



# **iTECH**

**Immokalee Technical Center**



**2009 - 2010**  
**CATALOG**

**239-658-7080**

**[www.itech.edu](http://www.itech.edu)**

**508 North 9th Street • Immokalee, Florida 34142**



**Collier County Public Schools**



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

Dr. Dennis L. Thompson  
Superintendent of Schools

## THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

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Julie Sprague, Member

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

The District School Board of Collier County  
Dr. Martin Luther King, Jr. Administrative Center  
Student Services  
5775 Osceola Trail  
Naples, Florida 34109-0919

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**Coordinated by:**  
Dorin Oxender

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

## MISSION STATEMENT

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

*For questions or complaints (adults) regarding the Educational Equity Act, Title IX, Section 504 (Rehabilitation Act), or the Americans with Disabilities Act, contact Allun Hamblett, Deputy Chief Administrative Officer/District, (239) 377-0351. For questions or complaints (students) regarding the Educational Equity Act, Title IX, or The Age Discrimination Act of 1975, contact Dr. Diedra Landrum, Coordinator of Student Services/School Counseling, (239) 377-0517. For questions or complaints (students) regarding Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Rick Gamret, Student Services/Psychological Services, (239) 377-0520. The address for the above contacts is: The District School Board of Collier County, 5775 Osceola Trail, Naples, FL 34109.*

## **WELCOME**

Our staff is committed to providing you with the most outstanding career training available. We hope your attendance in the educational program of your choice will make it possible for you to achieve success in your career goals.

This catalog is intended as an aid to potential students and students attending the Immokalee Technical Center (subsequently referred to as iTECH in this document). It contains general information regarding programs, policies and procedures. The catalog is revised and posted online each year. Previous editions are considered void. Revised 07/2008

## **LOCATION**

508 N. 9th Street, Immokalee, FL 34142  
(239) 377-9900  
[www.itech.edu](http://www.itech.edu)

## **MISSION STATEMENT**

The mission of Immokalee Technical Center is to provide rigorous and relevant real-world educational experiences using both traditional and distance learning models in order to qualify students for employment and career advancement.

## **PHILOSOPHY AND BELIEFS**

iTECH is a postsecondary institution designed primarily to provide certificate and workforce development training to adults and high school juniors and seniors.

iTECH was established to provide technical instruction in high demand occupations. Therefore, we actively seek to forge partnerships with business and industry. We believe that by doing so, we can more closely align our offerings with local employment opportunities.

## **HISTORY**

In 2002, the Bethune Education Center in Immokalee was approved by the [Council on Occupational Education](#) as a branch campus of Naples' Lorenzo Walker Institute of Technology. Vocational certification programs were offered in the areas of business technology, computer systems technology, health science, and security officer training.

In the spring of 2008, the name of the branch campus was changed to Immokalee Technical Center (iTECH).

In the fall of 2008, five additional post-secondary programs were added for dual enrollment high school juniors and seniors. These programs include Architectural Drafting, Automotive Service Technology, Building Construction Technology, Commercial Foods and Culinary Arts, and Early Childhood Education.

In January, 2009, all iTECH programming moved to a new state-of-the-art facility at 508 N. 9<sup>th</sup> Street.

In March, iTECH was fully accredited by the Commission of the [Council on Occupational Education](#).

## **ACCREDITATION**

### Accredited By:

Commission of the Council on Occupational Education (COE)

Dr. Gary Puckett  
41 Perimeter Ctr. East, NE, Suite 640  
Atlanta, GA 30346  
Phone (770) 396-3898 or (800) 917-2081  
Fax (770) 396-3790

Southern Association of Colleges and Schools  
Florida Board of Cosmetology

### Approved By:

Florida Board of Nursing  
Florida Department of Business and Professional  
Regulations  
National Automotive Technician Education  
Foundation, Inc.  
State Approving Agency for Veterans' Training

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## ACADEMIC CALENDAR

August 24	Semester 1 classes begin
August 31	Tuition refund deadline
September 7	Labor Day Holiday – No School
September 16	Early Release - School Improvement
October 8	Early Release – School Improvement
October 26	No School – Teacher Planning
November 9	No School
November 17	Financial Aid PRIORITY Deadline for Semester 2
November 25 - 27	Thanksgiving Holiday – No School
December 8	Early Dismissal
December 10	Financial Aid Deadline for Semester 2
December 17	Student Appreciation Day
Dec. 21 - Jan. 4	Winter Break
January 15	Student Evaluations due
January 15	Semester 1 Classes end
January 15	Tuition Due for iTECH Semester 2
January 15	WDIS Fall TERM ends
January 18	Dr. Martin Luther King Holiday – No School
January 19	No School – Teacher Planning
January 20	Semester 2 Classes begin
January 22	Tuition refund deadline
February 9	Early Release – School Improvement
February 15	Presidents Day Holiday – No School
March 4	Early Release – School Improvement
March 29 – April 2	Spring Break
April 5	No School – Teacher Planning
April 21	Early Release – School Improvement
April 26	iTECH Summer Session - Financial Aid Priority Deadline
May 20	iTECH Summer Session – Financial Aid Deadline
May 31	Memorial Day Holiday – No School
June 10	WDIS Winter Term Ends
June 10	iTECH Summer Session Tuition Due
June 10	Semester 2 Classes End – Early Release

# iTECH Schedule Of Classes

Immokalee Technical Center

<b>ACCOUNTING OPERATIONS</b>	Learn business fundamentals; bookkeeping and accounting; Microsoft Office 2003/2007; Excel Expert; QuickBooks; and other automated accounting software.	M-F 8:00—2:10	Resident Fall	\$1,122
		900Hours	Resident Spring	\$1222
		2 Semesters	Books/Fees	\$525
		<b>*Estimated Total Cost</b>		
<b>ARCHITECTURAL DRAFTING</b>	Learn to develop architectural drawings used in building construction. Training includes practice with Autodesk in AutoCAD Architectural Design software as well as traditional architectural drafting methods.	M-F 8:00—2:10	Resident Fall	\$TBD
		1900 Hours	Resident Spring	\$TBD
		4 Semesters	Books/Fees	\$300
		<b>*Estimated Total Cost</b>		
<b>AUTOMOTIVE SERVICE TECHNOLOGY 1</b>	Get experience in 4 Automotive Service Excellence (ASE) certification areas: engine repair; suspension & steering; brakes; electrical/electronic systems; and engine performance. * Tool purchase (\$1100) recommended, not required.	M-F 8:00—2:10	Resident Fall	\$1122
		1050 Hours	Resident Spring	\$1222
		2 Semesters	Books/Fees,Tools*	\$345
		<b>*Estimated Total Cost</b>		
<b>AUTO SERVICE TECHNOLOGY 1 &amp; 2</b>	Get experience in all 8 ASE certification areas by adding the following skills to the Auto Tech I course: automatic transmission; manual drive transmission; air conditioning and heating; and engine performance.	M-F 8:00—2:10	Resident Fall	\$1122
		1800 Hours	Resident Spring	\$1222
		4 Semesters	Books/Fees	\$345
		<b>*Estimated Total Cost</b>		
<b>BUILDING CONSTRUCTION TECHNOLOGY</b>	Learn to read blueprints; demonstrate skills in carpentry, masonry, & cabinet installation; troubleshoot, repair, and install plumbing, electrical, and HVAC systems; perform site preparation and maintenance; and more.	M-F 8:00—2:10	Resident Fall	\$1122
		1050 Hours	Resident Spring	\$1222
		3 Semesters	Books/Fees	\$345
		<b>*Estimated Total Cost</b>		
<b>COMMERCIAL FOODS and CULINARY ARTS 1</b>	Gain practical experience as you learn restaurant operations in the iTOWN Café! Practice cooking and baking techniques; presentation and serving, and learn about entrepreneurship in the field of culinary arts.	M-F 8:00—2:10	Resident Fall	\$1122
		750 Hours	Resident Spring	\$1222
		2 Semesters	Books/Fees	\$135
		<b>*Estimated Total Cost</b>		
<b>COMMERCIAL FOODS and CULINARY ARTS 1 &amp; 2</b>	Get experience in all areas of restaurant operations by adding pastry cook and line cook skills to the Culinary Arts I class. Prepare for the Florida Restaurant Association Certified Professional Food Manager Certification.	M-F 8:00—2:10	Resident Fall	\$1122
		1500 Hours	Resident Spring	\$1222
		2 Semesters	Books/Fees	\$165
		<b>*Estimated Total Cost</b>		
<b>COMPUTER SYSTEMS TECHNOLOGY 1</b>	Train in a classroom and shop to diagnose and correct problems in computers caused by hardware, electronic, or software problems. Prepare for industry certification exams in A+, Net+, IC3	M-F 8:00—2:10	Resident Fall	\$1122
		900 Hours	Resident Spring	\$1222
		2 Semesters	Books/Fees	\$325
		<b>*Estimated Total Cost</b>		
<b>COMPUTER SYSTEMS TECHNOLOGY 1 &amp; 2</b>	Train in a classroom and shop to diagnose and correct problems in computers caused by hardware, electronic, or software problems. Prepare for industry certification exams in A+, Net+, IC3, MCSA, MSCE, and CCNA.	M-F 8:00—2:10	Resident Fall	\$1122
		1650 Hours	Resident Spring	\$1222
		4 Semesters	Books/Fees	\$485
		<b>*Estimated Total Cost</b>		

