



## **CITRUS COUNTY SCHOOL BOARD**

# **NON-DISCRIMINATION INFORMATION**

1. No person shall, on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information, 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 conducted by the Citrus County School Board (CCSB), except as provided by law.
2. CCSB shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
3. CCSB 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, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information.
4. Lack of English language skills will not be a barrier to admission and participation. CCSB 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.
5. CCSB will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108

**District Equity Contact:**  
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**Each student is held responsible for the information contained in this handbook. Failure to read and comply with school regulations does not exempt the student from this responsibility.**

## A MESSAGE FROM THE DIRECTOR

Welcome to WTC. The faculty, staff, and administration at WTC are here to help you prepare for a rewarding career. The knowledge and skills you gain at WTC will benefit you in starting a new career, advancing in your present career, or continuing your post-secondary education.

Technology has and will continue to change the way we repair vehicles, build buildings, provide health care, and solve problems. You need to continually embrace these changes and learn all you can to be successful in your chosen occupation. You will find that learning is a life-long process. I encourage you to take advantage of the special programs and services that are available to you at WTC. Our Student Services Department will be happy to assist you.

The information in this handbook highlights many of the policies that govern our school. Become familiar with its contents. By following these policies and practices, WTC will be a safe and enjoyable place to work and learn.

Again, welcome to WTC. We look forward to providing you the opportunity to achieve your educational and career goals.

Gloria Bishop  
Director

## MISSION, VISION and CORE BELIEFS of WTC

The **mission** of Withlacoochee Technical College (WTC) is to provide the highest quality academic and technical education for current and emerging careers in a competitive workforce.

Our **vision** is for WTC to be a nationally recognized school of choice providing innovative high tech education to advance the future of our community.

WTC's **Core Beliefs** are:

- All students can learn
- Students learn best in a safe environment
- Teaching and learning must be relevant
- Positive role modeling is essential for building character
- We learn from each other
- State of the art equipment and diversified instruction are necessary for effective learning
- Planning for the future is constant

# POST-SECONDARY CTE STUDENT INFORMATION

## ADMISSIONS/STUDENT SERVICES

The Student Services Department can provide information on financial aid, veterans benefits, applied academics, assessment and admissions. They also offer career and personal counseling services.

Post-Secondary Admission:

- Persons 16 years of age and older are eligible to apply for admission to most WTC programs.
- The admissions process consists of completing an application, payment of the non-refundable application fee, testing, meeting with a counselor/career advisor, payment of the non-refundable registration fee and payment of tuition and other fees.
- A student may be exempt from taking the Test of Adult Basic Education (TABE) if they meet specific exemptions recognized by the state of Florida. Students must meet with a counselor to discuss a potential exemption. Appropriate documentation is required.
- Students must provide proof of Florida residency before paying tuition and fees for their first session in order to pay in-state tuition rates. Two forms of identification are required.

Every student must provide a copy of his/her GED<sup>®</sup> or high school diploma, or an official transcript from an accredited high school, to be eligible for financial aid.

The student will receive an invoice on or about July 1<sup>st</sup> for the fall session and on or about December 1<sup>st</sup> for the spring session. Tuition and fees must be paid or the student must have a Pell deferral in place or a letter of commitment from a sponsoring agency must be on file by the deadline stated on the invoice. If the student has not provided proof of residency by the time the invoices are prepared, the student will be billed at the out-of-state tuition rate. If the student has not provided proper documentation for a tuition or lab fee deferral by the time the invoices are prepared, the student will be billed as a self-pay student. If the student fails to meet the deadline for payment as stated on the invoice, the student's name will be removed from the class list. The student may be reinstated to the class list when the student has made payment or payment documentation is in place and space is still available in the class.

Payment in full for tuition and lab fees must be made at least 15 business days prior to the start date of the session or course start date. Some programs have additional expenses that must also be paid at least 15 business days prior to the start date of the session or course

start date. Contact Student Services for detailed information. Students will be dropped from the class if payment is not received. Payment is made in the Business Office, or may be made over the phone by credit card. Cash, money order, VISA and MasterCard are accepted forms of payment.

Students must pay the non-refundable registration fee for each session in which they enroll along with tuition and other fees.

Any and all documents provided to or acquired by the Citrus County School Board and WTC during the application process are considered property of the Citrus County School Board and will not be returned to the student.

**Important Note:** Students who graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. The program hours that students earned while in high school will be applied when they enroll as post-secondary students. **Students choosing this option must pay the post-secondary registration fee, tuition and other fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a financial aid advisor to discuss applying for financial aid.

## **CONDITIONS OF RE-ADMISSION**

Students withdrawn for reasons of absenteeism, discipline and/or lack of adequate progress may be required to meet with a review committee to be approved to enroll in the next available session.

Payment in full for tuition, lab fees and other expenses are due 15 days prior to the start of the session or course start date.

Any outstanding debt to WTC must be paid in full prior to admission.

## **OFFICIAL WITHDRAWAL PROCEDURES**

Students wishing to withdraw from a program prior to program completion need to meet with a counselor/career advisor. The counselor/career advisor will review with the student the options that are available should the student want to return at a future date. The student will be given a short electronic exit survey, the result of which will be used for data reporting purposes. The student must settle any outstanding financial obligations prior to leaving. Students wishing to withdraw from a program prior to program completion must meet with a financial aid counselor to determine if the student has to pay back any of his/her Pell

award. Refer to the Financial Aid Services section of this handbook for additional information. Students are asked to confirm with the Business Office their current mailing and email addresses to facilitate quick processing of any refunds.

## **POST-SECONDARY FEES & REFUND POLICY**

Tuition and student fees are due 15 business days prior to the start date of the session or course date.

A student enrolled during the first nine (9) weeks of the session pays the full session tuition. A student transferring from another tech center after the first nine (9) weeks of the session pays one-half of the session tuition.

If WTC cancels a CTE course or does not open the course as scheduled, all fees paid through the Business Office will be refunded.

If a student withdraws before the first day of class, the student will receive a refund on tuition and lab fees only. Other fees paid will not be refunded.

Tuition refunds for students enrolled in CTE courses of **300 hours or more** are as follows:

- If a student withdraws during the first five (5) days of class – 100% refund of tuition and lab fees.
- If a student withdraws after the fifth day of class – no refund.

Tuition refunds for students enrolled in CTE courses of **less than 300 hours** are as follows:

- If a student withdraws during the first three (3) days of class – 100% refund of tuition and lab fees.
- If a student withdraws after the third day of class – no refund.

### **Additional Refund Policies**

- No refunds will be given on books, supplies, insurance, fingerprinting or testing fees.
- No fees will be refunded after the closing of the fifth day of class per session.
- Registration fees are non-refundable.
- No refund will be given for fees used to purchase required program professional liability insurance.
- No refunds will be made until all financial obligations have been cleared.

- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.
- When a student withdraws and is due a refund, the refund will be processed within 45 days. No funds will be held for future use.
- Payments made by credit card will be refunded to the same credit card used to make the payment. Payments made in cash will be refunded by school district check made payable and mailed to the name listed on the original receipt.
- Official transcripts will be held until all debts owed to the school are paid.

## **POST-SECONDARY CTE ATTENDANCE POLICY**

WTC strives to provide the best educational opportunities possible to prepare students for their chosen occupations. **Students are expected to be on time and attend all classes**, consistent with attendance expectations in the workplace. However, WTC recognizes that there may be times when students cannot attend school. In that case, the student must notify the instructor of an upcoming absence.

