

# Student Handbook & Policy Manual



SWFPSA is an extension campus of:



*Todd G. Everly, Director*



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## SCHOOL ACCREDITATIONS

The Southwest Florida Public Service Academy an extension campus of Fort Myers Technical College is accredited by the Commission of the Council on Occupational Education (COE). The Commission of the Council on Occupational Education (COE) is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 and may be contacted at (770) 396-3898, [www.council.org](http://www.council.org).

In March 2014, the External Review team recommended that The School District of Lee County be accredited by the AdvancED Accreditation Commission for a full system-wide, 5-year term of accreditation which includes our technical career colleges. North Center Association on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED.

In addition, a number of programs have been approved, certified, and/or recognized by the military, sponsoring agencies, and professional organizations.

## PROGRAM ACCREDITATIONS

Both technical colleges are approved as training sites by the State Approving Agency under the Florida Department of Veterans Affairs and the State Board of Nursing.

The Southwest Florida Public Service Academy an extension campus of Fort Myers Technical College (FMTC) is approved as a training site by the Florida Department of Law Enforcement/Criminal Justice Standards and Training Commission for our Criminal Justice Academy Programs, which includes Law Enforcement, Crossover from Corrections to Law Enforcement, Corrections and Crossover from Law Enforcement to Corrections.

*\*Important Information about the educational debt, earnings, and completion rates of students who attended this program can be found at the following link: [http://swfpsa.org/NEW\\_SITE/wp-content/uploads/2017/03/43.0107-Gedt\\_LE.html](http://swfpsa.org/NEW_SITE/wp-content/uploads/2017/03/43.0107-Gedt_LE.html)*

The Southwest Florida Public Service Academy an extension campus of Fort Myers Technical College is an approved training site by the Florida Bureau of Fire Standards and Training as well as the Florida Department of Health for our Fire Academy Programs, which include Fire I, Fire II and Emergency Medical Technician.

Cape Coral Technical College, Fort Myers Technical College, and Southwest Florida Public Service Academy, in fulfilling their responsibility to the educational process, obligate themselves to ensure that every reasonable effort is made to protect all students and staff members from exposure to discriminatory conditions. All students and staff members have equal rights to participate in, and benefit from, any activity, program, or course irrespective of race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability. All students and staff members are prohibited from conducting school related-business with any entity that does not prohibit discrimination.

## A MESSAGE FROM THE DIRECTOR

I personally wanted to congratulate you for your interest in joining The Southwest Florida Public Service Academy. Enrolling in a training academy is the first step in beginning a career in Public Service. The Academy staff is devoted to providing the absolute best training possible to prepare you for your new career in Criminal Justice and Firefighting. At the Academy you can train to become a certified Law Enforcement Officer, Correctional Officer, Firefighter or an EMT. The demands in these fields are great but the satisfaction is even greater.

In order that you can continue your education throughout your entire career, the Southwest Florida Public Service Academy provides additional training in Advanced and Specialized courses. The instructors at this Academy are certified by the Criminal Justice Standards and Training Commission, the Bureau of Fire Standards and Training, and the State Department of Health and they are currently working in the field and are considered experts in their field of study. The purpose of these highly qualified instructors is to ensure that you receive the most accurate up-to-date information that is pertinent to your occupation.

We are proud of the fact that this is the 7<sup>th</sup> largest Criminal Justice Academy out of the 41 in the entire State of Florida and one of the top-rated state fire schools. The passing rate of our students on the state certification examinations places us as one of the top academies consistently over the past several years.

If you have any concerns, please always feel free to contact me or my staff in order that we may better serve you. I wish you the best of luck in your pursuit in a career in the Public Service profession.

*Todd G. Everby, M.P.A.*

Director, SWFPSA  
School District of Lee County

# Southwest Florida Public Service Academy

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## **ARTICLE I: INTRODUCTION**

### **SECTION 1.01 INTRODUCTION:**

The Southwest Florida Public Service Academy's recruit programs are designed to provide entry level training to students who have not yet entered the law enforcement, corrections, firefighting or EMT fields.

### **SECTION 1.02 PHILOSOPHY:**

We believe in Education, Duty, Honor and Teamwork. The responsibility of the Southwest Florida Public Service Academy is to earn the public's trust by maintaining a high standard of training for recruits to be effective law enforcement officers, correctional officers, firefighters, EMTs and honorable public officials.

Upon graduation our recruits will:

- I. Master the physical and mental tasks required of entry-level employees as prescribed by Florida State Statutes and the agencies contained in the Academy's service area.
- II. Represent their profession with honor and dignity.
- III. Strive to better themselves, their profession, and their community.

### **SECTION 1.03 PURPOSE:**

The Basic Recruit Programs provide the minimum standards of training required for employment as a law enforcement officer, correctional officer, firefighter or EMT. The programs focus on developing the skills, work habits, and the knowledge necessary to ensure successful employment.

The Southwest Florida Public Service Academy strives to provide learning experiences which will qualify students for general duty in the fire service and in the sworn criminal justice fields of corrections and law enforcement.

The Southwest Florida Public Service Academy shall also provide advanced and specialized training which is needed to advance the management and technical skills of law enforcement officers, correctional officers, probation and parole officers, certified firefighters and EMTs already serving in the field.

### **SECTION 1.04 MISSION STATEMENT:**

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The mission of the Southwest Florida Public Service Academy is to offer high quality programs that:

- I. Train individuals for employment in the Criminal Justice fields of Law Enforcement, Corrections, Probation, Parole, EMT and Fire Service.

- II. Enable those currently employed to upgrade job skills for career advancement.
- III. Respond to the public service educational needs of the agencies, citizens, communities, and industries in the Academy's service area.

## **ARTICLE II: TUITION, WITHDRAWAL & FEE POLICIES/REGULATIONS**

### **SECTION 2.01 TUITION POLICY:**

Tuition charges at the Academy are calculated based on the programs scheduled hours. Tuition is charged for all of the Academy basic recruit programs and certain advanced and specialized classes. Tuition is charged to students for the entire amount of the course prior to the start date.

### **SECTION 2.02 FEE REGULATIONS:**

Hourly Fees are regulated and determined by the Florida State Legislature and are subject to increase from one school year to the next, and in certain exceptional instances may increase during a school year.

### **SECTION 2.03 PAYMENT REQUIREMENTS:**

All fees are due on or before class orientation day. There will be no admission without payment of fees. Students that are unable to pay the fee must complete an application for financial aid and obtain permission to attend prior to class orientation. The admission process will be interrupted until financial aid has been confirmed.

### **SECTION 2.04 IMPLICATIONS FOR AN OUTSTANDING BALANCE DUE THE SWFPSA:**

Transcripts or copies of Certificates of Completion will not be released to any other educational institution or licensing agency if the student has an outstanding balance due to the Public Service Academy.

### **SECTION 2.05 RETURNED CHECKS:**

A processing fee on a returned check may be charged. Checks returned will require a cash payment to clear.

### **SECTION 2.06 TUITION REFUND POLICY:**

Students who withdraw from the program after five (5) days or are separated from the program due to failure to meet the standards or a disciplinary infraction forfeit all fees and tuition.

### **SECTION 2.07 TUITION REFUND POLICY FOR TITLE IV RECIPIENTS:**

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

For any Title IV recipient terminating his/her program of study after entering the institution and before completing the program, a Return of Title IV funds calculation will be performed to determine

the amount that a student has earned and the amount that must be returned.

Examples of Return of Title IV funds calculations are available in the Financial Aid Office.

The student is obligated for any tuition, fees, books, or equipment not covered by the Title IV funds.

### **ARTICLE III: FINANCIAL AID SERVICES**

#### **SECTION 3.01 GENERAL:**

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. Federal financial aid is not available for programs less than 600 clock hours. The school's standard for satisfactory progress must be maintained throughout the length of the program to remain eligible for federal financial aid. Other financial aid programs may have additional requirements.

