labor Day, Thanksgiving, Winter Holidays (Christmas and New Year's Day), Martin Luther King's Birthday, Presidents Day, and Memorial Day are generally observed. See the LWIT/BEC calendar for specific dates.

## **INSURANCE**

Students are encouraged to purchase student insurance through the school's designated vendor. This is mandatory in the Aircraft 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 lost item found on campus should be turned into the Receptionist located in the main office. 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 badge on before entering the school. Students not having their name badges will report to the receptionist for a

visitor badge.

## **OFFICE VISITATION**

Students wishing to speak with the administration or student services staff should contact the receptionist or appropriate secretary to schedule an appointment.

## **PARKING AND DRIVING**

Driving to school is a privilege which is enjoyed by all students at LWIT. With this privilege goes the responsibility of safeguarding one's own life and the lives of fellow students. In order to facilitate an orderly and safe campus, the following regulations relating to parking and driving will be enforced:

- All vehicles, including motorcycles, must be registered with LWIT/BEC and must display an official LWIT/BEC parking permit.
- Students may park in any parking space EXCEPT those designated as RESERVED, VISITOR or HANDICAPPED.
- The use of the parking lot is restricted to arrivals and departures.
- Health Science students are to park ONLY in areas designated for student parking at off-campus clinical sites.
- Pedestrians shall have the right of way on campus.
- Vehicles shall not be driven in a careless manner; vehicles will not exceed 15 M.P.H. on campus.
- Loud music is prohibited.

The following violations can result in a tow-away at owner's expense.

- Failure to display an LWIT/BEC parking permit.
- Vehicle parking in a designated reserved, visitor or handicapped space not displaying an authorized decal/permit.
- Parking in roadways, fire lanes, and no parking zones.

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.

## **PERFORMANCE STANDARDS**

Each student's instructional program is based upon the completion of student performance standards. The attainment of these standards requires unique experiences and possibly remedial instruction. Some students may be asked to sign an individual training agreement which specifies the nature of the instructional program.

## **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
- Junior Chapter of Caxambas/Naples/Marco Island Chefs and Cooks Association
- National Technical Honor Society (NTHS)
- Skill USA/VICA

## **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.

## **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.

## **TRANSPORTATION**

Adult students must provide their own transportation.

Buses are provided for ACE high school students traveling from their home school to LWIT.

## **STUDENT SERVICES**

### **CAREER AND PLACEMENT SERVICES**

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

Career Assessment: Is available for those interested in choosing programs or focusing career interests. Staff will provide feedback on the assessment results and help you to understand the steps to making a career decision.

Career Counseling: Job placement assistance from the Placement Specialist is available to all students. Individual appointments may be scheduled with our professional staff to discuss any career development issue from choosing a program or career, to changing careers, to finding full-time or part-time employment.

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 Placement Center: Printed and computerized resources on career planning and job search topics are available. Topics include career exploration, occupational outlook, salary, employment correspondence, and networking.

### **EMPLOYMENT ASSISTANCE**

Resume Critique: Handouts are available to guide students and alumni in drafting resumes and employment correspondence. Individual appointments can be scheduled with our Placement Specialist to have completed drafts critiqued.

Job Listings: The placement office maintains a list of contact persons in a variety of employment fields. Full-time and part-time jobs are posted on our employment opportunity

boards located in Building #1. Internet access is also available to search for positions locally, regionally, and nationally. See the Placement Specialist for assistance.

On-Campus Recruiting: Employers may set up display tables in the cafeteria to recruit part-time and full-time positions. Students and alumni are encouraged to stop and talk with employers and pick up literature and applications.

Employer Literature/Application File: Company recruitment literature, videos, and applications are kept on file in the Placement Specialist's office. This information is helpful for those preparing for job interviews or investigating employment opportunities. When a student decides to leave a program either by completion, employment, or for other reasons, the Instructor should be informed and an appointment made with the placement specialist. Since placement assistance continues after a student leaves a program, it is important that each student meet with the placement specialist. All students in training programs will be required to complete competencies that include employability skills and placement activities.

