The American workforce needs have changed drastically over the course of history in our country. This creates a constant need for highly trained individuals in numerous areas that must be met. Lively Technical Center strives constantly to provide the training to meet these needs. It is our hope that we provide the training, skills and knowledge that will make you successful in the workplace. Lively Technical Center welcomes you.

Lively Technical Center, in partnership with the extended community, empowers students for success in a career focused education. We hope this mission provides you with the training necessary to be a success in your chosen field.

The Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, 770.396.3898.

AdvancED Florida (SACSCASI) University of West Florida, 11000 University Parkway, Pensacola, FL 32514 800.865.9068


**Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.**
**Nondiscrimination Notification and Contact Information**

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. Admission policies and practices are outlined in the Lively Technical Center Course Catalog/Student Handbook, as well as at www.livelytech.com.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

**Dr. Kathleen L. Rodgers**  
Equity Coordinator (Students) and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
rodgersk@leonschools.net

**Deana McAllister**, Labor and Relations Equity Coordinator (Employees)  
(850) 487-7160  
mcallisterd@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

**Karin Gerold**, 504 Specialist  
(850) 487-7160  
geroldk@leonschools.net

Leon County Schools offers the following career and technical programs, including career academies wherein students may earn industry certification: Accounting Operations, Administration Office Specialist, Air Conditioning, Refrigeration & Heating Technology 1 & 2, Automotive Service Technology 1 & 2, Aviation Maintenance Technology: Aircraft Airframe & Power plant, Barbering, Commercial Foods & Culinary Arts, Commercial Photography 1 & 2, Cosmetology, Digital Design 1 & 2, Digital Media/Multimedia Design, Electricity, Legal Administration Specialist, Massage Therapy, Medical Administrative Specialist, Medical Assisting, Patient Care Technician, Pharmacy Technician, Practical Nursing, Web Development, Welding Technology, Welding Technology Advanced. Please see the LTC course catalog for all admission requirements.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district’s nondiscrimination policies).

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.
# Table of Contents

Nondiscrimination Notification And Contact Information ............... 4  
2017-2018 Student Calendar ............................................................. 8  
LTC 2017-2018 4-Day Calendar .................................................... 9  
LCS 2017-18 Regular Calendar .......................................................... 10  
Directory - General Information ..................................................... 11  
Campus Map Building And Room #’S .............................................. 12  
Enrollment Information .................................................................. 14  
  Clock Hour School ....................................................................... 14  
  Academic Year ........................................................................... 14  
  Cost Of Attendance ..................................................................... 14  
  Registration ................................................................................ 15  
  Student Schedules (Day) ............................................................... 15  
  Student Schedules (Night) ............................................................. 15  
  Bus Transportation ...................................................................... 15  
  Student Union (Cafeteria) ............................................................. 15  
Applied Academics For Adult Education ......................................... 15  
2017-2018 Psav Programs Minimum TABE Requirements .......... 17  
Financial Aid Policies & Procedures ................................................. 18  
  Pell Grant .................................................................................. 18  
  Satisfactory Academic Progress (SAP) Policy ............................. 18  
  Financial Aid Terms ................................................................. 19  
Components Of LTC’s SAP Policy For Clock-Hour Programs ........ 19  
  SAP Evaluation Items .................................................................. 20  
  Maximum Timeframe .................................................................. 20  
Changes In Program Of Study For Clock-Hour (PSAV) Programs ...... 21  
Course Incompletes, Withdrawals And Non-Credit Remedial For Clock-Hour (PSAV) Programs .................................................. 21  
Transfer Credits For Clock-Hour (PSAV) Programs ....................... 21  
Repeat Coursework And GPA ......................................................... 21  
Consequences Of Failing SAP ......................................................... 21  
Re-Establishing Financial Aid Eligibility ....................................... 21  
 Appeals Process .......................................................................... 22  
Emergency Leave Of Absence ......................................................... 22
Student Handbook

Treatment Of Title IV Aid When A Student Withdraws:
  Return To Title IV Funds (R2T4) ......................................................23

Federal Supplemental Education Opportunity
  Grant (FSEOG) .............................................................................23

Veterans Affairs Benefits Policies & Procedures ..................23

Bright Futures .................................................................................24

Florida Student Assistance Grant (FSAG) .......................24

Financial Aid Fee Trust (FAFT) .................................................24

Refund Policy (Withdrawl - Add/Drop Policy) ...............24

Continuing Education Programs (All Programs Under
  450 Clock Hours Including Short Courses) ......................25

Notices ............................................................................................26
  Students With Disabilities ..............................................................26
  Federal, State, And Local Policies ..............................................26

LTC Procedures .............................................................................27
  Drug Alcohol & Abuse Prevention Program ..................30
  Rights & Responsibilities ..............................................................30
  Confidentiality Of Student Records ......................................30
  Change Of Name Or Address ......................................................30

Grading Policy ................................................................................31
  Secondary Students .................................................................31
  Adult Postsecondary Students .................................................31

Standards Of Progress .................................................................32

Academic Progress Probation ................................................32
  Sample Academic Progress Probation Form ..................34

Attendance Policy ........................................................................35
  Workforce Program Attendance Policy ....................35
  Absences .....................................................................................35
  Attendance Appeal Process ......................................................36
  Sample Attendance Withdrawal Appeal Form ................37

Student Conduct Guidelines & Procedures ..........................38
  Respect & Civility ..........................................................................39
  Safety ............................................................................................39
  Sexual Harassment .................................................................39

Policies On Campus Crime .........................................................42

Campus Crime & Safety Information ..................................42

Annual Security Report ...............................................................43
Procedures For Reporting Criminal Actions On Campus .......... 43
Enforcement Authority Of & Crime Reporting By
School Resource Officer ................................................. 43
Security & Access To Campus Facilities ............................ 43
Annual Alcohol & Drug Review ....................................... 43
Policies On Alcohol & Drugs .......................................... 43
Policies On Sexual Offenders, Sexual Predators .................. 44
Loitering/Trespassing ...................................................... 44
Distribution Of Printed Handouts ..................................... 44
Disciplinary Guidelines & Procedures ............................... 44
   Introduction .................................................................. 44
   Dress Code ..................................................................... 45
   Infractions Requiring Informal Consequences ................. 45
   Infractions Requiring Formal Consequences .................. 46
   Copyright Infringement ................................................ 47
   Infractions Requiring Automatic Withdrawal .................. 47
   Student Grievance Procedure ....................................... 49
   Adult Student Grievance Procedures .............................. 49
   Fair & Equitable Treatment .......................................... 51
   Record Keeping .......................................................... 51
   Recognition Of Training Program Differences ................ 51
Sample Student Grievance Form ........................................ 52
Sample Student Internet Use/Access Permission Form .......... 54
Leon County Schools: Guidelines For Telecommunications Use .. 55
Student Acknowledgment Form ........................................ 57
2017-2018 STUDENT CALENDAR

The school calendar operates on a semester system. Each semester is approximately eighteen (18) weeks. The fall semester begins in August and the spring semester in January. Each semester requires registration. Registration takes place prior to the term of enrollment. All fees are due at the time of registration unless a deferment has been issued by Financial Aid or a letter of intent to pay for tuition has been issued by a government agency or private business. Guidance and Financial Aid are located in Building 9. Registration is located in Building 8.

Four Day Week Schedule
Monday - Thursday 8:00 a.m. - 4:00 p.m.

Five Day Week Schedule (Aviation)
Monday - Friday 7:30 a.m. - 3:30 p.m
(Fall Semester)
Monday - Friday 8:00 a.m. - 3:00 p.m
(Spring Semester)

Four Day Calendar

Fall Semester
August 14 - December 14, 2017
Registration*
May 25 - August 11, 2017
Late Registration*
August 14 - 18, 2017

Spring Semester
January 3 - May 31, 2018
Registration*
November 6, 2017 - December 14, 2017
Late Registration*
January 2-12, 2018

Five Day Calendar

Fall Semester
August 14 - December 15, 2017
Registration*
May 15 - August 11, 2017
Late Registration*
August 14 - 17, 2017

Spring Semester
January 3 - May 31, 2018
Registration*
November 6, 2017 - December 14, 2017
Late Registration*
January 2-4, 2018

*Times and dates may vary. See LivelyTech.com to confirm dates.

Fall Break
November 20-24, 2017

Winter Break
December 15, 2017 - January 2, 2018
(LTC will be closed)*

Spring Break
March 12-16, 2018
(Hours of operation may vary)

Graduation Ceremonies
December 14, 2017 and May 17, 2018
# LTC 2017-2018 4-DAY CALENDAR

## August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>End of last Four-day Workweek</td>
</tr>
<tr>
<td>7</td>
<td>Teachers Report</td>
</tr>
<tr>
<td>7-11</td>
<td>Teacher Planning/Inservice Days</td>
</tr>
<tr>
<td>14</td>
<td>Students Report</td>
</tr>
</tbody>
</table>

## September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Labor Day Holiday (Districtwide)</td>
</tr>
<tr>
<td>28</td>
<td>Students Out - LTC Teacher Planning Day</td>
</tr>
<tr>
<td>29</td>
<td>Fall Holiday (Districtwide)</td>
</tr>
</tbody>
</table>

## October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Students Out - LTC Teacher Planning Day</td>
</tr>
<tr>
<td>13</td>
<td>Teacher Planning/Inservice Day (Students Out)</td>
</tr>
</tbody>
</table>

## November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Students Out - LTC Teacher Planning Day</td>
</tr>
<tr>
<td>10</td>
<td>Veterans Day Holiday (Districtwide)</td>
</tr>
<tr>
<td>20, 21, 22</td>
<td>Thanksgiving Holidays (Students &amp; Teachers Out)</td>
</tr>
<tr>
<td>23-24</td>
<td>Thanksgiving Holidays (Districtwide)</td>
</tr>
</tbody>
</table>

## December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>End of First Semester (64 Days)</td>
</tr>
<tr>
<td>18-31</td>
<td>Winter Holidays (Districtwide)</td>
</tr>
</tbody>
</table>

## 2018 January

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Winder Holiday (Districtwide)</td>
</tr>
<tr>
<td>2</td>
<td>District Staff &amp; Teachers Return</td>
</tr>
<tr>
<td>2</td>
<td>Teacher Planning/Inservice Day (Students Out)</td>
</tr>
<tr>
<td>3</td>
<td>Students Return</td>
</tr>
<tr>
<td>15</td>
<td>Martin Luther King Holiday (Districtwide)</td>
</tr>
</tbody>
</table>