\*Fees are estimates, not actual costs. Fees in this publication are subject to change without notice. Tuition is based on \$2.41 per hour Florida Resident tuition rate multiplied by the number of hours per semester. Non-Resident rate is \$9.64 per hour.

<b>COSMETOLOGY</b>	Classroom learning and practice in our salon provide students with knowledge of Florida law and skills in hair care & treatment; facials; manicures & pedicures; hair removal; and makeup. Cosmetology licensing examination follows program completion.	M-F 8:00—2:10	Resident Fall	\$1122	
		1200 Hours	Resident Spring	\$1222	
		3 Semesters	Books/Fees	\$275	
		<b>*Estimated Total Cost</b>			\$3927
<b>EARLY CHILDHOOD EDUCATION</b>	Learn developmentally appropriate program content through observation and supervised work experience with children two to four years of age in the Little Indians Pre-School.	M-F 8:00—2:10	Resident Fall	\$1122	
		600 Hours	Resident Spring	\$1222	
		2 Semesters	Books/Fees	\$90	
		<b>*Estimated Total Cost</b>			\$1676
<b>LEGAL ADMINISTRATIVE SPECIALIST</b>	Learn business fundamentals and preparation of legal documents; Microsoft Office 2003/2007; Word Expert; legal-specific software: PC Law; Amicus Attorney, Summation iBlaze; CaseMap and TimeMap.	M-F 8:00—2:10	Resident Fall	\$1122	
		1050 Hours	Resident Spring	\$1222	
		3 Semesters	Books/Fees	\$500	
		<b>*Estimated Total Cost</b>			\$3286
<b>MEDICAL ADMINISTRATIVE SPECIALIST</b>	Learn Microsoft Office 2003/2007, Excel Expert, QuickBooks and other automated accounting software. Keyboarding skills, business fundamentals, bookkeeping/accounting are also included in this course.	M-F 8:00—2:10	Resident Fall	\$1122	
		1050 Hours	Resident Spring	\$1222	
		3 Semesters	Books/Fees	\$500	
		<b>*Estimated Total Cost</b>			\$3286
<b>MULTIMEDIA DESIGN 1</b>	Learn professional applications for many programs, including Adobe, digital video editing, and more. Hands-on projects in web design and audio-video engineering will provide essential skills in working in a broad range of media.	M-F 8:00—2:10	Resident Fall	\$1122	
		700 Hours	Resident Spring	\$1222	
		2 Semesters	Books/Fees	\$805	
		<b>*Estimated Total Cost</b>			\$2692
<b>MULTIMEDIA DESIGN 1 &amp; 2</b>	Extend your knowledge of professional applications for many multimedia programs, including Adobe, digital video editing, and more. Hands-on projects facilitate advanced skills in multimedia design.	M-F 8:00—2:10	Resident Fall	\$1122	
		1350 Hours	Resident Spring	\$1222	
		3 Semesters	Books/Fees	\$805	
		<b>*Estimated Total Cost</b>			\$4345
<b>NAIL SPECIALTY</b>	Classroom learning along with practice in our salon provide students with knowledge and skills to become registered nail specialists. This includes manicures; pedicures; nail sculpting and mending; polishing; nail art; Florida law and more.	M-R Evenings	Tuition	\$578	
		240 Hours	Materials	\$270	
		1 Semesters	Books/Fees	\$306	
		<b>*Estimated Total Cost</b>			\$1154
<b>NURSING ASSISTANT</b>	Classroom, laboratory, and clinical instruction introduce students to legal and ethical issues; patient transfer techniques; observing and reporting vital signs; and more. After completion, students may take the Florida Nursing Assistant Certification exam.	T-R Evenings	Tuition	\$398	
		165 Hours	Materials	\$133	
		1 Semester	Books/Fees	\$260	
		<b>*Estimated Total Cost</b>			\$791
<b>PRACTICAL NURSING</b>	Theory, laboratory, and clinical experiences provide students with nursing skills, including: pharmacology; normal functions of the body; diseases and disorders; medication administration and more. Upon completion, students are prepared to take the NCLEX.	M-F 8:00—2:30	Resident Fall	\$1172	
		1350 Hours	Resident Spring	\$1276	
		3 Semesters	Books/Fees	\$741	
		<b>*Estimated Total Cost</b>			\$5111
<b>SECURITY OFFICER TRAINING</b>	Learn state, local and federal statutes, patrol and observation techniques; emergency procedures; crime and accident prevention techniques; crowd and traffic control, and written reporting standards. Prepare for Class D Unarmed licensing exam.	DAYS-INQUIRE	Resident Tuition	SINQUIRE	
		40 Hours	Lab Fee	SINQUIRE	
		.5 Semester	<b>*Estimated Total Cost</b>		SINQUIRE
<b>ENGLISH LANGUAGE LEARNER</b>	Learn English as a second language. <b>Tuition is free; Book purchase is optional.</b>	<b>Day</b>	<b>Evening</b>		
<b>GED—TABE TEST PREPARATION</b>	Prepare for the GED and TABE tests, which are required for career certificate programs. <b>Tuition is free; book purchase is optional.</b>	Monday through Friday 8:00—2:10	Monday through Thursday 6:00—9:00		

## **ENROLLMENT PROCEDURES**

### **ASSESSMENT**

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

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

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

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

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

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

The Florida Legislature mandates that each adult student enrolled in a certificate program must meet minimum basic skills (reading, mathematics, and language) levels before receiving a certificate of completion for the program.

The Florida DOE has established minimum grade level standards for each of the certificate programs. In most cases, students who desire to enter these programs must take the TABE and score within two grade levels of the required standard prior to entering the program.

After entering the program, students not meeting

the exit grade level requirements are given the opportunity to upgrade their skills in order to achieve the required grade levels prior to completion of their program. Students will not receive their Certificate of Completion until they have met exit TABE scores (unless exempted).

### **RESIDENCY STATUS**

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

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

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

#### **FOREIGN STUDENTS**

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

## ADMISSIONS

### CERTIFICATE PROGRAMS

General steps for certificate programs include:

- Pay \$30 application fee and take the TABE test (no fee for dual enrollment students )
- Consult with a Workforce Education Advisor after testing for interpretation of scores and reserving a seat in the class. If no opening exists in the selected program and if all other admission requirements are met, the individual is placed on a waiting list and notified when an opening becomes available.
- Complete the required registration forms and pay semester tuition and lab fees at the Bookstore after admission to the program. Students receiving financial aid present award notifications or payment vouchers from applicable funding sources. Students are not permitted to continue class if tuition and lab fees are not paid.
- Attend a new student orientation prior to or on the first day of class

### CERTIFICATE PROGRAMS: HEALTH SCIENCE

Admissions: The chart below specifies additional admission criteria required for Health

Science programs, as applicable.