In Florida, public technical centers are on a clock hour system and are required to have and adhere to a technical college attendance policy.

For post-secondary students, there are no excused or unexcused absences. Students are considered present or absent. When a student is absent from class, he/she may be required to purchase additional blocks of time in order to complete the program.

Time missed due to arriving late or leaving early count towards absences. Instructors will round up to the nearest quarter hour when recording tardies or early departures.

Students are expected to call the instructor by telephone when absent.

**A student is expected to be in attendance at least 90% of scheduled hours of attendance, however, some programs have more stringent guidelines.** Attendance requirements in programs that lead to board licensure may be stricter than, and take precedence over, the WTC Career and Technical Education attendance policy. In any case, students who are absent for 6 consecutive days will be withdrawn. Extenuating circumstances will be considered by administration prior to the student being withdrawn. Financial aid and Veterans Benefits will be terminated when a student is withdrawn. A student who is withdrawn for medical reasons must provide appropriate documentation of the medical absence and may be permitted re-enroll in



the same session with administrative approval. Licensing programs such as Cosmetology, Massage Therapy, Patient Care Assistant, and Practical Nursing programs have more rigorous program attendance requirements. Refer to Course Catalog for details.

### **POST-SECONDARY ATTENDANCE RUBRIC**

Only regularly scheduled class hours are reported for attendance. Make up time is not permitted. A rubric showing how points are determined for an attendance grade follows.

<b><u>Rubric for Attendance Grade</u></b>	
Perfect Attendance (0 time absent)	100 points
0+ days to 2 days absent	90 points
2+ days to 4 days absent	80 points
4+ days to 6 days absent	70 points
6+ days to 8 days absent	60 points
8+ days to 10 days absent	50 points
10+ days absent	0 points

**Student attendance constitutes 30% of the daily program grade.**

# FINANCIAL AID SERVICES

## FINANCIAL AID

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. Federal financial aid is not available for programs less than 600 clock hours in length. The amount of financial aid is dependent upon financial need; therefore, the amount awarded may vary from student to student. WTC's attendance policy and satisfactory academic progress must be maintained throughout the length of the program to remain eligible for Federal Financial Aid. Other financial aid programs may have additional requirements. Financial Aid and Veterans Benefits will be terminated if a student doesn't adhere to the policies set forth in the Attendance, Satisfactory Academic Progress, and Withdrawal sections of this handbook. Students losing their benefits may re-enroll as self-pay until such time Financial Aid or Veterans Benefits can be reinstated.

Financial aid awards are contingent upon receipt of funds. Sources of financial aid include, but are not limited to:

- Federal Pell Grant (does not require repayment if all criteria are met and maintained)
- Veterans Educational Benefits – earned by U.S. Service Veterans for themselves or their family
- Scholarships may be available to qualified students
- Florida Student Assistant Grant - Continuing Education (FSAG-CE)
- Florida Bright Futures Scholarship Program
- Florida College Prepaid Program
- Local Scholarships
- Outside Agencies

**Please note that WTC does not participate in student loans.**

Deferrals for tuition and lab fee payments are available for approved financial aid applicants. To qualify for a Pell deferral, a student must:

- Have an error free processed Institutional Student Information Record (ISIR) on file
- Submit **ALL** required material for verification process if selected
- Have a standard High School or GED® Diploma, a HiSET or TASC high school equivalency certificate, or an official transcript on file in Student Services

Individual appointments are available for the purpose of disseminating general information, application explanation, application review, and assistance in processing an application.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Once enrolled, in order to continue receiving Federal Financial Aid, students must maintain satisfactory academic progress. This report is completed by the student's instructor when the student has reached the scheduled hours in his/her payment period.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours and weeks, achieve a specific cumulative grade evaluation (GPA), complete the minimum number of competencies (cumulative) for the evaluation period and do not exceed the maximum time limits to complete their course of study. For students receiving a Pell Grant, the student's academic progress will be checked at 450 scheduled hours and prior to subsequent disbursement for students enrolled in programs of one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

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

- Students must maintain an overall grade of 70 percent or higher in all theory, clinical, and/or shop performance during each evaluation period. (Qualitative)
- Complete the minimum number of competencies (85%) within the pacing guide for the evaluation period. The competencies in the evaluation period are an accumulation of all competencies completed. The 85 percent rule refers to the quantity of work completed for on-time program completion. (Quantitative)
- Students are allowed up to 150% of the scheduled clock hours to complete their program; however, they will only be provided financial aid for 100% of the program hours. (Minimum 67% Pace of Progression)

Some programs have higher standards. Students must adhere to those standards to make Satisfactory Academic Progress.

### **Failure to Meet Satisfactory Academic Progress**

WTC does not have academic probation status nor does WTC issue warning periods. Upon determination of unsatisfactory academic progress, students acknowledge unsatisfactory progress by signing the

SAP report and thus forfeit the next scheduled financial aid payment. It is the student's responsibility to be informed of the level of accomplishment.

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

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

## **FINANCIAL AID REFUND POLICY**

The return of funds is based on the premise that financial aid is earned in proportion to the length of time a student remains enrolled/in attendance. Title IV aid is returned on a pro-rated schedule until the student has reached greater than 60% attendance in his/her payment period. Once the student has attended greater than 60% of the payment period, he/she is considered to have earned all of the financial aid that was originally awarded/dispensed and, therefore, will not owe a return of Title IV funds.

## **RETURN TO TITLE IV (R2T4) POLICY**

R2T4 calculations are performed when the following occurs:

- Student completely withdraws officially or unofficially prior to completing a program
- Student fails to meet SAP requirements
- Student defaults on federal student loans

Financial aid recipients earn the aid originally dispensed/awarded by remaining enrolled. Students who are no longer enrolled or no longer eligible for additional Title IV aid may be required to return all or a percentage of the aid originally awarded/dispensed. To determine the percentage of Title IV aid earned and unearned, an R2T4 calculation will be completed. The Financial Aid Office will perform the R2T4 calculation and return any unearned portion of Title IV aid owed by the institution within 45 days.

To determine the percentage of Title IV student aid earned, the number of hours a student was scheduled to complete is divided by the total number of hours in the payment period. The percentage of Title IV aid earned is then multiplied by the total amount of aid dispensed and/or that could have been dispensed for the payment period.

## Conditions that Result from R2T4 Calculations

- Post-Withdrawal Disbursement If the student's earned amount of Title IV aid is greater than the total amount disbursed, the student is eligible for a post-withdrawal disbursement. The student is notified of the amount and available date of the post-withdrawal disbursement in accordance with federal regulations.
- Student has earned exactly what he/she has already received: When the calculation determines that the student has already been paid the exact amount earned, no further action is required.
- Overpayment:
  - Student has an overpayment to the United States Department of Education (USDOE) - When this occurs, the student will be notified by the Financial Aid Office and given an opportunity to take positive action (repay full balance) within 45 days. If the student is unwilling or unable to return the funds within the timeframe allotted, the FAA will complete a debt resolution letter, report the student to National Student Loan Data System (NSLDS), and notify the student. If the student returns the funds within the specified time period, the Business Office will return the overpayment of funds to the USDOE.
  - Student has a balance due to the institution – This is a result of the school returning institutional costs associated to the student based on the R2T4 calculation. The Business Office will return the funds to the USDOE within the specified timeframe. The student will be required to pay the outstanding balance. Failure to pay may result in further debt collection procedures.

