



2021-2022

CAPE CORAL TECHNICAL COLLEGE

# STUDENT HANDBOOK

**Cape Coral**  
TECHNICAL  
**College**  
ESTABLISHED 1965

# THE SCHOOL BOARD OF LEE COUNTY, FLORIDA

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The School District of Lee County, Florida  
2855 Colonial Blvd • Ft. Myers, Florida 33966-1012  
PHONE 239.334.1102 • FAX 239.335.1512 • [www.leeschools.net](http://www.leeschools.net)

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## SCHOOL ADMINISTRATION

**Charlie Pease, Director**

**Gina Sabiston, Associate Director**



**CODA**<sup>\*</sup>  
Commission on Dental Accreditation

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

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

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

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

Revised July 2021

## STATEMENT OF NON-DISCRIMINATION POLICY

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act.  
– School Board of Lee County Policy 1.27

Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services, or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:  
Office of Positive Prevention at (239) 939-6858.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Cape Coral Technical College Equity Coordinator: Lisa de Freitas  
Address: 360 Santa Barbara Blvd. North, Cape Coral, FL 33993  
Phone: 239-574-4440 Email: [LisaHD@leeschools.net](mailto:LisaHD@leeschools.net)

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

## Notes

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## WELCOME

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

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

## STUDENT HANDBOOK

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

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

## MISSION STATEMENT

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



**CODA\***  
Commission on Dental Accreditation

American Academy of  
Professional Coders

National   
Healthcareer  
Association

ANIMAL CARE  
TECHNOLOGIES

## ACCREDITATION

Cape Coral Technical College is fully accredited by the Commission of the Council on Occupational Education (COE), and by Cognia.

The Practical Nursing program is further approved by the Florida Board of Nursing. The Medical Coder/Biller program is affiliated with the American Academy of Professional Coders. The Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA). The Optometric Assisting Program is accredited by the Commission on Para Optometric Certification. The Veterinary Assisting program is approved by the Florida

Veterinary Medical Association.

Cape Coral Technical College is accredited by the Commission of the Council on Occupational Education. Requests for additional information on the policies, standards, or procedures of the Council on Occupational Education should be addressed to the following:

Dr. Gary Puckett  
Executive Director/President Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, Georgia 30350  
(770) 396-3898 FAX (770) 396-3790  
[www.council.org](http://www.council.org)

### **ADMISSION POLICIES**

The School District of Lee County (SDLC) technical colleges are open without regard to race, color, gender, creed, religion, age, national origin, sexual orientation or disability to all persons sixteen years of age or older who are interested in career/technical education as preparation for employment. Qualified students applying to most programs are accepted on a first-come, first-served basis during enrollment periods.

A standard high school diploma or GED® is not a prerequisite for most programs; however, it is highly recommended. Programs which do require a standard high school diploma as a condition of enrollment are Dental Assisting, Medical Coder/Biller, Practical Nursing, Optometric Assisting, Veterinary Assisting, and Medical Assisting.

Students who do not demonstrate attainment of literacy grade levels at the 6th grade level or higher in Reading, Math, and Language on a commonly accepted literacy assessment will be referred to an Adult Education program for remediation.

Any questions in regards to specific program admission requirements should be discussed with an Admissions Specialist.

One of the goals of Cape Coral Technical College is to provide each individual student with the necessary information and services to make realistic educational and career choices. Services include career information, financial aid information, and registration information. Visit the Student Services offices on campus at CCTC for additional information and assistance, or visit: [www.CapeCoralTech.edu](http://www.CapeCoralTech.edu)

## Admission Steps – Cape Coral Technical College

1. Submit Application. <https://capecoraltech.edu/admissions/getting-started-2/>
2. Determine Florida residency for tuition purposes.  
In order to qualify for in-state tuition, prospective students must have two documents indicating that they (or their parents/guardian if the student is under the age of 24) have lived in Florida at least 12 months prior to the first day of their first term of enrollment. See the section on Residency for details and a list of acceptable documents and exemptions. Please have these documents with you when you submit your online enrollment application.
3. Submit transcripts, request all high school, GED®, and college/postsecondary transcripts be sent to the admissions office. Transcripts may also be delivered in person if they are in a sealed envelope from the awarding institution. It is not necessary to provide your diploma. The diploma will not be accepted as documentation of high school or GED® graduation.

Note: If you do not have a high school diploma or GED®, you may still be eligible to enroll in some programs. Please speak with an admissions specialist. Programs which do require a standard high school diploma as a condition of enrollment are Dental Assisting, Medical Coder/Biller, Practical Nursing, Optometric Assisting, Veterinary Assisting, and Medical Assisting.

### REGISTRATION

The student must attend an information session to discuss educational options, registration, basic skills assessment, start and end dates, program costs and, if applicable, remediation schedules. It is recommended that all students meet with a financial aid advisor during registration. The Financial Aid Advisor provides counseling to determine financial assistance eligibility.

Information regarding enrollment documents and forms can be found on our website at [CapeCoralTech.edu/admissions/getting-started-2-2/](https://CapeCoralTech.edu/admissions/getting-started-2-2/)

Programs require an orientation session/interview prior to completing the enrollment process, in which case the admissions specialist will initiate registration and register the student for orientation. Payment of fees completes the admissions process and is required prior to attending classes.

In order to prevent delays in registration, prospective students will need the following documents to upload into the online enrollment form:

1. Academic assessment scores, high school transcripts or college transcripts. Students who have an associate's degree or higher may be exempt from academic assessment testing. Students who have graduated from a Florida public high school with a standard high school diploma since 2007 or earned a Florida GED® using the July 2014 version (if the pass date is within 2 years of registering for a program) may also be exempt from academic assessment testing. The most frequently used assessment is the Test of Adult Basic Education, which is administered on campus for a fee of \$30.

2. Two documents confirming Florida residency for at least the past 12 months for tuition purposes. See the section on Residency for details, located on page 19.

3. Photo ID.

4. High school or GED® transcript.

5. \$45 Application Fee. You may pay by cash, VISA, MasterCard, or check.

6. All first-time students are required to attend a new student orientation workshop. The admissions specialist will help to schedule an upcoming session.

International Students – If you are not a U.S. citizen, you will need to upload your INS documents to the online admissions form. Do not pay the \$45 before checking on your eligibility.

## **STUDENT SERVICES**

Student Services staff focuses on the needs of the individual student and helps to bring together the resources of CCTC. A list of current programs, school catalogs, and pamphlets are available through the Student Services office. The process begins with academic assessment and program advisement with an admissions specialist and continues with support throughout a student's enrollment.

The admissions specialists assist students in clarifying educational and occupational objectives, developing study skills and habits, and dealing with personal concerns. The Test of Adult Basic Education (TABE) is used as a diagnostic tool by the admissions specialist to assess student readiness for success in a program of study. A financial aid advisor is available to assist students in pursuing financial aid to achieve their educational goals.

## **ADMISSIONS AND REGISTRATION POLICIES FOR DUAL-ENROLLED HIGH SCHOOL STUDENTS**

Students who meet the eligibility requirements and who are recommended by their high school counselor, or career specialist, may be admitted as career dual-enrolled students. Career dual-enrollment is an option for secondary students to gain training and industry certification through a technical education program. The training also counts as credit toward the high school diploma. Certain programs require a standard high school diploma or GED® and are not open to high school students. These include Practical Nursing, Dental Assisting, Veterinary Assisting, and Medical Coder/Biller.

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

- Be enrolled as a student in a Florida public secondary school.
- Be classified as a high school junior or senior.
- Have a 2.0 un-weighted GPA
- Meet the graduation requirements for Florida’s state-wide assessments.
- Have a plan approved by their high school to complete all requirements to graduate on time.
- Demonstrate readiness for post-secondary work evidenced by:
  - A good attendance record
  - A satisfactory disciplinary record.
- Be recommended by their school counselor or career specialist
- Spend a shadow day at Cape Coral Technical College
- Take and pass the Basic Skills Assessment
- Be at least 16 years of age

All home schooled, private school, and out-of-county students must enroll through The School District of Lee County’s School Assignment Office and be assigned to a public school in Lee County before they enroll at a technical college as career dual-enrolled high school student. Before they enroll at Cape Coral Technical College as a career, dual-enrolled, high school student, private school or out-of-county students must submit a High School Dual Enrollment Articulation Agreement that must be approved by their governing board and Cape Coral Technical College.

## **READMISSION POLICY**

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

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

Students in programs who voluntarily withdraw from school during a semester will not be allowed to reenroll until the beginning of the next enrollment period. All students who have been withdrawn for disciplinary action, attendance, or academic failure must comply with The SDLC Adult Code of Conduct before readmission.

Students in the Health Science programs have additional criteria to meet if they wish to return to complete the program.