The technical colleges' financial aid awards are contingent upon receipt of funds. Sources include but are not limited to Federal Pell Grant, Florida Bright Futures, Florida Prepaid Tuition, state grants, local scholarships, and outside agencies.

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

#### **SECTION 3.02 SATISFACTORY ACADEMIC POLICY (SAP):**

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Administrator will require a progress report to be completed by the student's instructor and submitted to the Financial Aid Office prior to each disbursement.

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

**Academic Progress** is defined as:

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

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

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

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

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

## **ARTICLE IV: VETERAN AFFAIRS**

### **SECTION 4.01 GENERAL:**

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

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

### **SECTION 4.02 ATTENDANCE POLICY FOR VA STUDENTS:**

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as actual clock-hour time missed.

Students who, for any reason, miss more than 20% of the total scheduled course hours in a calendar month are considered to be in violation of the attendance policy and the student will be placed on attendance probation for one (1) month for unsatisfactory attendance.

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

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

The student's attendance record will be retained in the veterans' file for U.S. Department of Veterans Affairs and State Approving Agency audit purposes. **(The Academy has narrower Attendance Guidelines, please refer to Section 10.09 & 10.10 Attendance & Tardiness).**

### **SECTION 4.03 STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS:**

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

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

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

#### **SECTION 4.04 VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING:**

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

### **ARTICLE V: STUDENT RECORDS**

#### **SECTION 5.01 PRIVACY OF RECORDS:**

By law, student records may not be released without written consent from the student. An exception to this will be school officials and teachers having legitimate educational interest. All others, such as police or officers of the court, must show proper authorization in order to examine student records.

#### **SECTION 5.02 REQUESTS:**

Transcripts of grade and program results will be issued only upon the written request of the student and payment of any applicable fees.

Records received from previous educational institutions are evaluated, and proper credit is awarded and placed in the student's file.

### **ARTICLE VI: STUDENT RIGHTS**

#### **SECTION 6.01 GENERAL:**

Recruits attending courses at the Southwest Florida Public Service Academy have the right to receive the education they have enrolled in and paid for, including the right to equal educational opportunities without regard to race, national origin, sex, disability or marital status. It is the intent of this section to allow students maximum freedom under law, commensurate with the school's responsibility for student health, safety and welfare. Recruits must realize that with every right comes a responsibility and should conduct themselves appropriately on and off campus. Within every school, the Principal or Director and staff have the responsibility and authority for maintaining an orderly educational process.

#### **SECTION 6.02 PURPOSE:**

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. You have certain rights that are protected and give you a voice when you feel that your rights have been violated. The purpose of this section is to make you aware of those rights.

### **SECTION 6.03 HARASSMENT:**

A harasser may be a student or an instructor. Harassment may include any of the following when related to sex, race, national origin, or disability.

### **SECTION 6.04 SEXUAL HARASSMENT:**

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

Examples of conduct which may constitute sexual harassment include:

- a. Touching oneself sexually or talking about one's sexual activities in front of others
- b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- c. Sexually dirty jokes or gestures
- d. Graffiti of sexual nature or notes and cartoons of a sexual nature
- e. Forcing or attempting to coerce or force sexual intercourse or a sexual act on another person
- f. Offensive or graphic posters or book covers
- g. Violent acts
- h. Unwelcomed sexual behavior or words, including demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status

### **SECTION 6.05 HARASSMENT BASED ON RACE OR COLOR:**

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

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

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

- a. Graffiti containing racially offensive language
- b. Name calling, jokes, or rumor

- c. Threatening or conduct directed at another because of the other's race or color
- d. Notes or cartoons
- e. Racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- f. Written or graphic material containing racial comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of a protected class
- g. Any physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, or color
- h. Other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color

#### **SECTION 6.06 HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY:**

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

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

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- a. Graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- b. Threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- c. Jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- d. Ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- e. Written or graphic material containing ethnic comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of a protected class
- f. A physical act of aggression or assault upon another because of, or in a manner reasonably

- related to ethnicity or national origin
- g. Other kinds of aggressive conduct such as theft damage to property which is motivated by national origin or ethnicity

#### **SECTION 6.07 HARASSMENT BASED ON DISABILITY:**

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

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

#### **EXAMPLES OF CONDUCT WHICH MAY CONSTITUTE HARASSMENT BECAUSE OF DISABILITY INCLUDE:**

- a. Graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- b. Threatening or intimidating conduct directed at another because of their physical or mental disability
- c. Jokes, rumors, or name calling based upon an individual's physical or mental disability
- d. Slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- e. Graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- f. A physical act of aggression or assault upon another because of, or in a manner
- g. Reasonably related to an individual's physical or mental disability
- h. Other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

#### **SECTION 6.08 STUDENT PROCEDURES FOR REPORTING ALLEGED CASES OF DISCRIMINATION AND/OR SEXUAL, RACIAL, RELIGIOUS, OR NATIONAL ORIGIN HARASSMENT:**

Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious, or national origin harassment should proceed with the following steps: The complaint must be presented in writing to the director and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the director, the complaint shall be presented to the district's equity coordinator.

All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment. Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation. For those complaints presented to the director, the complainant may request that an additional review be conducted by the district's equal opportunity supervisor responsible for compliance. Established grievance procedures and appropriate discrimination complaint forms are available from the Departments of Professional Standards and Equity or Student Services or the equity coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: Director of Professional Standards & Equity. After receiving this request for additional review, the equity coordinator's office will conduct an investigation. The parties involved will be notified of the results of the investigation.

#### **SECTION 6.09 STUDENTS WITH DISABILITIES:**

All programs, campus organizations, and activities are open to all students regardless of disability. Efforts are made to assist these students to function as independently as possible while attending school. Should special needs arise, the administration and/or Student Services (school counselors) are to be notified.

#### **SECTION 6.10 VOTER'S REGISTRATION:**

CCTC, FMTC, and SWFPSA promote responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available in Students Services, on the schools' website at [www.CapeCoralTech.edu](http://www.CapeCoralTech.edu) or [www.FortMyersTech.edu](http://www.FortMyersTech.edu), [www.swfpsa.org](http://www.swfpsa.org) and/or may be downloaded from the Lee County Government's web site at <http://www.lee.vote/>. In addition, voter registration drives take place on an annual basis.

#### **SECTION 6.11 JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY CAMPUS CRIME STATISTICS ACT:**

Each technical college has a security plan and security personnel. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security. All persons must assume responsibility for their own safety and security of personal belongings. The annual campus safety and security report is posted on each school's website.

#### **SECTION 6.12 FDLE - FLORIDA SEXUAL OFFENDERS AND PREDATORS:**

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

#### **SECTION 6.13 GRIEVANCE PROCEDURE:**

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 an administrator or designee. If the conflict persists, the student may make an appointment with the Director. If the student wishes to challenge the

findings of the Director, he/she may appeal this decision to an appeal committee composed of administrators at The School District of Lee County. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal committee will review the facts of the case and findings of the Director and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of the School District.

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

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

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

#### **SECTION 6.14 PRIVACY OF RECORDS:**

The Student Services Department is the custodian of student records. The Lee County School Board's Policy 4.19, regarding student records, concerns the privacy of student records and is available for inspection during normal school hours. The policy outlines the right to review, copy, and challenge records as well as the right of a hearing and the right to waive access to letters or statements of recommendations or evaluations.

#### **SECTION 6.15 FAMILY RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RELEASE:**

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

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' education records. Student records are confidential. Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child's records upon request. The Family Educational Rights and Privacy Act (FERPA), Florida Statutes (F.S.) 1002.22 and 1002.221, and SB Policy 5100.1 affords parents, guardians, or eligible students certain rights with respect to the student's education records. An "eligible student" means a student who has reached the age of 18 or who is attending a postsecondary institution at any age. Once a student becomes an "eligible student," the rights afforded his or her parents under FERPA transfer to that student.

