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Accredited By:

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American Dental Association

Commission on Accreditation of Allied Health Education Programs

American Association of Medical Assistants

Accreditation Review Committee on Education in Surgical Technology

Florida Board of Cosmetology

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 Regulation

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

Lorenzo Walker Institute of Technology

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Naples, FL 34104
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Bethune Education Center

614 South 5th Street
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239-377-9900

WELCOME

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

STUDENT HANDBOOK

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

Effective 7/1/2007, all previous editions of handbook/catalog are void.

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.

Revised 5/2007

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

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FINANCIAL INFORMATION

TUITION AND OTHER CHARGES

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

TUITION REFUND POLICY

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

Refund Policy for Financial Aid

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

FINANCIAL AID

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

Scholarships

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

Florida Prepaid College Program

LWIT/BEC accepts the Florida Prepaid College Program 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.

VETERANS' EDUCATIONAL BENEFITS

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

ATTENDANCE INFORMATION

ABILITY TO BENEFIT

The Florida Legislature mandates that each adult student enrolled in a certificate program must meet minimum basic skills (reading, mathematics, and language) levels before receiving a certificate of completion for the program. (In some programs, substitute testing and certification may meet this requirement.)

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

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

ABSENCES (District Policy Prevails for ACE Students)

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

Students should always call their Instructor to report an absence or tardy. Each certificate student may be allotted the equivalent of no more than 10% per semester for absences. A student who has excessive absences or who anticipates a break in attendance should consult his/her Instructor, Counselor and Financial Aid Coordinator prior to these absences.

If a student exceeds the allotted absences or if the student is absent for six (6) or more consecutive scheduled class days, the student may be withdrawn from the class enrollment. If the student desires to re-enter the class, the student's name may be placed at the end of any existing waiting list for re-entry the next semester or next available opening. The student may appeal this process through the Grievance

Policy. Additional policies exist for other programs and students receiving Veterans' benefits (i.e., Fire Fighting, Apprenticeship, Health Science, and Aviation) and are outlined in the applicable program information of the LWIT/BEC catalog.

TARDIES

Students are expected to arrive and be prepared to begin class work at the designated class start time. Students who arrive later than or are not prepared to begin class work at the designated class start time are considered tardy. Tardiness will result in loss of attended hours and will be assessed in thirty (30) minute increments, rounded up to the nearest half hour. After five (5) tardies per semester, the student may be referred to the Counselor for appropriate discipline, up to and including dismissal. Fire Fighting has its own tardy policy and students should check with their Instructor or Counselor.

EXCUSED ABSENCES

Since LWIT/BEC is a clock hour school based on attendance, LWIT/BEC does not recognize excused absences, except for religious holidays and jury duty. 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.

MILITARY SERVICE

A student enrolled in a postsecondary course 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 at a later date without penalty or withdrawing from the course 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.

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.

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.

SATISFACTORY ACADEMIC PROGRESS

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

1. **ATTENDANCE:** Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks.
2. **GRADES:** Students in non-health science programs must maintain an overall grade of "C". Health science students must maintain an overall average of "B". A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%, I 0%.
3. **COMPETENCIES:** Students must complete at least 80% of the competencies/assignments. Therefore, if a student's work is satisfactory, but he/she is behind in completing the program's competencies/assignments, he/she cannot be reported as meeting minimum standards of achievement.
4. **CONDUCT:** A student must exhibit conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Collier County Public Schools (CCPS) Code of Student Conduct and other LWIT/BEC policies.
5. **RETENTION/PROMOTION OF HEALTH SCIENCE STUDENTS:**
 - a. Any student who fails to meet the minimum requirement of any section of a course, whether classroom or clinical must repeat that course and accompanying clinical component prior to advancing to the next course and clinical component.
 - b. Any student who fails to perform in a safe, caring and knowledgeable manner in the clinical

area, in the professional opinion of the Instructor and industry standards, must repeat that clinical rotation prior to advancing to the next instructional block.

- c. A student involved in a critical incident from which serious deficiencies in judgment, practice or conduct may be inferred, according to industry standards, may be referred to the Grievance Committee for possible action which may include permanent separation from any health science program.
- d. Any student who does not demonstrate the minimum standards of care in all areas throughout his/her program of study, may be withdrawn from the course.
- e. Anecdotes will be used to document substandard performance and students will be referred to the Counselor for improvement strategies.

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

PROBATION - ACADEMIC

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

For Students on Financial Aid: During the probationary period, the student will be suspended from receiving financial aid. If the student achieves satisfactory academic progress standards during the following semester/payment period, the financial aid will be restored. During the probation period, the student will not receive a tuition and lab fee deferment.