## February

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-16</td>
<td>Spring Break (Students &amp; Teachers Out)</td>
</tr>
<tr>
<td>19</td>
<td>Teacher Planning/Inservice Day (Students Out)</td>
</tr>
<tr>
<td>20</td>
<td>Students Return</td>
</tr>
</tbody>
</table>

## March

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Memorial Day Holiday (Districtwide)</td>
</tr>
<tr>
<td>30</td>
<td>Last Day of School - LTC 4-day Program End of Semester (79 days)</td>
</tr>
</tbody>
</table>

## April

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Four-Day Workweek Begins</td>
</tr>
<tr>
<td>5</td>
<td>Teacher Planning/Inservice Days</td>
</tr>
</tbody>
</table>

## May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Fourth of July Holiday (Districtwide)</td>
</tr>
</tbody>
</table>

## August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Last Day of Four-Day Workweek</td>
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</table>
## LCS 2017-18 REGULAR CALENDAR

<table>
<thead>
<tr>
<th>July</th>
<th>January continued</th>
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<tbody>
<tr>
<td>27 End of last Four-day Workweek</td>
<td>3 Students Return</td>
</tr>
<tr>
<td>August</td>
<td>15 Martin Luther King Holiday (Districtwide)</td>
</tr>
<tr>
<td>7 Teachers Report</td>
<td></td>
</tr>
<tr>
<td>7-11 Teacher Planning/Inservice Days</td>
<td></td>
</tr>
<tr>
<td>14 Students Report</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
</tr>
<tr>
<td>4 Labor Day Holiday (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>29 Fall Holiday (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
</tr>
<tr>
<td>12 End of First Nine Weeks (42-day nine week)</td>
<td></td>
</tr>
<tr>
<td>13 Teacher Planning/Inservice Day (Students Out)</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
</tr>
<tr>
<td>10 Veterans Day Holiday (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>20, 21, 22 Thanksgiving Holidays (Students &amp; Teachers Out)</td>
<td></td>
</tr>
<tr>
<td>23-24 Thanksgiving Holidays (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
</tr>
<tr>
<td>13, 14, 15 Middle &amp; High School Exam Days/Middle &amp; High Early Release</td>
<td></td>
</tr>
<tr>
<td>15 End of Second Nine Weeks (39-day nine weeks/81-day first semester)</td>
<td></td>
</tr>
<tr>
<td>18-31 Winter Holidays (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>2018 January</td>
<td></td>
</tr>
<tr>
<td>1 Winder Holiday (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>2 District Staff &amp; Teachers Return</td>
<td></td>
</tr>
<tr>
<td>2 Teacher Planning/Inservice Day (Students Out)</td>
<td></td>
</tr>
</tbody>
</table>

## February

<table>
<thead>
<tr>
<th>March</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9 End of Third Nine Weeks (47-day nine weeks)</td>
<td></td>
</tr>
<tr>
<td>12-16 Spring Break (Students &amp; Teachers Out)</td>
<td></td>
</tr>
<tr>
<td>19 Teacher Planning/Inservice Day (Students Out)</td>
<td></td>
</tr>
<tr>
<td>20 Students Return</td>
<td></td>
</tr>
</tbody>
</table>

## April

<table>
<thead>
<tr>
<th>May</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28 Memorial Day Holiday (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>29, 30, 31 Middle &amp; High School Exam Days/Elementary, Middle &amp; High Early Release</td>
<td></td>
</tr>
<tr>
<td>31 Last Day of School/End of Fourth Nine Weeks (52-day nine weeks/99-day semester)</td>
<td></td>
</tr>
</tbody>
</table>

## June

<table>
<thead>
<tr>
<th>June</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 4 Teacher Planning/Inservice Days</td>
<td></td>
</tr>
<tr>
<td>4, 5 Teacher Inservice ESE/Reading Summer Academy</td>
<td></td>
</tr>
<tr>
<td>4 Four-Day Workweek Begins</td>
<td></td>
</tr>
<tr>
<td>6-19 ESE Summer Services</td>
<td></td>
</tr>
<tr>
<td>6-26 Reading Summer Services</td>
<td></td>
</tr>
</tbody>
</table>

## July

<table>
<thead>
<tr>
<th>July</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Fourth of July Holiday (Districtwide)</td>
<td></td>
</tr>
<tr>
<td>9-19 Reading Summer Services</td>
<td></td>
</tr>
<tr>
<td>9-26 ESE Summer Services</td>
<td></td>
</tr>
</tbody>
</table>
DIRECTORY - GENERAL INFORMATION

Main Campus 487-7555
Fax 922-3880
Administration 487-7634
Fax 922-3880
Aviation Program 488-2461
Fax 488-2735
Business Office 487-7413
Fax 487-7492
Financial Aid 487-7421
Fax 487-7589
Learning Resource Services & Testing Center 487-7467
Fax 487-7416
Public Relations 487-7634
Fax 922-3880
Registration 487-7400
Fax 487-7630
Student Services 487-7473
Fax 487-7430

(Mailing Address)
Lively Technical Center
500 North Appleyard Drive
Tallahassee, FL 32304-2895

Office Hours
8:00 a.m. to 4:00 p.m. Monday-Thursday
8:00 a.m. to 2:00 p.m. Friday
Summer and holiday hours may vary.

Main Campus
On the west side of Tallahassee, the main campus is located at 500 North Appleyard Drive between Pensacola Street (Hwy. 20) and West Tennessee Street (Hwy. 90)

Aviation Campus
The Aviation campus is located at the Tallahassee Regional Airport. Entrance is located north of the terminal at 3290 Capital Circle S.W., Tallahassee, FL 32310

(Directory Map of Tallahassee and Quincy Area)
Program/Department ................................................................. Bldg/Rm
Accounting Operations ................................................................. 10A-111
Administration .................................................................................. 8-103
Administrative Office Specialist ..................................................... 10A-111
Adult & Community Education ......................................................... 14
Air Conditioning Refrigeration & Heating Technologies ....... 10A-151
Applied Academics for Adult Education ........................................ 2-229
Automotive Service Technology ....................................................... 10A-130
Aviation .................................................. Tallahassee Regional Airport
Barbering .......................................................................................... 7-108
LTC Bookstore .................................................................................. 9-113
Business Office .................................................................................. 8-104
<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
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<tbody>
<tr>
<td>CDL</td>
<td>CDL Range/Parking Lot 3</td>
</tr>
<tr>
<td>CNG</td>
<td>10A-147</td>
</tr>
<tr>
<td>Commercial Foods &amp; Culinary Arts</td>
<td>3-112</td>
</tr>
<tr>
<td>Commercial Photography Technology</td>
<td>4B-134</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>2-115</td>
</tr>
<tr>
<td>Digital Design</td>
<td>10A-108</td>
</tr>
<tr>
<td>Digital Media/Multimedia Design</td>
<td>10A-108</td>
</tr>
<tr>
<td>Electricity</td>
<td>10B-162</td>
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<tr>
<td>ESE Transition</td>
<td>10-212, 212A</td>
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<tr>
<td>Externship Program</td>
<td>15-101</td>
</tr>
<tr>
<td>Facilities/Safety</td>
<td>8-103</td>
</tr>
<tr>
<td>Financial Aid/Veterans Affairs</td>
<td>9-148</td>
</tr>
<tr>
<td>GED</td>
<td>2-113</td>
</tr>
<tr>
<td>Health Education</td>
<td>15</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>9-110</td>
</tr>
<tr>
<td>Legal Administrative Specialist</td>
<td>10A-111</td>
</tr>
<tr>
<td>Libby’s Café</td>
<td>3-101D</td>
</tr>
<tr>
<td>Maintenance Supervisor</td>
<td>7-120</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>2-120</td>
</tr>
<tr>
<td>Medical Administrative Specialist</td>
<td>10A-235</td>
</tr>
<tr>
<td>Medical Administrative Specialist</td>
<td>10A-111</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>15-206</td>
</tr>
<tr>
<td>Motorcycle Rider Training</td>
<td>10B-116</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>2-233</td>
</tr>
<tr>
<td>Personnel/Payroll</td>
<td>8-104</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>15-135</td>
</tr>
<tr>
<td>Placement Center</td>
<td>9-110</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>15</td>
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<tr>
<td>Pre-K Evaluation Center</td>
<td>1</td>
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<tr>
<td>Print Shop</td>
<td>4B-142</td>
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<tr>
<td>Professional Training Center</td>
<td>9-133</td>
</tr>
<tr>
<td>Registration</td>
<td>8-115</td>
</tr>
<tr>
<td>Student Services</td>
<td>9-148</td>
</tr>
<tr>
<td>Student Union (Cafeteria)</td>
<td>3-101</td>
</tr>
<tr>
<td>Testing Center</td>
<td>9-110</td>
</tr>
<tr>
<td>Web Development</td>
<td>10A-108</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>4A-120</td>
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<tr>
<td>Welding Technology, Adv</td>
<td>4A-128</td>
</tr>
</tbody>
</table>
# ENROLLMENT INFORMATION

## CLOCK HOUR SCHOOL
Lively Technical Center is a clock hour school. A clock hour is defined as a period of time consisting of a 50- to 60-minute class, lecture, recitation, faculty-supervised lab, shop training, or internship period.

## ACADEMIC YEAR
Our Academic Year is classified as 900 clock hours and 30 weeks.

## COST OF ATTENDANCE
Program enrollment costs are broken down by enrollment period. However, our Cost of Attendance (COA) is the estimated full and reasonable cost of completing a full year as a full-time student. Numbers below are based on 2016-17 rates.

<table>
<thead>
<tr>
<th>Cost of Attendance</th>
<th>(9 month estimate of expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dependents</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>3,131.70</td>
</tr>
<tr>
<td>Registration / Lab Fees</td>
<td>1,405.34</td>
</tr>
<tr>
<td>Books / Supplies</td>
<td>680.45</td>
</tr>
<tr>
<td>Room / Board</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Other (Pers / Transportation)</td>
<td>4,660.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$11,677.49</td>
</tr>
</tbody>
</table>

| **Independents**   |                                |
| Tuition            | 3,131.70                       |
| Registration / Lab Fees | 1,405.34                  |
| Books / Supplies   | 680.45                         |
| Room / Board       | 10,458.00                      |
| Other (Pers / Transportation) | 4,660.00              |
| TOTAL              | $20,335.49                     |

| **Out-of-State Independent** |                                |
| Tuition                  | 12,558.98                     |
| Registration / Lab Fees  | 1,405.34                      |
| Books / Supplies         | 680.45                        |
| Room / Board             | 10,458.00                     |
| Other (Pers / Transportation) | 4,660.00              |
| TOTAL                    | $29,762.77                    |
REGISTRATION

STUDENT SCHEDULES (DAY)
Workforce Education Certificate Programs will meet Monday through Thursday for four-day programs or Monday through Friday for five-day programs. Students may attend full time or part time depending on the program.