#### **SECTION 6.16 STUDENT RECORDS DISCLOSURE:**

The School District of Lee County maintains educational records in accordance with state and federal laws. Copies of The School District of Lee County's policy notice for student records disclosure are available for public use, during school hours, at each school or at The School District of Lee County, 2855 Colonial Blvd., Fort Myers, Florida, between 7:30 A.M. and 4:30 P.M. Monday through Friday.

## **ARTICLE VII: COUNSELING & GUIDANCE**

### **SECTION 7.01 GENERAL:**

The school maintains professional counseling services for the student so that assistance can be rendered to the student in the areas of testing, test interpretation, financial aid, program placement, and career development. For counseling, please call 334-4544, for an appointment.

### **SECTION 7.02 PURPOSE**

The counseling program assists students in clarifying educational and vocational objectives, developing study skills and habits, and dealing with personal concerns.

Counselors meet with individuals or small groups to provide assistance. Post-secondary students will be assigned alphabetically and divided equally between the two counselors.

Information on career choices, advantages of nontraditional training and assisting students in preparing individualized career plans is also available through the Guidance Office. Individual counseling is available to program participants.

## **ARTICLE VIII: ACADEMY RULES AND REGULATIONS**

### **SECTION 8.01 GENERAL CONDUCT & REQUIREMENTS:**

All recruits/students are expected to hold themselves to high standard and shall follow academy rules and regulations. Failure to adhere to set standards within this handbook will result in the issuance of a Corrective Consultation Report. These reports are designed to ensure a highly disciplined learning environment by documenting rule violations and progressively increasing disciplinary actions until the unacceptable behavior is corrected or the recruit is removed from the program. Agencies of sponsored students will be notified of issues regarding conduct/discipline.

- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> corrective consultation reports - documented meeting with Program Coordinator.
- 4<sup>th</sup> corrective consultation report - documented meeting with Academy Associate Director or Director
- 5<sup>th</sup> corrective consultation report - removal from program

#### ***Examples which will likely lead to the issuance of a corrective consultation:***

- Failure to follow orders as issued by the Director, Associate Director, Coordinator, Instructor, Officer of the Day, or Academy Staff.
- Blatant Safety Violations as determined by the Instructional Staff.

- Talking on cell phones without specific permission in any area other than a personal vehicle.
- Uniform violations such as the wearing of civilian clothing in combination with the Academy Uniform.
- Sleeping in class.
- Disrespect to fellow students, staff, or citizens.
- Conduct which brings shame to the profession, the agency, or the academy.
- Failure to participate in classroom or physical training.
- Unapproved absences or tardiness.
- Eating in the classroom.
- Failing a uniform inspection.
- Failure to meet hygiene and grooming requirements.

Recruits/students will not be disruptive, uncooperative, engage in horseplay, loaf, waste time, gossip, or conduct personal business during scheduled class hours.

Recruits/students will conduct themselves on and off-duty in such a manner that their actions and behavior reflect favorably on the SWFPSA. Recruits will not engage in conduct which discredits the SWFPSA or which impairs the operations/administration of the SWFPSA.

The most important public or human relations principle is to "do unto others as you would have them do unto you". All recruits/students will:

- a. Treat Academy Staff, fellow recruits and citizens in a polite and courteous manner.
- b. Communicate in a calm professional manner.
- c. Will not use sarcasm.
- d. Maintain a businesslike demeanor.
- e. Will not use or communicate insults.
- f. Will not treat the Academy Staff or fellow recruits in an inferior or patronizing manner.
- g. Provide information to which the Academy is entitled when available.
- h. In the performance of their duties, recruits will not use coarse, violent, profane or insolent language or gestures, and will not express any prejudice concerning race, religion, politics, national origin, or lifestyle.

Recruits/students will not feign illness or injury, falsely report themselves ill or injured, or otherwise

deceive or attempt to deceive any official of the Academy, or any other governmental agency or any individual authorized to conduct such an inquiry as to the condition of their health.

Except as necessary in the performance of official duties, or where unavoidable because of family relationships, recruits/students will avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment, or present or past involvement in felonious or criminal behavior.

Recruits/students will not publicly criticize or ridicule the SWFPSA, its policies, or other recruits by speech, writing or other expression which is defamatory, obscene, unlawful, or undermines the effectiveness of the SWFPSA.

Recruits/students will operate SWFPSA vehicles, and equipment in a careful and prudent manner, and will obey all laws and all SWFPSA policies, rules, and directives pertaining to such operation. Revocation or suspension of any driver license shall be reported to the SWFPSA immediately.

When a recruit becomes the subject of a criminal investigation, has been arrested, or has been issued a citation for an infraction, the member will immediately notify his or her coordinator and inform the coordinator of the circumstances surrounding the incident.

Recruits will not engage in any conduct that constitutes racial, ethnic, age, disability, marital status, political affiliation or gender harassment. The term racial, ethnic, or gender harassment, within the context of SWFPSA enrollment, includes any action which may reasonably be interpreted as derogatory to a particular race, ethnicity or gender and such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive recruit environment.

#### **SECTION 8.02 PROFESSIONALISM, FRATERNIZATION AND PERSONAL USE OF SOCIAL MEDIA:**

The policy of this academy is to maintain a high level of professionalism both during normal operating hours of the academy and non-operational hours. Internet, personal profiles, blogs, forums, chat rooms, Twitter, the world wide web, electronic dating services, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of this academy.

Academy students shall not post, or in any other way broadcast information on the internet or other medium of communication the business of this agency or its personnel, either directly or indirectly to include but not limited to:

- a. No sexual, violent, racial, ethnically derogatory material, weaponry, offensive comments, pictures, artwork and absolutely no reference to the Academy.
- b. No photos that depict uniforms, logos, patches, marked units, or other identifying symbol(s) of this academy unless approved by academy staff. Devices that capture images are prohibited on academy grounds.
- c. No accounts of events which occur within this academy.
- d. No photos of agency training, activities, testing materials or work-related assignments.
- e. Any other material, text, audio, video, photograph, or image which would be identifiable to

this agency or which would be detrimental to the mission and function of this academy.

Recruits shall maintain professional conduct at all times while on campus or off campus while participating in academy sponsored events. All interactions between Students and Staff are to be maintained at a professional level and related to academy business; to include the following:

- a. Recruits shall not fraternize with Academy staff and instructors on or off campus.
- b. To fraternize means to spend time socially or to enter into a sexual relationship with someone whom you should not be friendly or intimate due to their position or rank.
- c. All interactions between Academy staff or instructors and students will be confined to program related activities, at approved locations for the full duration of the recruit's enrollment in the academy.
- d. Instructor involved study groups and assistance will be permitted only at the Southwest Florida Public Service Academy building or other Academy training facilities.
- e. Recruits are required to inform the Coordinator and/or Associate Director or Director of a previous personal relationship(s) with any Academy staff or instructors. If a previous personal relationship exists, that instructor or Academy staff will not be placed in a position which would involve evaluating or grading the performance or examination of said Recruit.

#### **SECTION 8.03 USE OF DRUGS, SMOKING AND GAMBLING:**

The use of drugs or alcohol is prohibited. Recruits reporting to class smelling of alcoholic beverages or in a state of apparent intoxication will be removed from the class immediately, and may be separated from the program. Firefighter and Criminal Justice recruits are subject to drug testing.

Recruits taking prescription drugs which may impair judgment or motor skills must report their condition to their program coordinator or instructor immediately.

The use of tobacco products is prohibited for firefighter recruits. All other recruits are allowed the use of tobacco products in designated smoking areas only. This includes the use of chewing & dipping tobacco.

Illegal gambling is prohibited.