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

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

PROBATION - CONDUCT

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

GRIEVANCE POLICY

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

SUSPENSIONS, EXPULSIONS, WITHDRAWALS

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

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

RE-ADMISSIONS

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

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

INTER-PROGRAM TRANSFER POLICY

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

OUTSTANDING OBLIGATIONS

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

CERTIFICATE OF COMPLETION

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

GRADUATION

Upon completing program competencies, students receive Certificates of Completion. LWIT and BEC

graduation, commencement, and convocation exercises are held once a year; in May/June to commemorate this achievement. All students are encouraged to participate in these activities as scheduled.

COMPLETION RATE CALCULATION

LWIT/BEC's completion rate calculated for 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 Placement Specialist in the Student Services Office.

ARTICULATION

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

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

TRANSCRIPTS

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

POLICIES AND PROCEDURES

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

ACADEMIC DISHONESTY

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

CAMPUS SAFETY AND SECURITY

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

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

CHANGE OF ADDRESS OR NAME

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

CHILD CARE

LWIT offers an on-site child care program. Learning Partners provides a caring, economical, and safe environment for children of our full day students/parents while attending class. Visit Learning Partners for more information. There is no child care facility at the BEC campus.

CHILDREN ON CAMPUS

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

COMMUNICATION DEVICES

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

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

DRESS CODE

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

DRUG PREVENTION PROGRAM AND POLICIES

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

Definition of Illicit Drugs and Alcohol:

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

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

Policy:

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

A student shall not possess, sell, deliver, use, transmit, distribute, solicit, conspire with or be under the influence of a controlled substance or an alcoholic beverage while on school property or within 1000 feet of the school, or while attending any school function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this rule is guilty of conspiracy. Any student who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation. Possession of paraphernalia normally associated with the use of controlled substances, counterfeit drugs, "roach clips", rolling papers, pipes, beer cans, beer bottles, liquor, alcoholic beverages (including non-alcoholic wines and beers such as O'Doul's) and "flasks" is expressly forbidden.

The manufacturing, possession, and/or use of fake identification or driver's licenses which are used to purchase illegal substances or alcoholic beverages are also a violation of this rule.

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

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

Sanctions:

LWIT/BEC will impose disciplinary sanctions on students and employees (consistent with local, State and

Federal law) in violation of alcohol and drug policies.

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

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

ELECTRONIC COMMUNICATIONS USE POLICY

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

Network users will:

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

EMERGENCY CLOSINGS

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

FIELD TRIPS

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

FOOD SERVICE

A student cafeteria and cafe are located in the main building (Building #1) at LWIT. The students in the

Commercial Foods and Culinary Arts Program provide breakfast and lunch for an affordable cost to the student body, faculty, and staff. This service is a component of the course curriculum and serves as part of the students' practical training. There is no cafeteria at the BEC campus.

Vending machines are available.

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

INSURANCE

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

LORENZO WALKER TECHNICAL HIGH SCHOOL

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

LOST AND FOUND

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

NAME BADGES

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

PARKING ON CAMPUS

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

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

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:

- 1st Offense: Instructor – student verbal warning
- 2nd Offense: Instructor – student written warning
- 3rd Offense: Referral to Counselor
- 4th 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.

Attendance

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.

Rules of Student Conduct Post-Secondary Education

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. Trash receptacles must be used to dispose of trash.
7. 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.
8. Students are expected to inform friends and acquaintances not to visit them at school during class time unless by prior approval of the Instructor.

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

SAFETY

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

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

SECURITY CAMERAS

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

SEXUAL MISCONDUCT

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

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

For further information please call or write:

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

or

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

SMOKE AND TOBACCO FREE ENVIRONMENT

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

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

STUDENT ORGANIZATIONS

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

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

STUDENT PRIVACY AND RECORDS

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

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

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

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

3. **The right to provide written consent before the school discloses personally identifiable**

information from the student's education records, except to the extent the FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosures to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or Grievance Committee, or assisting another school official in performing his or her tasks.

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

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

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

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

STUDENT RECOGNITION

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

VISITORS

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

Florida law requires that all visitors to public schools be screened. This screening will search the Florida (FDLE) database for Sexual Offenders / Predators. To ensure the safety of our students and campus all visitors are required to check in at the front desk with a photo ID. Please be aware that the search is strictly for Sexual Offenders / Predators and no other legal offenses.

WEAPONS, FIREARMS, DANGEROUS INSTRUMENTS, AND CONTRABAND

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

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

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

In addition, the Gun-Free Schools Act , which was enacted on October 20, 1994, states that State law requires local educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school.

STUDENT SERVICES

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

CAREER SERVICES

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

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

FINANCIAL AID

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

- Be a citizen or eligible non-citizen with valid Social Security number.

- Enroll in an eligible program.
- Qualify for financial need through FAFSA and LWIT/BEC process.
- Maintain satisfactory academic progress once enrolled.