- Full-time students are required to register for 30 hours per week either four or five days.
- Part-time students may be scheduled either in the morning (8:00 a.m. – 11:45 a.m.) or in the afternoon (12:15 p.m. to 4:00 p.m.) for four day programs.
- Aviation operates five days per week.

STUDENT SCHEDULES (NIGHT)
Workforce Education Certificate Programs night hours vary. Please refer to Student Services for specific information on night programs.

Schedule changes are only offered until the last day of the first week of classes and only one schedule change per semester. Schedule changes are obtained in Student Services.

BUS TRANSPORTATION
STARMETRO, the city bus, provides services to Lively Technical Center. For more information call STARMETRO at 850-891-5200.

STUDENT UNION (CAFETERIA)
Hours: TBA, Monday – Thursday

APPLIED ACADEMICS FOR ADULT EDUCATION
Applied Academics for Adult Education (AAAE) is designed to provide academic enrichment based upon individualized assessed needs identified from the student’s Test of Adult Basic Education (TABE) within the content areas of: English/Language Arts, Reading, and Mathematics. The program is characterized by open entry/open exit, self-paced instructional modules, and performance-based evaluation. The laboratory is equipped and designed to provide a comprehensive academic support program through the utilization of technology, multipurpose instructional materials, and classroom resources. This program strives to inspire and motivate students to become productive, self-sufficient members of society.

The primary objective of this instruction is to assist the student in meeting the state basic skill exit level requirement for the vocational training program.
in which (s)he is or will be enrolled. This is required for the student to obtain a certificate from the vocational training program if the program length is 450 hours or more. The requirements for each vocational program are available in Student Services.

Enrollment within this program may occur prior or concurrent with enrollment in a vocational training program. Students who do not meet the required scores shall enroll in Applied Academics for Adult Education program unless documentation is provided stating the student is currently enrolled in an approved alternate public or private school remedial program. Students requiring academic enrichment based on TABE results will be provided an individual study plan and upon completion of their individualized study plan (60 hours of instruction) the student will be retested on content areas needed. Distance learning (Hybrid) is available with approval from the AAAE Instructor. Cost for AAAE enrollment is $30.00 per semester. AAAE students will be permitted one attempt per survey for each section of the TABE unachieved. Additional attempts will be $5.00 per survey.

Please Note: Students who do not meet the TABE exit requirement of program of enrollment are required to be concurrently enrolled, participating and progressing in AAAE for a minimum of three (3) hours per week, until the Basic Skills requirements are met.

If a student does not meet the stated requirements, he/she is not meeting progress toward completion. If a student is withdrawn due to lack of participation or attendance, the student will also be withdrawn from program.
## 2017-2018 PSAV Programs Minimum TABE Requirements

<table>
<thead>
<tr>
<th>Program Title</th>
<th>MATH</th>
<th>LANGUAGE</th>
<th>READING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Architecture &amp; Construction</strong></td>
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<tr>
<td>Air Conditioning, Refrigeration &amp; Heating Technology</td>
<td>10</td>
<td>9</td>
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<tr>
<td>Carpenter</td>
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<tr>
<td>Electricity</td>
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<tr>
<td><strong>Arts, A/V Technology &amp; Communication</strong></td>
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<tr>
<td>Commercial Photography Technology</td>
<td>9</td>
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<tr>
<td>Digital Design</td>
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<tr>
<td>Digital Media/Multimedia Design</td>
<td>10</td>
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<tr>
<td><strong>Business Management &amp; Administrative</strong></td>
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<tr>
<td>Accounting Operations</td>
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<td>10</td>
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<tr>
<td>Administrative Office Specialist</td>
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<tr>
<td>Legal Administrative Specialist</td>
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<tr>
<td>Medical Administrative Specialist</td>
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<tr>
<td><strong>Health Science</strong></td>
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<td>Massage Therapy</td>
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<tr>
<td>Medical Assisting</td>
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<tr>
<td>Patient Care Technician</td>
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<tr>
<td>Pharmacy Technician</td>
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<tr>
<td>Practical Nursing</td>
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<tr>
<td><strong>Hospitality &amp; Tourism</strong></td>
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<tr>
<td>Commercial Foods &amp; Culinary Arts</td>
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<tr>
<td><strong>Human Services</strong></td>
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<tr>
<td>Barbering</td>
<td>9</td>
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<tr>
<td>Cosmetology</td>
<td>8</td>
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<tr>
<td><strong>Information Technology</strong></td>
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<tr>
<td>Applied Information Technology</td>
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<tr>
<td>Computer Systems &amp; Information Technology (CSIT)</td>
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<tr>
<td>Web Development</td>
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<tr>
<td><strong>Manufacturing</strong></td>
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<tr>
<td>Welding Technology</td>
<td>9</td>
<td>9</td>
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<tr>
<td>Welding Technology - Advanced</td>
<td>9</td>
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<tr>
<td><strong>Transportation, Distribution &amp; Logistics</strong></td>
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<tr>
<td>Aircraft Airframe Mechanics</td>
<td>10</td>
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<tr>
<td>Aircraft Power Plant Mechanics</td>
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<tr>
<td>Automotive Service Technology</td>
<td>10</td>
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FINANCIAL AID POLICIES & PROCEDURES

PELL GRANT

Please see the Financial Aid Policies and Procedures packet available in the Financial Aid department and online for all guidelines and requirements for receiving aid.

The Federal Pell Grant requires a new FAFSA application each academic year (July 1 – June 30). Applications are available online at www.fafsa.ed.gov.

All potential students must meet all Lively Technical Center’s entry requirements, including appropriate testing and program selection. Students must then apply for financial aid with the Lively Technical Center Financial Aid office.

Lively Technical Center is a clock hour school. The Federal Pell grant award is based on a student’s enrollment hours and weeks. Students must be enrolled a minimum of 225 hours per semester to qualify for the Pell Grant at Lively Technical Center. Program length must be a minimum of 600 hours.

Pell deferments are available for tuition, fees, books, and required supplies. Deferment will be permitted up to the total award amount for the initial payment period.

It is the responsibility of the student to notify the Financial Aid office of any change in program and/or hours of enrollment prior to or at the time of any change. A change may result in an award adjustment, termination of aid, and/or an increase/decrease in the cost of registration and tuition. Pell awards are based on continuous enrollment within an academic year without interruption up to the designated hours per program.

Pell refunds and disbursements (funds after all deferment is paid) are disbursed through checks. Pell disbursements may be picked up from the Registration Office with a Student ID.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal student financial assistance regulations, at 34 CFR 668.34(a), require institutions to establish reasonable Satisfactory Academic Progress (SAP) policies for determining whether otherwise eligible students are making SAP in their educational programs, and may, therefore, receive assistance under Title IV of the Higher Education Act (HEA), as amended. Lively Technical Center’s (LTC) clock-hour SAP policy must also be as strict or stricter as the
one the institution applies to a student who is not receiving assistance under the Title IV, HEA programs, and it must be applied consistently to all categories of students and educational programs established by the institution. 34 CFR 668.34(a)(1) & (2)

SAP, as assessed by LTC’s financial aid office, is separate and distinct from a student’s academic standing as determined by other measures of academic progress utilized at LTC. SAP is a method of measuring a Title IV recipient’s progress toward program completion, and it is measured through the use of qualitative and quantitative standards. 34 CFR 668.34(4)(i) and 668.34(5)(i)

FINANCIAL AID TERMS
Payment Period – The payment period is defined not only in clock hours but also in weeks of instructional time. A student must successfully complete the clock hours and weeks of instructional time to progress to the next payment period.

Successful Completion – A student “successfully completes” clock hours if school considers the student to have passed the coursework associated with scheduled hours.

Satisfactory academic progress – is a qualitative and quantitative examination of student progress. Assessment is performed at the end of each payment period. Students must maintain C/2.0 or better grade average, must complete hours and weeks of current payment period and demonstrate adequate progression pace as outlined below.

Disbursement – Students are paid the first time (initial disbursement) based on their enrollment and good standing. Disbursements, thereafter, are based on satisfactory academic progress and upon completion of hours in the previous payment period.

COMPONENTS OF LTC’S SAP POLICY FOR CLOCK-HOUR PROGRAMS
The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students at LTC, including those payment periods during which they did not receive Title IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application.
SAP EVALUATION ITEMS

• Clock-hour programs are also called Post-Secondary Adult Vocational (PSAV) programs. Clock-hour and PSAV are used interchangeably in this policy.

• Frequency of Evaluation for Clock-hour (PSAV) Programs: HEA requires that an institution evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. LTC evaluates all components of SAP at the point when the student’s scheduled clock hours for the payment period have completed.

• Qualitative Component for Clock-hour (PSAV) Programs: LTC uses the student’s grade point average (GPA) to measure qualitative progress. To meet this standard Title IV recipients are required to achieve and maintain a minimum cumulative 2.0 GPA, which is consistent with LTC’s graduation requirements. The cumulative GPA that LTC uses to evaluate the student’s SAP status is calculated based upon all courses that have been attempted and apply toward the current certificate. Thus, the GPA used to evaluate SAP may be different from the student’s transcript GPA. Some PSAV programs require a GPA that is higher than 2.0 in order to meet state licensing requirements. For those programs, the SAP GPA will be equal to the GPA required for the state licensure.

• Quantitative Component for Clock-hour (PSAV) Programs: The HEA requires a quantitative component that evaluates the maximum timeframe in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. LTC requires that all financial aid recipients successfully complete a cumulative minimum of 67 percent of the clock-hours and weeks scheduled for each payment period.

MAXIMUM TIMEFRAME

Financial aid recipients are also required to complete their program within 150 percent of the published length of the program as measured by the cumulative number of clock-hours the student is required to complete and expressed in calendar time. (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 150 percent of the length of the program, even when the student has not yet reached 150 percent.
CHANGES IN PROGRAM OF STUDY FOR CLOCK-HOUR (PSAV) PROGRAMS
Students are permitted to make changes to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students will be permitted one program change.

COURSE INCOMPLETES, WITHDRAWALS AND NON-CREDIT REMEDIAL FOR CLOCK-HOUR (PSAV) PROGRAMS
Successful completion of coursework is defined as earning a grade of A, B, C or D at LTC. All other grades including I (Incomplete), F, NR (Not Reported) and W (Withdrawn) are defined as unsuccessful completion.

TRANSFER CREDITS FOR CLOCK-HOUR (PSAV) PROGRAMS
HEA regulations require that at a minimum, transfer credits that count toward the student’s current program must count as both attempted and completed hours. LTC complies with those regulations. Transferring credit reduces total program hours and may alter payment periods.