#### **SECTION 8.04 DAMAGE TO PROPERTY:**

Damage to school property as a result of negligence or carelessness will result in disciplinary action with the responsible party being liable for replacement or repair costs.

#### **SECTION 8.05 FIREARMS POLICY:**

No firearms are permitted on campus unless carried by a certified Law Enforcement Officer in accordance with their agencies policies and Florida State Statutes, or a retired officer who meets the requirements under H.R. 218.

#### **SECTION 8.06 RECRUIT CONDUCT ON CAMPUS**

Recruits will conduct themselves in a professional and courteous manner at all times while on campus

and understand that the Academy is run in a paramilitary fashion with the same principles of conduct that govern the military, law enforcement agencies and other such institutions. In keeping with the high standards of such agencies Academy **RECRUITS WILL:**

- a. Be covered “hat on” while outside of buildings and will uncover while inside of buildings or during uniform inspection when the command is given to uncover.
- b. Not carry any equipment on the right side. This will aid in rendering proper honors and salutes.
- c. “Double time” to any location where urgency is needed or when the command is given by an instructor.
- d. Be responsible for the proper care of the equipment issued to them by the Academy or agency.
- e. Notify Academy staff of any changes in address or phone numbers as soon as the change becomes effective.
- f. NOT enter the Academy office front door area. Recruits will use the rear office entrances. Recruits will wait to be acknowledged before entering. Additionally, recruits will stand at “attention” while addressing any Academy Staff, unless the Staff member places the Recruit to command “at Ease”.
- g. Address all Academy staff as “Sir” or “Ma’am” in hallways, on campus, out of campus, or while in uniform at any sponsored event.
- h. Give “right of way” to any instructor by standing at “attention” upon visual contact of the instructor.
- i. Be in Class “A” uniform off campus for lunch and will make an extra effort to be polite and professional during citizen contact. Any report by any citizen which states that a recruit was unprofessional will result in an immediate conference with the Director, possible disciplinary action, or separation from the program.
- j. Not exceed the posted speed limit of 10 mph and refrain from any obnoxious driving, loud music, or unsafe maneuvers.
- k. Park only in designated parking areas. Parking on the grass is not permitted. Recruits will avoid walking on the grass.
- l. Will sound off “Recruit (name) reporting as ordered Sir or Ma’am” and will remain at attention until told to “carry on” or placed “at ease” as requested by an instructor
- m. Will report as required a rule violation by others to the instructor.
- n. Obey all Federal, State, and local laws as well as the Public Service Academy’s rules and regulations.

#### **Section 8.07 RECRUIT GROOMING, UNIFORM, AND CLOTHING REQUIREMENTS:**

Recruits at the Southwest Florida Public Service Academy represent Firefighters, EMTs and the

Criminal Justice Personnel. Proper uniform wear and recruit appearance will be checked during regular inspections.

#### **GENERAL:**

- All recruits shall maintain a professional appearance at all times while attending Academy functions or while wearing the Academy uniform.
- All recruits shall maintain personal hygiene and keep themselves neat and clean
- Recruits will avoid eccentricities in their personal appearance. Tattoos on the face, neck, head or hands must be covered. Visible tattoos depicting nudity, sexual acts, or that display obscene, racial, sexist or vulgar words are prohibited.
- Recruits are allowed to wear one ring and one watch, which may have to be removed for various exercises. All other jewelry is prohibited.
- Both male and female recruits will not wear any piercing ornaments to include earrings.
- Both male and female recruits will not have their fingernails extend beyond the end of the finger.

#### **HAIR:**

- Hair will be neat, clean, trimmed, and present a groomed appearance.
- If the hair is dyed, only natural shades will be permitted.

#### **MALE RECRUIT:**

- Hair will not completely cover any part of the ear and will not extend below the ear.
- Hair will not extend ½ inch below the top of the collar.
- Sideburns shall not extend below the bottom of the ear, shall not be flared, and shall not connect with a mustache.
- A neatly trimmed mustache may be worn but shall not extend below the upper lip or beyond the corners of the mouth.
- The face will be clean shaven other than the wearing of an acceptable mustache and sideburns. Beards and goatees are prohibited.

#### **FEMALE RECRUITS:**

- Females shall wear their hair in a clean, neat, and professional manner.
- Female recruits will wear their hair, so it does not extend ½ inch beyond the collar, does not interfere with the wearing of hats or protective equipment, and does not present a safety hazard.

#### **CLOTHING:**

- The Academy uniform represents a recruit's readiness for work. Any recruit who is found to be out of uniform or who is wearing the incorrect uniform combination will be subject to discipline.
- Clothing will be neat, clean, starched, pressed, and heavily creased as is appropriate for the particular garment.
- Recruits will wear the appropriate uniform combination as designated by the schedule or the instructor.
- The Southwest Florida Public Service Academy Patch will be worn on the right shoulder of the BDU uniform shirt.
- If the recruit is sponsored by an agency, the recruit will wear their agency patch on the left shoulder.
- If the recruit is an EMT student, the uniform will be clearly worn while on Field or clinical internship.

#### **IF THE RECRUIT IS AN OPEN ENROLLMENT STUDENT:**

- The Southwest Florida Criminal Justice Academy Patch will be worn on the left shoulder for Law Enforcement and Correctional Officer recruits.
- The Fort Myers Fire Academy Patch will be worn on the left shoulder for Firefighter Recruits.
- BDU shirts will be worn tucked in the pants and will appear as a good fit when standing at attention.
- When wearing the Class A or Class B uniform, BDU pants will be tightly bloused, will not be wrinkled where the pant meets the boot, and will appear as a good fit when standing at attention.
- It is strictly forbidden to mix civilian clothing with academy uniforms.
- When wearing the Class C uniform, BDU pants will not be bloused and will be hemmed to appear as a good fit when standing at attention.
- A blue web belt with a silver buckle and tip is to be worn by firefighter recruits.
- A black under belt is to be worn by criminal justice recruits.

#### **ACADEMY UNIFORM COMBINATIONS:**

Clothing Item	Class A	Class B	Class C	Class PT
BDU Shirt	X			
BDU Pants	X	X	X	
Belt	X	X	X	
Academy T Shirt	X	X	X	X
Academy Shorts				X
* Boots	X	X		

Athletic Shoes			X	X
Socks			X	X

- The belt shall be trimmed to fit the buckle and present a uniform gig line.

## **FOOTWEAR:**

- Running shoes of a style and brand to be determined by the recruit shall be worn as part of the PT and Class “C” uniform.
- Running shoes should be of a good supportive quality to promote foot care. It is recommended that an additional set of sneakers be obtained, for use with the class C uniform.
- Running Shoes will only be worn as a part of the PT and Class “C” uniform.
- Class “A” footwear shall be a standard 8-inch Black boot, of the style and type approved by the employing agency. Low cut or ankle boots are not acceptable.
- Boots will be serviceable, polished to a shine, always laced, and appear in serviceable condition.

## **SECTION 8.08 ROLL CALL AND INSPECTIONS:**

### **FIRE ACADEMY/EMT ACADEMY GENERAL:**

The fire academy uses a “Personal Accountability Report” (PAR) to take attendance every morning and after each break throughout the day. The PAR system is used to assure every crew member is safe and accounted for and was derived from the Incident Command System employed by the fire service today. The PAR system is such a critical component of any fire ground operation that recruits learn to use the system in the academy. The officer of the day will let the lead instructor know that their class has a “PAR” when asked. When asked if the class has a PAR the OD will respond:

“We have a PAR (Sir or Ma’am)” if all are present

“We have a PAR minus (1,2,3, etc.,) Sir or Ma’am” if a recruit is missing or absent

### **ROLL CALL AND INSPECTIONS PROCEDURE:**

Morning roll call for Criminal justice and Personal Accountability Report for fire will be held every day at 7:00 am. Personal Accountability Report for EMT will be held every day at beginning of class.