## R2T4 Process

A copy of the withdrawal form indicating the student's last date of attendance is received in the Financial Aid Office. The Financial Aid Office determines the amount of aid the student was and/or could have been disbursed and the charges posted to the student's account for the payment period. The R2T4 worksheet is completed and funds are disbursed and/or returned in accordance with federal guidelines. The R2T4 calculation worksheet is placed in the student's file.

## VETERANS EDUCATION BENEFITS

The Bureau of State Approving Agency for veteran training has approved some of the certificate training programs offered at Withlacoochee Technical College. Veterans should check with the Veterans Administration (VA) Certifying Official in the Financial Aid Office to apply

for or reactivate their VA educational entitlements. All required forms are available in the Financial Aid Office. Withlacoochee Technical College participates in the Principle of Excellence program.

The student must bring the completed required forms to the Financial Aid Office with a copy of the veteran's Certificate of Eligibility. The documentation is then forwarded to the Department of Veterans Affairs (DVA) for processing. The enrollment certification is reported by the VA Certifying Official to the DVA for processing. It takes the DVA a **minimum of 4-8 weeks to activate benefits.**

A veteran receiving educational benefits while attending WTC is subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration. These specific regulations are:

- The veteran student must be under direct supervision of the instructor at all times and be enrolled as a full-time student.
- All time away from class will be recorded and reported by the instructor. Actual clock time will be deducted for late arrivals, leaving early, arriving late from lunch, and any other absences from school.
- The veteran student must maintain satisfactory progress as defined in WTC's Course Catalog. A student will fail to meet satisfactory progress if he/she receives a grade lower than a "C" for two consecutive months. This will result in the veteran student losing his/her benefits. Benefits will be re-instated upon the veteran maintaining satisfactory progress for two full months. Programs requiring higher GPAs will adhere to those requirements.
- Students must attend classes regularly and attendance will be recorded and maintained by the school. Veterans must complete at least 80% of the scheduled program hours each month. If the veteran does not maintain 80% attendance each month, he/she will be terminated from receiving VA benefits. Benefits will be reinstated upon maintaining 80% attendance for the following month, if at the end of the following month, the veteran is in compliance benefits will be reinstated.

Some programs have higher standards. The student must adhere to those standards to make Satisfactory Academic Progress. Tuition only will be deferred upon receiving Certificate of Eligibility or comparable documentation. Tuition is due in full upon receiving first VA payment. If not paid, the student will be withdrawn from school.

Certificates of enrollment will not be submitted until after the first day of training begins.

A student applying for VA benefits is required to submit all transcripts, military and other, for evaluation of previous training credits. Transcripts must be received prior to the start of training or enrollment.

A student reaching the maximum timeframe of their program will be terminated. The VA Certifying Official will not give notice to the student prior to terminating him/her from benefits. The student is expected to be aware of the maximum attempted clock hours.

## **FRAUD**

There are severe penalties for falsification of financial aid documents or enrollment documents. Misrepresentation will be reported to proper authorities and may result in immediate dismissal.

## **OTHER FORMS OF FINANCIAL ASSISTANCE**

Vocational Rehabilitation, CareerSource of Citrus, Levy, and Marion Counties and third party agencies also provide financial assistance for educational career training to help offset educational costs.

Under Pub. L. 113-235, students enrolled in an eligible Career Pathway program (as defined in section 484(d)(2) of the HEA) after July 1, 2014, who are not high school graduates or do not meet one of the other eligibility conditions, may be eligible to receive Title IV aid if the student meets Ability To Benefit (ATB) alternatives as defined in section 484(d)(1) of the act.

# ADULT EDUCATION STUDENT INFORMATION

A student may enroll in Adult Education classes (ABE, GED<sup>®</sup>, ESOL, AAAE) on a full-time or part-time basis. A student in full-time attendance is one who is scheduled to attend at the rate of thirty (30) hours weekly.

## FEES

Students enrolling in an Adult Education class must pay a non-refundable application fee for each school year (July 1 to June 30) and pay the required tuition for each session.

If a student withdraws before attending his/her first class, the student will receive a refund of tuition only.

No refunds will be given after attending the first class.

## GED<sup>®</sup> TEST FEES

Students taking the computer-based GED<sup>®</sup> test must pay the non-refundable GED<sup>®</sup> test fee. Information on the GED<sup>®</sup> test is available in Student Services and on the GED<sup>®</sup> website [www.GED.com](http://www.GED.com)

## ATTENDANCE POLICY/WITHDRAWAL PROCEDURES

The following attendance policy has been established by the Department of Education and is in effect for the 2016-2017 school year:

- There are no excused absences.
- A student will be withdrawn after being absent for 6 consecutive classes.
- Withdrawn students may re-register in the same class if space is available.
- Students will be limited to one re-entry per nine-week enrollment period.
- Students wishing to withdraw from a program prior to program completion must meet with a counselor/career advisor. The counselor/career advisor will review with the student the options that are available should the student want to return at a future date. The student will be given a short electronic exit survey, the results of which will be used for data reporting purposes. The student must settle any outstanding financial obligations prior to leaving.



# **HIGH SCHOOL STUDENT INFORMATION**

## **ADMISSION FOR DUAL ENROLLED STUDENTS**

High school students can apply for admission as a dual enrolled student into a full-time program at WTC during all or part of their senior year.

Criteria for admission:

- Be on track for graduation by having completed all required courses
- Have at least a 2.0 GPA
- Have the minimum TABE scores for the program in which the student is seeking enrollment
- Have reached the minimum age requirement for the program in which the student is seeking enrollment
- Have minimal discipline referrals
- Have a good attendance record

## **ATTENDANCE POLICY FOR DUAL ENROLLED STUDENTS**

Dual enrollment students follow the Post-Secondary attendance policy (see pages 9-10).

## **ADMISSION FOR SHARED STUDENTS**

High school students can apply for admission as a shared student into select programs at WTC during all or part of their junior or senior years.

Criteria for admission:

- Be on track for graduation
- Be in their junior or senior year of high school
- Have minimal discipline referrals
- Have a good attendance record
- Students are ranked for placement into courses based on high school GPA, attendance record, and discipline.

## **ATTENDANCE POLICY FOR SHARED STUDENTS**

Shared students that accumulate 6 or more absences in a grading period will be dropped from his/her WTC program and returned to his/her high school at the end of the grading period. Students being returned to his/her high school due to attendance may appeal to the WTC administration for consideration of special circumstances.

## ATTENDANCE AND DRIVER'S LICENSE

The legislature of the State of Florida has enacted F.S.322.0601 as an incentive for students to remain in school until receipt of a diploma or continue their education until at least the age of 18. This statute provides school districts with the attendance requirements applicable to a 15-, 16-, or 17-year-old student's application, suspension, or reinstatement of a driver's license.

Please understand the serious implications of this statute. A student can be denied the receipt of a driver's license or may have a license suspended for excessive unexcused absences as specified in the statute. A student can lose the privilege to drive because of poor attendance.