- TABE scores within two grade levels of Florida DOE requirements
- Practical Nursing - TEAS Assessment with a minimum score of 60% in reading
- All students must enroll in the student accident and liability insurance policy
- Accredited high school diploma or GED required
- Current Cardiopulmonary Resuscitation (CPR) card for Health Care Provider from one of the approved programs:
  - [American Heart Association](#) - Basic Life Support for Health Care Providers
  - [American Red Cross](#) - Professional Rescuer
  - Check online for information regarding classes in our area.
  - Students must maintain currency throughout the program.
- Physical on iTECH form. This physical includes immunization information as well as general physical health.
- Florida Department of Law Enforcement (FDLE) Background Check and Urine Drug Screen per iTECH policy. This policy is located at the Health Science Department.
- Interview prior to registration
- Minimum age requirement
- Written essay on selected topic

Admissions Criteria for Health Science Certificate Programs

Program	TABE	Accident & Liability Insurance	HS Diploma or GED	CPR Card	Physical	FDLE Background & Urine Drugscreen	Interview	Other criteria
Nursing Assistant (articulated)	X	X	X	X				17 years old
Practical Nursing	X	X	X	X	X	X	X	17.5 year old TEAS Assessment Essay

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

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

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

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

that HIV/AIDS content has been successfully completed.

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

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

**Admission:** The chart below specifies additional admission criteria that are required for individual Non-Health Science programs.

- TABE scores generally within two grade levels of Florida DOE requirements
- Enrollment in the student accident and liability insurance policy – selected programs
- Physical, Background Check and Fingerprint – selected programs
- Minimum age

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

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

Admissions Criteria for Non-Health Science Certificate Programs					
Program	TABE	Accident & Liability Insurance	HS Diploma or GED	Physical, Background Check, Fingerprinting	Minimum Age
Accounting Operations	X				
Architectural Drafting	X				
Automotive Service Technology	X	X			
Building Construction Technology	X	X			
Commercial Foods and Culinary Arts	X	X			
Computer Systems Technology	X				
Cosmetology	X	X			
Early Childhood Education	X			X	
Legal Administrative Specialist	X				
Medical Administrative Specialist	X				
Multimedia Design	X				
Nail Specialty	X	X			
Security Officer Training	X	X			

## TRANSFER

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

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

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

A starting date is agreed upon by the Workforce Education Advisor and Instructor.

Inter-program: When a student transfers from one program to another within iTECH, the receiving instructor evaluates the progressive record from the previous program to grant the student advanced standing, whenever possible, for competencies previously met.

## FINANCIAL INFORMATION

### TUITION AND OTHER CHARGES

All adult students entering a postsecondary certificate or continuing workforce education program are responsible for tuition, lab fees, supplies, and book costs. Tuition rates are determined by the Florida State Legislature and are calculated accordingly for Florida or Non-Florida residents. Tuition rates are calculated per scheduled hours in the program and are payable each semester. Tuition and lab fees are due two weeks before the start of the next

semester and may be paid by cash, check, or credit card (VISA or Master Card). High school students are exempt from paying tuition.

Textbook fees vary for each class. Book lists with anticipated prices for each program are available at our website. Textbooks are available for student purchase at the online bookstore located at [www.itechbookstore.com](http://www.itechbookstore.com). Some classes require uniforms, tools or supplies, and/or consumables. Be sure to check with a Workforce Education Advisor or Instructor prior to entering a program.

### **REFUND POLICY**

- 100% refund of tuition and lab fees if class is cancelled by administration.
- 100% refund of tuition and lab fees minus \$20.00 for vocational certificate and continuing workforce education classes will be given to a student who withdraws prior to the start of a class or within the first five business days of the first meeting day of the class. No refunds for these classes after 5 business days.
- No refunds for continuing workforce education classes less than four weeks in length.
- No refunds for books, insurance, materials, supplies or any other associated costs or fees.
- No refunds will be made until all financial obligations have been cleared.
- Refunds, when due, are made within 30 days:
  - of the last day of attendance if written notification has been provided to iTECH by the student, or
  - from the date iTECH terminates the student or determines voluntary withdrawal by the student.

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

The return of Title IV funds policy applies when a student who has received or whose account has been credited with Pell Grant funds withdraws, drops out, is expelled, or otherwise fails to

complete the program. The calculation of Title IV funds is based on the amount of time attended in the payment period. Through the 60% point, a pro rata schedule is used. After the 60% point, a student has earned 100% of the funds scheduled to be received. Students are responsible for any outstanding financial obligations. For more information, contact the Financial Aid Office.

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

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

### **OUTSTANDING FINANCIAL OBLIGATIONS**

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

### **FINANCIAL AID**

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

#### Financial Assistance Programs:

- Farmworker Jobs and Education Program of Florida – Assists migrants and seasonal farm workers and their families with educational costs.

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

#### Scholarships:

- [Bright Futures](#) - In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. This Florida Lottery-funded scholarship rewards students for their academic achievements during high

school by providing funding for them to pursue postsecondary educational and career goals in Florida. Scholarship recipients are awarded 75% of tuition and lab fees. For more information on this scholarship program, visit the website at <http://www.floridastudentfinancialaid.org/SFAD/bf/> or call 1-888-827-2004.

- Institutional and Community Based Scholarships - Financial aid applicants will be considered for institutional and community scholarships which are generally applied toward tuition and lab fee payments. These scholarships are generally need-based. For more information on these scholarships, contact the Financial Aid Office.
- Private Scholarships - Some scholarships are awarded to students with financial need and/or who have demonstrated high scholastic achievement. Donors may have their own application process and criteria for awarding these scholarships. For information and application forms, contact the Financial Aid Office.

### **FLORIDA PREPAID COLLEGE PROGRAM**

iTECH accepts the Florida Prepaid College Program certificate. This certificate indicates that a student’s education has been prepaid at a guaranteed fixed rate. Students should bring their certificates to the Financial Aid Office for processing at least six (6) weeks prior to the start date of class. Prepaid certificates cover tuition only and do not include lab fees, books, uniforms or other costs of attendance.

### **POLICIES AND PROCEDURES**

#### **ATTENDANCE – VOC CERT & ELL**

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

## **ABSENCES**

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

## **TARDIES**

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

## **EXCUSED ABSENCES**

Since iTECH is a clock hour school based on attendance, iTECH does not recognize excused absences. Students should contact the Workforce Education Advisor in emergency situations and every reasonable effort will be made to assist the student in completing the program.

## **JURY DUTY**

The student should contact his or her Instructor immediately upon receiving a jury duty summons. Every reasonable effort will be made

to assist the student in maintaining enrollment.

## **LEAVE OF ABSENCE**

iTECH may grant a student a leave of absence during which the student is not considered withdrawn. Health Science students, and students receiving Veterans' benefits are not eligible for a leave of absence. The following conditions must be met:

- The student has made a written request with a valid reason on the designated form, in advance, to the Workforce Education Advisor for the leave. The Workforce Education Advisor will review the request with the Instructor and Financial Aid before submitting to administration. Administration makes the final decision as to the leave of absence request.
- The leave of absence may not exceed two weeks except for mitigating circumstances (i.e., emergency health condition, family emergencies).
- In most situations, the school will grant only one leave of absence to the student in any 12-month period. The leaves of absence will not exceed a total of 180 days in any twelve month period.

The student will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

## **MAKE UP TIME**

Make-up time may be arranged if appropriate to the curriculum and recommended/approved by administration.