## **TRANSCRIPT EVALUATION**

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

## **APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)**

Applied Academics for Adult Education (AAAE) develops and upgrades the job-related, basic academic skills of students pursuing certificated career-education training. The program's major objectives are to enhance the student's potential to be successful in the certificated career-education program and in the workforce in accordance with the Florida legislature's basic academic skills competency requirements. Students participate in Applied Academics for Adult Education until achieving the required levels of competency in the basic academic skills areas of math, reading and/or language as documented by a state-approved assessment.

## **TABE RETEST POLICY**

Cape Coral Technical College adheres to all recommended testing policies established by the Florida Department of Education, The American Psychological Association and the National Reporting System. The retest may be taken no sooner than three months from the original test date. If the student is not successful on the retest, the student must enroll in AAAE or show proof of remediation before another test will be granted.

Adult students who do not score a minimum of 6th grade level will be recommended to Adult Education for required remediation. Students requiring remediation based on TABE results will participate in the AAAE program.

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

## **STUDENTS WITH DISABILITIES**

All programs, campus organizations, and activities are open to all students regardless of disability. Efforts are made to assist these students to function as independently as possible while attending school. Should special needs arise, the administration and/or Student Services (admissions specialists) are to be notified. Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access.

Adult students with disabilities must self-identify and request such services. Students must supply documentation which is less than two years old for accommodations requested. Documentation of the accommodations requested and provided will become part of the student permanent education record.

## **CLASS SCHEDULES**

The majority of programs start at 8:00 a.m. and end at 2:30 p.m. All students must clock in at the beginning of the day and clock out when they leave. Lunch breaks are thirty minutes in length. A specific lunch time is scheduled for each program and students will be advised of their lunch time by their instructor. The majority of programs follow the same calendar as the Lee County School District K-12 system. Courses of study holding classes in June and July may have an altered schedule.

## **STUDENT RECORDS**

### **PRIVACY OF RECORDS**

The Student Services Department is the custodian of student records. Lee County Public Schools Policy Code Section J regarding student records, concerns the privacy of student records and is available for inspection during normal school hours. The policy outlines the right to review, copy, and

challenge records as well as the right of a administrative review conference and the right to waive access to review statements of recommendations or evaluation.

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

## **TRANSCRIPTS**

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

## **CAREER SERVICES**

The administration, Career Specialist, and instructors combine their efforts to provide a link between employers who wish to hire students and students who are actively seeking full- or part-time employment.

The Career Specialist accepts job listings from employers and delivers this information to students in a variety of ways:

1. Through the Career Source related website, [EmployFlorida.com](https://www.employflorida.com), jobs are posted either by Career Source or the employers themselves. Students have access to this website via computer or any mobile device. Students can browse, conduct job searches, and apply for jobs directly through this website. Students will be able to directly contact employers to schedule appointments and/or interviews related to the positions posted.
2. College Central is available to students as another tool of CCTC job opportunities exposure for students and employers in the 2021-2022 school year. [CollegeCentral.com/CapeCoralTech](https://CollegeCentral.com/CapeCoralTech)
3. Career fairs and community hiring events are advertised to students via in-school promotion, social media and electronic communication. Employability information and training can also be found through [EmployFlorida.com](https://www.employflorida.com). By utilizing this resource, students can read articles on employment tips, resume and cover letter development, view videos on dressing for success, interview best practices, and listen to audio podcasts on career fair etiquette, elevator speeches, etc.

4. The Career Specialist sends job opportunities to instructors, who then make those opportunities available to students.

5. A Job Expo is hosted by CCTC once in the fall and once in the spring. Students meet employers and discuss various employment opportunities, including full-time and part-time employment, internships and externship opportunities.

Cape Coral Technical College adopts a team approach to career services, which involves the instructors, Career Specialist, and Advisory Committee members who provide new information about employment trends and forecasts to instructors. Additionally, employability skills training is available at CCTC for students such as job search strategies, mock interviewing, resume writing, etc. Employability skills training is conducted through group workshops held on campus, and in-classroom presentations during the school year.

Finally, members of the community, employers, parents, and prospective students who visit Cape Coral Technical College have an opportunity to see CCTC's commitment to career services for its students through its many resources.

## **HEALTH SERVICES**

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

## **SMOKING**

Smoking is prohibited on or near school properties per Florida Statute 386.212: Smoking or the use of any type of tobacco products and/or electronic cigarettes or any other non-prescription tobacco substitute is not allowed on the CCTC campus including in or around parked vehicles.

## **SAFETY**

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

## **EMERGENCY EVACUATION**

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

## **CAFETERIA**

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

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS**

Technical student organization activities are an integral part of the curriculum. The organizations are designed to expand and enrich opportunities for leadership development, social awareness, civic responsibility, and an understanding of career and technical education. Students who participate in the activities of a career and technical student organization designed for a career area are better prepared for the world of work. Students acquire first-hand knowledge of the many opportunities available in their chosen careers and become aware of the value of their contributions to society.

## **NATIONAL TECHNICAL HONOR SOCIETY (NTHS)**

The National Technical Honor Society (NTHS) is an organization committed to the recognition of excellence in every arena of career and technical education. NTHS encourages higher scholastic achievement, cultivates a

desire for personal excellence, and helps top students find success in today's highly competitive workplace; in addition, this organization stresses student achievement, community service, and contributions from business, industry, and educational professionals.

## **SKILLSUSA**

SkillsUSA is a national nonprofit organization serving teachers, high school students and post-secondary students who are preparing for trade, industrial, and technical and skills service occupations, including health occupations. SkillsUSA is dedicated to developing well-rounded education by enhancing leadership, citizenship, safety, and skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at CCTC support and encourage participation in this student organization. The SkillsUSA contests are the most important opportunity for students to demonstrate their occupational and leadership skills while they are still in school.

A membership drive is held in the fall with competitions beginning in February. Students are encouraged to join the organization for a nominal fee and to take an active role in SkillsUSA projects throughout the year.

## **HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)**

Health Occupations Students of America (HOSA) is a national career and technical student organization endorsed by the U.S. Department of Education and the Health Occupations Education Division of the American Vocational Association. HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in the health occupations education programs.

## **VOTER'S REGISTRATION**

CCTC promotes responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available in Student Services, on the CCTC website at [CapeCoralTech.edu](http://CapeCoralTech.edu), and/or may be downloaded from the Lee County Government's web site at [www.leeelections.com](http://www.leeelections.com). Additionally, registration drives take place annually.

## **STUDENT MAGAZINE**

CAPE TECH is the Cape Coral Technical College student magazine. It is published once each year.

## **FIELD TRIPS**

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

## **STATEWIDE ARTICULATION AGREEMENT**

Articulation agreements with high schools and colleges provide credit for competencies, certifications, and licensure completed in many training programs. CCTC has an articulation agreement with The School District of Lee County, Florida. CCTC has local agreements in place with Florida South Western College in which students can articulate up to 12 credits depending on the program of choice. In addition, students can earn up to 24 credits at Florida public colleges depending on the program of choice and successfully passing industry certification or program licensure. Instructors and Admission Specialists can provide additional information or students can visit the Florida Department of Education's website:

<https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/>

## **TRANSFERS FROM OTHER INSTITUTIONS**

Students transferring from other post-secondary institutions may enter on a space available basis usually at the beginning of the semester. Transfer students are required to meet the technical colleges' admission standards before entering the program. Students are required to provide an official transcript from all former post-secondary schools attended.

Students enrolled in Health Science and Cosmetology programs have additional requirements regarding transferability. Please refer to the program handbooks for details on the transfer policy.

## **IN-HOUSE TRANSFER POLICY**

Program changes are available through the first two (2) weeks of the semester as space is available, or at the discretion of administration beyond the two weeks. Students wishing to change technical programs may do so only after 1) Talking to an Admissions Specialist; 2) Informing current instructor of program change; 3) Interviewing and shadowing with desired instructor and new program; 4) Consulting financial aid advisor (if applicable); 5) Consulting student accounts for possible change in program fees; 6) Consulting with sponsoring agency (if applicable).

Before the change is finalized, both program instructors and Student Services must approve. Financial Aid awards may be affected by program changes. Depending on the circumstances, an administrative review may be necessary.

## **CAMPUS VISITORS/TOUR POLICY**

All visitors to Cape Coral Technical College (people who do not work for SDLC or who do not attend classes or programs) will obtain a “visitor’s badge” from the receptionist’s desk in Student Services. Employees of the SDLC, employees and staff of CCTC, and all students are required to display an ID badge at all times while on campus. Student ID badges shall be worn and displayed above the waist.

Visitor registration serves three purposes:

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

Tours may be arranged through the Student Services Department. After a visitor has obtained a “visitor’s badge” and signed in, he/she is permitted to enter Cape Coral Technical College as long as he/she engages only in a valid activity which does not disturb, interfere, or disrupt instruction or school business in any manner. High school students interested in dual enrollment should arrange a visit through their home high school before arriving on Cape Coral Technical College’s campus. *NOTE: Visitors must return their badge when they leave the campus.*

Students are not permitted to bring their children to class. In general, friends, family members of students (including spouses), and former students are NOT allowed to be on campus during the school day including lunch time unless preapproved by administration. Former students wishing to visit former instructors must do so after 2:30 p.m., after being cleared through the front office.