## TRANSITIONING TO POST-SECONDARY STATUS

Students who graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the non-refundable application fee, a non-refundable registration fee, the post-secondary tuition and fees for the remaining portion of the program as well as purchase the necessary tools, textbooks and supplies.**

# INFORMATION FOR ALL STUDENTS

## STUDENT IDENTIFICATION BADGES

More and more employers are requiring their employees to wear identification badges. To prepare our students for the workplace, students will be issued a photo identification badge upon beginning a program. When applying for scholarships, registering for industry certification exams, or when picking up a Pell check, the student identification badge will be an acceptable form of identification.

The identification badge will also distinguish WTC students from unauthorized visitors on campus. Students are expected to wear their badges as they move about campus.

It is the student's responsibility to protect his/her badge from theft or loss. Replacement badges are available in the Business Office for a nominal fee.

## SIGNING IN AND OUT

All students leaving campus during regularly scheduled class time must:

- Always inform their instructor of their intention to leave.
- Sign out on the "sign in/sign out" form in the classroom before leaving. **All students under 18 years of age must have parental permission to leave campus before regular dismissal time.** The parent or legal guardian must provide this permission in person or in writing. Phone calls will not be accepted.
- Students must sign back in upon returning to campus that day.
- All time away from school will be recorded as an absence.

## SHOP/CLASSROOM SAFETY

WTC programs simulate actual working conditions. Just as in business and industry, safety at WTC is a primary concern. Inappropriate and unsafe actions could result in serious injury or death. **Every student MUST obey all the safety rules** in the area where he/she is working or visiting.

Some rules that must be followed in all areas of WTC are:

- Do not use any machinery until you have satisfactorily completed instruction on its use and have received the instructor's permission to use the machinery.
- Be sure guards are in place when using machinery.

- Wear proper clothing, personal protective equipment (PPE) and safety glasses.
- Notify your instructor immediately of any injury, unsafe practices, or malfunctioning equipment.
- Follow all class/shop rules and OSHA rules & regulations.
- No horseplay. No texting. No use of cell phones.
- Students are encouraged to purchase accident/medical insurance. The Business Office has applications for an affordable accident/medical insurance policy.
- Failure to abide by all safety regulations will result in disciplinary action.

**When unsure of the correct action, ask your instructor.**

## **ACCOMMODATIONS**

Any person requiring reasonable accommodations because of a disability or physical impairment should contact Student Services at (352) 726-2430 ext. 4326.

## **GRADES & PROGRESS REPORTS**

Progress measurement consists of attendance, classroom/lab grades, meeting performance standards, and adhering to safety requirements of the program. Program grades are calculated as follows:

- 30% Classroom grade
- 30% Lab/Shop grade
- 30% Attendance
- 10% Professional Performance & Work Ethic grade

Most instructors report grades at the end of each nine-week grading period and at the end of the program. The following grading scale applies to all programs:

- |                   |  |
|-------------------|--|
| <b>A (90-100)</b> | Shows superior knowledge of the subject matter, does extensive high quality work in the course, and always demonstrates exceptional worker traits. |
| <b>B (80-89)</b>  | Shows excellent knowledge of the subject matter, does considerable work in the course, and usually exhibits desirable worker traits.               |
| <b>C (70-79)</b>  | Has knowledge of essential subject matter and does some work beyond the minimum accepted, but little more.   |

- D (60-69)** Has a meager knowledge of essential subject matter, does a minimum of required work in course, and requires an excessive amount of supervision. This grade is considered unsatisfactory.
- F (0-59)** Has little or no knowledge of the subject matter and does little or no work.
- I** Indicates that the student has not completed the required work for the grading period. A student has the next ten (10) school days to satisfactorily complete the work. An "I" is replaced by an "F" if work is not completed by the end of the ten-day period.

When a student receives a grade of "F" or "D" for two consecutive grading periods, that student will be withdrawn for lack of adequate progress. The student must remain out of school for one session before the student can re-enroll in the same program or enroll in a different program.

## **CERTIFICATE REQUIREMENTS**

A student must meet **ALL** of the following conditions to earn a Certificate of Program Completion from WTC:

- Have attained a grade of "C" or better (2.0 GPA) for the program
- Meet the minimum attendance requirements for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida Basic Skills Levels in mathematics, reading and language
- Receive the instructor's recommendation

## **INDUSTRY CERTIFICATION**

Earning an industry certification is as important as earning your program certificate. Having an industry certification for the occupation for which you are learning tells employers that you have mastered a skill set recognized throughout the nation and, in some cases, throughout the world. Industry certification exams are developed by representatives of the industry so the exams are on target for measuring important skills, and many of the exams can be taken right here at WTC's Assessment Center.

Ask your instructor how you can become industry certified.

## DISCIPLINE

WTC's behavior expectations for students include good manners, a cheerful attitude, following proper procedures/protocols and treating others as you would like to be treated. Secondary students will follow Citrus County School Board (CCSB) Policy and Procedures for K-12 students. Students who do not follow CCSB's and WTC's rules and regulations are subject to corrective action to rectify the problem.

Some actions WTC may take to help achieve acceptable behavior are:

- Verbal warning
- Student and/or parent conference to attempt to solve or rectify the problem
- Reasonable actions agreed to by the parties involved
- Suspension from attending the college from one to ten days; suspensions are counted as absences
- Removal from program
- Expulsion from the Citrus County Schools (further information on expulsions may be found in the ***Citrus County Schools Code of Conduct***)
- If an arrest results from an action that occurred at school, the student will be withdrawn.

## ZERO TOLERANCE FOR CONTROLLED SUBSTANCES AND ALCOHOL

It is the intent of the Citrus County School Board and Administration to make it very clear that there is zero tolerance relating to drugs and alcohol. Disciplinary action will be taken in matters involving possession, usage, delivery and/or sale of drugs or alcohol on school property, on school sponsored transportation, at school bus stops, on school buses, or during school sponsored activities.

Controlled drugs and narcotic substances include those substances listed in Chapter 893 of the Florida Statutes, and any prescription drug in the possession of anyone other than the individual for whom the drug or narcotic was prescribed will also violate school policy and subject the student to disciplinary and criminal action.

Possession of controlled substances or alcohol by a student with or without consumption or usage will result in suspension for a minimum of ten (10) days pending further investigation for possible removal from the program, expulsion and criminal action. If expulsion is determined to be warranted, the expulsion will be for a minimum loss of one (1) academic quarter.

Possession of controlled substances or alcohol by student and the giving, sharing, or delivery of the controlled substance or alcohol to another person will result in removal from the program or expulsion from the school district for a minimum loss of one (1) academic semester or two (2) continuous academic quarters and criminal action.

Possession of controlled substances or alcohol by a student and the sale or delivery for compensation to another person will result in removal from the program or expulsion from the school district for a minimum loss of one (1) academic year or four (4) continuous academic quarters and criminal action.

The School Board always retains the right to review each case on its merits and circumstances and determine the appropriate penalty notwithstanding the minimum set forth herein.

If a secondary student is expelled for a violation related to drugs, alcohol or a controlled substance, it is strongly recommended that the parents or guardians of this student demonstrate evidence and documentation that a professional form of intervention has been implemented. Written evidence of the evaluation or assessment should be made available to the Director before the student is permitted to re-enter school.

## **EFFECTS OF DRUG/ALCOHOL ABUSE**

**Psychological dependence**— This is a mental or emotional adaptation to the effects of the drug. The abuser not only likes the feeling of the drug and wants to re-experience it—he/she **FEELS** he/she cannot function normally without the drug.