## **ATTENDANCE – ADULT GENERAL EDUCATION**

Understanding that adults enrolled in Adult General Education Programs strive to improve

their skills yet also have responsibilities to their families and their employers, CCPS provides the opportunity for students to commit to a weekly number of hours that they can spend in their studies. A variety of learning environments is available to each student in the way of structured classes, on-line distance learning, and open lab opportunities. Excessive absences, based on the hours committed to study, are defined according to the number of days per week a class meets within a term. The following attendance-related withdrawal policies apply to the different learning environments:

In class:

Withdrawal procedures should be started for students who accumulate six (6) consecutive absences. The reasons for the absences are not relevant to this policy; an absence is an absence. Teachers and coordinators will monitor student sign-in sheets to ensure that all students are signing in. Our system is designed to automatically withdraw students when the six instructional days of absence have been accumulated. The withdrawal date is calculated on the first date of the 6 day absence sequence.

Non-Traditional classes:

Non-Traditional classes include on-line, distance learning and open lab. Teachers and coordinators will monitor the student management system of all online courses to ensure that students are logging in and/or checking in with the instructor regularly and do not go six instructional days without doing so. Distance Learning and Open lab courses will maintain interactive communication with students at least once every two weeks. Students who do not return for assignment review at least once within a two-week period (equivalent to 6 instructional days) will be withdrawn immediately.

Re-Entry Procedures – Effective January, 2009  
Winter Session

In accordance with DOE state procedures, a withdrawn student's enrollment in an AGE class may be reactivated in the same class, if space is available. Multiple re-entries into the same class should be reviewed by the site program coordinator and review of "attendance

commitment hours" should be conducted to meet the current needs of the student. If necessary, a student should be scheduled into a different learning environment or a reduction of class hour's commitment should be considered.

## **SATISFACTORY ACADEMIC PROGRESS**

Students must maintain minimum standards of achievement for the program or course in which they are enrolled. Students receiving financial aid must meet these minimum standards to be eligible for payments.

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

These standards, effective July 1, 2005, include:

1. ATTENDANCE: Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks.
2. GRADES: Students in non-health science programs must maintain an overall grade of "C". Health science students must maintain an overall average of "B". Fire Fighting recruits must score 70% or higher on all exams. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion.

The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%, I 0%

3. **COMPETENCIES:** Students must complete at least 80% of the competencies and assignments. Therefore, if a student's work is satisfactory, but he/she is behind in completing the program's competencies and assignments, he/she cannot be reported as meeting minimum standards of achievement.
4. **CONDUCT:** A student must exhibit conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Collier County Public Schools (CCPS) Code of Student Conduct, iTECH Handbook, and other iTECH policies.

#### Retention / Promotion of Health Science Students

- Any student who fails to meet the minimal requirement of any section of a course, whether classroom or clinical, must repeat that course and accompanying clinical component prior to advancing to the next course and clinical component.
- Any student who fails to perform in a safe, caring and knowledgeable manner in the clinical area in the professional opinion of the instructor using nursing standards of practice must repeat that clinical rotation prior to advancing to the next instructional block.
- Repeating areas of theory and/or clinical instruction will be on a space-available basis and within all other applicable policies and procedures.
- A student involved in a critical incident from which serious deficiencies in judgment, practice or ethical behavior may be inferred, may be referred for possible action, which may include permanent separation from any health science program.

#### **PROBATION - ACADEMIC**

Any student who does not meet minimum

standards of academic achievement, while continuously enrolled, may be placed on probation and counseled by the Instructor.

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

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

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

#### **PROBATION - CONDUCT**

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

#### **GRIEVANCE POLICY**

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with a Workforce Education Advisor and financial representative, as appropriate. If the conflict persists, the student may submit a written request to the Workforce Education Advisor for a Grievance Committee meeting. Since the purpose of the Grievance Committee is

to make an impartial decision regarding a student complaint, the composition of the committee should be as follows: Teacher, workforce education advisor, non-related administrator, and two or more non-related instructors. Non-related means that the members should be from a department other than the one the student attends. For example, an Automotive, etc. instructor should sit in a Practical Nursing grievance. If the conflict is still unresolved, the next appointment is with the Principal. After the Principal's review, the student may appeal the decision in writing to the Chief Academic Officer for the Collier County Public School District.

If a student feels his or her concerns have not been satisfied at the local level, the student is free to write to the following address, which is the accrediting body for the school:

Council on Occupational Education  
41 Perimeter Center East, NE, Suite 640  
Atlanta, GA 30346  
(770) 396-3898  
(800) 917-2081  
FAX (770) 396-3790

## CODE OF STUDENT CONDUCT

Students are expected to adhere to the [CCPS Code of Student Conduct](#) which can be found on line and in its entirety in any administrator's office and at [www.iTECH.edu](http://www.iTECH.edu).

### ACADEMIC DISHONESTY

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

The common forms or types of cheating are as follows:

1. While taking a test or related to testing. Examples:
  - Receiving or providing the answer to a test question through written, visual or oral means.
  - Use of or unauthorized possession of an examination or course related material.

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

### Disciplinary Action

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

shall not be permitted to re-enter an iTECH program.

Honesty and integrity in accomplishing one's own work during your course of study are highly regarded and are traits necessary to complete the course of study. Cheating of any sort shall not be tolerated and any occurrences of such shall become a permanent part of the student's record

## **DRUG PREVENTION PROGRAM AND POLICIES**

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

### Definition of illicit drugs and alcohol:

A "Controlled Substance" means a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drugs, or any other substance defined as an illegal controlled substance in Chapter 893 of the Florida Statutes.

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

### Policy:

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

A student shall not possess, sell, deliver, use, transmit, distribute, solicit, conspire with or be under the influence of a controlled substance or be under the influence of a controlled substance or an alcoholic beverage while on school property or within 1000 feet of the school, or while attending any school function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this rule is guilty of conspiracy. Any student who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation. Possession of paraphernalia

normally associated with the use of controlled substances, counterfeit drugs, "roach clips", rolling papers, pipes, beer cans, beer bottles, liquor, alcoholic beverages (including non-alcoholic wines and beers such as O'Douls) and "flasks" is expressly forbidden. The manufacturing, possession, and/or use of fake identification or driver's licenses which are used to purchase illegal substances or alcoholic beverages is also a violation of this rule.

This rule also applies to misuse or distribution of legal drugs whether prescription or over the counter and the use of any items in order to attain an altered state. School personnel have the right to confiscate controlled substances, alcoholic beverages and paraphernalia when they believe that such items may be used illegally. School personnel have the right to search individuals, lockers and personal property where there is a reasonable suspicion that the individual may possess a controlled substance or alcoholic beverages. Metal detectors and specially trained animals such as drug detecting dogs may be utilized in these searches.

### Sanctions:

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

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

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

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

First Offense: Selling, Soliciting, or being involved in a conspiracy to sell or deliver controlled or counterfeit substances – Ten (10)

days Out-of-School Suspension with a recommendation of expulsion from school and a referral to appropriate police authorities.

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

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

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

Prior to taking such action against any student, the Administrator and School Board shall assure that appropriate due process procedures are followed. If a student committing one of the offenses outlined is in a program for exceptional students, excluding gifted students, the school personnel will follow procedures in [Rule 6A-6.03311 Florida Administrative Code](#) and School Board Policy.

*Resources for help with Drug and Alcohol Problems:*

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

Narcotics Anonymous Helpline  
(866) 288-6262

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

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

Health Science Department Policy Statement:

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

**SEXUAL MISCONDUCT**

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

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

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

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

### **SMOKE AND TOBACCO-FREE ENVIRONMENT**

In order to protect the health, safety and welfare of students, staff and visitors, the Collier County School Board has declared all facilities, vehicles and property owned by the District School Board of Collier County to be smoke and tobacco free ([Rule No. R-11/04](#)). For purposes of this policy, “smoke free” shall mean the smoking of any substance. “Tobacco” shall include the use of tobacco, including, but not limited to, cigars, cigarettes, pipes, chewing tobacco, snuff or any other matter or substances that contain tobacco in addition to papers used to roll cigarettes.