## **VEHICLE PARKING POLICY**

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

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

Students are prohibited from taking breaks in vehicles during the school day. Students should plan accordingly and take all necessary materials to class with them in the morning, or pick them up at lunch time. Students wishing to go to their car during the regularly scheduled day should check out with their instructor and security prior to exiting the building.

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

The hourly fee rates are determined by the Florida State Legislature annually and are calculated accordingly for Florida and non-Florida residents. Fees are subject to change from one school year to the next. In exceptional instances, the fee rate may increase during the school year. Proof of residency must be provided at the time of registration.

Tuition fees are calculated based on the technical program's scheduled hours. Tuition fees are charged by an enrollment period, payable two weeks prior to the start of each enrollment period. The school is prohibited by state statute from allowing students, who have not yet paid the fees due, to begin class.

Students scheduled to complete or finish a program during a semester are charged for the hours scheduled as remaining in the student's enrollment. Students who require additional hours to complete their program beyond standard program hours are charged for those hours and must pay for them before being allowed to continue.

Tuition fees for students withdrawing from school during the first five school days of a semester are fully refundable, with the exception of the non-refundable application fee. For programs of less than 250 clock hours, the refund policy is two days.

### **INFORMATION FOR RESIDENCY CLASSIFICATION**

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, legal alien

granted indefinite stay, or other qualified alien as defined under federal law.

Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida “resident for tuition purposes.”

Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

### **Non-Florida Resident**

Students who do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted can qualify for a future term. It will be necessary for the student to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as ‘reclassification’ of residency status. Being classified as a non-Florida resident will not exclude students from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s.1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought.

### **Residency Appeal Statement**

Pursuant to Section 1009.21(12), F.S., students denied the classification of Florida resident for tuition purposes have the right of appeal. Appeals must be in writing to the Residency Appeals Committee, care of the Student Services Office. Appeals should be made as soon as possible after receipt of the initial decision and prior to payment of the first semester’s tuition.

All appeals will be reviewed by the Residency Appeal Committee, and the Committee’s decisions are final. Students classified as a non-resident for tuition purposes can reapply for residency consideration at the beginning of any term of enrollment.

### **APPLICATION/REGISTRATION FEE**

A non-refundable application fee is due upon enrollment of each program.

### **LAB FEES**

For some programs, a lab fee is payable before the first day of each enrollment period.

## GRADUATION FEE

This fee is charged the last enrollment period of the program. A school-wide graduation ceremony is conducted in the spring of each year. Students who are, or will be full program completers on or before June 30th are eligible to participate in the spring ceremony. Some Health Science Department programs conduct program specific graduations throughout the year.

## BOOK FEES

Costs for textbooks vary by program. Textbook lists and associated costs are published on program disclosure documents and technical college websites. Students are responsible for purchasing their own books from any source (Amazon, eBay, Textbookrush, etc.). CCTC also maintains an online bookstore accessed through their website: <http://www.bkstr.com/cctcstore/home>. Textbooks for dual-enrolled high school students are provided by the SDLC, Florida, at no cost to the student. It is the expectation that all students will have their textbooks prior to the first day of class.

## TUITION AND FEES SUMMARY

School Year 2021-2022

| Type of Program  | Application Fee | Tuition  | Lab Fees | Other Costs |
|--|-----------------|--|----------|-------------|
| Certificate<br>(Career Education Program)                  | √               | Resident \$2.92/hr.<br>Nonresident \$11.71/hr. | √        | √           |
| Applied Academics for<br>Adult Education (Learning Center) | √               | \$30 per term                                  |          |             |
| Continuing Workforce<br>Education Classes                  | √               | Resident \$6.00/hr.                            | √        | √           |
| Adult ESOL/GED®  | √               | \$30 per term                                  |          | √           |
| Lifelong Learning Classes                                  | √               | Resident \$4.00/hr.                            | √        | √           |
| High School Dual Enrollment                                | Exempt          | Exempt   | Exempt   | Exempt      |

## CONSUMER INFORMATION

Consumer Information is located on each college's website:

Cape Coral Technical College: <http://www.capecoraltech.edu/about/consumer-information/>.

## FOREIGN STUDENTS

Foreign students are allowed to register, enroll and study at the technical

colleges if they have a valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid status must be shown at time of registration.

Out-of-state tuition waivers may be provided to students who are undocumented for federal immigration purposes and meet the following conditions:

1. Attended a Florida high school for three consecutive years immediately before graduating from a Florida high school.
2. Enroll in an institution of higher education within 24 months after high school graduation; and
3. Submit an official Florida high school transcript as evidence of three years of attendance and graduation.

Students eligible for the out-of-state tuition waiver will be required to pay in-state tuition and fees. Students will not be eligible for state or federal financial aid.

## **FINANCIAL AID SERVICES**

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. Federal financial aid is not available for programs less than 600 clock hours. It is recommended that all students complete a FASFA and schedule a financial aid eligibility evaluation with the CCTC Financial Aid Office.

The school's standard for satisfactory progress must be maintained throughout the length of the program to remain eligible for Federal financial aid. (\* see Satisfactory Academic Policy – SAP on the next page) Other financial aid programs may have additional requirements. The technical colleges' financial aid awards are contingent upon receipt of funds. Funds are not dispersed on the first day of a course. Financial aid sources include but are not limited to Federal Pell Grant, Florida Bright Futures, Florida Prepaid Tuition, state grants, local scholarships, and outside agencies.

Individual appointments are available for the purpose of disseminating general information, application explanation, application review, entrance interviews, and exit interviews.

## **OTHER FINANCIAL ASSISTANCE**

Vocational Rehabilitation, CareerSource Southwest Florida, and other third-party agencies also provide financial assistance for educational career training to help offset educational costs. Students are responsible for contacting third party agencies directly.

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

In order to maintain financial assistance eligibility, a student must maintain

Satisfactory Academic Progress (SAP). The Financial Aid Office will require a progress report to be completed by the student's instructor and submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making SAP if they successfully complete their scheduled clock hours, achieve a specific cumulative grade evaluation or grade point average (GPA), and do not exceed the maximum time limits to complete their course of study. Each SAP will be checked at 450 clock hours and prior to subsequent disbursements for students enrolled in programs of one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

### **Satisfactory Academic Progress is defined as:**

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

### **Failure to meet Financial Aid Satisfactory Academic Progress**

At the technical colleges, there is no financial aid academic probation or warning upon the determination of unsatisfactory financial aid academic progress. Students acknowledge notice of unsatisfactory financial aid academic progress and the forfeiture of scheduled financial aid payment by signing the Student Academic Progress Report form provided by their instructor. Failure to achieve satisfactory academic progress at the end of a payment period will result in the forfeiture of Federal Title IV funding until satisfactory academic progress is achieved.

Reinstatement of financial aid will be granted when a student achieves a satisfactory academic progress report for the subsequent term of enrollment for which no grant aid was awarded.

Proof of the above guidelines will be collected from instructors confirming the student's name, program and progress toward academic achievement.

## **VETERANS EDUCATION BENEFITS**

In order to be eligible for VA Educational benefits, the student must file the proper forms on the VA website, [www.GIBILL.VA.gov](http://www.GIBILL.VA.gov), or consult with the VA Certifying Officer at a CCTC. Students eligible for VA benefits must submit all military and post-secondary transcripts.

All veterans receiving educational benefits while attending CCTC are subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration.

### **Veterans Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as actual clock-hour time missed. Students who, for any reason, miss more than 20% of the total scheduled course hours in a calendar month are considered to be in violation of the attendance policy and the student will be placed on attendance probation for one (1) month for unsatisfactory attendance. Particular care to maintain good attendance should be taken during months with fewer scheduled days, such as November, December, and the month which Spring Break falls in.

If the student fails to meet attendance standards the following month, her/his unsatisfactory status will be reported to VA via a termination.

In order to show that the cause of unsatisfactory attendance has been removed, students must not miss more than 20% of the total scheduled hours in one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veterans' file for U.S. Department of Veterans Affairs and State Approving Agency audit purposes.

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade average (CGA) of 75% (most Health Science 80%) each semester (term, quarter, semester, evaluation period, etc.).

A VA student whose CGA falls below 75% (most Health Science programs

80%) at the end of any semester (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of one consecutive term of enrollment. If the VA student's CGA is still below 75% at the end of the term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGA of 75% (80% Health Science).