**Physical dependence**— This is an adaptation whereby the body learns to live with the drug, tolerates ever-increasing doses, and reacts with certain withdrawal symptoms when deprived of it.

**Medical complications (vary depending upon the drug used)** — Medical complications may include: nervousness, anxiety, sleep disorders, muscle aches/spasms, vomiting and other gastrointestinal disorders, mental abnormalities, and changes in blood pressure/temperature/breathing rate, changes in heart rate/rhythm, cardiac arrest, convulsions, hallucinations, stroke, death, or many other dangerous conditions.

**Learning Disorders** - Adolescents are particularly vulnerable to the effects of drugs. Drugs threaten normal development in a number of ways, such as:

- Drugs can interfere with memory, sensation, and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others.
- Drugs interfere with the brain's ability to take in, sort, and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received.
- Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug.

**Help is only a phone call away:**

- The Centers 24 Hour Crisis Line (352) 726-7155
- The Centers (352) 628-5020
- The Path of Citrus County (352) 527-6500  
[www.pathofcitrus.org](http://www.pathofcitrus.org)
- Narcotics Anonymous – Nature Coast Region (352) 508-1604
- The Phoenix Program (Citrus County Health Department)  
352-527-0068, ext. 272
- Florida Department of Health (352) 726-1731  
<http://citrus.floridahealth.gov/locations/inverness.html>
- Information hotline 211

**SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES FOR PELL RECIPIENTS**

- 1) IN GENERAL - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

**If convicted of an offense involving:**

**The possession of a controlled substance, the ineligibility period is:**

First offense	Second offense	Third offense
1 year	2 years	Indefinite

**The sale of a controlled substance, the ineligibility period is:**

First offense	Second offense
2 years	Indefinite



- 2) REHABILITATION - A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:
  - the student satisfactorily completes a drug rehabilitation program that:
    - complies with such criteria as prescribed in regulations for purposes of this paragraph; and
    - includes two unannounced drug tests; or
  - the conviction is reversed, set aside, or otherwise rendered nugatory.
  
- 3) DEFINITIONS - In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).
  
- 4) EFFECTIVE DATE - The amendment made by paragraph (1), regarding suspension of eligibility for drug-related offenses, shall apply with respect to financial assistance to cover the costs of attendance for periods of enrollment beginning after the date of enactment of this Act.

## **ZERO TOLERANCE FOR SCHOOL RELATED VIOLENT CRIME**

It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The Citrus County School Board and Administration are determined to provide an environment that is drug-free and protects students' health, safety, and civil rights.

The goal emphasizes the personal responsibility of students and the necessity of involving all stakeholders, including parents, in achieving this goal. Although education and prevention are the preferred means of achieving safe schools, there must be a clear statement of policy that violence in schools will not be permitted.

The school district will invoke the most severe consequences provided in the Florida Statutes and in the Student Code of Conduct in dealing with students who engage in violent criminal acts on school property, on school sponsored transportation, at school bus stops, on school buses, or during school sponsored activities. Violent criminal acts include, but are not limited to, the following offenses:

- Homicide (murder, manslaughter)
- Sexual Battery
- Armed Robbery
- Aggravated Battery

- Battery or aggravated battery on a teacher or other school personnel
- Kidnapping or abduction
- Arson
- Possession or use of a firearm or other weapon
- Possession or use of any explosive device

## **SAFETY AND SECURITY**

The WTC campus has an extremely low crime rate. This low crime rate is the result of strict enforcement of rules and conscientious supervision by faculty, staff and administration. Responsible supervision is supplemented by assistance from the Citrus County Sheriff's Department School Resource Officers. The Annual Campus Security Report is located at [www.wtcollege.org](http://www.wtcollege.org). Individuals may request a paper copy by contacting the Secretary to the Director.

WTC follows all Citrus County School Board policies regarding the notification of potential threat to staff and students. To ensure safety and security, WTC utilizes observation cameras positioned around the campus providing 24-hour surveillance.

## **CLERY ACT**

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at [www.cleryact.info](http://www.cleryact.info).

**Sexual Misconduct**—Withlacoochee Technical College prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of the college, Withlacoochee Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the college is prepared to take

action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action, which may result in expulsion from the college.

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

**Sexual Harassment**—Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well, and may be exploited in ways that are damaging to either party. Students should therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's full enjoyment of

educational/professional opportunities, or an action that induces conformance, stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

**Sexual Assault**—Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

**Dating Violence**—Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence**—Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the state of Florida, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Florida. Students requiring immediate assistance are encouraged to contact the **Citrus Abuse Shelter Association (CASA) 24-hour hotline (352) 344-8111**.

**Rape**—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Stalking**—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

More information on available resources can be found on the college's website at [www.wtcollege.org](http://www.wtcollege.org).

## **Reporting Sexual Misconduct**

The college encourages all sexual misconduct to be reported. Withlacoochee Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

- School Administration, ext. 4311
- Citrus County Sheriff's Office (352) 726-1121

## **PROCEDURES FOR HANDLING ALLEGED SCHOOL RELATED CRIMES**

- Any individual member of the college community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to Administration.
- After a preliminary investigation, the Director or designee determines if there is sufficient information to warrant disciplinary proceedings. At that time the Director or designee may notify the Sheriff's Department if it has been determined that a crime has been committed.
- Disciplinary proceedings are initiated by the Director in a face-to-face disciplinary conference.
- The disciplinary conference shall take place no earlier than 48 hours from the date of notification.
- Cameras, camera phones and audio/video recording devices other than those belonging to the college are not permitted at a disciplinary conference.
- The Director may choose to adjourn the disciplinary conference at any time to obtain further information from other sources.
- At the conclusion of the disciplinary conference, the Director may dismiss all disciplinary charges or make a judgment and assign a sanction.
- A letter confirming the decision will be sent to the student and a copy placed in the student's permanent record.
- If at any time during the investigation the student is arrested for the offense that occurred at school, the student will be withdrawn immediately.

## **SEXUAL MISCONDUCT PREVENTION AND WARNING SIGNS**

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship.

While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in an abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex
- Has a history of bad relationships
- Has a strong belief in extreme gender roles

In all relationships, it is important to trust your instincts. If your intuition tells you something is wrong, you shouldn't ignore it.

## **BYSTANDER INTERVENTION**

Bystander Intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous - to tell someone, intervene, get help, or speak up. So how do you do it?

Use the 3 Ds: **Direct, Delegate, and Distract!**

**Direct:** Do something yourself (like ask someone to stop what they're doing, or check on someone you might be worried about).

**Delegate:** If you can't do something yourself because of your barriers, ask a friend, a faculty or staff member, or a trusted peer to help.

**Distract:** If you don't want to address the situation directly or even acknowledge that you see it, try to think of a distraction that will diffuse the situation or calm things down in the moment. Distractions could be "accidentally" spilling a drink, asking to borrow the phone of someone who is in a risky situation, asking for a ride or starting an unrelated conversation.

If you see something, do something!

- Talk to your friends honestly and openly about sexual assault.
- Don't just be a bystander. If you see something, intervene in any way that you can without endangering yourself.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct! Ask someone who looks like they need help if they're ok.
- Get someone to help you if you see something. Delegate by enlisting a friend or bystander to step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at a party.
- Be aware if someone is deliberately trying to intoxicate, isolate or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.
- Understand that if someone does not or cannot consent to sex, it's rape.
- Never blame the victim.