REPEAT COURSEWORK AND GPA
The grade earned in a repeated course will be substituted for the original grade, if higher, in computing the grade point average for clock-hour SAP. Pell does not pay for repeat hours.

CONSEQUENCES OF FAILING SAP
Students who fail to meet the minimum cumulative GPA of 2.0 or program GPA and/or fail to complete at the proper (completion rate) are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period, one payment period, students must meet the cumulative GPA and completion rate, they must have earned the weeks of instruction time for that time period or financial aid will end. The student will no longer be eligible for Title IV Aid. There will be no appeal process or probation period.

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY
Students may regain financial aid eligibility with satisfactory academic progress reported after successfully completing a semester. Financial Aid will not fund this semester.
APPEALS PROCESS
There is not a student appeal process to reestablish financial aid eligibility within the academic year, students who re-enter the same program more than a year later will be considered a new student

EMERGENCY LEAVE OF ABSENCE
LTC may grant a student a leave of absence for a legitimate unforeseen circumstance during which the student is not considered withdrawn. Students receiving Veterans’ benefits are not eligible for a leave of absence. Veteran students who are to report for active duty will be granted leave and will need to have documentation approved by the VA representative prior to returning. The following conditions must be met:

• The student must make a written request in advance to Student Services with a Leave of Absence Request form. Approval is needed. Valid reasons may include: emergency health condition, family emergencies, death in immediate family (includes – parents, spouse, children, siblings and grandparents only) and must include documentation. In extreme time-sensitive cases when it is impossible to notify using proper request procedure, students must contact LTC Student Services within 24 hours of emergent situation.
• The leave of absence must be for a minimum of five (5) scheduled days and not exceed 15 scheduled days except for mitigating circumstances that are well-documented.
• The leave of absence must be complete within the same school year. The leave may not be carried over to another school year.
• The school will grant only one leave of absence in any 12-month period.
• Student will not receive tuition reimbursements, credits or refunds for an approved leave of absence.
• Clock hours do not accrue during approved leave of absence.
• Student’s failure to return to school after approved leave of absence will result in withdrawal as of last date of attendance. (See Withdrawal policy for additional information.)

Please Note: Attendance policies and hour requirements will vary with licensure programs such as Aviation, Cosmetology, Barbering and all Health Education programs. Students will need to contact Student Services to determine appropriate date to return to school on the basis of class availability.
TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS: RETURN TO TITLE IV FUNDS (R2T4)

Summary of the Requirements of 34 CFR 668.22 to Provide to Students as Part of Consumer Information: The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered at Lively Technical Center that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

Additional information is available on Student Aid on the web at www.studentaid.gov

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

This is a federally funded grant, which is an additional grant automatically awarded to financially needy students. This amount fluctuates based on the number of eligible students enrolled per semester, the number of hours enrolled, and the availability of funds. FSEOG awards will be made to students who have been determined to have the greatest financial need first. Remaining funds, if any, will be distributed to students with less financial need. Students must complete a FAFSA application online.

VETERANS AFFAIRS BENEFITS POLICIES & PROCEDURES

Lively Technical Center is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact: Veterans Affairs office at 850-487-7422. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 31, Chapter 32, Chapter 1606, Chapter 1607, or Dependents of a Disabled Veteran will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under
Chapter 33 (Post 9/11) will be entitled to receive a deferment each semester. Interested students should contact Veterans Affairs Office in Student Services for more information and policy requirements.

**BRIGHT FUTURES**
Student must be a Florida resident (and a U.S. citizen or eligible non-citizen) as determined by the student’s postsecondary institution, and must enroll in a degree or certificate program of study at an eligible Florida postsecondary institution. Student must enroll for a minimum of 225 clock hours per term by the end of the drop/add period. Eligibility for the award begins in the fall term of each academic year.

**FLORIDA STUDENT ASSISTANCE GRANT (FSAG)**
Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating Florida Colleges. Florida Public Community Colleges, or Career and Technical Education Centers operated by district school boards. Students must complete a FAFSA application online.

**FINANCIAL AID FEE TRUST (FAFT)**
FAFT is a need based grant that may help cover the cost of tuition only. Students who demonstrate financial need may be eligible to apply for Financial Aid Fee Trust (FAFT). A student demonstrates financial need when the Cost of Attendance exceeds awards by Pell, FSEOG, FSAG, waivers, or any other scholarship, grant, or benefit. Eligible students must complete a FAFT application.

**REFUND POLICY (WITHDRAWL - ADD/DROP POLICY)**
Workforce Education Certificate Programs (All programs over 450 clock hours)
Students are permitted one schedule change. Schedules may only be changed during the first five scheduled class days of student enrollment.

Students who withdraw prior to or during the first five scheduled class days of student enrollment for any Workforce Education Certificate Program will be refunded tuition, lab fees and miscellaneous fees (not including any bookstore charges). Students must withdraw through Student Services. Upon approval, Lively Technical Center will initiate refund.
Refunds shall be permitted only under the following circumstances:

**Class Rescheduled/ Cancelled** - In the event Lively Technical Center must reschedule or cancel a class, course or program, including change in date or time, tuition, lab, miscellaneous and registration fees will be refunded. Upon approval, Lively Technical Center will initiate a refund.

**Program Completer** - When a student completes all requirements for the Workforce Education Certificate Program, a tuition refund will be pro-rated based on completion date. Upon approval, Lively Technical Center will initiate refund.

Refunds will not be given within the last four (4) weeks of the semester.

**Medical Withdrawal** - In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide original documentation from a physician. If approved, a refund of tuition will be pro-rated to the last date of attendance. Students must notify Student Services with appropriate documentation within five working days of the last class day of attendance. Upon approval, Lively Technical Center will initiate refund.

**Death** - In the event of a death of the student, parent, child, or spouse, notification must be provided with proper documentation to Student Services within 14 calendar days of the student’s last date of attendance. A refund of tuition will be pro-rated. Upon approval, Lively Technical Center will initiate a refund.

If a student is withdrawn for attendance, or not meeting SAP, they will not be allowed to re-enroll for an entire semester prior to returning to any program.

Please note: Any bookstore charges are the responsibility of the student and there are no refunds of books for any reason.

**CONTINUING EDUCATION PROGRAMS (ALL PROGRAMS UNDER 450 CLOCK HOURS INCLUDING SHORT COURSES)**

Refunds shall be permitted only under the following circumstances:

**Class Rescheduled/ Cancelled** - Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled. Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by Lively Technical Center.
NOTICES

STUDENTS WITH DISABILITIES

Preface
This document provides information about Adult Students with Disabilities/Section 504 Accommodation Procedures for adult students with disabilities who participate in Lively Technical Center’s adult general education or postsecondary technical education programs. It is designed for the purpose of assisting educators in addressing the special needs of students with disabilities and to meet federal and state requirements. This method of documentation will serve as evidence to the district that accommodations have been provided and puts in place a standardized practice for serving adults with disabilities in Career, Technical and Adult/Community Education.

The following areas are addressed:

- Background information on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, including definitions
- Sample 504/ADA Accommodation Procedures with instructions for completion
- Reasonable accommodations and suggestions for instruction and testing
- Rights afforded by Section 504 and ADA
- Grievance procedures

FEDERAL, STATE, AND LOCAL POLICIES

Section 504 of the Rehabilitation Act of 1973
No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

Americans with Disabilities Act of 1990 (ADA)
Prohibits discrimination on the basis of disability in employment, public services and transportation, public accommodations and telecommunication. The ADA, which applies to nearly all entities regardless of whether they receive federal funding, expanded the mandate of non-discrimination on the basis of disability established under section 504.
The Florida Educational Equity Act
Discrimination on the basis of race, national origin, sex, handicap or marital status against a student or an employee in the state system of public education is prohibited. No person in this state shall, on the basis of race, national origin, sex, handicap, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices by a public educational institution which receives or benefits from federal or state financial assistance.

District Policy
The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.

Leon County Schools adheres to a policy of nondiscrimination in educational programs, activities and employment and strives affirmatively to provide equal opportunity for all as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against persons with disabilities.

Adults with Disabilities enrolled in Career, Technical and Adult/Community Education Programs have the right to:

1. Request accommodations to take part in and receive benefits from programs, services, and activities without discrimination because of your disabling condition.
2. Have the school district advise you of your rights under federal law.
3. Receive services and be educated in facilities that are comparable to those provided to non-disabled students.
4. Examine all relevant records relating to decisions regarding your accommodations.
5. File a grievance. Procedures for filing a grievance are maintained by the school administrator.
6. Receive a copy of your rights as identified herein.

LTC PROCEDURES
I. 504 Student Referral

Adult students must self-disclose that they have a disability. Upon acknowledgment, the process is initiated by the 504 Chairperson in response to any verbal, written or electronic request initiated by any appropriate party familiar with the student’s education. This information is recorded on the Lively Technical Center 504-Referral Form when the referral is made.
II. Student Eligibility

The Section 504 Committee Review Team will determine if the student meets the requirements of an eligible individual under Section 504 by discussing the following: (a) if a mental or physical impairment exists, (b) if the impairment substantially limits any of the student’s major life functions, (c) how the impairment affects the student across the educational program, and (d) if the student is eligible for an accommodation plan.

Conditions primarily the result of cultural, environmental, or economic factors (e.g., homeless, migrant, ELL, poverty, cultural factors, attendance problems, transiency, divorce, death of family member and other family crises, or military deployments) may not be considered disabling conditions under Section 504.

III. 504 Accommodation Plan Development Meeting

Eligible students receive a written Plan that shall be developed by The Section 504 Committee within a reasonable timeframe, within 30 calendar days after eligibility determination and documented on the Lively Technical Center 504/ADA Accommodation Plan Form. Written notification of intent to conduct an Accommodation Plan Development Meeting for Section 504 services I provided to the adult student and instructor.

Accommodations shall be included in the Plan, along with any modifications or services the student needs. Educational services, testing accommodations, and extracurricular activities shall be considered during the decision-making process. Accommodations and adaptations shall not lower, or substantially or fundamentally, alter the school division’s standards. The academic success to any particular educational outcome of accommodations or modifications is to equalize access to programs/activities, and as such, does not necessarily ensure academic success.

The accommodations or services provided will be determined by a consensus of the committee. Signatures of participants at this meeting shall be recorded on the aforementioned form.

The members of the Section 504 Committee include: (1) the 504 Chairperson; (2) administrator/designee; (3) one or more of the student’s teachers; (4) the parent/guardian (if Student Consent for Parent Participation Form is provided); (5) the student; and (6) other
staff knowledgeable of the student’s functioning and the meaning of the data (e.g., psychologist, outside agencies).