### **Veterans Credit for Previous Education or Training**

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

### **Out-of-State Fee Tuition and Waiver Military Affiliated Students**

In accordance with Florida Statute 1009.26(13) and (14), out-of-state tuition and fees shall be waived for covered eligible individuals (Chapters 30, 31, 33, 35, 1606, 1607, and ToE, or Active Duty member outside of the state) **who meet any ONE of the following:**

1. Honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, and the National Guard.
  - Copy of DD214 Certificate of Release
  - Proof of residing in Florida
  - Additional documentation that may be required
  
2. Any student who is entitled to and uses education assistance provided by the United States Department of Veterans Affairs who physically resides in the state of Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. The waiver will not be granted in this category once VA educational assistance is exhausted or for any term I do not elect to utilize VA educational assistance
  - Copy of VA Certificate of Eligibility (COE)
  - Proof of residing in Florida
  - Additional documentation that may be required
  
3. Active Duty member of the Armed Forces of the United States residing or stationed OUTSIDE of the state of Florida who are enrolled as a degree or certificate seeking student. Tuition and fees charged to as student who qualifies for the out-of-state fee waiver

under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program.

- Proof of Active Duty status
4. Individual using educational assistance from the U.S. Department of Veterans Affairs under Chapter 31, Veterans Readiness & Employment (VR & E) who physically resides in the state of Florida while enrolled in the institution. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. The waiver will not be granted in this category once VA educational assistance is exhausted or for any term I do not elect to utilize VA educational assistance.
- Copy of VAF 28-1905
  - Proof of residing in Florida. This may include, but is not limited to copy of Florida driver's license, Florida identification card or copy of lease
  - Additional documentation that may be required

**If enrolled in a course for the 3<sup>rd</sup> time, please consult with the Office of Admissions (FS 1009.285)**

### **Tuition Waivers for Purple Heart Recipients**

Chapter 2014-62, Laws of Florida, provides a tuition waiver for recipients of a Purple Heart or another combat decoration superior in precedence.

The tuition waiver is provided to recipients who meet the following conditions: 1) Enrolled full-time, part-time, or in summer school in a program that terminates in an associate or a baccalaureate degree, a college credit certificate, or a career certificate; 2) Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida; and 3) submits to the institution the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

The waiver is applicable for 110% of the number of required credit hours (or equivalent) of the degree or certificate program for which the student is enrolled.

### **VA Pending Payment Addendum**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts

the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not: • Prevent the student's enrollment; • Assess a late penalty fee to the student; • Require the student to secure alternative or additional funding; • Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: • Produce the VA Certificate of Eligibility (COE) by the first day of class; • Provide a written request to be certified; • Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **COLLEGE REFUND POLICY**

If the technical college cancels or closes a program, the student will receive 100% refund of tuition and fees paid.

All full-time students withdrawing from a program during the first five days of enrollment or the first two days of enrollment for programs less than 250 hours, will receive 100% refund of the tuition and lab fees paid provided all lab supplies are returned, with the exception of the nonrefundable application fee. After these drop/add periods, there are no refunds.

Refunds, when due, are made without requiring a request from the student. Refunds when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. All refunds are made within 45 days of the student's last day of attendance.

In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

### **REFUND POLICY FOR TITLE IV RECIPIENTS**

When a Title IV eligible student chooses to withdraw from school, he/she must contact the financial aid office prior to his/her last date of attendance. For the purposes of return of the Title IV funds calculations, the last day of attendance is the official withdrawal date.

For any Title IV recipient terminating his/her program of study after entering the institution and before completing the program, a return of Title IV funds

calculation will be performed to determine the amount that a student has earned and the amount that must be returned.

Examples of return of Title IV funds calculations are available in the financial aid office. The student is obligated for any tuition, fees, books, or equipment not covered by Title IV funds.

## **CAMPUS SECURITY RESPONSIBILITIES**

Information on campus security statistics can be found online at [www.CapeCoralTech.edu](http://www.CapeCoralTech.edu).

## **SCHOOL SECURITY**

Although a school security officer patrols all buildings and parking lots both during day school hours and at night during school hours, it is everyone's responsibility to maintain a secure campus. The security officers are authorized to question students any time during school hours. Furthermore, the security officer is directed to report any school rule violation to school administration immediately. The security officer patrols the campus grounds to ensure that no unauthorized persons are on the campus.

The security officer will also enforce the wearing of CCTC identification badges and displaying of parking permits on vehicles. Each student will receive a name tag and parking permit which must be displayed at all times while on campus. Requests for additional name tags or parking permits or replacement of lost or stolen ones will be charged a nominal fee. Instructor will collect identification badges from graduating students; withdrawn students will turn in IDs. Unauthorized persons will be asked to leave the campus immediately. Unauthorized persons are defined as anyone who is not a student, staff member, or official visitor. Anyone not wearing the CCTC identification badge is considered an unauthorized person.

Official visitors are persons who are school district employees or school district approved contractors and any person who has been escorted to the main office and issued a visitor badge.

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

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

## **STUDENT ID POLICY**

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

## **TIMELY WARNING ISSUANCE AND POLICY PROVISIONS**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses.

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

## **STUDENT RIGHT-TO-KNOW ACT AND CAMPUS SECURITY ACT**

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

## **FDLE – FLORIDA SEXUAL OFFENDERS AND PREDATORS**

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

## **CAMPUS NOTICES**

Anti-Drug Abuse Act: Students convicted of drug felonies may lose their eligibility for federal financial aid programs. The Omnibus Drug Initiative of 1988 gives courts the authority to suspend eligibility for federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance. For a drug possession conviction, eligibility is

suspended for one year for the first offense, two years for the second offense, and indefinitely for the third offense. For a drug sale conviction, eligibility is suspended two years for the first offense and indefinitely for the second offense.

## **DRUG AND ALCOHOL POLICY**

CCTC encourages healthy living habits for both students and employees. Eating healthy, getting sufficient sleep, regularly exercising, and making time for family and friends are important for assuring success in your program. In addition, we want students and staff to experience life free from dependence on drugs and alcohol. The effects of drug and alcohol abuse can be devastating to individuals and families.

Listed below are some of the health risks associated with drug and alcohol abuse:

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

## **Preventing Drug and Alcohol Abuse**

- Be firm about saying “no.” You do not have to explain your reasons. People who care about you will respect and support your decision. You never know when your decision will persuade someone else to change his/her behavior.
- Surround yourself with people who think like you do. Give yourself the opportunity to find common interests with people who live healthy, active lifestyles.
- Avoid temptation. Remove substances from your home. Stay away from places where they are used or sold. Find recreational activities that allow you to maintain your commitment to living a drug-free life. Take up a new hobby or sport, volunteer, spend more time with your children, do those projects you have been meaning to do around the house.
- Take seriously the responsibility all adults have to set a good example for children.
- Take the money you spend on unhealthy activities and save toward something special you and/or your family has been anticipating.
- Find productive ways to manage the stress in your life.

### **DRUG AND ALCOHOL STATUTES**

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

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

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

business, or engages in any school-sponsored activity while under the influence of drugs or alcohol will also be in violation of this policy.

## 2. Definitions:

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

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

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

### D. Drugs:

1) articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them;

2) articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and

3) articles (other than food) intended to affect the structure or any function of the body of man or other animals; and

4) articles intended for use as component of any article specified in clause (1), (2), or (3). Anabolic steroids and controlled substances, as set forth in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.A. 812), as amended are included, but do not comprise the totality of this definition (Source 20 U.S.C. 321(g) (1)).

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

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

## **Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs**

Many resources are available to help students and employees who want to

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

*Information contained herein regarding treatment services does not constitute or imply its endorsement, recommendation, or favoring by CCTC, The SDLC, its directors or employees.*

- Employees

- Refer to the School Board Policy Manual, Section 5.37
- Consult the SDLC Google Drive/Shared Drives/0581 Docs
- Employee Assistance Program

- Students and employees:

- Alcoholics Anonymous, Fort Myers, 239-275-5111, <http://www.leecountyaa.org/>
- Al-Anon/Alateen, Fort Myers, 239-274-1353, <http://www.al-anon.alateen.org/al-anon-in-florida/54-fort-myers>

David Lawrence Center, Naples, 239-455-8500,  
[www.davidlawrencecenter.org](http://www.davidlawrencecenter.org)

- Narcotics Anonymous, 24-hour Help Line: 1-866-389-1344, <http://www.nagulfcoastfla.org/meeting-list-1>
- Grace Church–Celebrate Recovery, North Fort Myers, 239-574-7161
- Salus Care, Fort Myers, 239-275-3222, [www.saluscareflorida.org](http://www.saluscareflorida.org)
- Light House Addiction Services, Cape Coral, 239-540-8011
- Lutheran Services Florida, Inc. (services for adolescents/families), Fort Myers, 239-275-1126 or 239-278-5400
- Teen Challenge (for 18+), 239-275-1974 (Men); 239-939-7705 (Women)
- The Salvation Army Crossroads (for men only), 239-334-3745
- Quit Vaping: <https://teen.smokefree.gov/quit-vaping/how-to-quit-vaping>
- Smoke Free Gov: <https://smokefree.gov/quit-smoking>

## **DRUG-FREE CAMPUS POLICY**

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

## **INSTRUCTIONAL POLICIES AND PROCEDURES**

### **GRADING SCALE**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

I = Incomplete

Standards of progress established for each program are based upon identified competencies to be accomplished by students in the program. The technical colleges employ an electronic gradebook which the instructors use to record student performance for each enrollment period. Each instructor details their grading procedures in either their syllabus, program handbook and/or course outline. Students are provided with access to their own performance through a password-protected student portal.