## **BULLYING AND OTHER FORMS OF AGGRESSION**

WTC is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats or actions, which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

## **TOBACCO**

WTC is a tobacco-free campus by State statute. Smoking or tobacco use is not allowed on campus at any time that includes using tobacco products in a vehicle. Any tobacco products brought on campus must remain in a vehicle.

Please note that a citation, with a fine, may be issued for using tobacco products on campus.

Discipline actions for using tobacco products on campus are:

- First offense – three (3) day suspension
- Second offense – seven (7) day suspension

## **CONTRABAND/BANNED ACTIVITIES**

- Weapons and fireworks are strictly prohibited from the campus and at any school activity.
- Electronic devices are not to be used in the classroom and/or shop unless authorized by the instructor for instructional purposes.
- Cell phones in classrooms and/or shops are to be turned off and put away during school hours. Personal property should be kept in a locked locker or be left in your locked vehicle. Citrus County School District will not be responsible for lost, stolen and/or damaged personal property including cell phones.
- All illegal activity is prohibited.
- Public display of affection is prohibited.
- No book bags are allowed in the CTE Shop/Lab areas or the Media Center.

## **THEFT/STEALING**

It is the intent of WTC to make it very clear that stealing from the school will not be tolerated. WTC will prosecute to the full extent of the law those persons found stealing from the school. Students found stealing will be withdrawn.

## **STUDENT LOCKERS**

Students are responsible for securing all school materials and personal items in their assigned lockers. Students should not leave any items in an unsecured locker. Student lockers are the property of the school and are subject to search by school officials. WTC is not responsible for lost or stolen personal property. If students choose to leave personal items on the school premises they do so at their own risk.

## **PARKING AND DRIVING**

- All post-secondary and high school students attending WTC may drive to and park at the school.
- Shared high school students driving to the college must have proper authorization from their parent and home high school administration.
- Students should park in marked spaces only. Do not park in drives,



on lawn, or in shop work areas. Do not park in areas reserved for visitors or school personnel.

- No cars, trucks, motorcycles, bicycles, etc. shall be parked behind the shop/lab areas.
- Students arriving on campus will **IMMEDIATELY** enter the building.
- Do not loiter in the parking lot at any time.
- All students are to drive carefully and observe all traffic regulations.
- Speed limit on campus is 5 MPH.
- Infractions of the above rules may result in the loss of driving and/or parking privileges.
- No overnight parking without permission. Violators will be towed at owner's expense.

## **DRESS CODE AND GROOMING**

WTC prepares students to enter the job market. Therefore, students should practice appropriate personal hygiene and dress in accordance with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area, however, the following minimum requirements apply:

- Hard-soled and closed-toed shoes must be worn in all industrial shop areas. Sandals, flip-flops, open-toed shoes and bare feet are not permitted. **NO EXCEPTIONS**
- For safety and/or health reasons, students will follow established safety procedures and practices. When necessary, students will:
  - Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length
  - Remove jewelry
  - Wear safe clothing
- Clothing must cover body parts appropriately [e.g. midriff, back, shoulders (2" wide shoulder straps minimum), chest, and legs to mid-thigh or longer]. Clothing with offensive wording and/or graphics, including advertisements for tobacco and alcohol, are prohibited.
- See-through or mesh garments shall be worn only with proper undergarments.
- Hats or caps shall not be worn in classrooms, halls, or cafeteria.
- Sunglasses may be worn in the classroom or laboratory **ONLY** if needed for documented medical reasons.
- No clothing, jewelry, tattoos or body art will be worn which contains matter which is offensive, suggestive, or promotes illegal activities.
- Clothing will be neat, clean, and without excessive holes.

- Chains and other articles which may be judged to be potentially harmful to students or could be used as weapons are not allowed.
- Shorts, dresses and skirts must be hemmed.
- Shorts that are too tight will not be permitted.
- Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd or vulgar or harass, threaten, intimidate, demean, discriminate or suggests violence, or clothing that bears statements, slogans, images or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, are not permitted.
- In accordance with Florida Statute 1006.07(2)(d)(i), pants will be worn at the natural waist line. Clothing will cover undergarments.

## **VIOLATION OF STUDENT DRESS CODE**

Any student violating the Student Dress Code may be sent home to change, or the parent/guardian may be asked to bring a change of clothes to the school for the student. Any absence caused by a dress code violation will be recorded as an absence.

## **TECHNOLOGY**

District-provided computers shall not be used for personal or financial gain or for the benefit of private, “for profit” or “not-for-profit” organizations, or for any commercial or illegal activity.

The student will not place any software on the district-provided computer without permission from the designated technology contact at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g. no illegally duplicated software). The student will be responsible for lost or damaged computers and/or software.

District-provided anti-virus software must be on all computers at all times for maximum protection against viruses. Students will adhere to the computer use agreement they signed during the admission process.

WTC has several wireless networks, only one of which is designated for use by students bringing their own personal devices (laptops, cell phones, tablets, etc.). It is important that students adhere to the computer use agreement whether they are using a school owned computer or using their own electronic device. Instructors will provide user names and passwords to their students.

## **PLAGIARISM**

The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as his/her own. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. All students shall abide by the provisions of United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.)

Students who **cheat, plagiarize, or infringe copyright law** will face any or all of the following consequences:

### ***First Offense***

- The student's name will be entered into an in-school plagiarism database.
- If the student is a minor, the student's parent will be contacted.
- The student will receive a failing grade for the assignment. If the assignment receives multiple grades, the assignment will be given failing grades.

### ***Second Offense***

- A parent conference will be required if the student is a minor.
- The student will be suspended from school for one to five days.
- Honor Society membership and/or positions of leadership will be revoked.
- School-awarded honors or representation of the school in any other capacity will be denied.

### ***Third Offense***

- Dismissal

Students who cheat on industry certification or licensing exams will forfeit the testing fee(s) and be removed from the testing area. An incident report will be filed with the testing agency to determine if the student will be allowed to test again.

## **DISABILITY SERVICES**

As an Equal Access/Equal Opportunity Institution, WTC assures students with disabilities equal access to all programs, activities, and services as described in sections 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA) and subpart O of the Federal Register Vol. 74, No. 208.

## TRANSFER OF CREDIT

Students desiring to transfer programs at WTC must meet with a counselor/career advisor. A transfer of credit will be considered for documented technical training or work experience, however, no credit will be awarded for technical training or work experience that occurred more than three years prior to enrollment. Documentation requesting transfer of credit must be provided to the counselor/career advisor prior to the program start date.

Students with previous technical training from other institutions may receive credit for that training. A transcript from a Florida public institution documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer for the same technical program.

A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/program. Transcripts from non-accredited institutions or for work experience will be evaluated on an individual basis by the counselor and the program instructor to determine if advanced placement in a given program is applicable. Transfer documentation must be presented prior to the student starting class.

Florida Statute 1007.24(7) states that:

Any student who transfers among post-secondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system, faculty committees representing school districts, public post-secondary educational institutions and participating non-public post-secondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public control of the previous institution. The Department of Education shall ensure that credits to be accepted by receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded

to native students.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

Students may participate in several organizations at WTC. These organizations are associated with the occupation the student is studying. Due to the close relationship between the activities of the organization and the training, participation may be helpful in future job placement. WTC encourages all students to participate in these activities.