### **CHILD CARE**

LWIT offers an on-site child care program. Learning Partners Early Education & Care Center provides caring, economical, and safe environment for children of our full day students/parents while he/she is in class. A developmentally appropriate program is available for children one year to school age. Planned within the framework of the philosophy and goals, the curriculum includes sharing and conversation time; stories, songs, and finger plays; creative art activities and crafts; games and large muscle activities; science and nature activities; celebrations of birthdays, holidays and multicultural events; exposure to a variety of concepts depending on the developmental level of each child. Learning Partners offers a quality program whether it is infant brain stimulation based on the latest research or school readiness as mandated by the State of Florida. Visit Building 2 for more information.

## **COUNSELING SERVICES**

Specialized vocational testing and counseling are available for students. LWIT counseling office is open from 8:00 a.m. until 5:30 p.m. Monday through Thursday and Fridays from 8:00 a.m. to 1:30 p.m. for these services. BEC counseling office is open from 8:00 a.m. until 3:00 p.m. An appointment is not necessary in most cases. Career counseling and/or investigation are important parts of the counseling services that are provided. When a student decides to leave a program for any reason, an appointment should be made with the Counselor or placement specialist for an exit interview.

## **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**

The school offers vocational education for students with disabilities, which is a job development/job placement program designed to assist special needs students. The program helps students make the transition from school to work. Modifications and accommodations are available to students with disabilities. Specialized individual assistance is provided in the following areas:

- Agency Referrals
- Career Counseling

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

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.

## **PROJECT EXPLORE**

The purpose of this course is to provide adult students with disabilities career guidance and counseling through assessment and career exploration activities such as:

- Academic assessment
- Career training program exploration
- Interest inventories
- Job shadowing
- Learning styles
- Goal-setting
- Work preferences
- Self-esteem

Instruction in literacy, self-advocacy and self-determination skills, work-related behaviors, and interpersonal skills will enable students to make good, sound life and career choices. Upon completion, enroll in a training program or enter the workforce with assistance. The course is designed to meet the individual needs of each student.

For more information, contact the Specialized Student Services Department.

## **FACULTY AND STAFF**

All locations are LWIT, unless designated otherwise.

### **ADMINISTRATION**

**JOHNSON, Jeanette** . . . . . **Principal**  
M.Ed., Florida Atlantic University  
B.A., Wake Forest University

**OXENDER, Dorin** . . . . . **Principal, BEC**  
M.Ed., Florida Gulf Coast University  
B.S., Central Michigan University

**DUZICK, Denise** . . . . . **Administrator**  
M.Ed., University of South Florida  
M.A., Trenton State College  
B.A., Rowan University

**AMSALEM, Fara** . . . . . **Coordinator**  
B.S.N., McNeese University

**DALLMANN, Bob.** . . . . . **Coordinator**  
M.S., Purdue University  
B.S., Purdue University

**LaFontaine, Synthia.** . . . . . **Coordinator**  
M.Ed., University of Florida  
B.A., Texas Wesleyan University

### **STUDENT SERVICES**

**ASSAAD, Maggie** . . . . . **Counselor**  
M.A., Nova University  
B.A., American University

**DUFF, Heidi** . . . . . **Counselor**  
M.Ed., University of Texas at Austin  
B.A., Emory University

**IACOVONE, Nancy.** . . . . . **Counselor, BEC**  
M.A., Canisius College  
B.A., Canisius College

**KERSTETTER, Brenda** . . . . . **Placement Spec.**  
B.S., University of California at Sacramento

**LEWIS, Judi.** . . . . . **Financial Aid**  
M.S. Ed., University of Miami  
B.A., University of Miami

### **FACULTY**

**ANTONIO, Michele** . . . . . **Adult Ed, BEC**  
M.Ed., California University of Pennsylvania  
B.S., California University of Pennsylvania

**BEDRAVA, Lynn** . . . . . **ESE, ACE**  
B.S., University of Wisconsin, White Water

**BONAS, Linda** . . . . . **Adult Ed**  
M.A., New York University  
B.A., New York University

**BROTHERTON, Fran** . . . . . **Practical Nursing**  
B.S., University of Wisconsin, Milwaukee  
B.S., University of Wisconsin, Parkside  
A.A., Central Florida Community College