### **PROGRAM COMPLETION REQUIREMENTS**

Certification for FULL program completion is determined by:

(1) mastery of 85% of program competencies as determined by the instructor (Health Science programs may require 100% mastery of program competencies) (2) a final grade of 75% (Health Science 80%) or better, (3) attendance of a minimum of 90% of scheduled program hours (95% of scheduled hours for Practical Nursing, Medical Assisting, Dental Assisting). Additionally, some programs require 100% attendance during clinicals and (4) documentation of academic readiness as required by Florida State Statutes.

Students who exit the program early and have successfully completed each course, or the competencies of an Occupational Completion Point (OCP), will be issued an OCP certificate.

Exceptions to the program completion requirements include all Health Science programs.

### **ACADEMIC DEFICIENCY**

Students who are in danger of failing a program for unsatisfactory progress may be notified in writing by the instructor indicating the deficiency and course of action recommended.

The process of notifying a student of a deficiency may include: 1) student/teacher conference where the teacher informs the student of his/her deficiency in writing; 2) the teacher may make available to the student special and/or additional help; and 3) the student is informed that failure to remove these unsatisfactory conditions within a specific time may result in a failing grade and/or withdrawal from the program. 4) Students not making acceptable academic progression will be referred for an administrative conference and may be placed on academic probation

Students who do not meet the standards of progress for their program may be withdrawn for unsatisfactory progress and may not re-enroll in that program without the approval of the instructor and school administration. A student who is withdrawn for academic reasons may apply for re-admission after the second semester of his/her withdrawal.

### **ACADEMIC PROBATION**

All students are expected to remain in good academic standing with an institutional average of at least 75% (80% for most Health Science Programs). A student will be placed on Academic Probation if his/her program grade point average drops below 75% (80%, Health Science related).

Instructors will issue a grade deficiency report and the student will be scheduled to meet with the Associate Director to review the recommendations for academic remediation. Students will have one calendar month to remediate the action, or two weeks if the course is 90 hours. If the student successfully increases his/her grade, the academic probation will expire.

A student who does not improve his/her grade to above 75% (80%, Health Science related) may be withdrawn for failure to make academic progress. A student who is withdrawn for academic reasons may apply for re-admission after the second semester of his/her withdrawal.

### **ATTENDANCE POLICY**

The Technical Colleges encourage and expect all students enrolled in programs to attend regularly to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students are expected to notify the instructor when absent within the first hour of the scheduled course arrival time, to self-report the absence for all or part of an instructional day. (Some courses may have more stringent policies, refer to course syllabus for program specifics). For post-secondary students, there are no excused or unexcused absences. Students are considered present or absent. Time missed due to arriving late or leaving early are subtracted from attended clock hours. All programs

follow a clear and structured course of study. Missing instructional time will negatively affect progression.

A student is expected to be in attendance at least 90% of the scheduled hours of attendance. Attendance requirements in programs that lead to board licensure may be stricter and take precedence over this policy (Practical Nursing, Medical Assisting, Dental Assisting require 95% attendance).

Students displaying a pattern of non-attendance, late arrival, or early departure will be referred to the Associate Director and may be placed on an attendance contract. Students who do not meet the standard of acceptable attendance may be withdrawn.

A student who is withdrawn for attendance reasons may not re-enroll in the same program without the approval of the instructor and school administration. Additionally, a student who is withdrawn for attendance reasons may apply for re-admission after one semester of his/her/ withdrawal.

Students absent for 6 consecutive days without contact with the instructor will be automatically withdrawn. Withdrawal under any circumstances may result in negative consequences for students who have accepted funds through local, state and/or federal aid programs.

### **SIGN-OUT-OF-SCHOOL POLICY**

Students must notify their instructor of intent to leave early. The student must clock out for the day.

### **ATTENDANCE PROBATION**

Instructors will inform the Associate Director in the event of a pattern of non-attendance, including late arrival, or early departure. The Associate Director will verify documentation and schedule an administrative review conference with the student. If necessary, the Associate Director may place the student on attendance probation. This probation period is typically 30 days, or a time specifically designated by the Associate Director. Probation status may jeopardize student eligibility to hold office in student organizations, be nominated for student awards, represent CCTC in sponsored competitions, or participate in other student privileges.

Students on probation are required to provide verifiable documentation for any additional attendance events. If significant improvement has occurred, the probation will expire. With limited improvement in attendance, the probation may be extended for an additional 30 days. If no improvement in attendance is shown within one week of the initial contract date, the student

may be withdrawn.

A pattern of violation may result in immediate withdrawal for the remainder of the semester. A student who is withdrawn for attendance reasons may not re-enroll in that program without the approval of the instructor and school administration. A student who is withdrawn for attendance reasons may apply for re-admission after one semester of his/her/ withdrawal. Students withdrawn for attendance purposes are permitted to re-enroll on a space available basis. Returning students will be readmitted under a new attendance contract. Students withdrawn for attendance a second time must sit out an additional full semester before re-admittance under attendance probation. Withdrawn students may appeal to the Director, or their designee, to return earlier.

### **LEAVE OF ABSENCE POLICY**

Students who require an extended absence (five days or more) for a legitimate, unforeseen circumstance may submit a Leave of Absence (LOA) request to administration in advance of the absence. Only one leave per school year will be granted. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993, or a Declared State of Emergency.

In the case of a government declared emergency, a student may be granted a leave of absence up to 180 days with proper documentation and the approval of the administration and the course instructor. This student may return to their program, when an opening becomes available to them, upon the approval of the admissions specialist, instructor, and administration.

If a student is on a COVID pre-cautionary leave, mandated by current SDLC Policy and Health Department guidelines, it is the expectation that they will participate in distance learning if healthy enough to do so and attend class virtually via ZOOM, when permitted and approved by regulatory bodies.

Students taking approved leave retain in-school status. A student who does not return from an approved Leave of Absence will be considered withdrawn. In order for a leave of absence to be approved, the student and instructor must agree upon a Plan of Action to make up missed work.

High school dual-enrolled students are not eligible for a leave of absence. High school students should see an Admissions Specialist to prearrange an extended absence.

### **WITHDRAWAL**

Students who plan to withdraw must confer with a school admissions specialist prior to leaving the school.

The withdrawal procedure is as follows:

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

Once these steps are completed, the withdrawal is complete.

### **GRIEVANCE PROCEDURE**

If a student feels he/she has been discriminated against, he/she may appeal a decision based upon any policy or procedure. First, the student is to discuss the matter with his/ her course instructor or site-based equity coordinator. If the conflict still exists, the student should then discuss the matter with the Associate Director. If the conflict persists, the student may make an appointment with the school Director.

If the student wishes to challenge the findings of the Director, he/she may appeal this decision to the Senior Director of Lee Technical Colleges, then an appeal committee composed of administrators at The School District of Lee County, Florida. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case.

The appeal should be made in writing within five work days after notification to the student. The appeal committee will review the facts of the case and findings of the Director and decide regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of The School District of Lee County, Florida.

If a student feels his or her concerns have not been satisfied on the local level, the student is free to write to the following address, which is the

accrediting body for the school:

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

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

### **DISSEMINATION OF LITERATURE POLICY**

Students wishing to disseminate and/or post literature on any school bulletin board must follow these procedures: The student desirous of disseminating information must provide the flyer, notice, or bulletin to a member of the Administration who will review and initial the notice and place the information on the bulletin board or an appropriate place.

The information a student may seek to have placed on the bulletin board or appropriate place is restricted to information about activities which will occur only on school grounds, or during school hours, or which have some connection with school business or Cape Coral Technical College's students. The student understands Cape Coral Technical College will determine the time limits and boundaries of content it deems acceptable to be placed on the bulletin boards.

### **LAWS AFFECTING STUDENTS AT CAPE CORAL TECHNICAL COLLEGE**

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

### **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles on campus which are hazardous to the safety of others or interfere in some way with school procedure. Prohibited items will be impounded. Prohibited items include, but are not limited to:

- weapons of any kind
- fireworks
- toys such as toy guns, water pistols, bean shooters and slingshots
- athletic equipment such as hard balls, basketballs, bats, etc.
- skates or skate boards
- controlled substances
- anything that substantially disrupts the school
- glass containers
- tobacco products/e-cigarettes
- excessive use of ear phone music/electronic devices
- any communication or recording device (such as, but not limited to, cellular telephones, text messaging devices, digital cameras, etc.) must be turned off and may not be used or displayed in the classroom or shop during instructional time

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students attending the Lee County Public Schools have the right to an appropriate education, including the right to equal educational opportunities without regard to race, national origin, sex, disability, or marital status. The following statements of rights and responsibilities are intended as a guide based upon broad principles and The School District of Lee County's

recognition and support of the concept that students are expected to be responsible citizens and are guaranteed certain rights.