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

### **WEAPONS, FIREARMS, DANGEROUS**

### **INSTRUMENTS, AND CONTRABAND**

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

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

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

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

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

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

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive, incendiary, or poison gas

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

## COMMUNICATION DEVICES

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

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

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

- Cellular phones are to be powered off and

concealed from view from the time the school day officially begins until dismissal.

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

### Disciplinary Action:

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

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

## DRESS CODE AND UNIFORM REQUIREMENTS

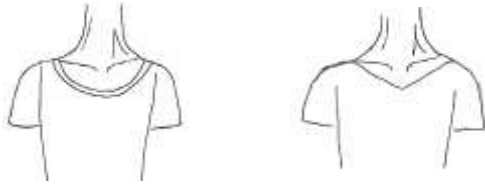
It is the mission of iTECH to help students prepare for the world of work. The school's dress code has been developed with this in mind and correlates with RULE #17 of the CCPS Code of Student Conduct.

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

Students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. Good taste is knowing where and when to wear the appropriate clothing and accessories. Since the

home provides the funds, guidance, and upkeep of the student's clothing worn in school, it is the responsibility of the parent to see that grooming reflects the modesty and good taste expected in school. The following dress and grooming requirements are to be followed by all students as may be reasonably determined by the principal. Other requirements may be made to avoid disruption of the educational process.

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



- Hair shall be clean and neatly groomed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the principal or designee.
- Hats or other head coverings shall not be worn in the school building except for approved areas identified by the Principal. Exceptions may be made by the Principal for head coverings worn for religious purposes.
- Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include but are not limited to garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Transparent, mesh or see through clothing may not be worn without other appropriate clothing underneath.

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

## UNIFORM REQUIREMENTS

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

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

- Automotive Technology
- Building Construction Technology
- Commercial Foods and Culinary Arts
- Cosmetology
- Nursing Assistant
- Practical Nursing

## ELECTRONIC COMMUNICATION USE POLICY

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

Network users will:

- Be polite and shall not use profane language and/or symbols in their communications to others.
- Keep their own or anyone else's personal address, phone number, or password confidential.
- Not access or download any obscene, pornographic material or material which advocates violence toward other people.
- Recognize that information stored on the network, including electronic mail (e-mail), is not private.
- Use only the account authorized by iTECH or the Instructor.

- Use the computer/network in a manner that does not disrupt the use of the network by other users.
- Not harm or destroy school equipment or data of other users including the uploading or creation of computer viruses.
- Follow copyright laws according to [School Board Policy No. EGAAA](#).

## STUDENT PRIVACY AND RECORDS

The use of student records is strictly governed by Federal Law, State Regulations, and The District School Board of Collier County Board Policy. The use and disposition of records at iTECH are controlled by a CCPS publication entitled "[Guidelines for Educational Records](#)."

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

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

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

## **RELEASE OF CONFIDENTIAL STUDENT INFORMATION**

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

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

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

- School officials, as determined by the District, who have a legitimate educational interest.
- Officials of other schools or school systems in which the student seeks to enroll.
- Authorized representatives of 1) the Comptroller General of the United States; 2) the Secretary of Health, Education, and Welfare; 3) an administrative head of an educational agency; and 4) a state educational authority.
- A student's application for or receipt of financial aid. (This provision includes information to the Social Security Agency and various welfare agencies as well as colleges and universities.)
- Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs; and improving instruction, provided the studies are conducted in a manner which will not permit the personal identification of students.
- Accrediting organizations in order to carry

out their accreditation.

- Parents of an eligible student, if the eligible student is still considered a dependent by the Internal Revenue Service for income tax purposes.
- In an emergency situation, but only to an appropriate person and then only if the knowledge of such information is necessary to protect the health or safety of the student or other person.
- State or local officials to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974. (This provision would pertain primarily to the various divisions of the Department of Health and Rehabilitation Services of the State of Florida.
- Legal authorities seeking information in compliance with judicial order or pursuant to lawfully issued subpoenas, upon condition that the parents and the student are notified by the school of all such orders or subpoenas in advance of the compliance therewith. (A copy of the order or subpoena with a written notation indicating the time, date, and method of parent contact shall be placed in the student's Cumulative Guidance Record.)
  - All subpoenas requesting student records should be referred to the school where these records are located. The Director or his designee will assume the responsibility for presenting student records.
  - The student's health record, attendance record, transcript of grades and all other records pertaining to the student will be included. If the school representative is asked to interpret any data in or on the Cumulative Guidance Record for which he/she does not feel qualified, he/she should request the court to subpoena the appropriate person. Attorneys should be requested to contact the school prior to issuing a subpoena in order that the director can determine the proper person to appear.
  - If the director desires further information he/she may call the Director

of Student Services.

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

## **SUSPENSIONS, EXPULSIONS, AND WITHDRAWALS**

Students may be suspended and/or expelled, or involuntarily withdrawn from classes for violation of attendance or behavior rules as outlined in this handbook and/or the CCPS Code of Student Conduct. A copy of the [CCPS Code of Student Conduct](#) is maintained in any administrator's office and may be reviewed by students on request, or may be viewed online at [www.iTECH.edu](http://www.iTECH.edu).

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

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

- Obtain request to withdraw from the home school.
- Upon receiving the request, the student will

receive a withdrawal form to be taken to all Instructors. Books which are on loan must be returned and debts settled before an Instructor will sign the release form.

- Failure to settle all obligations before leaving may necessitate the withholding of all records, transcripts, and recommendations that the student might want to receive.

## **VISITORS**

All visitors must report to the main office to sign in and receive a temporary name badge. The badge must be worn and visible at all times while on campus. Visitors during class time will be admitted only when visiting for curricular purposes. This does not apply to customers entering the storefront labs, including the cosmetology salon, iTOWN Café, Little Indians Child Care, or the Automotive Shop

## **VETERANS AFFAIRS POLICIES**

### **VETERANS' EDUCATIONAL BENEFITS**

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

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

- Veteran/eligible dependent will contact the Financial Aid Advisor well in advance of enrollment to complete and process appropriate application forms.
- Veteran/eligible dependent will apply for and enroll in an approved iTECH vocational certificate program and pay all regular fees and charges.
- Financial Aid Advisor will certify the veteran/eligible dependent's entry into iTECH vocational certificate program with submission of an Enrollment Certification form along with application forms, as applicable. Transcripts from previous postsecondary educational/training will be reviewed, and if applicable, will be credited toward the student's current program as appropriate.

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

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

### **ABSENCES**

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

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

If the veteran/eligible dependent exceeds the allotted 10% absences, or if the student is absent for seven (7) or more consecutive scheduled class days, the student will be withdrawn from the class enrollment. If the veteran/eligible student desires to re-enter the class, the veteran/eligible dependent student's name will be placed at the end of any existing waiting list for re-entry the next semester or next available opening. The veteran/eligible student may appeal this process through the Grievance Policy.

### **SATISFACTORY ACADEMIC PROGRESS**

Veteran/eligible dependent must maintain

minimum standards of achievement for their programs each semester, per school policy. The standards, effective July 1, 2005, include:

1. **ATTENDANCE:** Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks.
2. **GRADES:** Students in non-health science programs must maintain an overall grade of "C". Health science students must maintain an overall average of "B". A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an "I" (incomplete), the student is not making satisfactory progress. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%, I 0%
3. **COMPETENCIES:** Students must complete at least 80% of the competencies and assignments. Therefore, if a student's work is satisfactory, but he/she is behind in completing the program's competencies and assignments, he/she cannot be reported as meeting minimum standards of achievement.
4. **CONDUCT:** Exhibiting conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Student Conduct and Discipline Code and other iTECH policies.