The Officer of the Day (OD) will conduct roll call and note any absent or tardy recruits on the class roster.

After the completion of roll call for Criminal Justice and Personal Accountability Report for Fire/EMT, physical conditioning, drill & ceremony, or other predetermined activities will begin.

Uniform inspections will take place daily at flag ceremony.

## **SECTION 8.09 ATTENDANCE:**

## General:

The Bureau of Fire Standards and Training, the Criminal Justice Standards & Training Commission and the Florida Department of Health dictates the number of class hours required for certification. Programs do not allow for any absences.

The Academy staff will deal with absenteeism on a case by case basis. The recruit must be aware that missing just one day, depending on the subject matter, could result in removal of the program.

## Policy:

- Recruits missing excessive percentage of required curriculum, even with approved absences, may be subjected to removal from program. Each situation of excessive leave will be reviewed by the Program Coordinator, Associate Director and/or Director, albeit, agency student absentee policies may differ from that of the academy.
- Recruits must make up all material covered in High Liability subject areas on an hour by hour basis. The cost of such make up time may be the responsibility of the student. ***(The Training Center Director, Associate Director or designee shall determine the content and quality of make-up work per 11B-35.011)***
- Any absenteeism is to be reported to the program coordinator at least one hour prior to roll call.
- If the program coordinator cannot be reached, the recruit will call the Academy Office and speak to an Academy Staff member.
- The recruit is also responsible to report their absenteeism to their employing agency if they have one.
- If the absenteeism is not approved by the Academy coordinator, the recruit will be removed from the program.

## SECTION 8.10 TARDINESS:

### General:

The fire, ems, and police services have never tolerated tardiness and neither does the Public Service Academy. Our professions are built on a tradition of public trust. When called to the scene of an incident, we arrive promptly, prepared, and without delay.

Furthermore, tardiness shows a lack of respect for the Academy, the training program, the instructors, and your fellow students.

### Policy:

- Recruits are required to notify the Academy coordinator if they anticipate being late.
- If the Academy coordinator cannot be notified, the recruit is required to call the Academy office.

- The recruit will complete an Incident Report for every instance of tardiness explaining the circumstances surrounding incident and who they notified.
- The Officer of the Day is required to document tardiness on the class roster and personally notify the program coordinator.

**In the event a recruit is absent/tardy and the event is approved by the program coordinator, the recruit will complete an incident report explaining the circumstances resulting in the absence/tardiness, and list the names of the Academy and Agency staff members they personally notified.**

- A two-page double-spaced typed report in APA format will be required for each hour of lecture or practicum time missed (other than the high-liability areas).
- The report topic will be the subject(s) missed and is due one business day after the recruit returns to class.
- Each recruit will obtain a makeup work cover sheet from the Officer of the Day, and attach it to their makeup work for the Coordinator's and Director's approval.
- Failure to turn an assignment in on time will result in a Corrective Consultation report for Criminal Justice or the issuance of an incident report for Fire and can result in a separation from the program.
- Makeup work must be original work. Recruits who plagiarize or otherwise "Copy & Paste" material and claim it as their own violate the moral character clause and they will be immediately removed from the Academy.

### **SECTION 8.11 CLASSROOM ETIQUETTE:**

#### **General:**

Officer of the Day will call the class to attention twice a day; at the beginning of the morning session and the beginning of the afternoon session. The class will be called to attention as the instructor enters the room or drill area. The instructor will have the students take their seats, or set the class at ease.

#### **Policy:**

- Students will report to class in the appropriate uniform as indicated by the schedule or the instructor.
- Breaks shall be given at the discretion of the instructor. Students must return to class prior to the end of each break. Tardiness in returning from breaks will not be tolerated.
- All instructors are to be addressed by their title as appropriate, together with their last name. Examples: Captain Jameson, Mr. McGee, Instructor Thomas. A Recruit will NEVER refer to a staff member by their first name, even if the instructor prefers this.

- Profane, obscene, or vulgar language and/or conduct will not be tolerated and can result in disciplinary action and removal from the program.
- Cheating will not be tolerated and will result in disciplinary action and removal from the program.
- The student shall be prepared for class; this includes pencils, pens, study materials, and all of the required training gear.
- Students shall sit in chairs and not rock or recline. Recruits will not place their feet on tables.
- No fire boots or turnout gear is to be worn in the classroom unless specifically instructed to do so.
- Food is not allowed in classrooms. Beverages need to be in a sealable container or have lid.
- FIRE program recruits are prohibited from consuming energy drinks.
- Recruits found with cell phones, smart watches or pagers in class without specific permission will receive immediate disciplinary action and may be separated from the program. Pagers, smart watches and cell phones will never be worn and will remain in vehicles. Special consideration can be given for extenuating circumstances such as a pregnant spouse, etc. Approval must be obtained in writing by the program coordinator.
- Recording devices are not allowed in the classroom or drill area without the permission of the instructor.
- Portable Music Devices such as CD players, MP3 Players, or any devices requiring the use of headphones are strictly prohibited and are not allowed on campus. Any student found to have these devices on campus or at any auxiliary training location will receive immediate disciplinary action.
- Each student may be assigned a seat in the classroom and will keep that seat for the duration of the training program.

#### **SECTION 8.12 DRILL FIELD PROCEDURES:**

Full turnout gear will be worn for all practical drills, unless otherwise indicated by the instructor.

Horseplay is a behavior and safety violation which can lead to disciplinary action or separation from the program. Horseplay will not be tolerated.

Recruits will obey all orders given by Academy staff immediately.

Students who need to leave the training area for any reason must first secure permission from the instructor. This is a serious safety violation and could be cause for disciplinary action or removal from the program.

Any equipment used by the student that is not provided by the Academy must be approved by the instructor prior to use.

## **SECTION 8.13 TELEPHONE USAGE:**

### **General:**

Recruit time at the Academy is expected to be attentive to classroom instruction, exercises, activities, and all other aspects of learning and training required to be successful in your respective Academy. Therefore, telephone usage must be limited to emergency situations and requires permission from your Coordinator. The following Policy must be adhered to.

### **Policy:**

- Office telephones will not be used for personal calls at any time.
- Recruits will not, under any circumstances, make a long distance personal call that is billed to the Academy.
- Telephone messages will not be delivered to recruits during class periods except in emergencies. Please advise family members of this policy. The emergency phone number is 334-3897. Family members will be asked to explain the nature of the emergency before class will be interrupted.
- Please check the message board/bulletin board in the main Academy building often.
- Cell phones and smart watches are not part of the authorized academy uniform and will not be worn.
- Cell phones and smart watches will be kept in the personal vehicle and never used in class or around the Academy Building. Please refer to Section 10.11 Classroom Etiquette. ***(Each Program Coordinator may deviate cell phone usage for emergency or unusual circumstances.)***
- Under no circumstance will cell phones or smart watches be allowed in the bathroom or shower areas. Any student found with a cell phone or smart watch in these areas will be removed from the Academy Training Program.
- Cell phones that ring during any training session, indoors or outdoors, will result in the responsible party receiving disciplinary action.

## **SECTION 8.14 PHYSICAL TRAINING (PT):**

Physical conditioning exercises will be conducted immediately after roll call for Criminal Justice and Personal Accountability Reporting for Fire.

Stretching and warm-up exercises will be conducted prior to running.

Exercises required by the school will be done correctly utilizing full movements to accomplish the desired effect. The Instructor will observe exercises to ensure students fulfill this Academy requirement.

Running is a requirement of the Academy. ALL TRAINEES will participate.