Members of the committee and instructors are to review and select the most effective strategies/accommodations that will assist students’ success within the program. Within the scheduled 504 meeting, members of the committee (including the student) will collaborate to select the most suitable accommodations.

IV. Review Procedures for Plan/Reevaluation

Section 504 Plans shall be reviewed at least annually, prior to the anniversary date. The Section 504 Committee will meet to review student information, which may include: current grades, attendance data, student records (including group administered achievement tests), work samples (as appropriate), and any information the parents may provide. Revise the 504 Plan as needed based on the present level of functioning and confirm the reevaluation date with the committee.

During the Section 504 annual review meeting, the Section 504 Committee will complete the 504-Plan Follow-up Form following the guidelines in the Selection of Accommodations and Plan Development section of this document.

Signatures of all persons participating in the Section 504 annual review meeting shall sign the 504-Plan Follow-up Form.

Dual enrolled secondary students with disabilities at Lively shall be provided exceptional student education services as set forth in their Individual Educational Plan (IEP). This includes accommodations and modifications. Accommodations are changes to the way the student is expected to learn. Modifications of the curriculum can also occur through Modified Occupational Completion Points (MOCP) if a student is not able to complete the state designated OCPs. This means that if there is a smaller job description within the OCP that can lead to a job in the community without the student having to complete the entire OCP, a Modified Occupational Completion Point can be earned. The important point is that these modifications must lead to a real job available in the community. MOCPs are only available to high school students with an active IEP.
Student Handbook

DRUG ALCOHOL & ABUSE PREVENTION PROGRAM

The Drug Free Schools and Campuses Regulations (34 CFR Part 86 of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Lively Technical Center (LTC), to certify that it has implemented programs to prevent the abuse of alcohol and use, and/or distribution of illicit drugs both by LTC students and employees either on its premises and as a part of any of its activities.

Students may obtain a copy of the LTC DAAPP plan and Comment forms in Student Services (Building 9), on www.livelytech.com, or in the Administration Office (Building 8).

RIGHTS & RESPONSIBILITIES

CONFIDENTIALITY OF STUDENT RECORDS

Student records are confidential. They shall be accessible to the professional staff, the parents of students under the age of 18, eligible students 18 years of age or older, and such other individuals and agencies as set forth by law, School Board policy, or as authorized in writing by parents, guardians, or the adult students themselves.

The Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99, affords students over eighteen years of age and parents certain rights with respect to student educational records. These rights are: Right to inspect and review the student’s educational records within 45 days of receipt of the request for access. Right to request the amendment of the student’s educational records when the parent or student believes the records are inaccurate. Right to consent to disclosure of personally identifiable information contained in the student records, except to the extent that FERPA authorizes disclosure. Right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

CHANGE OF NAME OR ADDRESS

Students are required to promptly notify the Registration Office in Building 8, as well as the instructor, of any change in name, address, or phone number. A name change requires legal documentation. Students may obtain a change of address form at www.livelytech.com or stop by Student Services to request update.
GRADING POLICY
SECONDARY STUDENTS
Letter grades, based on the high school grading system, will be awarded to all dual enrolled secondary students at the end of each grading period as scheduled by the Leon County School Board. Credits are awarded for completion of competencies, not for seat time in the class. This means that a secondary dual enrolled vocational student has the opportunity to earn more credits for a semester than he/she would earn in an academic course for the same period. Conversely, a student who fails to apply himself/herself may receive less credit than equivalent time spent in an academic course. Students shall successfully complete all of the benchmarks (competencies) with a minimum of 75% mastery (average). Demonstration of mastery for Exceptional Education Students on a special diploma track shall be determined by the goals and objectives identified in the Individual Education Plans.

ADULT POSTSECONDARY STUDENTS
All programs shall follow the grading policy adopted by the Leon County School Board. Adult postsecondary students will be provided a copy of the grading policy at the beginning of their training. All teachers will evaluate each student at the end of each unit, competency or objective. The teacher will hold a personal conference with each student no less than twice each semester for the purpose of informing the student of his/her progress in the program. A written progress report will be provided to the student and maintained in the student file for each of the required conferences. Health Education, Cosmetology and Aviation will adhere to their program handbook and are not grievable.

Adult students generally enter Lively programs in the first week of each semester. Certain lock-step programs may have class starting dates that do not coincide with the Center’s semester beginning dates. In this case students may enter these programs at the scheduled class beginning date. High school students usually enroll at the beginning of each semester. Such enrollments shall be on a space available basis.
STANDARDS OF PROGRESS

Students must maintain minimum standards of progress for the program in which they are enrolled. If standards are not met, the student will be placed on probation for the following reporting period/financial aid payment period.

These standards include:

1. Regular attendance. All instructors at Lively maintain daily records that comprise a monthly report indicating student attendance records.

2. A minimum GPA of 2.0 or “C”. Instructors maintain GPA records on all students. Failure to maintain minimum GPA of 2.0 or higher may be cause for dismissal. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an “I” (incomplete), the student is not making satisfactory progress. Any non-credit remedial coursework is not counted toward the academic progress determination.

3. Satisfactory completion of at least 75 percent of the competencies/assignments for the evaluation period. If a student’s work is satisfactory, but he/she is behind schedule in completing program competencies/assignments, he/she cannot be reported as meeting minimum standards of progress.

4. Students progressing at a rate that will enable them to complete the program within 150 percent of the program length as set forth in the Florida State Curriculum Frameworks. (This is equivalent to a student earning 67 percent of hours attempted.) All instructors at Lively Technical Center maintain separate progress records on each student.

5. Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and is consistent with policies and rules in the Lively Technical Center Student Handbook. The standards utilized to judge academic progress are cumulative and include all periods of the student’s enrollment. Students will be evaluated a minimum of two (2) times annually.

ACADEMIC PROGRESS PROBATION

The purpose of probation is to clearly define expectations for students having difficulty in order to provide opportunities for improvement and success.

1. Academic Progress Probation: A student must progress at a rate that will enable him/her to complete the program within the DOE specified length. Each instructor will provide a projected timeline of competency expectations to the students upon enrolling. Students not making satisfactory progress based on the timeline shall be placed on probation. The following steps are mandatory:
a. Counseling between instructor and student to determine the reason for the grade deficiency and/or lack of progress.

b. Discussion and written documentation of strategies developed to assist the student. This must be written and signed by the student and the instructor. A student’s refusal to sign does not negate the requirements of the document.

c. If, after the designated time period, the deficiency has not been corrected, the student may be withdrawn by the supervising administrator upon recommendation of the instructor. The student shall be referred to counseling to explore other career possibilities.

d. All of the above shall be in writing and signed by the student and the instructor. Counselors will be involved whenever possible in the process.

2. Administrative Probation: May be used by administrators to handle on-campus situations, usually to manage inappropriate adult student behavior.

See next page for SAMPLE Academic Progress Probation Form.
SAMPLE ACADEMIC PROGRESS PROBATION FORM

ACADEMIC PROGRESS PROBATION FORM

NAME: ________________________________________ PROGRAM: _________________________ DATE: ________________

ACADEMIC PROGRESS PROBATION
A student must progress at a rate that will enable him/her to complete the program of enrollment within the Department of Education specified length. Each instructor will provide a projected timeline of competency expectations to each student. Students who do not make satisfactory progress based on this timeline will be placed on probation. The following steps are mandatory:

1) Counseling between instructor and student to determine the reason for grade deficiency and/or lack of progress,
2) Discussion and written documentation of academic plan developed to assist student. A signature will be provided both parties (a student’s refusal to sign does not negate the requirements of document).
3) After designated time period, if the deficiency has not been corrected, student will be withdrawn by the supervising administrator upon recommendation of the instructor. The student may be referred to counseling to explore other career opportunities.
4) This form shall serve as documentation.

INSTRUCTOR: Please describe student’s current rate of progress and/or grade deficiency (attach any documentation to support this information):
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

ACADEMIC PLAN: (Please include specific objectives and goals with date of completion. Also list any recommendations to improve student performance):
___________________________________________________________________________________ _________________________
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DATE OF FOLLOW-UP: _________________________________________________________________________________________

Student Signature: ___________________________________ Instructor Signature:_________________________________

FOLLOW-UP

DATE: ______________________________________

If student has met goals and objectives set forth by instructor, no further action is needed. (Circle One) YES NO

If student has not met goals and objectives, please attach necessary documentation along with a brief description of student’s progress from initial evaluation date:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Student will be recommended for withdrawal. (Circle One) YES NO

Student Signature: ____________________________ Instructor Signature:__________________________

ADMINISTRATION ONLY

ADMINISTRATIVE ACTION: _____________________________________________________________________________________

Administrative Signature: ____________________________ DATE: ______________________________
ATTENDANCE POLICY

WORKFORCE PROGRAM ATTENDANCE POLICY

It is the responsibility of post-secondary and dual enrolled students to notify their instructor if they will be absent from class for any reason. Students will be withdrawn after 5 consecutive absences if the instructor is not properly notified. Secondary students enrolled in workforce programs shall follow the attendance policies of those programs.

ABSENCES

Full-time students have a maximum of twelve (12) absences (or equivalent of 90 clock hours) in each semester. Part-time students who are enrolled less than 450 hours per semester have a maximum of 12 absences (or the equivalent of 45 clock hours) in each semester. After a full-time student has been absent 90 clock hours or a part-time student 45 hours, the instructor will:

a) Review the attendance policy and requirements with the student.
b) Complete an Attendance Contract placing the student on probation - to include the statement that any further absences during the remainder of the semester that exceed the mandatory absence limits will result in withdrawal.
c) Have the contract signed by all parties, if possible. If the student is unavailable to sign the document due to non-attendance, a copy shall be mailed to the student with the notation that the student was unavailable for signature. Students are responsible for notifying the Registration Office of any address change.
d) The student can request or the instructor may require additional counseling from Student Services.

This policy applies to all programs with the following exceptions: Aviation Maintenance Technology (meets Federal Aviation Administration Part 147 requirement) and Health Education.

Those program policies are:

a) Aviation Maintenance Technology – A student must attend at least 85% (calculated on the 125 hour instruction period exclusive of review time) of each phase of instruction. Time missed in excess of 15% cannot be made up and the student will fail that phase. Any instruction missed must be made up under established make-up procedures or the student will fail that phase of instruction. Any failed phases of instruction will require the student to retake that failed phase when offered. Specific guidelines regarding attendance and consequences will be reviewed.
with students during their interview with an Aviation instructor. This attendance policy is not grievable.

b) Health Education – All Health Education Programs have specific attendance policies that will be provided to students in program handbooks. All students are required to meet the attendance policies of their individual program area. This attendance policy is not grievable.