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

The veteran/eligible dependent who does not

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

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

## **PROGRAM INFORMATION**

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

Programs offered at iTECH are:

- Vocational Certificate Program – A course of study that leads to at least one occupational completion point.
- Adult Education Programs – Programs designed to provide basic skills in reading, mathematics, and language for career preparation, English literacy for career and technical education programs (ELCATE) and high school equivalency preparation.
- Apprenticeships Programs - Students enter into an agreement with a participating employer, which includes paid employment, and receive a minimum of 144 hours of related training and 2000 hours of on-the-job training each year.

# VOCATIONAL CERTIFICATE PROGRAMS

## ACCOUNTING OPERATIONS

Program Length: 900 hours

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

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

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the accounting industry: planning; management; finance; technical and production skills; underlying principles of technology; analyzing and ethics.

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

## ARCHITECTURAL DRAFTING

Program Length: 1900 hours

Program Description: Architectural drafters employ their technical skills to develop

architectural drawings which are used in building construction. Drawings may be of entire buildings, or may focus on details or sections, sometimes from different perspectives. The program also includes cost estimation, writing specifications, and creating building models. As well as a solid grounding in mathematics, your program will train you in all the abovementioned aspects of drafting and building design.

Career Opportunities: Graduates can work in a number of locations, including architecture and engineering firms. They may even choose to work on a self-employed basis. The demand for highly trained drafters is high, and with excellent skills in computer-based drafting, the job outlook is good.

## AUTOMOTIVE SERVICE TECHNOLOGY 1

Program Length: 1050 hours

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

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials, and processes found in the industry. Students are also instructed in the following: engine system performance, automotive accessories, and theory, fundamentals, service and rebuilding of engines, automatic and manual transmissions, drive trains, steering, suspension, brake and electrical systems.

Career Opportunities: Graduates of the program may expect to start as a Lube Technician, Assistant Mechanic, Brake Technician, Transmission Technician, Automotive Technician, Engine Repair Technician. These

opportunities are with independent shops as well as in dealerships. Other job opportunities exist in chain stores (Sears, Wal-Mart, K-Mart, etc.), public relations, racing operations, and specialty shops.

## **AUTOMOTIVE SERVICE TECHNOLOGY 1 & 2**

Program Length: 1800 hours

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

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials, and processes found in the industry. Students are also instructed in the following: engine system performance, automotive accessories, and theory, fundamentals, service and rebuilding of engines, automatic and manual transmissions, drive trains, steering, suspension, brake and electrical systems.

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

## **BUILDING CONSTRUCTION**

## **TECHNOLOGY**

Program Length: 1050 hours

Program Description: Program content will include the following: following safety practices and disaster plans; identifying and using hand tools and power tools; demonstrating and applying employability, math, science, and communication skills; reading blueprints, contract documents and specifications; identifying local, state and federal codes and regulations; demonstrating carpentry skills and masonry skills; installing cabinets; describing the use of heavy equipment; troubleshooting, repairing, and installing plumbing systems, electrical systems, and HVAC systems; performing site preparation and maintenance; demonstrating an understanding of entrepreneurship.

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials, and processes found in the industry.

Career Opportunities: The construction industry employs more people than any other industry. Our society will always need new homes, roads, office buildings, and other types of infrastructure. A person who is skilled and knowledgeable in the construction field can work in one of many areas that include, but are not limited to the following; Laborer, Journeyman, Master, Foreman, Supervisor, Safety Manager, Project/Construction Manager, Estimator, Architect, Contractor, and Owner.

## **COMMERCIAL FOODS AND CULINARY ARTS 1**

Program Length: 750 hours

Program Description: This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Foods and Culinary Arts industry; planning,

management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety environmental issues.

Skill development includes concepts in stock, soup, sauce, meat, poultry, fish, seafood preparation, dairy, egg, salad, buffet, bakery goods, dessert, and beverage preparation; dining operations; planning, organizing and implementing culinary operations.

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

## COMMERCIAL FOODS AND CULINARY ARTS 1 & 2

Program Length: 1500 hours

Program Description: This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Foods and Culinary Arts industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety environmental issues.

Skill development includes concepts in stock, soup, sauce, meat, poultry, fish, seafood preparation, dairy, egg, salad, buffet, bakery goods, dessert, and beverage preparation; dining operations; planning, organizing and implementing culinary operations.

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

## COMPUTER SYSTEMS TECHNOLOGY 1

Program Length: 900 hours

Program Description: Program content includes, but is not limited to, installation, programming,

operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical, or electronic malfunctions. Preparation for Comptia's A+ Certification and the NET+ certification exams are included in this program.

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

## COMPUTER SYSTEMS TECHNOLOGY 1 & 2

Program Length: 1650 hours

Program Description: Program content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical, or electronic malfunctions. Preparation for Comptia's A+ Certification, the NET+ certification exams, IC3, MCSA MSCE, and CCNA are included in this program.

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

## COSMETOLOGY

Program Length: 1200 hours

Program Description: Program content includes, but is not limited to, communication skills,

leadership skills, human relations skills and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of cosmetology and its related chemistry, bacteriology, anatomy and physiology, and development of skill in performing the manipulative techniques required in the practice of cosmetology.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals and equipment appropriate to the programs' content and in accordance with safety and sanitation practices in the trade.

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

## EARLY CHILDHOOD EDUCATION

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

Program Description: Instructional activities provide instruction in the areas of large and small muscle, social, emotional and school readiness. Observation and supervised work experience with young children in the daytime program will take place in iTECH's Learning Partners Child Care Center. The evening program students work experience will take place in a community child care setting.

Career Opportunities: Child Care Worker, Child Care Center Instructor. Many child care centers are currently seeking to employ child care providers with the Early Childhood Professional Certificate (ECPC) in order to be in compliance with the Department of Children and Families and state laws.

## LEGAL ADMINISTRATIVE SPECIALIST

Program Length: 1050 hours

Program Description: This program is designed to prepare students for employment as an Information Technology Assistant, Front Desk Specialist, Administrative Support, and Legal Administrative Specialist and to provide supplemental training for persons previously or currently employed in any of these occupations. This program offers a broad foundation of knowledge and skills expanding the traditional role of the Legal Secretary. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision making skills; legal terminology; the performance of office procedures specific to the legal environment; transcription of legal documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the legal secretarial industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

Career Opportunities: Career opportunities include legal secretary, litigation secretary, law library clerks, legal document processors, legal office clerks, legal records clerks, judicial clerks.

## MEDICAL ADMINISTRATIVE SPECIALIST

Program Length: 1050 hours

Program Description: This program offers a broad foundation of knowledge and skills expanding the traditional role of the Medical Secretary. The content includes the use of

technology to develop communication skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the medical secretarial industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

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

## MULTIMEDIA DESIGN 1

Program Length: 700 hours

Program Description: The Multimedia Design program focuses on producing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Students will learn professional applications for many programs, including Adobe, digital video editing, etc. Hands-on projects will provide essential skills in working in a broad range of media.

Career Opportunities: There is an increasing market demand for skilled media specialists, web designers, and audio-video engineers. The demand for skilled and creative multimedia designers is high; salaries and job demand are excellent.

## MULTIMEDIA DESIGN 1 & 2

Program Length: 1350 hours

Program Description: The Multimedia Design program focuses on producing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Students will extend their knowledge of professional applications for many programs, including Adobe, digital video editing, etc. Hands-on projects will provide essential skills in working in a broad range of media.

Career Opportunities: There is an increasing market demand for skilled media specialists, web designers, multimedia producer and audio-video engineers. The demand for skilled and creative multimedia designers is high; salaries and job demand are excellent

## NAIL SPECIALTY

Program Length: 240 hours

Program Description: Content includes safe and efficient work practices, Florida Cosmetology law and rules, acquisition of knowledge of cosmetology specialist nails and the related chemistry, bacteriology, anatomy and physiology, development of skills in performing the manipulative techniques required in the practice of cosmetology specialist nail. Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemical, implements, and equipment appropriate to the program's content and in accordance with safety and sanitation practices in the trade.

