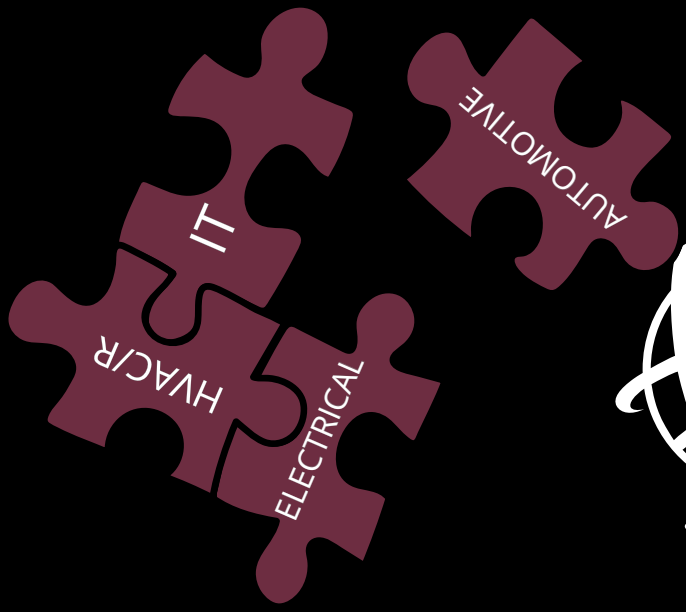
2026/2027





RADFORD M. LOCKLIN TECHNICAL COLLEGE

CURRICULUM GUIDE & STUDENT HANDBOOK

A message from our Director:

On behalf of our faculty and staff, I would like to welcome you to Locklin Technical College (the College)! Our career and technical college serves all citizens of Santa Rosa County and neighboring communities. It is our goal to prepare you with the skills needed for employment in our regional workforce. The College partners with business and industry to ensure our training programs are preparing students for high skill, high wage and high demand occupations. We equip graduates with the knowledge, skills and values required for success in the constantly evolving workplace. Our training programs utilize the equipment, processes and techniques to mirror those used in the workplace. Our highly qualified faculty and staff are committed to providing a student centered experience from registration through completion. We are here to help you meet your career goals. We are excited to work with you as you embark on an educational experience which will prepare you for a rewarding career!



Keith Hines
Director



Jolie Hullett
Assistant Director

Radford M. Locklin Technical College (Locklin Technical College)
is available to adults and high school students.
Locklin Technical College is a part of Santa Rosa County District Schools.
5330 Berryhill Road
Milton, Florida 32570
850-983-5700
www.locklintech.com

Mission Statement:

The mission of Radford M. Locklin Technical College is to prepare students for current and emergent high-demand careers through collaboration with community stakeholders. Expanding opportunities and access to training programs will provide a talent pipeline to meet regional workforce demands.

Radford M. Locklin Technical College is Accredited by:
Council on Occupational Education (COE)
7840 Roswell Road
Building 300 Suite 325
Atlanta, GA 30350
800-917-2081

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SANTA ROSA COUNTY DISTRICT SCHOOLS' SUPERINTENDENT

Dr. Karen Barber

SANTA ROSA COUNTY DISTRICT SCHOOLS' BOARD MEMBERS

Linda Sanborn, District 1
Elizabeth Hewey, District 2
Carol Boston, District 3
Charles Elliott, District 4
Scott Peden, District 5