### **SkillsUSA**

SkillsUSA is a national organization for students enrolled in trade and industrial education classes. "America's New Professionals" can learn leadership and occupational skills through participation in club activities. Among the many programs organized by SkillsUSA are local, regional, state, and national contests in which students demonstrate the occupational and leadership skills they have learned in the shop and classroom.

### **National Technical Honor Society (NTHS)**

The National Technical Honor Society recognizes outstanding student achievement in career and technical education. Thousands of schools and colleges throughout the U.S. and its territories have a chapter of the honor society on their campuses. These member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

### **School Advisory Enhancement Council (SAEC)**

The administration and staff believe that it is important to know the thoughts and ideas of the student body, faculty, and the community. Therefore, each is represented on the SAEC. These representatives serve in advisory roles of making suggestions, giving constructive criticism, and providing other information that will benefit the school. However, this is not the only means in which to communicate with the staff at WTC. Individual students may talk to any staff member or administrator on any particular subject at any time.

## **HEALTH INFORMATION**

Specific laws governing health related issues and medications include Florida Statue 1006.062 and Department of Health rule 10D-84.015. Health information for specific programs can be found in the course catalog.

## **Medication**

Students are not allowed to carry medications on their person. This includes prescription and over-the-counter drugs (Tylenol, cough drops, and eye drops are examples of over-the-counter drugs). The only exception to this rule is for students who carry a metered dose inhaler or epi-pen, diabetic supplies or pancreatic enzymes and have a permission form signed by their parent, if the student is a minor, and a licensed health care practitioner. Medications should be brought to school only if it is necessary to give the medication during school hours.

Established protocols for medications are included in the Citrus County School Board Policy Manual and the School Health Procedures and Forms manual which are located at each school. Key points include:

- Medication must be brought to school by a parent/guardian for minor students.
- A written permission form must be completed and signed by the parent/guardian for minor students.
- Medication must be brought to school in its original container.
- Medicines and treatments considered outside medical protocols as established by the Health Department, such as herbal treatment for ADD/ADHD, caffeine pills, aloe for burns, meat tenderizer for bee stings, etc., require a note from a licensed health care practitioner.
- All medications will be dispensed in the school health room unless a specific individual need is being addressed. Accommodations must be approved by the school administrator.

## **Allergies**

Most allergies are minor annoyances which may cause sneezing, runny nose, watery eyes, or itching. Occasionally a student or staff member may have a severe allergy which causes respiratory distress, swelling, or an anaphylactic reaction as documented by a physician's statement. In an effort to accommodate these individuals, it may be necessary to request students or staff members to refrain from wearing perfume or cologne, having animals in class, or bringing in identified food products such as peanuts. It is our hope that in these cases everyone will respect the right of all individuals to work and learn in an environment that will not make them physically ill.

**As with any emergency occurring in the schools, our first response will be to call 911 and follow their instructions.**

## ADDITIONAL INFORMATION

**Business Office** – This office collects money for tuition, work orders and other fees. Business Office hours are posted in Student Services and on the WTC website. Hours may be subject to change during non-student days.

**Cell Phones** - Cell phones are to be turned off and put away during school hours. Citrus County School District will not be responsible for lost, stolen and/or damaged cell phones or other personal property.

**Hall Passes** - Students who are outside their assigned classroom or lab areas during class time must wear their student identification badge where it is visible to WTC staff. The purpose of the identification badge is to distinguish students from unauthorized visitors.

**Lost and Found** – is located in Student Services. It is each student's responsibility to safeguard money and other valuables. Please do not bring personal valuables to school. It is recommended that students lock their vehicles and place all valuables out of sight in a locked trunk. There is no reimbursement for lost items. WTC is not responsible for lost, stolen or damaged personal property.

**Lunch Program** - WTC **does not** have a free or reduced lunch program. Food is available for purchase in the Futures Café, with limited choices for breakfast, and a full selection of foods for lunch prepared by WTC's culinary students. Prices are very reasonable. The Futures Café is open Tuesday through Friday when school is in session.

**Media Center** - provides students access to research, books, magazines, newspaper, audio visual materials, and recreational reading materials. Materials may be obtained from other libraries or classroom media centers by special request. Information regarding policies and procedures is available in the Media Center.

**Assessment Center** – WTC is authorized to administer a number of tests and industry certification exams. To schedule a test or for more information, call (352) 726-2430, ext. 4327.

**Phone Calls** - Students may not receive phone calls at school. If there is an emergency, a school secretary will deliver a message to the student's instructor. Students are not to use class time to make phone calls unless there is an emergency. In the event of an emergency, students may use the phone located in Student Services with the

permission of WTC staff.

**Transportation** - is provided on school buses for secondary students from Citrus and Sumter Counties. Students who ride a school bus are required to follow all school bus rules, including respecting the school bus driver. Unacceptable behavior on the bus may result in the student being suspended from riding the bus and/or from attending the college from one to ten days.

The Citrus County Transit System has two stops at WTC. Schedules are available at [www.citruscountytransit.com](http://www.citruscountytransit.com).

**Notification of Risk** - be aware that participating in any lab or clinical setting can be dangerous in nature and involves MANY RISKS OF INJURY. It is understood that the dangers and risks of participating in a lab or clinical setting may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. Because of the dangers of participating in lab and clinical settings, it is important to follow and obey teacher instructions and safety rules and wear proper safety attire.

**Insurance** - WTC recommends that each student have some type of accident insurance. Information and forms about a low-cost policy are available in the Business Office. WTC also recommends that students consider purchasing professional liability insurance. A low-cost policy is also available in the Business Office.

**Textbooks** - and other required materials are purchased by post-secondary students. Students may purchase textbooks from WTC's on-line bookstore by going to the WTC website. Students may purchase items from the on-line bookstore or any private vendor. Textbooks and other non-consumable materials are loaned to high school students. High school students are responsible for the return of all loaned materials in acceptable condition. The student must pay the cost of replacing any materials or items lost, stolen, damaged or abused. The student will be assessed a fee for any materials not returned in good condition.

**Transcripts/Records** - are available in Student Services. For a fee, students may request that a transcript be sent to any individual or school. However, federal law requires that all requests be made in writing by the student. More detailed information and forms are available in the Student Services Office or on the WTC website.

**Visitors** - The WTC campus and classrooms are open **ONLY** to the students who are currently enrolled and others who have legitimate



business in the class area. Visitor passes are issued at Student Services. Any other person on the campus will be considered a trespasser under Florida Statute 228.091.

**Observation Cameras** – Observation cameras are in place to monitor the property and facilities of WTC. However, WTC is not responsible for monitoring personal property or personal conduct with observation technology.

**Fire Drill and Tornado Procedures** – The district has established fire and tornado drill procedures which will be explained by individual instructors. Emergency evacuation routes are posted in all classrooms and shops. It is imperative that students remain with the class; no one is to leave until released by school personnel.

## **POLICY AGAINST DISCRIMINATION**

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.

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.

The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

For more information on the Citrus County School District's Non-Discrimination and Non-Harassment policies, please refer to the *Citrus County Schools Policy Handbook*.