Career Opportunities: This program prepares students for employment as cosmetology specialists in nails, pedicures and nail extensions. Instruction is designed to qualify students for employment upon successful completion of the program and obtaining a registration from the State Board of Cosmetology.

## **NURSING ASSISTANT**

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

Program Description: Program content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, gerontology, nutrition, health and safety, nursing skills and employability skills. Students will perform nursing skills in the clinical and/or simulated laboratory settings under the supervision of a qualified registered nurse instructor. Clinical and simulated laboratory learning experience must correlate with didactic instruction.

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

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

## **PRACTICAL NURSING**

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

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

Program Description: Program content includes,

but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in both acute and long term care situations; theoretical instruction and clinical application of vocational role and functions; personal, family and community health concepts; nutrition, human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

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

## **ADULT EDUCATION PROGRAMS**

### **ENGLISH LANGUAGE LEARNER (ELL) PROGRAM**

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

Program Description: The purpose of this program is to teach students to speak, understand, read, and write English. The class is an open-entry, open-exit program. There is no fee for this program and the length of time is determined by individual need. Students entering the program are assessed and provided with a course of study using the diagnostic-prescriptive method. Each student follows an individualized program, working at his/her own level and at his/her own rate, in a laboratory setting. Textbooks, audiovisual equipment, group conversation classes and computer-

assisted learning enable each student to achieve his/her goal. The program provides instruction that will facilitate success in a certificate program once the appropriate level of English has been attained.

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

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

Program Description: The program is designed to prepare the student for the GED examination through pre-testing and an individualized program plan. Students work at their own pace in a classroom laboratory setting with an individualized schedule. Students must be at least sixteen years old and must have withdrawn from high school to enter the program. *More information available in the iTECH Student Services Office.*

## **VOCATIONAL PREPARATORY INSTRUCTION**

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

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

Students entering the program are assessed and provided with a course of study using the diagnostic-prescriptive method. Students work at their own pace in a laboratory/classroom

setting using Skills Assessment Modules, computer programs and textbooks. Small group and individualized instruction are also provided. The VPI program is open-entry, open-exit, and there is no charge for the program.

## **STUDENT INFORMATION**

### **RULES OF STUDENT CONDUCT**

All post-secondary students will be given a copy of the school rules, "Rules of Student Conduct," which include attendance and behavioral expectations. Rules are posted on the iTECH website at [www.itech.edu](http://www.itech.edu). Rules will be reviewed orally by the Instructor during orientation and signed by the student and/or parent (if under 18).

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

- **1st Offense: Instructor – student verbal warning**
- **2nd Offense: Instructor – student written warning**
- **3rd Offense: Referral to Workforce Education Advisor for Contract**
- **4th Offense: Referral to administrator for possible temporary dismissal or withdrawal**

Students may be suspended and/or expelled, or involuntarily withdrawn from classes for violation of attendance or behavior rules, as outlined in this handbook and/or the CCPS Code of Student Conduct. A copy of the CCPS Code of Student Conduct is maintained in any administrator's office and may be reviewed by students upon request. It may also be viewed online at [www.iTECH.edu](http://www.iTECH.edu).

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

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

*The following rules of conduct are a summary of the Student Code of Conduct and the Student Catalog. Please refer to either document for an inclusive list of rules and expectations. These rules are expected to serve as a guide to students in the program and are not inclusive. Students are reminded that participation in all programs is voluntary. Student conduct must be consistent with required behavioral and attendance standards. Failure to observe these rules may result in administrative withdrawal from the program.*

1. Students are expected to wear name tags and identify themselves and the program they are attending to staff members, if asked.
2. Students are expected to comply with the written or verbal directions of all school personnel.
3. Students are expected to report to classes on time and remain for the entire class time.
4. Students are expected to attend classes consistently. Failure to attend on a regular basis may result in the student's

withdrawal from the program. (See specific attendance policies.)

5. Students are expected to respect the rights and property of other students, visitors and staff, at all times in all class locations. Discriminatory slurs, sexual harassment, vulgar or profane language or gestures, loud, disruptive talk, provision of false information and moral laxity will not be permitted.
6. Use of tobacco products on school property is strictly prohibited. Trash receptacles must be used to dispose of trash.
7. Defacement of school property is a violation of school board policy. All students are expected to refrain from behavior which is damaging to school property.
8. Food and beverages are not permitted inside of classrooms unless otherwise authorized. This includes gum, candy, and snacks.
9. No weapons of any kind are permitted.
10. Students are expected to dress appropriately for a school/work environment.
11. Possession or use of illegal substances or alcohol are prohibited at all times.
12. Alteration of grade reports, transcripts, cheating, and plagiarism may result in student withdrawal from the program.
13. Personal telephones or other electronic devices may not be used in the classroom unless otherwise authorized.

## **ARTICULATION**

On February 22, 2006, the Florida Department of Education Articulation Coordinating Committee approved eleven statewide articulation agreements between Postsecondary

Adult Vocational Certificate programs and related Associate of Applied Science and Associate in Science Degrees in the following programs: Automotive, Criminal Justice – Corrections, Criminal Justice – Law Enforcement, Culinary Management, Drafting Design – Architectural, Drafting Design – Mechanical, Drafting Design – Structural, Early Childhood, Fire Science, Nursing, and Office Administration. Full text of the agreements can be found on the [Florida Department of Education's Workforce Education website](http://www.floridadepartmentofeducation.gov/workforceeducation). These agreements offer 9 – 24 college credit hours depending upon the program and other factors.

In addition to the statewide articulation agreements, iTECH has an articulation agreement stating that students completing iTECH's practical nursing program are eligible for seven credits with the Edison State College's Licensed Practical Nursing to Registered Nursing Bridge Program. Students may challenge for up to 11 additional credits. Please see the Workforce Education Advisor for updated information.

The ability of iTECH students to articulate or transfer to other institutions of higher education to further their studies is of vital importance. We continually seek additional partnerships and articulation agreements to best serve our students.

### **iTECH RETAIL STORE**

The iTECH retail store will be located in our iTown Café near the coffee shop. Students will be able to purchase various items, such as, school supplies, flash drives and iTECH merchandise at a reasonable price.

### **CAMPUS SAFETY AND SECURITY**

We are vitally concerned about the safety and well being of our students, prospective students, staff, and visitors. iTECH constantly reviews and revises its safety and security policies and procedures to maintain the nearly crime free environment that we enjoy.

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

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

### **SAFETY PROCEDURES**

Instructional units on safety practices are incorporated into the course of study for all vocational programs. Students are expected to demonstrate safe practices as part of the learning process.

Emergency first aid supplies are kept in each classroom, laboratory, and shop. Automated External Defibrillator (AED) units are available in the main lobby and in other locations on the campus.

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

### **CERTIFICATE OF COMPLETION**

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

### **CHANGE OF ADDRESS OR NAME**

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

### **CHILDREN ON CAMPUS**

Students are not permitted to bring children into

classes with them or to permit children to wander unsupervised in any area of the campus.

## **COMPLETION RATE**

iTECH's completion rate calculated for 2005-2006 was 75.93 percent per COE report submitted December 2007. This rate includes students who left with marketable skills.

Students and other interested persons may obtain more details on the calculation of completion rates from the Workforce Education Advisor / Employment in the Student Services Office.

## **COOPERATIVE EDUCATION**

The term 'cooperative education' is meant to represent formal training arrangements between iTECH, its students, and business and industry. These arrangements are made to provide employment experiences which are considered to be an integral part of the student's program. These experiences may supplement a training program after approximately 50% of the curriculum or competencies is completed.

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

## **EMERGENCY CLOSINGS**

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

## **FACILITIES**

Shop, laboratory, or clinical experiences are an

integral part of all programs. Details pertaining to facilities may be found in program brochures and student manuals.