## **SECTION 8.15 FIRE ACADEMY/EMT ACADEMY INCIDENT REPORTING:**

### **INCIDENT REPORTING GENERAL:**

All Incidents, either positive or negative, are documented on Incident Reports, which are found in the Fire/EMT recruit classroom, OD clipboard or from the Fire/EMT Coordinator. All incident reports are to be turned in to the Fire/EMT Coordinator, to be reviewed and placed in the recruit's file, and if needed, forwarded to the Academy Director. If a recruit has more than 3 negative Incident Reports the recruit will be counseled by the Fire/EMT Coordinator. If a Fire/EMT recruit obtains a total of 5 negative incident reports the recruit will have a meeting scheduled with the Fire/EMT Coordinator and Academy Director, and possibly be removed from the program.

### ***Examples which will likely lead to the issuance of an incident report:***

- Failure to follow orders as issued by the Director, Coordinator, Instructor, Officer of the Day, or Academy Staff.
- Blatant Safety Violations as determined by the Instructional Staff.
- Talking on cell phones without specific permission in any area other than a personal vehicle.
- Uniform violations such as the wearing of civilian clothing in combination with the Academy Uniform.
- Sleeping in class.
- Disrespect to fellow students, staff, or citizens.
- Conduct which brings shame to the profession, the agency, or the academy.
- Failure to participate in classroom or physical training.
- Unapproved absences or tardiness.
- Eating or drinking in the classroom.
- Failing a uniform inspection.
- Failure to meet hygiene and grooming requirements.

## **ARTICLE IX: INJURY OR ILLNESS**

### **SECTION 9.01 REPORTING INJURIES/ILLNESS:**

Any injury or illness, whether occurring during class or not, must be reported.

If a recruit is injured during class, a First Report of Injury form must be submitted.

When consultation or treatment by a physician is needed, the recruit shall submit an Incident Report and attach a signed statement from the physician explaining the injury/illness and any physical limitations on activity.

The physician must specify the date full training may be resumed.

## **ARTICLE X: SITE AND EQUIPMENT PREVENTATIVE MAINTENANCE**

### **SECTION 10.01 PREVENTIVE AND REGULAR MAINTENANCE OF FACILITIES AND EQUIPMENT:**

Trainees will share in the responsibility of maintaining classrooms, facilities, and equipment.

Assignments will be given by the instructor.

Vehicles and equipment will be cleaned and returned to their proper place after each activity. Any damage to any equipment will be reported immediately to the Instructor or the Academy Staff.

For Fire Academy Recruits: All hoses will be washed after use and hung on the drying rack and later returned the storage room or apparatus.

For EMT Academy Recruits: All equipment used during lab activities will be placed back where found in an organized and restocked manner.

## **ARTICLE XI: FIREFIGHTER/EMT PROGRAM EVALUATION**

### **Section 11.01 FIREFIGHTER:**

All tests, both written and practical, shall require maintenance of a percentage score of 70% on each subject listed in the prescribed Firefighter I and Firefighter II courses. Students whose average falls below 70% shall be removed from the program. (FSS 69A-37.056)

If a minimum score of 70% is not achieved on any test, the student shall be afforded a one-time makeup examination to achieve the required 70%. Tests used shall be designed to encompass all the significant contents of the subjects being taught. (FSS 69A-37.056)

There are 28 exams. Academic excellence is expected, and a substantial amount of studying is required to pass the course. Students not meeting the physical or academic requirements as outlined in FSS 69A-37 will be separated from the program.

Three (3) test failures in the Minimum Standards Program (Firefighter I & Firefighter II) will result in the student being dismissed from the program.

All students must pass all final exams, both written and practical with at least a minimum score of 70%. Students will be allowed one re-test.

The Southwest Florida Public Service Academy requires recruits to maintain an academic average of at least 70%; failure to do so will result in academic probation.

Upon graduation, recruits who are on academic probation will not be recommended for hire by the Academy.

Cheating will result in immediate removal from the program.

No online test shall be taken at home under any circumstance, doing so could cause immediate removal from the program.

## **Section 11.02 Emergency Medical Technician:**

All tests, both written and practical, shall require maintenance of a percentage score of 70% on each subject listed in the prescribed EMT Course. Students whose average falls below 70% shall be removed from the program.

If a minimum score of 70% is not achieved on any test, the student shall be afforded a one-time makeup examination to achieve the required 70%.

Three (3) test failures in the EMT program will result in the student being dismissed from the program.

All students must pass all final exams, both written and practical with at least a minimum score of 70%. Students will be allowed one re-test.

The Southwest Florida Public Service Academy requires recruits to maintain an academic average of at least 70%; failure to do so will result in removal from the program.

Cheating will result in immediate removal from the program.

No online test shall be taken at home under any circumstance, doing so could cause immediate removal from the program.

All clinical rotations will be completed within the allotted schedule of each class. Clinical hours must be completed in order to receive program credits.

## **ARTICLE XII. RULES OF THE DEPARTMENT OF LAW ENFORCEMENT CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION CHAPTER 11B-35 (EVALUATION RULES)**

### **SECTION 12.01 GENERAL REQUIREMENTS**

#### **(a) 11B-35.001(12)(a) General Training Programs/Requirements and Specifications**

1. Each student shall be required to attend all sessions of any training course in which he/she is enrolled.
2. No student shall be considered to have successfully completed a training course if he/she has any unexcused absences.
3. If a student has any unexcused absences, the student must retake that training course.
4. The training center Director, or designee, must maintain accurate daily attendance records for each training course.
5. The training center Director, Associate Director or designee has the authority to excuse student absences and approve appropriate course make-up work.
6. The training center Director, Associate Director or designee must maintain documentation, in class files, for any unexcused student absence(s).

7. This policy does not supersede any stricter attendance requirement established by the training school or local Regional Training Council.

## **SECTION 12.02 CERTIFICATION AND COURSE REQUIREMENTS:**

### **(b) 11B-35-002 Basic Certification Programs/Law Enforcement, Correctional and Correctional Probation**

1. There is established by the Criminal Justice Standards and Training Commission Basic Certification Program, as specified in the Policy and Procedures Manual, as incorporated 11A 1.006, F.A.C. Programs are developed for the purpose of providing the minimum required employment skills necessary for officer certification, defined within section 943.10(l)(2)(3), F.S.

### **(c) Officer Certification:**

1. The Criminal Justice Standards and Training Commission shall approve office certification as defined in section 943.1395(2), F.S.
2. A student enrolled in a Basic Certification Program must successfully complete all Commission required courses for the discipline in which the student is seeking certification.
3. Effective July 1, 1993, all persons entering into a basic training program, applying for equivalency, or activating a previously issued officer certification must successfully pass the Commission approved statewide certification for that discipline. To be eligible for the statewide certification examination, the applicant must comply with prerequisites stated in 11B-30.006, F.A.C.

### **(d) Course Requirements:**

1. All training schools offering a Basic Certification Program must include all certification courses required by that discipline for certification. Training schools in compliance with this requirement may also offer any combination of the certification courses upon agency need and student remediation.
2. The training center Director or designee is responsible for ensuring the instruction of all Commission-required certification content for all certification courses.
3. For each certification course, a student must pass a comprehensive examination or examinations.
4. Only the Commission-required certification courses determine a student's eligibility for taking the state certification examination in a discipline.
5. Commission certification courses may include additional course content as approved by the local Regional Training Council. However, additional content beyond that required by the Commission cannot exceed twenty percent of the total course curriculum. If the added content exceeds twenty percent of the total course curriculum, the training school

shall create a new course containing only the added content.

### **SECTION 12.03 EXAMINATIONS/RE-EXAMS:**

#### **(e) 11B-35.001(9)(a) Basic Certification Programs/Student Performance-Comprehensive Examination or Examinations**

1. To successfully complete any Commission-required certification course, a student must achieve a score of at least 80 percent on the course's comprehensive examination or examinations, intended to measure the student's acquisition of knowledge, skills, and abilities.
2. This is exclusive of demonstration of proficiency in the high liability skills testing
3. The training center Director, or designee, is responsible for the development, maintenance, and administration of the comprehensive examination or examinations for each of the certification courses.