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

SPECIALIZED STUDENT SERVICES

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

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

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


For more information, contact the Specialized Student Services Department.


SCHOOL CALENDAR

LORENZO WALKER INSTITUTE OF TECHNOLOGY 2007 - 2008 SCHOOL CALENDAR

> Beginning of Semester

< End of Semester

 Student/Teacher Holiday

 Early Release Day/Evening Classes Will Be In Session

* Student Appreciation Day

 Teacher Planning Day + (May 30, planning for 236 only)

 Staff Development Day

Hurricane Makeup Days - May 30, June 2-6, if needed

2007	M	T	W	T	F
JULY	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	<26	27
	30	31			
AUG			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	>20	21	22	23	24
	27	28	29	30	31
SEPT	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
OCT	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
NOV				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
DEC	3	4	5	6	7
	10	11	12	13	14
	17	*18	19	20	<21
	24	25	26	27	28
	31				

2008	M	T	W	T	F
JAN		4	5	6	7
	>7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
FEB					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
MAR	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				
APR		4	5	6	7
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		
MAY				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	<28	29	30
JUNE	>2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

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STUDENT CALENDAR 2007 – 2008

<u>DATE</u>	<u>EVENT</u>
July 4	No School Student/Teacher Holiday (Independence Day Observed)
July 26	1st Semester Tuition Due – Summer Semester Ends
July 26	Financial Aid FINAL Deadline for Fall 2007 Semester
July 26	Student Evaluations Due/Summer Day Session Ends
July 27 to Aug 17	*No School for Day and Evening Classes (Summer Break)
August 13 to 17	*No School Teacher Planning
August 19	WDIS Summer Survey Ends
August 20	Start 1st Semester (Day & Evening), Refund Deadline (WDIS Fall Term)
August 30	*Early Release Day (School Improvement)
September 3	No School for Day and Evening Classes (Labor Day)
September 20	*Early Release Day (School Improvement)
October 22	*No School (Teacher Planning) (Evening Classes in Session)
October 31	*Early Release Day (School Improvement)
November 16	Financial Aid PRIORITY Deadline for Spring 2008 Semester
November 22-23	No Evening Classes (Thanksgiving)
November 22-23	No School (Thanksgiving)
December 18	Student Appreciation Day
December 14	Financial Aid FINAL Deadline for Spring 2008 Semester
December 21	Student Evaluations Due
December 21	End of 1 st Semester
December 21	2nd Semester Tuition Due
December 31	WDIS Fall Survey Ends
December 24 to Jan 4	No School for Day and Evening Classes (Winter Holiday)
January 3	*No School for Day and Evening Classes (Teacher Planning)
January 4	*No School for Day and Evening Classes (Staff Development Day)
January 7	Start 2nd Semester Day and Evening Programs, Refund Deadline
January 21	No School for Day and Evening Classes (Martin Luther King Day)
February 6	*Early Release Day (School Improvement)
February 18	No School Day and Evening Classes (Presidents Day)
March 6	*Early Release Day (School Improvement)
March 7	*No School (Teacher Planning)
March 31 to April 4	No School for Day and Evening Classes (Spring Break)
April 15	Student Appreciation Day
April 23	*Early Release Day (School Improvement)
April 28	Financial Aid PRIORITY Deadline for Summer 2008 Semester for New Students
May 20	Financial Aid FINAL Deadline for Summer 2008 Semester for New Students
May 26	No School for Day and Evening Classes (Memorial Day)
May 28	Summer Session Tuition Due
May 28	*Early Release Day (School Improvement)
May 28	End of 2 nd Semester - Student Evaluations Due
May 28	WDIS Winter Survey Ends
May 29-30	No School (Teacher Planning Day)
May 29	WDIS Summer Survey Begins (TENTATIVE)
June 2	Start Summer Session (Day & Evening), Refund Deadline
July 5	Financial Aid PRIORITY Deadline for Fall 2008 Semester

***Day Classes Only**

THE COLLIER COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION FOR EDUCATION AND EMPLOYMENT.

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FREQUENTLY CALLED NUMBERS

Bethune Education Center

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

Lorenzo Walker Institute of Technology

Front Desk	377-0900
Principal's Office	377-0903
Evening Coordinator	377-0945
Bookstore	377-0920
Fax	377-1000

Student Services

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

Other Departments

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

Health Science Department

Health Science Secretary	377-0953	Health Science Coordinator	377-0918
0CNA/LPN Day	377-0956	CNA Evening	377-0912
Dental Assisting	377-0932	LPN I	377-0948
LPN II	377-0948	LPN III	377-0922
LPN Evening	377-0916	Massage Therapy	377-0979
Medical Assisting	377-0970	Surgical Technology	377-0963