**COLEMAN, Marie.** . . . . . **Media Specialist**  
Ed.D., University of Wyoming  
M.A., University of Wyoming  
B.A., University of Tampa

**CROWLEY, Mary** . . . . . **Practical Nursing**  
M.S., Rhode Island University  
B.S.N., Rhode Island University

**CRUZ, Eduardo** . . . . . **Automotive, ACE**

**FLOOD, Linda** . . . . . **Dental Assisting**  
B.S., University of Bridgeport  
A.S., Fones School of Dental Hygiene

**FLORES, Yolanda** . . . . . **Project Strive**  
M.Ed., University of South Florida  
B.A., University of Central Florida

**FOWLER, Chris** . . . . . **Marine Service**

**IZBICKI, Jack** . . . . . **Computer Systems**

**JACKSON, Robert** . . . . . **Adult Educ**  
M.A., Case Western Reserve University  
B.A., Cleveland State University

**JACOBSON, Barbara** . . . . . **Office Educ, BEC**  
B.S. and Vocational Certificate, University of  
Minnesota, Duluth  
A.A., Mesabi Community College

**KELLY, Ina** . . . . . **Practical Nursing**  
M.S., University of Phoenix  
B.S.N., Florida State University  
A.S.N., Broward Community College

**KELLY, Mary** . . . . . **Project EXPLORE**  
B.S., Penn State University

**LEONARD, Germain** . . . . . **Culinary Arts**  
A.S., Culinary Institute of America

**LEVINE, Martin** . . . . . **Practical Nursing**  
R.N., Jewish Hospital & Medical Center of  
Brooklyn  
CNOR, Rahway Hospital  
R.N.F.A., Professional Nursing Seminars  
LMT, Heritage Institute

**LITT, Larry** . . . . . **Computer Systems, BEC**

**LONG, Diane** . . . . . **Students with Disabilities**  
M.A., Eastern Michigan University  
B.A., Michigan State University

**MAHONEY, Rebecca** . . . . . **Culinary Arts**  
A.S., Baking and Pastry Arts,  
B.S., Food Service Management, Johnson &  
Wales University

**PADILLA, Armando** . . . . . **Automotive**

**PEREZ, Diane** . . . . . **Practical Nursing, BEC**  
B.Ed., University of Houston  
R.N., Jackson Memorial Hospital School of  
Nursing

**PERKINS, Lewis** . . . . . **Massage Therapy**  
B.A., Vermont College  
LMT, Venice School of Massage

**PETERSON, Jill** . . . . . **Practical Nursing**  
M.Ed., Rutgers University  
B.S., Skidmore College

**RAMSEY, Paulette** . **Practical Nursing, BEC**  
M.A., Longwood University  
B.A., Sweet Briar College

**RODRIGUEZ, Noemi** . . . . . **Cosmetology**

**ROSS, Diane** . . . . . **Practical Nursing**  
M.A., Saint Mary's College of California  
B.S.N., Samuel Merritt College

**SINGLETON, Tony** . . . . . **Aviation**

**SMITH, Martha** . . . . . **Practical Nursing**  
R.N., Faulkner Hospital School of Nursing

**SOMOZA, Gracie** . . . . . **Adult Ed**  
M.Ed., University of South Florida  
B.A., Queens College SUNY

**SPENIK, Barbara** . . . . . **Office Education**  
B.S., University of Pittsburgh

**STEVENS-HARRISON, Brenda** . . **Computer  
Systems**  
A.A., West Virginia State University

**STEWART, Sue** . . . . . **Early Childhood**  
M.S., Nova Southeastern University  
B.S., Wayne State University

**TURMELLE, Nancy** . . . **Surgical Technology**  
R.N., CNOR., St. Elizabeth's Hospital School of  
Nursing

**ZOMETSKY, Dianna** . . . . **Medical Assisting**  
Medical Assisting Certificate, Carnegie Institute  
Certified Medical Assistant, A.A.M.A.  
Certified Medical Management, P.A.H.C.O.M.

## **FACULTY (Part-Time)**

Part-time faculty are contracted on a course or semester basis. Thus, the current information regarding names and credentials of those faculty members is available from the Office Manager.