#### **(f) 11B-35.001(13)(14) Student Re-examination Policy for commission-approved Basic Recruit Training Program Courses**

1. A student shall achieve a passing score, pursuant to subsection 11B-35.001(9), F.A.C., on all end-of-course examinations in a Commission-approved Basic Recruit Training Program to successfully complete a program. A student who has failed a written end-of-course examination may be granted a re-examination by the training center Director if:
  - a) There is technical difficulty in the administration of the test.
  - b) A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-course examination.
  - c) The end-of-course testing instrument is shown to be invalid.
2. Exclusive of the Commission's Basic Recruit Training courses requiring proficiency demonstration and re-examinations in paragraph (F)(1) of this section, a student may be granted one written end-of-course re-examination during a single Basic Recruit Training Program. Students who have failed the written end-of-course examination after a second attempt shall be deemed to have failed the course.
3. The training center Director, Associate Director or designee is authorized to approve a student's request for re-examination.

#### **(g) Student re-examination policy for Commission-approved Advanced and Specialized Training Program Courses**

1. A student who has failed a written end-of-course examination in a Commission-approved Advanced or Specialized Training Program Course may be granted a re-examination of the course by the training center Director as set forth in paragraph (f)(1) of the section.
2. Each training school shall develop its own administrative procedures for processing a

student's request for a re-examination as set forth in subsection (f)(1) of this section.

3. Training school procedures for processing student request for re-examination as set forth in subsection (f) (1) of this section.
4. Training school procedures for processing student requests for re-examination shall be and maintained on file at the training school for review by Commission staff and the student.

#### **SECTION 12.04 STUDENT TRANSFERS:**

(h) 11B-35.0023 Basic Certification Programs/Student Transfer:

1. The Basic Certification Programs shall be offered only at training schools certified by the Criminal Justice Standards and Training Commission for the respective discipline.
  2. Students enrolled in a Basic Certification Program may transfer certification courses successfully completed at one Commission-certified training school to another certified training school provided the student has met all program entrance requirements of the receiving training school and exits the previous training school in good standing.
- (i) This does not preclude an employing agency from requiring any training it deems appropriate, regardless of the student's prior training or experience.
1. Both the transferring student and the receiving training school can request the previous training school to complete and submit the appropriate student records. The previous training school is then responsible for submitting the transferring student's records.
  2. The training school must establish criteria that specify the conditions which constitute leaving a program in "good standing." For this purpose, "good standing" is defined as a student being eligible to continue at the previous training school without any special consideration. Example:
    - a) A student who is dismissed from a training institution as a result of a disciplinary action.
    - b) A student who is currently the subject of a criminal investigation.
    - c) A student who is no longer certifiable as a Law Enforcement, Correctional, or Probation & Parole Officer.

#### **SECTION 12.05 HIGH LIABILITY PROFICIENCY SKILLS:**

(j) 11B-35.0024 Basic Certification Programs/Student Performance-High Liability Proficiency Skills

1. Students enrolled in a Basic Certification Program shall qualify, through demonstration and written examination or examinations, in the Commission-required high liability proficiency skills for the respective disciplines. The Commission-designated high liability courses are:

- a) Criminal Justice Defensive Tactics
  - b) Criminal Justice Weapons
  - c) First Aid Provider
  - d) Vehicle Training Operations
2. Training schools shall establish written policies providing for remedial training and the opportunity for only one re-qualification for each of the four Commission-required high liability courses.
  3. Proficiency skills for high liability courses and a student's minimum performance requirements have been established. All performance requirements are available to interested and affected persons.

Copies of the performance requirements are maintained at the Division of Criminal Justice Standards and Training and at all Commission certified training schools. Documentation shall be made available for inspection upon request by a Commission representative.

4. Training schools shall maintain documentation of proficiency demonstration on Commission-approved high liability on performance checklists:
  - a) Firearms CJSTC-4
  - b) Medical First Responder CJSTC-5
  - c) Defensive Tactics CJSTC-6
  - d) Vehicle Operation CJSTC-7 as incorporated in 11A- 1.006, F.A.C.

(k) This policy does not supersede any stricter re-qualification requirement established by the training school or local Regional Training Council.

#### **SECTION 12.06 SCHOOL ADMINISTRATION AND SECURITY OF EXAMS:**

- (l) 11B-35.0085(2) Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses.
  1. The Test Bank will be maintained on a secure server by the Lee County School District. The Test Bank is accessible by the Academy Director and his designee(s). Those individuals that the Director has chosen to have access are the instructor/coordinators.
  2. The exams are prepared by the Director or his designee. The exam questions are chosen utilizing the SCANTRON test system. The questions are selected randomly.
  3. The exam administration is conducted by the Director or his designee(s). They administer the exams and grade the exams.
  4. No examinations are reviewed by staff prior to the examination being administered.

5. Examinations are counted prior to exam being administered and once again after the exam is completed. The Director or Designee maintains complete control of the classroom and students are not allowed to leave with any examination material.
6. After the exam is completed (1) copy of the exam is placed in the class file along with the answer sheets. This allows for inspection by C.J.S.T.C. staff. The remaining exams are placed in a secured area until a contracted shredding company arrives on campus to properly destroy/shred the exams. The shredding is also done under the supervision of the Director or his designee. A copy of the exam is also available to C.J.S.T.C. staff in a digital format which is available on the server.

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# THE SCHOOL DISTRICT OF LEE COUNTY

## CODE OF CONDUCT FOR ADULT STUDENTS 2022 – 2023



**Lee County Public Education Center  
2855 Colonial Boulevard  
Fort Myers, Florida 33966**

**The School Board of Lee County, Florida**

**Debbie Jordan, District 4 (Chair)  
Mary Fischer, District 1 (Vice Chair)**

**Melisa W. Giovannelli, District 2  
Chris N. Patricca, District 3  
Gwynetta S. Gittens, District 5  
Betsy Vaughn, District 6  
Cathleen O'Daniel Morgan, District 7**

# ENVISION 2030



## VISION

To be a **WORLD-CLASS SCHOOL SYSTEM**

## MISSION

To ensure each student achieves his/her **HIGHEST PERSONAL POTENTIAL**

## VALUES

- ▶ **EXCELLENCE:** We are committed to continuously improving the learning and working environment in order to deliver a superior education.
- ▶ **INTEGRITY:** We are honest, fair, and open in all of our interactions.
- ▶ **HIGH EXPECTATIONS:** We establish challenging goals for our students and employees.
- ▶ **ACCOUNTABILITY:** We take responsibility for our actions and their results.
- ▶ **BELIEF IN STUDENTS:** We believe in individualized instruction designed to meet the academic, social, and emotional needs of each learner.
- ▶ **PROFESSIONALISM:** We demonstrate our passion for our profession by maintaining expertise in our field and holding ourselves to the highest possible standard of conduct.

## LONG-TERM OBJECTIVES

- Increase Academic Achievement Division and Department goals/KPIs related to increasing academic achievement.
- Increase College and Career Readiness Division and Department goals/KPIs related to increasing college and career readiness.
- Increase Workforce Success Division and Department goals/KPIs related to increasing workforce success.
- Increase Operational Efficiency and Effectiveness Division and Department goals/KPIs related to increasing organizational efficiency and effectiveness.

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

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

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

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

### **SCOPE OF AUTHORITY**

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

Proceedings of the investigation of each case and the action taken will be officially recorded. Students are expected to respect the rights and welfare of other members of the school community and its guests. This district recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the adult learning community. Students are expected to assume full responsibility and will be held accountable for their individual or collective actions.

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

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

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: For Employees: Office of Civil Rights & Equity Compliance at (239) 337-8134 or at [CivilRightsEquity@leeschools.net](mailto:CivilRightsEquity@leeschools.net). For Students: Office of Positive Prevention at (239) 939-6858.

