



## Conduct & Discipline

Students are expected to adhere to the School Board approved CCPS *Code of Student Conduct* and to conduct themselves in a manner consistent with a safe and productive work environment. Conduct & Discipline Code for adult students in career, technical, adult and community education ("Adults" are defined as individual beyond compulsory school age who have legally left the K-12 school program or are high school students who are co-enrolled in an adult program).

1. All provisions of state, county and municipal criminal codes, as well as School Board policies apply to adult students while they are under the jurisdiction of the School Board of Charlotte County.
2. Any adult student who engages in behavior which is in violation of any section of the criminal code may be referred by the school administrator to the appropriate law-enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the administrator.
3. While under the jurisdiction of the School Board of Charlotte County, adult students may not possess or use knives or guns or use any other object defined as a weapon. The possession of a concealed weapon permit does not allow students to possess a firearm on their person or in their automobile while on campus.
4. Adult students may not be in possession of or under the influence of alcohol, marijuana, or other mood altering substances while under the jurisdiction of the School Board of Charlotte County, Florida.
5. Violation of Rule 3 or 4 shall result in the student being involuntarily withdrawn from all adult, alternative, technical and community schools for one (1) school year from the date of the infraction.
6. Adult students may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing or indecent; associated with gangs or cults; encourage drugs, alcohol or violence; or support discrimination on the basis of color, disability, ethnicity, linguistic differences, marital status, national origin, race, religion, socio-economic background or sexual orientation.
7. Behavior which is not illegal but does not meet the Conduct and Discipline Code for adults shall be managed in the following manner:
  - a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues;
  - b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action;
  - c. If the student does not modify his/her behavior after the administrator's intervention, the administrator may involuntarily withdraw the student from the program;
  - d. Adult students disciplined under any of the above rules may appeal the decision by following the student grievance procedure outlined within this handbook and referenced in APPENDIX A.

Students are expected to adhere to the safety and health rules printed in the *Code of Student Conduct*. A student's locker or other storage areas may be subject to a search by a school administrator based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in search of person, possessions, and/or vehicle.

## Computer Use

Charlotte Technical College is equipped with computers, networks and on-line telecommunications for student and staff use. Charlotte Technical College has a written technology plan specific to this site which compliments and is an extension of the Charlotte County Public Schools technology plan. All use of technology, internet and wireless resources must comply with CCPS *Code of Student Conduct* and the CCPS Technology Plan.

## **Cell Phone & Electronic Device Policy**

While the School Board recognizes the importance of technology in our society and the importance of integrating technology into our classrooms, the Board also requires students to use technology in an appropriate and responsible way. For the purpose of this policy, electronic or wireless devices are defined as those which provide communication by text, voice or picture such as cell phones, tablets, book readers, laptops and the like. Student use of cellular phones or other electric or wireless devices is strictly prohibited at any time once the school day begins unless specific permission is granted by the instructor or administrator or is specific to the 504 or IEP plan. The Board is not financially responsible for electronic or wireless devices that are lost or stolen on campus, nor is the Board responsible for any data lost while connected to our network. In addition, the schools maintain the right to disable any device connected to our network

## **Dress Code**

Since the primary purpose of the technical center is to prepare students for employment, students are required to dress neatly, to be clean and well-groomed and to wear clothing that is appropriate for the occupation for which they are training. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the school store or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

## **Lockers/Personal Tools**

School locks are available at the School Store for a \$3.00 rental. Only school issued locks will be permitted on school lockers. All other locks will be removed and discarded. Administration reserves the right to have access to student lockers and personal belongings. Any tools or equipment brought on the CTC campus are the sole responsibility of the student. CTC, its Board of Education, its faculty, staff and administration are not responsible for the securing, safety, or storage of any tools other than those owned by the School Board of Charlotte County.

## **Parking**

Students are required to display a CTC Parking Permit on the driver's side windshield of their vehicle. Permits are \$10.00 and are valid for one school year (August – June). Replacements are \$5.00. Non-permitted vehicles will be warned by campus security on the first offense. A second offense may result in a \$10.00 fine. A third offense will result in the towing of the vehicle at the driver's expense.

- There is no student parking behind Buildings H, J, K, and L.
- Parking lots are designated by signage for staff, students and handicapped parking.
- No parking on roadways, grass and service roads.
- Motorcycles are not permitted on the sidewalks. They should only be driven in the parking lot areas.
- The speed limit on campus is 5 miles per hour. This is enforced by Security and the School Resource Officer.
- Violations may lead to the loss of the permit for a designated period of time.
- Secure your vehicle. CTC is not responsible for damage to any vehicle while parked on campus or for stolen items.
- Bicycle racks are also available on campus.

## **Safety and Security**

Instructional units of safety practices are incorporated within the course of study for all programs. Emergency first aid supplies are kept in labs/shops. An evacuation plan is posted in each classroom/lab, and drills are held approximately ten times throughout the year. For maximum safety/security, each campus employs security specialists and uses 24-hour camera surveillance. The following emergency response and evacuation procedures have been established at CTC and are outlined in the CTC crisis plan: Fire drills and evacuation routes, emergency weather procedures and code red procedures. Charlotte Technical College has a crisis team comprised of administrators, campus security, district security, health officials and instructors. The crisis plan is re-evaluated each year and updated as necessitated by changes in the facility.

The primary concern of the Charlotte Technical College is the safety and security of all members of the campus community. In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Charlotte Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

In compliance with federal law, the Campus Safety and Security Office makes available safety and crime statistics, a daily crime log and fire log. These logs are available for view by contacting the Campus Safety Office at Charlotte Technical College and the school district.

### **Smoking, Drugs, and Alcohol**

In accordance with the School Board Policy, smoking is prohibited on any CCPS public school property. Charlotte Technical College is a smoke-free facility and smoking is not permitted on campus or any parking lot associated with CCPS properties. This includes vapor and e-cigarettes. The CTC Policy on Alcohol and Other Drugs is published annually in the Catalog and Student Handbook available online at our website. CTC has established a policy on alcohol and other drugs. The CTC's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited.

The abuse of alcohol and the use of illegal drugs by students or members of the CTC community are incompatible with the goals of CTC. In order to further the commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, CTC has established a policy on alcohol and other drugs. CTC's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. Charlotte Technical College also does not tolerate employee misconduct related to alcohol or other drug abuse. Sanctions are detailed for students and staff who violate this policy.