Students have the right to:

- a safe and orderly environment in which to learn
- be treated with dignity and respect
- express opinions and personal points of view
- peaceful assembly
- be secure in their personal privacy
- limit access to their student records
- be informed of the rules of conduct
- reasonable and fair treatment

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

In addition, students have the responsibility to:

- attend school regularly
- treat school property and the property of others with respect
- respect the privacy of others
- have in their possession only those items allowed by law and/or school board rules or policies
- listen courteously to the opinions and points of view of others
- come to class with all necessary materials and be prepared to learn
- maximize their learning opportunities
- report hazardous or dangerous situations to someone in authority
- treat others with respect and refrain from discrimination against others

because of racial, ethnic origin, sex, creed, sexual orientation, or disability

- maintain reasonable standards of academic performance commensurate with their ability

- refrain from publishing libelous and obscene materials

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

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal administrative review conference. After the administrative review conference, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific FL State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Annual Notice to Adult Students, Parents and Guardians of Pupils “Directory information” includes the pupil’s or student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the pupil or student.

Adult students, parents or guardians of pupils must notify the school in writing within the first ten (10) days of school each year that such personally identifiable information is not to be designated directory information with respect to that adult student or pupil. In the absence of a written notice by an adult student, parent or guardian of a pupil to withhold any, or all, information included in the definition of “directory information,” the school reserves the right to release any of this information as it may consider desirable and in compliance with the law. Non-directory information will be released as per the above stated laws.

The intent of the law is to protect the accuracy and privacy of a student’s educational records, and such adult student, parent or guardian of a pupil’s record shall have the right to access, waiver of access, challenge and administrative review conference, review and reasonable interpretation of any such record or report upon appropriate written request to the principal of the school where the adult student or pupil is enrolled. A copy of School Board policy is available in each school for the interpretation of the

educational records of students.

## **BULLYING AND EQUITY ISSUES**

If any words or actions make a student feel uncomfortable or fearful, he/she needs to inform a teacher, admissions specialist, administration, or the equity coordinator. Students may also make a written report. It should be given to a teacher, admissions specialist, equity coordinator, or administration.

Students' right to privacy will be respected as much as possible. CCTC takes seriously all reports of sexual harassment and harassment based upon race, color, national origin, and disability, and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate a student or acts to harm against him/her because he/she made such a report.

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

Harassment Statement HB 4/30/01: It is the policy of The SDLC that all of its students and school employees enjoy an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing; social exclusion; threatening; intimidation; stalking; physical violence; theft; sexual or religious, or racial harassment; public humiliation; and/or destruction of property.

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

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

**SEXUAL HARASSMENT:**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational opportunities, awards, grades, and other opportunities provided by the school district. Examples of conduct which may constitute sexual harassment include:

- touching oneself sexually or talking about one's sexual activities in front of others;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- sexually offensive jokes or gestures;
- graffiti of sexual nature or notes and cartoons of a sexual nature;
- forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;
- unwelcome touching, patting, pinching, or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property;
- offensive or graphic posters or book covers;
- violent acts; or
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

**HARASSMENT BECAUSE OF RACE OR COLOR:**

Racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

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

3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

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

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

**HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY:**

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

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

Examples of conduct which may constitute harassment because of national

origin or ethnicity include:

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

### **HARASSMENT BECAUSE OF DISABILITY:**

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

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

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

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

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

### **Begin: 2021-2022 SDLC Adult Code of Conduct**

#### **CODE OF CONDUCT FOR ADULT STUDENTS**

By applying and registering at a Lee County Technical College, or a Lee County Adult Education Program, all students agree to abide by all regulations, as published in the school catalog, the student handbook and other school publications, as well as federal, state and local laws.

As a post-secondary and adult education institution, the college or school expects students to be mature and responsible citizens at all times and places. Any student whose conduct or dress is in violation of the law, is a public nuisance or is deemed improper and detrimental to the school, and/or does not abide by the policies of a program may be subject to disciplinary action, including probation, suspension, withdrawal or denial of reenrollment.

All high school students that attend an Adult Education Program at the Lee Technical Colleges or any other Adult Education sites are subject to the SDLC Code of Conduct for Students – Grade 6 to Grade 12.

#### **SCOPE OF AUTHORITY**

The Principal, Director, or Coordinator has the right to determine the appropriate response for the misconduct and the corresponding level of the offense based on the facts and circumstances of the incident in accordance with Florida statutes sections 1003.31 or 1006.61.

Proceedings of the investigation of each case and the action taken will be officially recorded. Students are expected to respect the rights and welfare of other members of the school community and its guests. This district

recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the adult learning community. Students are expected to assume full responsibility and will be held accountable for their individual or collective actions.

Certain conduct and actions while on campus shall be considered improper conduct and shall be subject to disciplinary action which may include suspension or withdrawal. Each case will be reviewed on an individual basis by the director or his/her designee giving each student the fundamental right of procedural due process. The degree of formality associated with a conference or administrative review conference in the determination of a suspension or withdrawal will depend upon the nature of the offense and the severity of the sanctions that may be imposed as a result. Only the Principal, Director, Coordinator, or their designee has the authority to suspend a student. Only the Principal, Director, or Associate Director has the authority to withdraw a student.

### **STATEMENT OF NON-DISCRIMINATION POLICY**

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act.

Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy.

Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

Office of Positive Prevention: (239) 939-6858.

Student-Related Equity Issues:  
Director of Positive Prevention  
The School District of Lee County 2855 Colonial Blvd  
Fort Myers, FL 33966 (239) 939-6858  
TTD/TTY (239) 335-1512

## **DIVERSITY**

The School District of Lee County is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the school's purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

## **FEDERAL DRUG-FREE SCHOOL ACT**

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

## **DRUG-FREE SCHOOLS**

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

## **TOBACCO-FREE CAMPUS RULE**

To provide a safe and healthful environment for employees, students, and visitors, and to minimize costs associated with health issues related to tobacco use, the use of tobacco products is prohibited on any and all property, including land, buildings, or vehicles, owned or operated by The School District of Lee County, whether indoors or outdoors, all day, every day, whether school is in or out of session. For purposes of this rule, "Use of Tobacco Products" means smoking, burning, chewing, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall

include the use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices.

### **SEXUAL HARASSMENT POLICY**

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

### **ANTI-BULLYING INFORMATION**

The Jeffrey Johnston Stand-Up-for-All-Students Act became a law in June 2008. The School Board of Lee County has approved a board policy which states their guidelines for the identification and reporting of bullying, expectations for behavior, procedures, and consequences regarding bullying and harassment. In short, The School District of Lee County will not tolerate any form of bullying or harassment between students and/or adults on our school campuses. Our goal is protection of our students and provision of a safe and nurturing educational environment for all of our students and staff.

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

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

### **STUDENT DRESS CODE REQUIREMENTS**

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

### **DISCIPLINARY SANCTIONS/CONSEQUENCES**

1.Warning: A written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action; copies of which will be

placed in student discipline files.

2. Restitution: Reimbursement or payment for damage to or misappropriation of property.

3. Suspension: Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.

4. Withdrawal: Disenrollment of the student from school, terminating their status as an enrolled student in the school. In accordance with State Statute 1006.61, this is for a minimum of 2 years.

5. Other: Other types of discipline, as set forth in school regulations and consistent with the incident involved, such as: a letter of apology to aggrieved parties, community service, repair of damages, mandatory attendance of an anger management seminar, etc.

## **DISCIPLINE INFRACTIONS AND CONSEQUENCES**

**ACADEMIC INTEGRITY AND CLASSROOM BEHAVIOR:** Students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, such as cheating on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examination or course-related materials, is prohibited. Intentional obstruction or disruption of teaching, research or lab activities is prohibited.

Offense Consequences: Suspension and/or Administrative Review.

**ADJUDICATED VIOLATIONS OF STATE OR FEDERAL LAW:** Any adjudicated violations of Florida or federal criminal statutes on school premises or at school-sponsored events held off campus will result in disciplinary action.

Offense Consequences: Suspension and/or Administrative Review.

**ALCOHOL:** Possession, use, or under the influence of any alcoholic beverage.

Offense Consequences: Administrative Review.

**ARSON:** Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property.

Offense Consequences: Withdrawal from school.

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

Offense Consequences: Suspension and/or Administrative Review.

**BULLYING/HARRASSMENT:** Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation.

Offense Consequences: Suspension and/or Administrative Review.

**BREAKING/ENTERING:** Unlawful entry or attempted entry or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s).

Offense Consequences: Withdrawal from school.

**CELL PHONE USE:** Use of any communication or recording device, such as cell phone, text messaging devices, or digital cameras, during instructional activities, (which is not instructor approved or directly associated to the lesson).