The iTECH café serves as the student dining area and as the auditorium for campus events.

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

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

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

## **FIELD TRIPS**

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

## **FOOD SERVICE**

The iTOWN café is located in the main building, with the entrance on N. 9<sup>th</sup> Street. The students in the Commercial Foods and Culinary Arts Program provide breakfast and lunch for an affordable cost to the student body, faculty, and staff. This service is a component of the course curriculum and serves as part of the students'

practical training. Vending machines are also available.

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

## **GRADUATION**

Upon completing program competencies, students receive Certificates of Completion. iTECH graduation and commencement ceremonies are held once a year; in May/June to commemorate this achievement. All students are encouraged to participate in these activities as scheduled.

## **HOLIDAYS**

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

## **INSURANCE**

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

## **INTERACTION OF POST-SECONDARY AND SECONDARY STUDENTS**

Post-secondary students and dual enrollment secondary students are to refrain from

interacting with each other except when under the supervision or direction of a staff member. Violation of this provision may result in immediate removal from the program.

## **LOST AND FOUND**

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

## **NAME BADGES**

All students will be issued a permanent identification badge. It must be worn above the waist and be visible at all times. Students must have their identification badge on before entering the school. Badges may not be loaned to others. If an ID badge is lost, this must be immediately reported to the instructor. Students not having their name badges will report to the receptionist for a visitor badge. A replacement badge will be issued for a fee of \$5.00.

## **OFFICE VISITATION**

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

## **PARKING AND DRIVING**

Dual enrollment students may not park at iTECH. All dual enrollment students must park at IHS and walk to iTECH.

All students who plan to drive to iTECH must purchase a \$5.00 iTECH Parking Permit from the Student Services office.

In order to facilitate an orderly and safe campus, the following regulations relating to parking and driving will be enforced:

- All vehicles, including motorcycles, must be registered with iTECH and must display an official iTECH parking permit.
- Students may park in the north parking lot. The storefront parking spaces are reserved for members of the general public who are

on campus to patronize one of the iTECH education lab businesses, including the iTOWN café, iSALON, or the Medical Family Practice Office.

- The use of the parking lot is restricted to arrivals and departures.
- Health Science students are to park ONLY in areas designated for student parking at off-campus clinical sites.
- Pedestrians shall have the right of way on campus.
- Vehicles shall not be driven in a careless manner; vehicles will not exceed 15 M.P.H. on campus.
- Loud music is prohibited.

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

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

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

## **PERFORMANCE STANDARDS**

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

## **STUDENT ORGANIZATIONS**

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

- Culinary Club

- Junior Chapter of Caxambas/Naples/Marco Island Chefs and Cooks Association
- Future Builders of America
- National Technical Honor Society (NTHS)

## **STUDENT RECOGNITION**

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

## **TRANSCRIPTS**

Official copies of a student's transcript will be released only upon written request. The request should include the student's name, program, social security number, the address of the school/business to which the transcript should be sent, and should be signed by the student. The request should be forwarded to the Student Services Department. Transcripts are furnished free to the Florida Board of Cosmetology and Florida Board of Nursing. Additional transcripts will be supplied for a fee of \$2.00 each, payable to Immokalee Technical Center.

## **TRANSPORTATION**

Adult students must provide their own transportation.

## **STUDENT SERVICES**

### **CAREER AND PLACEMENT SERVICES**

Workforce Education Advisors, classroom instructors, and FJEP staff are available at iTECH to assist students in finding job opportunities. Specialized individual assistance is provided in the following areas:

Career Assessment: Is available for those interested in choosing programs or focusing

career interests. Staff will provide feedback on the assessment results and help you to understand the steps to making a career decision.

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

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

## **EMPLOYMENT ASSISTANCE**

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

Job Listings: The Student Services Office maintains a list of contact persons in a variety of employment fields. Full-time and part-time jobs are posted on our employment opportunity boards located in the Student Services Office. Internet access is also available to search for positions locally, regionally, and nationally. See the Workforce Education Advisor / Placement for assistance.

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

Employer Literature/Application File: Company recruitment literature, videos, and applications are kept on file in the office of the Workforce Education Advisor / Placement. This information is helpful for those preparing for job

interviews or investigating employment opportunities. When a student decides to leave a program either by completion, employment, or for other reasons, the Instructor should be informed and an appointment made with the Workforce Education Advisor / Placement. Since employment assistance continues after a student leaves a program, it is important that each student meet with the Workforce Education Advisor / Placement. All students in training programs will be required to complete competencies that include employability skills and job placement activities.

## **CHILD CARE**

iTECH offers an on-site child care program. Little Indians Pre-School provides a caring, economical, and safe environment for children of our full-time day students/parents while they attend class. A developmentally appropriate program is available for children two years old to school age. Little Indians Pre-School offers a quality program whether it is infant brain stimulation based on the latest research or school readiness as mandated by the State of Florida.

## **COUNSELING SERVICES**

Specialized vocational/career testing and counseling are available for students. The iTECH counseling office is open during school hours from 8:00 a.m. until 3:00 p.m. An appointment is not necessary in most cases. Career counseling and/or investigation are important parts of the counseling services that are provided. When a student decides to leave a program for any reason, he or she must make an appointment the Workforce Education Advisor / Placement for an exit interview.

## **FINANCIAL AID**

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

- Be a citizen or eligible non-citizen with valid Social Security number.
- Enroll in an eligible program.
- Qualify for financial need through [FAFSA](#) and iTECH process.
- Maintain satisfactory attendance and academic progress once enrolled.

For more information and applications, contact the Workforce Advisor/Financial Aid in the Registration Office.

## **SPECIALIZED STUDENT SERVICES**

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

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

- Job Retention Skills

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

## **STAFF**

### **iTECH ADMINISTRATION**

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

**KIRKLAND, Troyanne . . . . .Asst. Principal**  
M.A. University of South Florida  
B.A. Florida State University

**CHRISTIANSON, Diane . . . . .Coordinator**  
M.Ed. University of South Florida  
B.A. California State University

### **STUDENT SERVICES**

**IACOVONE, Nancy . . . . .Advisor/Placement**  
M.A. Canisius College  
B.A. Canisius College

**Rancy, Anicca . . Advisor/Financial Aid**  
M.S. Nova Southeastern University  
B.S. International College  
A.A. Edison Community College

### **FACULTY**

**ABDO, Christopher . . . . . Culinary Arts**

**ANTONIA, Michele . . . . .Adult Education**  
M.Ed. California University of Pennsylvania  
B.S. California University of Pennsylvania

**CARRAWAY, Brian.....Computer Systems  
Technology**

**CUSACK, Helene . . . . . ELL Education**  
M.A. University of South Florida  
M.A. New Mexico State University  
B.A. New Mexico State University

**DETTIS, Johnna . . . . .Director of Nursing**

**DOMINGUEZ, Gloria . . . . . ELL Education**  
MPA. New York Institute of Technology  
B.S. New York Institute of Technology  
CPA Institute Central, Honduras.

**HERNANDEZ, Jaime . . . . .Multimedia Design**  
B.A. University of South Florida  
A.A. Edison College

**JACOBSON, Barbara . . . Business Technology**  
B.S. University of Minnesota, Duluth  
Voc. Cert. University of Minnesota, Duluth  
A.A. Mesabi Community College

**MILLER, Geraldine . . . Early Childhood Ed.**

**RAMSEY, Paulette . . . . .Health Science**  
R.N., Cleveland Metropolitan General Hospital  
A.R.N.P., University of Virginia  
B.A., Sweet Briar College  
M.S., Longwood College

**WALL, Phillip . . . . .Automotive Service Tech**  
ASE Master Mechanic

**WILLIAMS, Gerald . . Architectural Drafting  
& Building Construction Technology**

**WOODS, Lana.....Health Science**

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

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