## **GRIEVANCE PROCEDURE**

A grievance is the allegation by a student that school officials did not follow policies or rules resulting in an unjust situation for the student. A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to a school counselor. If a satisfactory solution is not reached, then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are as follows:

1. The student must state the grievance in written form to the appropriate school administrator within ten school days of the alleged incident.
2. Within five school days of receiving the grievance, the appropriate administrator and/or committee will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made within five school days of the meeting.
3. Within five school days of administrator/committee decision, a student may appeal the outcome to the Director who will schedule a meeting with the student within ten school days of receiving the appeal. A decision will be made within five school days of that meeting.
4. If the student is not satisfied with the Director's decision, he/she may further appeal to the school district's Assistant Superintendent or designee who will convene an impartial board to review the grievance and render a final decision.

Citrus County School Board Office  
1007 West Main Street  
Inverness, Florida 34450  
Phone: (352) 726-1931

5. If, after following all the procedures above, the student believes that the school is violating its policies, he/she may contact the Council on Occupational Education.

Council on Occupational Education  
7840 Roswell Road, Bldg. 300, Suite 325  
Atlanta, Georgia 30350  
(800) 917-2081 or (770) 396-3898  
[www.council.org](http://www.council.org)

**OR** may contact the Division of Florida Colleges personnel for additional information  
<http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>

## ATTACHMENTS



### Online Bookstore & Marketplace



Save up to **90% off** list prices when you shop for new & used books on the marketplace (similar to Amazon)!



We offer **FREE SHIPPING** on retail orders over \$49!



Rent your books and save between **30-70% off** list price!



Multiple payment options available!



We work with your school to make sure you get all the books you need, on time, at affordable prices!

Shop now and save on your course materials!

[WTC.TextbookX.com](http://WTC.TextbookX.com)

### Ordering Instructions

*Below are ordering instructions for the online bookstore:*

- 1. Go to** the online bookstore at: [WTC.TextbookX.com](http://WTC.TextbookX.com).
- 2. Find your course:** Select your course using the drop down menu, then click view course materials. Or click +Save Course and create a custom booklist for your courses (note, you will need to login).
- 3. Choose your books:** Select from the new, used, eBook or rental options (when available) and add to your cart. *Please note, prices will vary depending on time and availability.*
- 4. Checkout:** Follow the on-screen checkout process.

**Order early for the best prices & availability!**

[WTC.TextbookX.com](http://WTC.TextbookX.com)

# WTC T-SHIRTS

## Showcase Your Program



### **Let everyone know who you belong to!**

Each program at WTC has t-shirts for purchase so students can identify with their program.

The shirts are designed with class/shop name on the back and the WTC logo on the front, and come in your program color.

Watch the big screen announcing when the “Sew Be It” representative will be on campus to take your order.

# YOU HAVE A RIGHT TO KNOW...

Federal Regulations (FERPA) require that institutions that receive Title IV funding provide specific consumer information to prospective and currently enrolled students and, in some cases, employers. You may access the consumer information at <http://www.wtcollege.org>. If you are unable to access the information online, you may contact Student Services for a paper copy of the information.

Consumer information:

- Basic financial aid information
- WTC's completion/graduation rates for the general student body
- Information about the school's security policies and crime statistics report
- Drug and alcohol abuse prevention information
- Family Educational Rights and Privacy Act (FERPA)
- Availability of employees for information dissemination



**2016-2017  
Withlacoochee Technical College  
School Calendar**

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**JULY**

4 Independence Day

**AUGUST**

1-8 Professional Development / Teacher Work Days

9 First Day of School – Postsecondary

10 First Day of School - Secondary

**SEPTEMBER**

5 Labor Day Holiday

**OCTOBER**

7 Early Dismissal / Teacher Work Day

**NOVEMBER**

11 Veterans Day

21-25 Thanksgiving Holidays

**DECEMBER**

16 WTC Graduation

21 Early Dismissal / Teacher Work Day

21 1<sup>st</sup> Session Ends

22-30 Christmas Vacation

**JANUARY**

2-4 Christmas Vacation

5 Teacher Work Day

6 Professional Development Day

9 2<sup>nd</sup> Session Begins – Students Return to School

16 Martin Luther King Day

**FEBRUARY**

20 President's Day

**MARCH**

10 Early Dismissal / Teacher Work Day

13-17 Spring Break

**APRIL**

14 Good Friday

**MAY**

22 WTC Graduation

24 Early Dismissal / Teacher Work Day

24 Last Day of School / End of Second Session

25-26 Teacher Work Days

29 Memorial Day - Holiday

This is a general calendar that applies to most programs offered at WTC. There are some programs at WTC where there are slight variations to the calendar.

# CITRUS COUNTY SCHOOL BOARD

## NON-DISCRIMINATION INFORMATION

1. No person shall, on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information, 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 conducted by the Citrus County School Board (CCSB), except as provided by law.
2. CCSB shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
3. CCSB 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, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information.
4. Lack of English language skills will not be a barrier to admission and participation. CCSB 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.
5. CCSB will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108

District Equity Contact:  
Kit Humbaugh  
Coordinator of Student Services  
Equity and Compliance Officer  
2575 S. Panther Pride Drive  
Lecanto, FL 34461  
Email: [humbaughk@citrus.k12.fl.us](mailto:humbaughk@citrus.k12.fl.us)  
Telephone: (352) 527-0090  
Fax: (352) 249-2145

# Thank You Sponsors

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These organizations support WTC programs and students.  
We appreciate all that they do for our school.

BFF Society  
Black Diamond Foundation  
Business Women's Alliance  
CareerSource  
Citrus County Cruisers  
Citrus County School Board  
Citrus Hills Women's Club  
Citrus Mopars Car Club, Inc.  
Citrus Vettes and Camaros  
College of Central Florida  
Disabled American Veterans  
Florida Auto Dismantlers & Recycling Association (FADRA)  
GFWC Crystal River Woman's Club, Inc.  
GFWC Woman's Club of Inverness, Inc.  
Homosassa Civic Club  
International Chapter of P.E.O.  
Inverness Does  
Kings Bay Rotary Club  
Mid-Florida Community Services, Inc.  
Quality Production Services (QPS)  
Rotary Club of Inverness  
SCORE of Citrus County  
The United Way  
Veterans Affairs Vocational Rehabilitation  
Vocational Rehabilitation Services  
Women of Sugarmill Woods



# Community Resources

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## Child Care

Early Learning Coalition (352) 563-9939  
Head Start (352) 637-3933

## Domestic Violence

Citrus Abuse Shelter Association (352) 344-8111

## Employment Opportunities

CareerSource [www.employflorida.com](http://www.employflorida.com) or (352) 249-3278

## Food

ACCESS Florida [www.floridaaccess.com](http://www.floridaaccess.com)  
Citrus County Family Resource Center (352) 344-1001  
Citrus United Basket (352) 344-2242  
Daystar Life Center (352) 795-8668

## Homeless Assistance

Citrus County Housing Services (352) 527-7520  
The Salvation Army (352) 621-5532

## Medical

Citrus County Health Department (352) 527-0068  
Mental health 24-HOUR CRISIS LINE (352) 726-7155

## Substance Abuse

The Centers 24-HOUR CRISIS LINE (352) 726-7155  
The Centers (352) 628-5020  
The Path of Citrus County (352) 527-6500  
Narcotics Anonymous – Nature Coast Region (352) 508-1604  
The Phoenix Program (352) 527-0068,  
ext. 272  
Florida Department of Health (352) 726-1731  
Information Hotline 211

## Transportation

Citrus County Transit Orange Line (352) 527-7630