Offense Consequences: 1st –Warning, 2nd Suspension, Repeated incidents; Administrative Review.

**CHEATING:** Deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment.

Offense Consequences: Zero Grade and Administrative Review.

**COMPUTER MISUSE:** Manipulation of computer hardware, software or data, and or the misuse of telecommunication services, including but not limited to: improper use of technology devices, accessing or posting inappropriate information on the internet, at any time on school-owned equipment, or school-owned or maintained network that may interfere with the educational process.

Offense Consequences: Suspension and/or Administrative Review.

**DISRUPTIVE BEHAVIOR:** Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related function

Offense Consequences: Suspension and /or Administrative Review.

**DRESS CODE VIOLATION:** Failure to comply with dress code requirement(s) (Including failure to wear student ID). Repeated violations constitute insubordination.

Offense Consequences: Warning and Correction or Suspension.

**DISRUPTION ON CAMPUS:** Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to: making a bomb threat, inciting a riot, initiating a false fire alarm, etc.

Offense Consequences: Withdrawal from school.

**DRUG SALE/DISTRIBUTION:** Manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, substance represented to be a drug, including giving prescription drugs prescribed for someone else to another person.

Offense Consequences: Withdrawal from school.

**DRUG USE/POSSESSION:** Use possession, or under the influence of any drug, narcotic, or controlled substance, including any possession of drug paraphernalia or a student possessing prescription drugs that are not prescribed for him/her.

Offense Consequences: Administrative Review.

**FIGHTING:** Two or more persons mutually participating in the use of force or physical violence that requires physical or verbal restraint or results in injury that requires first aid or subsequent medical attention.

Offense Consequences: Administrative Review.

**FALSIFICATION OR FORGERY:** Deliberately making any false or misleading verbal or written statements on any official correspondence or application, or attendance record keeping device, or falsify any school records.

Offense Consequence: Suspension and/or Administrative Review.

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

**HATE CRIMES:** Incidents of criminal acts that evidence prejudice based on

race, religion, ethnicity, color, ancestry, sexual orientation, gender identity, disability, or national origin.

Offense Consequence: Withdrawal from school.

**HAZING:** Hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Offense Consequence: Administrative Review.

**INSUBORDINATION/DISRESPECT:** Refusal or failure to follow a direction or an order from a school staff member, or any adult in authority including guest teachers and security personnel. Use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons.

Offense Consequence: Suspension and/or Administrative Review.

**OTHER MAJOR DISRUPTION:** Any serious, harmful incident resulting in the need for law enforcement intervention.

Offense Consequences: Withdrawal from school.

**SEXUAL HARRASSMENT:** Unwanted verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation.

Offense Consequences: Administrative Review and/or Withdrawal from school.

**THREAT/INTIMIDATION:** Threat to cause physical harm to another person with or without the use of a weapon that includes all the following elements:  
(1) Intent - an intention that the threat is heard or seen by the person who is the object of the threat.

(2) Fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out.

(3) Capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained.

Offense Consequences: Suspension and/or Administrative Review.

**TRESPASSING:** Entering or remaining on school grounds/campus or at a school- sponsored activity off campus without authorization or being told to leave or while on suspension.

Offense Consequences: Suspension and/or Administrative Review.

**VANDALISM:** Intentional destruction, damage, or defacement of public or private property.

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

**OFF-CAMPUS FELONY:** Any student who has been charged with a felony, other than on school property, involving violence, drugs, sexual offense, or weapons.

Offense Consequence: Administrative Review

**PROFANITY:** Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures.

Offense Consequence: Student to Adult Staff: Administrative Review

Student to Student: Suspension and/or Admin. Review

**SAFETY VIOLATION:** Engaging in an act that endangers the safety of self or others.

Offense Consequence: Suspension and/or Administrative Review.

**OTHER RULE VIOLATIONS:** Other rule violations that do not fall into categories or other offenses as indicated.

Offense Consequence: Administrative Review

**PORNOGRAPHIC MATERIAL:** Possession and/or distribution of any pornographic material.

Offense Consequence: Administrative Review.

**UNAUTHORIZED AREA:** Being present in buildings, rooms, or other areas on school campus that are restricted to student access during all or part of the day.

Offense Consequences: Suspension and/or Administrative Review.

Repeated misconduct during the school year or multiple incidents requiring disciplinary action may result in an Administrative Review and withdrawal from school.

*Note: During a period of suspension, the suspended student is prohibited from returning to campus or a school related activity off campus. Violation without the permission of the School Director or designee could result in that student being subject to arrest and prosecution for trespassing.*

## **RESPONSIBILITY TO CARRY OUT DISCIPLINARY PROCEDURES**

The Coordinator, Assistant Principal, or Associate Director (herein referred to as the judicial officer) is designated by the school Principal or Director as the staff member having primary responsibility for the administration of student discipline, including the investigation of alleged student violations of the School's code of conduct. Alleged violations of student regulations or other student misconduct shall be referred to the judicial officer or designated representative by any member of the School community. The judicial officer or designated representative will immediately investigate the situation. The judicial officer or designated representative shall take whatever steps are necessary to determine probable foundation for the alleged infraction.

Lee County Technical Colleges and all Lee County Adult Education Centers will abide by all Florida Statutes and Florida board rules applicable to student discipline. Deliberate care shall be taken to provide for due process and to ensure that students receive fair and equitable treatment and are clearly aware of all their rights.

## **DISCIPLINARY PROCEDURES**

1. Alleged violations of student regulations or other misconduct are to be referred to the judicial officer or designated representative by any member of the school community.

2. The charges will be investigated by the judicial officer or designated representative, and after careful consideration of the facts, the judicial officer or a designated representative will determine the degree of disciplinary action to be taken, if any. If extenuating circumstances exist, the judicial officer or a designated representative may temporarily suspend a student from attending classes and ban the student from campus, pending the outcome of an Administrative Review.

3. If a formal complaint is to be filed against a student, the student will be notified in writing of the nature of the charges against him/her and the date and place of the Administrative Review with the judicial officer or designated representative.

4. The student will be notified in writing of the disciplinary action to be taken by the School, if any, as soon as possible following the Administrative Review.

5. Action of the judicial officer or a designated representative that would impose a suspension or withdrawal from school may be appealed to the Principal or Director of the School, and if needed, to an appeal committee at the School District of Lee County.

## **APPEALS**

The following procedures are to be followed:

1. The appeal must be made in writing within three work days after notification to the student. The appeal must be sent to the Director or Principal. There are three grounds for appeal:

- (1) Improper disciplinary procedures being followed.
- (2) New, relevant or mitigating evidence that was unavailable to the student at the time of the original administrative review conference.
- (3) Sanctions recommended by the original judicial officer are thought to be excessive.

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

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

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

5. If the student wishes to challenge the findings of the Director or Principal, he or she may appeal this decision to an appeal committee composed of administrators at the School District of Lee County. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal

committee will review the facts of the case and findings of the Director or Principal and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of the School District.

### **RE-ADMISSION AFTER DISCIPLINARY SUSPENSION**

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

**End: 2021-2022 School District of Lee County Adult Code of Conduct**

### **STUDENT DRESS CODE GUIDELINES**

The purpose of the dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming, as well as developing good habits that will lead to “dressing for success” in college and career. Students shall maintain a clean, orderly appearance at all times. The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not disrupt the educational process. A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment.

The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the director or designee. The director has the authority with his or her staff and community, as permitted by School Board policy, to establish additional standards at individual schools. For courses with a uniform policy, refer to the course syllabus for additional dress code information regarding specific course standards.

1. Apparel shall be adequate in both length and coverage to be considered appropriate for school.
2. Pants shall be worn fastened and at the waist with no undergarments showing.
3. Pants with holes, tears, etc. may not be worn, if in the director's judgment, they may cause a disruption to the school environment.

4. Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
5. Clothing that exposes underwear or body parts in an indecent or vulgar manner is prohibited.
6. Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.
7. Any articles of clothing or jewelry that could likely cause injury—such as chains, bracelets, rings, chokers with or without spikes, or studs—are prohibited. Wallet chains of any length are prohibited.
8. Shoes shall be worn at all times.
9. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
10. Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's possession.
11. Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the director, are prohibited.
12. Adornments that, in the director's judgment could cause injury, be a safety risk or cause a disruption to the school environment may not be worn. Examples of prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrow, cheeks or lips.
13. The wearing on campus of hats, caps, headgear (including hoodies) or sunglasses except in conjunction with designated school-approved uniforms or at authorized athletic practices or activities is prohibited. There may be certain exceptions for medical conditions and physical education classes held outside. The director will determine these exceptions.
14. Any method of public display (including clothing, nail polish, and other items that may be worn or carried) of an organization affiliated with controversial, obscene, or illegal activities on a person, may not be worn, if in the director's judgement, they may cause a substantial disruption to the school environment.