ATTENDANCE APPEAL PROCESS
Lively Technical Center students who are in danger of being withdrawn due to poor attendance may submit an Attendance Appeal to Student Services. Excessive absences due to extenuating circumstances or extraordinary situations may be reviewed for Administrative appeal approval.

a) Students must submit an Attendance Withdrawal Appeal request within two school days of notification of withdrawal or pending withdrawal for consideration.

b) Administrative review will be scheduled for immediate consideration including program instructor.

c) Student will be informed of outcome using contact information provided.

d) Student should continue attending class until final decision is made.

e) All outcomes are final and students are limited to one appeal per program length.

See next page for SAMPLE Attendance Withdrawal Appeal Form available in Student Services.
Lively Technical Center students who are in danger of being withdrawn due to poor attendance may submit an Attendance Appeal to Student Services. Excessive absences due to extenuating circumstances or extraordinary situations may be reviewed for Administrative appeal approval.

a) Students must submit request within two school days of notification of withdrawal or pending withdrawal for consideration.
b) Administrative review will be scheduled for immediate consideration including program instructor.
c) Student will be informed of outcome using contact information provided.
d) Student should continue attending class until final decision is made.
e) All outcomes are final and students are limited to one appeal per program length.

Please explain the basis of your appeal concerning withdrawal. Please attach and submit documentation with this form.

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Lively Technical Center strives to provide an effective learning environment that allows for students to experience behavioral success and to develop a desire for and experience academic success. The classroom instructor will review with students the Lively Technical Center Student Handbook. This comprehensive plan has been developed following the School Board Policy 7.08. The student will sign and acknowledge that the Student Handbook has been explained to them and that they had an opportunity to ask questions.

The components of this plan are in compliance with current statute and policy. Nothing in the plan shall prohibit school staff, in consultation with the principal, to modify discipline to ensure compliance for special needs students.

A. Probation
   1. A student shall be placed on disciplinary probation by the teacher when the student’s attitude and/or behavior are not conducive to career training, but not serious enough for immediate or emergency dismissal from school by the site administrator. A student may also be placed on disciplinary probation by a school administrator for disciplinary reasons. Concurrently, the student shall be referred to a counselor.
   2. The student, the instructor or administrator, and/or the counselor, will develop a plan to outline the behavior necessary to improve within a designated time.
   3. All of the above will be in writing and signed by the student, the instructor or administrator, and the counselor.
   4. Steps 1-3 shall be done by the student and instructor or administrator without a counselor if a student refuses to see a counselor or a counselor is not available.

B. Student Withdrawal: After being placed on probation for academic, attendance notification or for discipline reasons, a student shall be withdrawn for documented lack of improvement or documented repeated offenses that led to the original probation or attendance notification. Such withdrawal may be appealed through the student grievance procedure as stated in Student Grievance Procedures. (Except Aviation and Health Education are not grievable.)

C. Automatic Withdrawal: Automatic Withdrawal Infractions are listed in the Discipline Plan and Student Grievance Procedure. Students should pay close attention to this list of infractions. A withdrawal as a result of one or more of these infractions eliminates a student from the Student Grievance Procedure and calls for at least a six-month
period of withdrawal before reenrollment. A reenrollment request must be initiated by the students with written notification to the principal or designee no less than one week prior to re-registering. Note: Adult students who have been withdrawn because of willfully endangering or threatening the safety or well being of others shall be denied enrollment at any time.

D. Temporary Withdrawal: Up to five days temporary withdrawal may be used by an assistant principal or principal in extenuating circumstances when a determination is made that continuation of an adult student in a class may have a negative or disruptive impact on the instructional process or place students or staff in a compromising situation. In such cases the absence shall be exempt from the attendance rule.

RESPECT & CIVILITY
School Board Policy 1.33 Respect and Civility in Schools and District Offices, promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff.

SAFETY
Each student will observe all safety rules as established by the instructor. Programs which involve shop activities will offer a unit on safety that details appropriate behavior, dress, use of equipment, special hazards, required protective measures and devices, and other guidelines established for the program. Part of the safety unit will include a signed agreement by the student, indicating that the student understands and agrees to abide by all safety rules. All students are encouraged to enroll in the student insurance program.

SEXUAL HARASSMENT
LCSB Policy 5517
It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities.

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment
based on sex, race, color, national origin, religion, disability, or any other legally prohibited basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of unlawful harassment and in those cases where legally prohibited harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, “School District community” means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, “third parties” include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one’s supervisory duties.

Any student who believes he or she has been placed in a hostile environment or harassed by another student or any other person in the school, on a school bus, or while participating in a school activity may file a complaint with districts grievance officer.

Definition: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature, irrespective of sexual orientation, may constitute sexual harassment where:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's learning opportunity; or

b. Submission to or rejection of such conduct by an individual is used as the basis for a learning opportunity; or
c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or creating an intimidating, hostile, or offensive working/learning environment.

Investigation: At any time the Superintendent may require an investigation and disposition or may require a preliminary investigation to determine whether an investigation will be required if the Superintendent feels that such is in the best interest of the complainant, the accused, or the school district. The availability of an investigation or disposition shall be at the sole discretion of the Superintendent. The Superintendent may require an investigation of any sexual harassment complaint.

Privacy: All matters involving sexual harassment complaints shall respect individual privacy and remain confidential to the extent possible, consistent with the Florida School Code.

Consequences for Violations: Consequences for sexually harassing behavior shall range from verbal warning to termination or expulsion depending on the frequency, circumstances, and severity of the offense.

a. A student who is found to have sexually harassed an employee or a student or an employee who knowingly allowed harassment to occur without taking appropriate action shall be subject not only to discipline by the school district, but may also be subject to penalties under Federal and Florida law. The offending employee or student may be held personally liable for his or her misconduct through civil suit by the injured employee or student and may also be criminally prosecuted for his or her misconduct.

b. Any student who is found to have knowingly filed a false sexual harassment complaint shall be subject not only to discipline by the school district, but may also be held personally liable for his or her misconduct through civil suit by the injured employee or student and may also be criminally prosecuted under Section 837.06, Florida Statutes.

c. This policy prohibits retaliation or other forms of harassment by anyone toward any employee or student filing a complaint, anyone participating in the investigation of a complaint, or anyone serving as a witness.

Occurrences: Any staff member or other adult who observes the occurrence of sexual harassment between students or an adult and student shall take
action to stop the inappropriate behavior and report it immediately to the site administrator or the district grievance officer. Students shall be strongly encouraged to report immediately any sexual harassment they observe to an appropriate teacher, counselor or administrator.

Sexual Harassment Complaints: Reports shall be reported to and filed with the district’s grievance officer within fifteen (15) days of the filing of the complaint with the supervisor.

Dr. Kathleen L. Rodgers  
Equity Coordinator (Students) and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
rodgersk@leonschools.net

Procedures for Filing: Procedures for filing a sexual harassment complaint have been developed in a separate administrative procedure. A copy may be picked up from the Student Services Department.

Disciplinary Actions: May include, but are not limited to the following:

a. written warning  
b. written reprimand  
c. suspension with pay and written reprimand  
d. suspension without pay and written reprimand  
e. suspension from school  
f. expulsion from school  
g. dismissal or termination

POLICIES ON CAMPUS CRIME  
CAMPUS CRIME & SAFETY INFORMATION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking. Schools will also be required to include certain policies, procedures, and programs pertaining to these crimes in their annual security reports. Beginning with the annual security report schools issue by October 1, 2017, these crime statistics must be included for calendar years 2014, 2015, and 2016, and they will also be reported to the Department through the web-based data collection in
October 2017. This annual report is available at http://www.ope.ed.gov/security/GetOneInstitutionData.asp

ANNUAL SECURITY REPORT
The Lively Technical Center’s Annual Security Report is available online at www.LivelyTech.com, or as a printed copy available in Student Services.

PROCEDURES FOR REPORTING CRIMINAL ACTIONS ON CAMPUS
In the event a student is a witness to or a victim of a crime on campus, the incident is to be reported to the student’s instructor or the nearest instructor/staff person available. The Lively instructor/staff person reports to the school resource officer who then handles the law enforcement matter. The resource officer, who is a deputy with the Leon County Sheriff’s Department, reports the incident to the school principal and files a report with the Sheriff’s Department.

ENFORCEMENT AUTHORITY OF & CRIME REPORTING BY SCHOOL RESOURCE OFFICER
The Leon County School System has a law enforcement contract with the Leon County Sheriff’s Department to have a school resource officer at Lively. The deputy is available to all students. Please contact him/her whenever needed through the Administration office.

SECURITY & ACCESS TO CAMPUS FACILITIES
Lively is inspected annually by a law enforcement official. Fire, health, and casualty inspections are conducted regularly by a Leon County School Safety Inspector.
The Leon County School Emergency Plan is available to all instructors in the Lively Procedural Guide. Additionally, the School Campus Critical Incident/Violence Action Plan is available in the Lively Administration Offices.

ANNUAL ALCOHOL & DRUG REVIEW
Lively Technical Center produces a report annually which is available on the website at www.LivelyTech.com or in printed form available in Student Services.

POLICIES ON ALCOHOL & DRUGS
Possession or consumption of alcohol or illegal drugs on school grounds, when documented, is considered serious enough to warrant the student’s immediate administrative withdrawal from school. Alcohol violations are enforced as described in Florida Statute 562.111. Drug violations are enforced as described in Florida Statute 893.
POLICIES ON SEXUAL OFFENDERS, SEXUAL PREDATORS
The Leon County School Board has designated a process to make parents aware of information when a sexual offender or sexual predator is identified as residing in a school zone. Since Lively Technical Center does not have a designated school zone and serves more than Leon County, all staff, adult students, and parents/guardians of students may access the information by calling the Florida Department of Law Enforcement hot-line at 1-855-357-7233 or going on-line at www.fdle.state.fl.us.

LOITERING/TRESPASSING
Loitering by students and visitors is prohibited. Students should be in class or in authorized support areas such as the Student Services or Registration. Individuals on campus without a legitimate purpose may be asked to leave. All visitors should report to the receptionist or Registration in Building 8 to obtain a pass. Visitors may be referred to Administration for clearance before receiving a temporary pass.

DISTRIBUTION OF PRINTED HANDOUTS
Solicitation is prohibited on campus unless prior approval has been granted by administrative personnel at Lively.