<b>Student-Related Equity Issues</b> <b>Director of Positive Prevention The</b> <b>School District of Lee County</b> <b>2855</b> <b>Colonial Blvd</b> <b>Fort Myers, FL 33966(239) 939-</b> <b>6858</b> <b>TTD/TTY (239) 335-1512</b>	<b>Employee-Related Equity Issues</b> <b>Coordinator of Equity and</b> <b>Civil Rights</b> <b>The School District of Lee County</b> <b>2855</b> <b>Colonial Blvd</b> <b>Fort Myers, FL 33966(239) 335-</b> <b>1447</b> <b>TTD/TTY (239) 335-1512</b>
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## **DIVERSITY**

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

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

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

## **DRUG-FREE SCHOOLS**

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

## **TOBACCO-FREE CAMPUS RULE**

To provide a safe and healthful environment for employees, students, and visitors, and to minimize costs associated with health issues related to tobacco use, the use of tobacco products is prohibited on any and all property, including land, buildings, or vehicles, owned or operated by The School District of Lee County, whether indoors or outdoors, all day, every day, whether school is in or out of session. For purposes of this rule, "Use of Tobacco Products" means smoking, burning, chewing, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall include the use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment undermines the integrity of the academic and work environment and prevents its victims and their peers from achieving their full potential. All members of the

school community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the school community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional. The school provides an equity coordinator for help in these matters.

### **ANTI-BULLYING INFORMATION**

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

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

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

### **STUDENT DRESS CODE REQUIREMENTS**

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

### **DISCIPLINARY SANCTIONS/CONSEQUENCES**

1. **Warning:** A written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action; copies of which will be placed in student discipline files.
2. **Restitution:** Reimbursement or payment for damage to or misappropriation of property.

3. **Suspension:** Exclusion from classes and other privileges or activities, as set forth in the notice of suspension for a defined period of time.
4. **Withdrawal:** Disenrollment of the student from school, terminating their status as an enrolled student in the school. In accordance with State Statute 1006.61, this is for a minimum of 2 years.
5. **Other:** Other types of discipline, as set forth in school regulations and consistent with the incident involved, such as: a letter of apology to aggrieved parties, community service, repair of damages, mandatory attendance of an anger management seminar, etc.

### **DISCIPLINE INFRACTIONS AND CONSEQUENCES**

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Administrative Review.

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

Offense Consequences: Withdrawal from school.

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Withdrawal from school.

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

Offense Consequences: 1<sup>st</sup> – Warning, 2<sup>nd</sup> – Suspension, Repeated incidents – Administrative Review.

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

Offense Consequences: Zero Grade and Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Suspension and /or Administrative Review.

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

Offense Consequences: Warning and Correction or Suspension.

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

Offense Consequences: Withdrawal from school.

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

Offense Consequences: Withdrawal from school.

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

Offense Consequences: Administrative Review.

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

Offense Consequences: Administrative Review.

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

Offense Consequence: Suspension and/or Administrative Review.

**GAMBLING:** Participating in any form of gambling activities on campus.

Offense Consequences: Suspension and/or Administrative Review.

**HATE CRIMES:** Incidents of criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, gender identity, disability, or national origin.

Offense Consequence: Withdrawal from school.

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

Offense Consequence: Administrative Review.

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

Offense Consequence: Suspension and/or Administrative Review.

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

Offense Consequences: Withdrawal from school.

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

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

**THREAT/INTIMIDATION:** Threat to cause physical harm to another person with or without the use of a weapon that includes all the following elements:

- (1) Intent - an intention that the threat is heard or seen by the person who is the object of the threat.
- (2) Fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out.
- (3) Capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained.

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

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

Offense Consequence: Administrative Review

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

Offense Consequence: Student to Adult Staff: Administrative Review  
Student to Student: Suspension and/or Admin. Review

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

Offense Consequence: Suspension and/or Administrative Review.

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

Offense Consequence: Administrative Review.

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

Offense Consequence: Administrative Review.

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

Offense Consequences: Suspension and/or Administrative Review.

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

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

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

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

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

### **DISCIPLINARY PROCEDURES**

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

2. The charges will be investigated by the judicial officer or designated representative, and after careful consideration of the facts, the judicial officer or a designated representative will determine the degree of disciplinary action to be taken, if any. If extenuating circumstances exist, the judicial officer or a designated representative may temporarily suspend a student from attending classes and ban the student from campus, pending the outcome of an Administrative Review.
3. If a formal complaint is to be filed against a student, the student will be notified in writing of the nature of the charges against him/her and the date and place of the Administrative Review with the judicial officer or designated representative.
4. The student will be notified in writing of the disciplinary action to be taken by the School, if any, as soon as possible following the Administrative Review.
5. Action of the judicial officer or a designated representative that would impose a suspension or withdrawal from school may be appealed to the Principal or Director of the School, and if needed, to an appeal committee at the School District of Lee County.

### **APPEALS**

The following procedures are to be followed:

1. The appeal must be made in writing within three work days after notification to the student. The appeal must be sent to the Director or Principal. There are three grounds for appeal:
  - (1) Improper disciplinary procedures being followed.
  - (2) New, relevant or mitigating evidence that was unavailable to the student at the time of the original hearing.
  - (3) Sanctions recommended by the original judicial officer are thought to be excessive.
2. The student will be notified in writing of the date and place of the appeal hearing. The notice will also inform the student of his/her right to appear at a fair and impartial appeal hearing, present relevant evidence and to bring witness statements on his/her behalf and have the opportunity for cross-examination. At this hearing, the student has the right to a representative of his choice and any fee charged by such a representative shall be the student's responsibility. This representative may act only in an advisory capacity to the student and will not be permitted to otherwise participate in the hearing.
3. The judicial officer will be present at the appeal hearing to present testimony, evidence and witness statements on behalf of the school.
4. Upon conclusion of the appeal hearing within 3 work days, the Director or Principal will provide the student with written notification of the decision. This notification will include the findings of fact regarding the alleged violation(s) and the degree of disciplinary action.

5. If the student wishes to challenge the findings of the Director or Principal, he or she may appeal this decision to an appeal committee composed of administrators at the School District of Lee County. The committee will consist of the Director of Adult, Career and Technical Education, the Director of Student Services, and the Director of a Technical College not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal committee will review the facts of the case and findings of the Director or Principal and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of the School District.

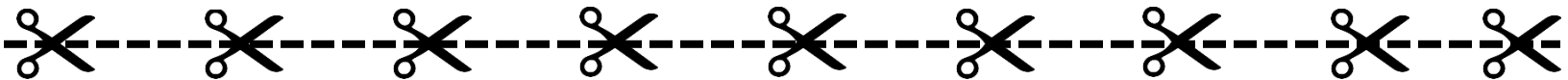
### **RE-ADMISSION AFTER DISCIPLINARY SUSPENSION**

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



Southwest Florida Public Service Academy

Student Handbook and Policy Manual



Recruit Handbook & Policy Manual and School District of Lee County Code of Student Conduct for Adult Students- Certification Form

To ensure that all recruits have read and understood the SWFPSA Student Handbook and Policy Manual and the School District of Lee County Code of Student Conduct for Adult Students, this form must be completed and signed by each recruit attending the Southwest Florida Public Service Academy.

I, \_\_\_\_\_ hereby certify that I have read and understand the information contained in the Southwest Florida Public Service Academy's Student Handbook & Policy Manual and the School District of Lee County Code of Student Conduct for Adult Students which explains (a) the rules and regulations, which each recruit will be required to adhere to, (b) the policies and procedures of the SWFPSA recruit training academy, (d) the code of conduct for adult students of the Lee County School District and (e) the performance of each student participating in the academy program.

Recruit:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witnessed by, Class Advisor:

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date