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

16. Long, oversized jerseys are prohibited.

Violations of Dress Code will result in the following corrective actions:

1st Offense: Verbal Warning

2nd Offense--Written Warning

3rd and Subsequent Offenses: Administrative Review



# Cape Coral Technical College

## 2021 -2022

### Instructional Calendar

| July 2021      |    |    |    |    |    |    | January 2022                                |    |    |    |    |    |    |                                   |  |
|----------------|----|----|----|----|----|----|---|----|----|----|----|----|----|-----------------------------------|--|
| S              | M  | T  | W  | T  | F  | S  | JUL 1- MEDA/PN First Day                    | S  | M  | T  | W  | T  | F  | S                                 | JAN 1- New Year's Day                                |
|                |    |    |    | 1  | 2  | 3  | JUL 2, 5 & 16- Four Day Work Week           |    |    |    |    |    |    | 1                                 | JAN 3- Students First Day                            |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 | JUL 7- PN-PT First Day                      | 2  | 3  | 4  | 5  | 6  | 7  | 8                                 | JAN 6- NA-ART 122 First Day                          |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 | JUL 12- ETRN/VET First Day                  | 9  | 10 | 11 | 12 | 13 | 14 | 15                                | JAN 10- Hurricane Make-Up Day                        |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 | JUL 21- CSMT/BARB First Day                 | 16 | 17 | 18 | 19 | 20 | 21 | 22                                | JAN 10- MEDA IN SCHOOL                               |
| 25             | 26 | 27 | 28 | 29 | 30 | 31 | JUL 22- DENT/DIDS/PCAH First Day            | 23 | 24 | 25 | 26 | 27 | 28 | 29                                | JAN 11 Professional Duty Day                         |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    | JAN 11- MEDA/PN-FT IN SCHOOL      |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    | JAN 17 Martin Luther King Jr. Day |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
| August 2021    |    |    |    |    |    |    | February 2022                               |    |    |    |    |    |    |                                   |  |
| S              | M  | T  | W  | T  | F  | S  | AUG 2- Teacher Inservice                    | S  | M  | T  | W  | T  | F  | S                                 | FEB 7- Teacher Inservice                             |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  | AUG 4- MEDCO First Day                      |    |    | 1  | 2  | 3  | 4  | 5                                 | FEB 11- ETRN 121 Last Day                            |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 | AUG 10- MAS/NA/NSA/NSS/OPTOMA First Day     | 6  | 7  | 8  | 9  | 10 | 11 | 12                                | FEB 18- Hurricane Make-Up Day                        |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 | AUG 18- CSMT 820 Last Day                   | 13 | 14 | 15 | 16 | 17 | 18 | 19                                | FEB 18- MEDA IN SCHOOL                               |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 | AUG 24- NA-LTC First Day                    | 20 | 21 | 22 | 23 | 24 | 25 | 26                                | FEB 21 President's Day                               |
| 29             | 30 | 31 |    |    |    |    | AUG 30- ETRN 720 Last Day                   | 27 | 28 |    |    |    |    |                                   | FEB 22- NA-ART 122 Last Day                          |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    | FEB 28- NA-ART 222 First Day      |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
| September 2021 |    |    |    |    |    |    | March 2022                                  |    |    |    |    |    |    |                                   |  |
| S              | M  | T  | W  | T  | F  | S  | SEP 6- Labor Day                            | S  | M  | T  | W  | T  | F  | S                                 | MAR 18- Professional Duty Day                        |
|                |    |    | 1  | 2  | 3  | 4  | SEP 16- Yom Kippur                          |    |    | 1  | 2  | 3  | 4  | 5                                 | MAR 18- MEDA/PN-FT IN SCHOOL                         |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 | SEP 20- NA-ART 821 Last Day                 | 6  | 7  | 8  | 9  | 10 | 11 | 12                                | MAR 21-25- Spring Break                              |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 | SEP 22- NA-ART 921 First Day                | 13 | 14 | 15 | 16 | 17 | 18 | 19                                | MAR 23-25- PN-PT Spring Break                        |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 | SEP 28- PN-FT 1020 Last Day                 | 20 | 21 | 22 | 23 | 24 | 25 | 26                                | MAR 24-25- PN-FT Spring Break                        |
| 26             | 27 | 28 | 29 | 30 |    |    |   |    |    |    |    |    |    | MAR 31- BARB 721 Last Day         |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
| October 2021   |    |    |    |    |    |    | April 2022                                  |    |    |    |    |    |    |                                   |  |
| S              | M  | T  | W  | T  | F  | S  | OCT 1- PN-FT 1021 First Day                 | S  | M  | T  | W  | T  | F  | S                                 | APR 1- BARB 422 First Day                            |
|                |    |    |    |    | 1  | 2  | OCT 14- VETA 321 Last Day                   |    |    |    |    |    | 1  | 2                                 | APR 7- PN-FT 421 Last Day                            |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  | OCT 15- Professional Duty Day               | 3  | 4  | 5  | 6  | 7  | 8  | 9                                 | APR 12- PN-FT 422 First Day                          |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 | OCT 15- MEDA/PN-FT IN SCHOOL                | 10 | 11 | 12 | 13 | 14 | 15 | 16                                | APR 14- NA-ART 222 Last Day                          |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 | OCT 18- VETA 1021 First Day                 | 17 | 18 | 19 | 20 | 21 | 22 | 23                                | APR 15- Good Friday                                  |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 | OCT 20- PN-PT 1019 Last Day                 | 24 | 25 | 26 | 27 | 28 | 29 | 30                                | APR 17- Easter                                       |
| 31             |    |    |    |    |    |    | OCT 27- PN-PT 1021 First Day                |    |    |    |    |    |    |                                   | APR 18- Easter Monday                                |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    | APR 22- NA-ART 422 First Day      |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
| November 2021  |    |    |    |    |    |    | May 2022                                    |    |    |    |    |    |    |                                   |  |
| S              | M  | T  | W  | T  | F  | S  | NOV 1- NA-ART 921 Last Day                  | S  | M  | T  | W  | T  | F  | S                                 | MAY 20- VETA 1021 Last Day                           |
|                | 1  | 2  | 3  | 4  | 5  | 6  | NOV 2- NA-ART 1121 First Day                | 1  | 2  | 3  | 4  | 5  | 6  | 7                                 | MAY 23- VETA 522 First Day                           |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 | NOV 11- Veterans Day/ Hurricane Make Up Day | 8  | 9  | 10 | 11 | 12 | 13 | 14                                | MAY 26- MAS/NSA/NSS 821 Last Day                     |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 | NOV 22-26- Thanksgiving Break               | 15 | 16 | 17 | 18 | 19 | 20 | 21                                | MAY 27- OPTOMA 821 Last Day                          |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 | NOV 24-26- PN-FT Thanksgiving Break         | 22 | 23 | 24 | 25 | 26 | 27 | 28                                | MAY 30- Memorial Day                                 |
| 28             | 29 | 30 |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |
| December 2021  |    |    |    |    |    |    | June 2022                                   |    |    |    |    |    |    |                                   |  |
| S              | M  | T  | W  | T  | F  | S  | DEC 1- BARB 321 Last Day                    | S  | M  | T  | W  | T  | F  | S                                 | JUN 1- NA-ART 422 Last Day                           |
|                |    |    |    |    |    |    | DEC 3- BARB 1221 First Day                  |    |    |    |    |    |    |                                   | JUN 2- MAS/NSA/NSS/OPTOMA Last Day                   |
|                |    |    | 1  | 2  | 3  | 4  | DEC 14- MEDCO 121 Last Day                  |    |    |    | 1  | 2  | 3  | 4                                 | JUN 6- MEDCO 821 Last Day                            |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 | DEC 15- MEDA 121 Last Day                   | 5  | 6  | 7  | 8  | 9  | 10 | 11                                | JUN 9- MEDCO Last Day                                |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 | DEC 16- DIDS/PCAH 121/ NA-LTC 821 Last Day  | 12 | 13 | 14 | 15 | 16 | 17 | 18                                | JUN 14- CSMT 721 Last Day                            |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 | DEC 17- DENT/OA 121/ NA-ART 1121 Last Day   | 19 | 20 | 21 | 22 | 23 | 24 | 25                                | JUN 15- BARB/CSMT/DENT/DIDS/PCAH & MEDA 721 Last Day |
| 26             | 27 | 28 | 29 | 30 | 31 |    | DEC 20-DEC 31- Winter Break                 | 26 | 27 | 28 | 29 | 30 |    |                                   | JUN 16- ETRN/MEDA/VETA Last Day                      |
|                |    |    |    |    |    |    | DEC 25- Christmas Day                       |    |    |    |    |    |    |                                   | JUN 17 & 24- Four Day Work Week                      |
|                |    |    |    |    |    |    |   |    |    |    |    |    |    |                                   |  |

- Holiday – Schools Closed
- Professional Duty Day – No School For Students
- First Student Days
- Last Student Days
- Hurricane Make-Up Day

*Special Notes*

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