DISCIPLINARY GUIDELINES & PROCEDURES
INTRODUCTION
The objective of Lively Technical Center’s Disciplinary Guidelines and Procedures is to provide a safe and orderly learning environment that allows students the opportunity to experience academic and behavioral success. Our philosophy for general student behavior is that no student shall be allowed to interfere with another student’s right to learn nor a teacher’s right to teach.

This comprehensive guideline has been developed following School Board Policy 5610, Student Discipline, and Lively Technical Center’s Student Handbook. The contents of this Discipline Plan are designed to deal with any discipline issues and are applicable to all students. Additionally, all classroom instructors will have specific classroom rules and dress codes appropriate to his/her technical program. The student will sign and acknowledge that he/she has received a copy of the Student Handbook which contains a copy of the Disciplinary Guidelines and Procedures acknowledging that it has been reviewed and understood. All guidelines and procedures are in compliance with current statute and policy.
In addition to consequences imposed for violation of these rules, students will receive counseling from appropriate student services staff.

**DRESS CODE**
All students shall practice appropriate dress and grooming at all times. Appropriate dress is clean, safe, modest, and non-disruptive. Inappropriate dress will be handled according to disciplinary procedures. Classroom instructors of technical training programs will provide students with dress guidelines appropriate to the training program. Students are expected to adhere to proper dress code policy.

**INFRACTIONS REQUIRING INFORMAL CONSEQUENCES**
Minor offenses will be dealt with by the classroom teacher who may utilize appropriate classroom management procedures which shall be consistently applied to all students. Teachers will maintain their own documentation on all minor offenses. If a student engages in repetitive behavior of these minor offenses, the classroom teacher will then write a referral to the Assistant Principal. These offenses include but are not limited to the following:

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class disruption</td>
<td>Disturbing or interrupting the orderly educational process</td>
</tr>
<tr>
<td>Disrespect, disobedience, or defiance of school staff</td>
<td>Student makes a deliberate decision not to comply with instructions or directions of School Board employees which results in a disruptive learning environment</td>
</tr>
<tr>
<td>Tardiness</td>
<td>Students will be marked tardy in increments of 15 minutes.</td>
</tr>
<tr>
<td>Disregard for school procedures, including parking violations</td>
<td>Engaging in behaviors and practices which are detrimental to the safety and welfare of others, such as speeding</td>
</tr>
<tr>
<td>Inappropriate comments</td>
<td>Comments that disrupt or interfere with the learning environment</td>
</tr>
<tr>
<td>Inappropriate display of affection</td>
<td>Kissing, hugging, or touching another student</td>
</tr>
<tr>
<td>Sleeping in class</td>
<td>Head down on desk; inattentive to classroom activities</td>
</tr>
<tr>
<td><strong>Use of electronic equipment or other disruptive items during class</strong></td>
<td>Cell phones, or other portable electronic devices</td>
</tr>
<tr>
<td>Miscellaneous violations</td>
<td>Any other violations the administration may deem to fall into this category</td>
</tr>
</tbody>
</table>

**NOTE:** These items will be confiscated by the teacher or any Leon County school employee and turned in to the Assistant Principal.
CONSEQUENCES
1ST Offense  Teacher documents in writing
Conferences with student
Informs the Assistant Principal in writing

2nd Offense  Written referral to the Assistant Principal
Assistant Principal conferences with student

3rd Offense  Written Referral to the Assistant Principal
Student is suspended

Subsequent offenses may result in student being withdrawn from program.

INFRACTIONS REQUIRING FORMAL CONSEQUENCES
Offenses requiring formal consequences are those offenses that may result in immediate suspension or withdrawal from school. The Assistant Principal or the Principal's designee will suspend students, and upon the recommendation of the Principal, the student may be withdrawn. These infractions include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of profane or obscene language</td>
<td>Use of inappropriate language</td>
</tr>
<tr>
<td>Cheating and / or plagiarism</td>
<td>Using the work of another student as one's own, to include copying test answers, reports, any written work, work from the Internet, replication of projects or products</td>
</tr>
<tr>
<td>Failure or refusal  to comply with school safety rules and regulations</td>
<td>Engaging in behaviors and practices which are detrimental to the safety and welfare of others, such as false fire alarms</td>
</tr>
<tr>
<td>Malicious mischief</td>
<td>Intentionally damaging the personal property of another (restitution required)</td>
</tr>
<tr>
<td>Repeated misconduct under infractions requiring informal consequences</td>
<td>Failure to correct repeated minor infractions</td>
</tr>
<tr>
<td>Use of tobacco products</td>
<td>Smoking, dip, chewing tobacco, etc.</td>
</tr>
<tr>
<td>Unauthorized use of school property</td>
<td>Use of computer, Internet for non-school purpose</td>
</tr>
<tr>
<td>Miscellaneous violation</td>
<td>Any violation the administration may deem to fall in this category</td>
</tr>
</tbody>
</table>
Student Handbook

CONSEQUENCES
1ST Offense  Written Referral to the Assistant Principal
Assistant Principal conferences with the student
Student is warned and/or suspended

2nd Offense  Written Referral to the Assistant Principal
Assistant Principal conferences with the student
Student is suspended or withdrawn

3rd Offense  Written Referral to the Assistant Principal
Student is withdrawn

*Student may be referred to the School Resource Officer.

COPYRIGHT INFRINGEMENT
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

INFRACTIONS REQUIRING AUTOMATIC WITHDRAWAL
All students are required to follow the rules of student conduct. Misconduct, or other behavior that reflects discredit on the student, the school, or the community, carries the penalty of immediate automatic dismissal of that student from his/her education or training program. In addition to immediate dismissal, students who have been found to have committed these offenses will be referred to the appropriate law enforcement agency. If the offense involves a victim, the victim will be notified of his or her right to press charges against the
offender. Listed below are the types of infractions which will result in immediate withdrawal from the school by an administrator. These infractions include but are not limited to the following:

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession or consumption of drugs, alcohol, or any controlled substance on school grounds or under the influence of same</td>
<td>Illegal possession, distribution or use of drugs and alcohol or any controlled substance</td>
</tr>
<tr>
<td>Racial slurs and harassment</td>
<td>Creating a hostile environment by name calling, based on race or ethnicity; physical, verbal, graphic or written harassment to include sexual harassment of others</td>
</tr>
<tr>
<td>Stealing</td>
<td>Taking any items that do not belong to you</td>
</tr>
<tr>
<td>Gambling, fighting, disorderly conduct, and moral laxity</td>
<td>Engaging in activities which disrupt the orderly learning environment and threatens the safety of others</td>
</tr>
<tr>
<td>Possession, use or sale of any firearm, or weapon or object intended to function as a weapon</td>
<td>In addition to guns, this includes a range of weapons as defined in Chapter 790 of the Florida Statutes</td>
</tr>
<tr>
<td>Interference with or intimidation of school personnel by threat or force of violence</td>
<td>Preventing or trying to prevent a School Board employee from carrying out his/her work by threat or use of violence, fighting or threatening to fight</td>
</tr>
<tr>
<td>Falsification of school documents</td>
<td>Providing information about self that is not true or accurate on official school forms</td>
</tr>
<tr>
<td>Battery or aggravated battery on any School Board employee</td>
<td>Physically hitting or attacking a School Board employee</td>
</tr>
<tr>
<td>Making a threat or deliberate false report of any explosive or destructive device</td>
<td>Bomb threat</td>
</tr>
<tr>
<td>Threat or intimidation using any pointed or sharp object with the threat or intent of doing bodily harm</td>
<td>Threatening student or School Board employee with a weapon</td>
</tr>
<tr>
<td>Arson</td>
<td>Starting a fire</td>
</tr>
<tr>
<td>Armed robbery</td>
<td>Robbery using a weapon</td>
</tr>
</tbody>
</table>
Sexual battery | Physical sexual contact with another person against his/her will
---|---
Homicide | Murder or manslaughter
Fighting | Physical violence

**STUDENT GRIEVANCE PROCEDURE**

The following student grievance procedure is for the resolution of student complaints concerning school policies or possible violation of legislation against discrimination. The procedure is provided in an effort to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, and section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 applies to all educational programs offered by Lively Technical Center. Secondary Student Grievance Procedures shall follow School Board Policy 7.10.

**Definitions**

Grievance: A dispute or alleged dispute initiated by a student of the Lively Technical Center arising out of the interpretation of the application of School Board policy or alleged discrimination in school programs on the basis of race, sex, color, religion, age or disability.

Grievant: A student who has been directly affected by the application or misapplication of a school procedure or district policy or one who has been discriminated against. An example of a grievance would be a situation when a student feels that he/she has been unfairly withdrawn from a program.

**ADULT STUDENT GRIEVANCE PROCEDURES**

Adult Student Grievance Procedures are intended to provide students due process when a student feels that their rights have been violated and that they have been treated unfairly with regard to school policy. In the event that an adult student believes there is a basis for a grievance that is specifically not permitted by this document:

1. The grievant must discuss the alleged grievance with the individual with whom there is a complaint to seek an informal resolution to the problem.
2. If the dispute is not resolved by informal discussion, the student may complete a grievance form and submit to the Assistant Principal no later than the close of the fifth (5) school day following the alleged incident. If this time frame is not met, the issue shall not be grievable.
3. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within three working days of such filing, the same written grievance shall be submitted to the Principal of Lively Technical Center for resolution. Grievance must be delivered to the principal within ten days from the date of the alleged incident to remain grievable.

4. The Principal shall, within three working days, appoint a review panel of three to seven members. Adult students may be utilized as committee members, but at no time will the number of student committee members exceed the number of school staff serving on the committee. The Principal or a designee shall preside as chairperson of such a panel. The review panel shall review the written grievance and hear evidence from both sides on the written grievance. No other issues shall be considered or discussed. The committee shall respond in writing to the principal within 5 days of receiving the request to hear the grievance.

5. The Principal will respond in writing to the grievant within three working days as to the disposition of the grievance after receiving the written recommendation of the grievance/appeals committee.

6. If the student is not satisfied with the disposition of the grievance, the same written grievance must be submitted to the CTE Director within five (5) school days of receipt of the written response from the Principal.

7. Within five working days the CTE Director will consider the original written grievance and evidence submitted by both sides and render a final decision. There shall be no further appeal of any grievance of any adult student at Lively from this point. However, the student may provide information to Lively’s Accreditation Agency if the grievance is not settled at the institutional level: The Commission of the Council on Occupational Education, 7840 Roswell Rd. Building 300, Suite 325 Atlanta, GA 30350, (800) 917-2081 or (770) 396-3898, (770) 396-3790 Fax, www.council.org; Florida Department of Education, Division of Career and Adult Education, 325 West Gaines Street, Suite 734, Tallahassee, Florida 32399-0400, Phone: 850-245-0446, Fax: 850-245-9052, Email: CareerandAdultEd@fldoe.org, http://www.fldoe.org/policy/commission-for-independent-edu/file-a-complaint.stml
FAIR & EQUITABLE TREATMENT
All grievants will be entitled to fair, reasonable and equitable treatment. A grievant who participated or intends to participate in any grievance under Title IV, IX and Section 504 of the Rehabilitation Act of 1973, and Americans With Disabilities Act of 1990, shall not be subjected to discipline, reprimand, warning, or reprisal because of such participation or initiation.

RECORD KEEPING
All documents, communications and records dealing with processing of a grievance will be filed separately from the grievant’s cumulative student folder.

RECOGNITION OF TRAINING PROGRAM DIFFERENCES
Lively trains individuals for a wide range of jobs and careers. Each has a unique set of standards influenced greatly by employers and external licensure and regulatory agencies. Instruction reflects those varying standards influenced by external agencies and actions expected by them to maintain our licensure, certification and recognition of training in those areas.

See next page for SAMPLE Student Grievance Form available in Student Services.
Adult Student Grievance Procedures are intended to provide students due process when a student feels that their rights have been violated and that they have been treated unfairly with regard to school policy.

NAME: ___________________________________________________________ PROGRAM: ______________________________________________

ADDRESS: __________________________________________________________________________________________________

CONTACT NUMBER: ___________________________________________________________________________________________

GRIEVANCE: A dispute or alleged dispute initiated by a student of the Lively Technical Center arising out of the interpretation of the application of School Board policy or alleged discrimination in school programs on the basis of race, sex, color, religion, age or disability.

GRIEVANT: A student who has been directly affected by the application or misapplication of a school procedure or district policy or one who has been discriminated against.

Please give a brief but thorough description of your complaint including date and all full name(s):

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

Student Signature: ___________________________________________ Date: ______________________

RESPONSE: _________________________________________________________________________________________________

RESOLUTION: _______________________________________________________________________________________________

___________________________________________________________________________________________________________

Committee Signature: ___________________________________________ Title: ______________________

Committee Signature: ___________________________________________ Title: ______________________

Committee Signature: ___________________________________________ Title: ______________________

The Commission of the Council on Occupational Education
41 Perimeter Center East, NE, Suite 640, Atlanta, GA, 30346  PH (800) 917-2081 or (770) 396-3898  FAX (770) 396-3790  www.council.org
Public Notice of Parental and Student Rights Regarding Student Records for Leon County Schools

Parental Rights: Student Records
The Family Educational Rights and Privacy Act (FERPA) protects the accuracy and privacy of the education records of students. FERPA, Section 1002.22, Florida Statutes, and Leon County School Board Policy 8330 afford parents and eligible students certain rights with respect to education records. These parental rights include the right to:
1. Inspect and review the student’s education records maintained by the school.
2. Request correction of records which the parent, or eligible student, believes to be inaccurate or misleading. If the school decides not to correct the records, the parent or eligible student has the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent pursuant to a court order or a subpoena and to school officials with legitimate educational interests. If disclosure is made in response to a court order or subpoena, the parent or eligible student will be notified, except where law prohibits notification.
4. File a complaint with the U.S. Department of Education concerning failures by the School District to comply with FERPA requirements. The name and address of the office that administers FERPA is the Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. If you wish to discuss and/or resolve a FERPA issue before contacting the office above, you may contact Leon County Schools at (850) 487-7147.

Release of Directory Information
The Leon County School Board reserves the right to release, upon request, information known as “directory information” without prior permission of the parent or eligible student (18 years of age or older). School Board Policy 8330 designates the following as directory information: student name; student address; telephone number, if listed; photograph; date of birth; information about participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance/enrollment (not daily attendance); date of graduation or program completion; diplomas, certificates, or awards received; and the name of the most recent previous educational agency or institution attended.

Under the provisions of FERPA, the parent or eligible student has the right to withhold release of directory information. If you do not want the school or district to release the directory information listed above, any requests from individuals, organizations, or other entities not affiliated with the school or district will be refused.

- PARENTS OF CURRENTLY ENROLLED STUDENTS: This notice should not be returned if you currently allow the district to release directory information and want to continue to allow release of directory information including, but not limited to, yearbook pictures, graduation photos, athletic program information, and other information, as further defined above.
- PARENTS OF STUDENTS NEW TO LEON COUNTY SCHOOLS: This notice should not be returned if you want to allow the district to release directory information as described above.

Section I: If you do not want the district to release directory information for your child, please complete this section and return this notice to your child's school.

I do not want my child’s, or my (if 18 or older), directory information released as described above. (Line must be checked for request to be valid.)

Print Parent Name: __________________________  Parent Signature: __________________________
Print Student Name: __________________________  School: __________________________  Grade: _______ Date: __________

Section II: If you have previously returned a notice with the information in Section I above completed and now want the district to be able to release directory information, please complete this section and return this notice to your child’s school.

I previously requested that my child’s, or my (if 18 or older), directory information not be released. I want to rescind that request. (Line must be checked for request to be valid.)

Print Parent Name: __________________________  Parent Signature: __________________________
Print Student Name: __________________________  School: __________________________  Grade: _______ Date: __________

4/15/2015
Leon County Schools’

STUDENT INTERNET USE / ACCESS PERMISSION FORM

Please complete the following information and return it to your school. PLEASE PRINT!

PERSONAL INFORMATION

Student’s Full Name: ___________________________ Date of Birth, ___________________________
School ___________________________ Grade ___________________________

STUDENT/PARENT AGREEMENT

I understand that internet access is designed solely for educational purposes, and that it is intended that these resources are used only for educational purposes. The Leon County School District has taken reasonable precautions to supervise internet usage by students. I have read and understand the Guidelines for Telecommunications Use (see reverse side of this form).

PARENTAL CONSENT – (Required if student is less than 18 years of age.)
As a parent or guardian, I recognize that it is impossible for the district to control access by the students to all information or materials available on the internet; it is likewise impossible to limit disclosure of information related to school internet websites or publications by the larger internet public. I will not hold the school responsible for materials acquired, contact made, or for any limit on the educational privacy of my child as a result of the disclosure of information on the internet. I accept full responsibility for supervision of my child outside the school setting.

BASIC INTERNET ACCESS
I hereby consent for my child to utilize the school internet services, and for disclosure of the following information when related to an activity or an academic assignment within Leon District Schools, in accordance with the Family Educational Rights and Privacy Act, 20 USC §1232g:

Check yes or no to indicate whether permission is given or not:

yes [ ] no [ ] Basic Internet Access - permission for my child to utilize the school internet services

I certify that the information contained on this application is true and correct to the best of my knowledge and belief. (Students over 18 years of age may sign for themselves.)

Parent/Guardian Signature ___________________________ Date ___________________________

Parent/Guardian Full Name (please print): ___________________________
Parent/Guardian Work Phone: ___________________________ Home Phone: ___________________________

Student Signature ___________________________ Date ___________________________

FOR SCHOOL USE ONLY: Date Authorization Granted: ___________________________ By Whom: ___________________________
LEON COUNTY SCHOOLS: GUIDELINES FOR TELECOMMUNICATIONS USE

Leon County Schools: Guidelines for Telecommunications Use

1. Activities must support education and school operations consistent with the educational goals and policies of the Leon County School District.

The use of the Internet and automated systems (mainframe, network, or workstation-based) is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege. School administrators will decide what is inappropriate use based upon guidelines, standards, policies and prudent judgment. Please refer to School Board Policy 7540.03 – Student Network Internet Use and Safety. User accounts shall be assigned or closed at the direction of the site or program administrator. It is the site administrators’ responsibility to have a signed access use form on file for all users at that site prior to access authorization. Parents are responsible for contacting their child’s school regarding updates or changes to the permissions indicated on the original Internet/Access Use Form.

2. The person in whose name an account is issued is responsible for its proper use.

Unacceptable uses of the network include:

- violating student or staff rights to privacy;
- using profane, obscene or offensive language, graphics or other forms of communication
- use of school system technology resources in support of private or personal businesses; (business partners or interagency agreement agencies may be an exception)
- misuse or sharing of passwords
- sharing or using personally identifiable information or individually owned or copyrighted material (this includes pictures, artwork, & products) without the author's (or parent/ guardian's) prior consent;

3. Persons using Leon County Schools Internet or automated systems connections must be properly authorized.

The signed Internet Use/Access Permission form is to be completed when the student registers or re-registers when transferring back to the district. The signed forms must be maintained on file at the school or department site where the form was first completed. The permissions indicated are to be entered into the student information system (Genesis: Demographics/Permissions tab) and are maintained as part of the student’s official school record. Parents are responsible for contacting their child’s school regarding updates or changes. Any change in permissions must be made in writing using an updated, signed Internet/Access Use Form. The school is responsible for updating the student electronic record and maintaining the updated Internet Use/Permission form on file at the school site.

4. Any breach in security where confidential records may have been accessed or secure information altered is a very serious problem and must be reported to the school or department administrator, to Technology & Information Services Security Manager and the site Tech Specialist immediately.

This is necessary to secure systems which may be at risk, and to track access records to resolve any access or data change problem. The site or program administrator will be notified of suspected access or distribution violations. It will be the responsibility of the respective administrator to follow up in investigating such reports and taking appropriate action, which may include criminal litigation.

5. Use of another individual’s account (password) is a security violation. Attempts to log on as another user will result in cancellation of privileges and notification of the responsible administrators.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or part of the network.
STUDENT ACKNOWLEDGMENT FORM

STUDENT ACKNOWLEDGMENT
2017 - 2018 Student Handbook

Student Name (please print):
________________________________________________________________

Program: _________________________________________________________

By signing below, I certify that:

I have received a copy of Lively Technical Center’s 2017-2018 Student Handbook. It has been reviewed with me by school personnel and I have had an opportunity to ask questions.

I am aware of the contents of the 2017-2018 Student Handbook. I understand that it applies to all students.

MEDIA RELEASE

I hereby consent to the disclosure of the following information when related to an activity or an academic assignment within Leon District Schools, in accordance with the Family Educational and Privacy Rights Act, 20 USC §1232g:

This includes:
• Publication on the Internet of my creative efforts, including stories and artwork
• Use of my name in Internet publications (including Facebook, Twitter and official school/district Listservs)
• Use of my picture/video in school/district Internet publications (including Facebook, Twitter and official school/district Listservs)
• Use of my picture/video in school-approved publications and media events coverage

Student Signature: ________________________________________________

Date: ______________________

Instructor/Student Services Staff Signature: ____________________________

Date: ______________________