DIRECTOR OF WORKFORCE EDUCATION

Jennifer Hines

LOCKLIN TECHNICAL COLLEGE DIRECTOR

Keith Hines

LOCKLIN TECHNICAL COLLEGE ASSISTANT DIRECTOR

Jolie Hullett

CONTACT INFORMATION

Name	Position	E-mail Address	Phone Extension
SCHOOL ADMINISTRATION			
Hines, Keith M.Ed. American College of Education B.S. Southern Illinois University	**Director**	HinesK@santarosa.k12.fl.us	**1106**
Hullett, Jolie M.Ed. University of West Florida B.S. Florida State University	**Assistant Director**	HullettJ@santarosa.k12.fl.us	**2863**
STUDENT SERVICES			
Ashford, Jenny M.S. Troy University B.A. University of West Florida	**Guidance Counselor**	AshfordJ@santarosa.k12.fl.us	**1224**
Boutwell, Pam M.S. Troy University B.S. University of West Florida	**Financial Aid Counselor/ VA Counselor**	BoutwellP@santarosa.k12.fl.us	**1269**
Predmore, Katie M.S. Troy State University B.A. St. Leo College	**Guidance Counselor**	PredmoreK@santarosa.k12.fl.us	**1268**

DAILY SCHEDULE

ADULT STUDENT CLASS SCHEDULE*

Morning/A.M. Session. . . . . 9:00 A.M. - 11:30 A.M.
Afternoon/P.M. Session. . . . . 12:30 P.M. - 3:00 P.M.
Office Hours. . . . . 8:00 A.M. - 3:30 P.M.
*Class Schedule may vary for some adult programs
.

HIGH SCHOOL STUDENT CLASS SCHEDULE

Morning/A.M. Session. . . . . 9:10 A.M. - 11:46 A.M.
Afternoon/P.M. Session. . . . . 12:40 P.M. - 3:17 P.M.

It is the responsibility of each student to understand the rules and Regulations of LTC's Curriculum Guide & Student Handbook, as well as information in the District's Student Code of Conduct. The Student Code of Conduct and LTC'S Curriculum Guide & Student Handbook are available in electronic format on the SRCSD website and on the LTC website. A printed copy can be made available from Student Services. Legislative, District or school policy changes made after printing will be reflected in the online version of the Curriculum Guide and Student Handbook.

School District Calendar

SANTA ROSA
COUNTY DISTRICT SCHOOLS

2026-27 ACADEMIC CALENDAR

PRE–PLANNING ..... August 3-7, 2026
POST–PLANNING ..... May 26-27, 2027
STUDENTS BEGIN ..... August 10, 2026
STUDENTS LAST DAY ..... May 25, 2027

9 Weeks
Aug. 10 – Oct. 9 (44 days)
Oct. 13 – Dec. 18 (43 days)
Jan. 5 – Mar. 12 (47 days)
Mar. 16 – May 25 (46 days)

Report Cards
October 23
January 15
April 2
May 25 (Elementary)
June 11 (Middle/High)

Mid-Term Reports
September 9
November 12
February 5
April 22

APPROVED IN SESSION
AUG - 7 2025
SANTA ROSA SCHOOL BOARD
SUPERINTENDENT

Early Release & Holidays

September 7	Labor Day
October 12	Teacher Planning Day (No school for students/workday for teachers)
November 11	Veterans Day
November 23-27	Fall/Thanksgiving Break
December 16-17	Semester Exams – Middle/High Schools
December 18	Early Release for all students – Semester Exams Middle/High Schools
Dec. 21 – Jan. 1	Winter/Christmas Break
January 4	Teacher Planning Day (No school for students/workday for teachers)
January 18	Martin Luther King Jr. Day
February 15	Presidents Day
March 15	Teacher Planning Day (No school for students/workday for teachers)
March 22-26	Spring Break
May 21, 24	Semester Exams – Early Release for Middle/High Schools
May 25	Early Release/Last day of school for all students–Semester Exams Middle/High Schools
May 31	Memorial Day

HIGH SCHOOL GRADUATION DATES

May 20 – Blended Academy	5:00 P.M.
May 20 – Locklin Tech.	7:00 P.M.
May 22 – Gulf Breeze High	11:00 A.M.
May 22 – Pace High	2:30 P.M.
May 22 – Navarre High	6:00 P.M.
May 24 – Milton High	7:00 P.M.
May 25 – Santa Rosa High/Adult	7:00 P.M.
May 27 – Jay High	5:00 P.M.
May 27 – Central High	7:30 P.M.

*Dates/Times subject to change

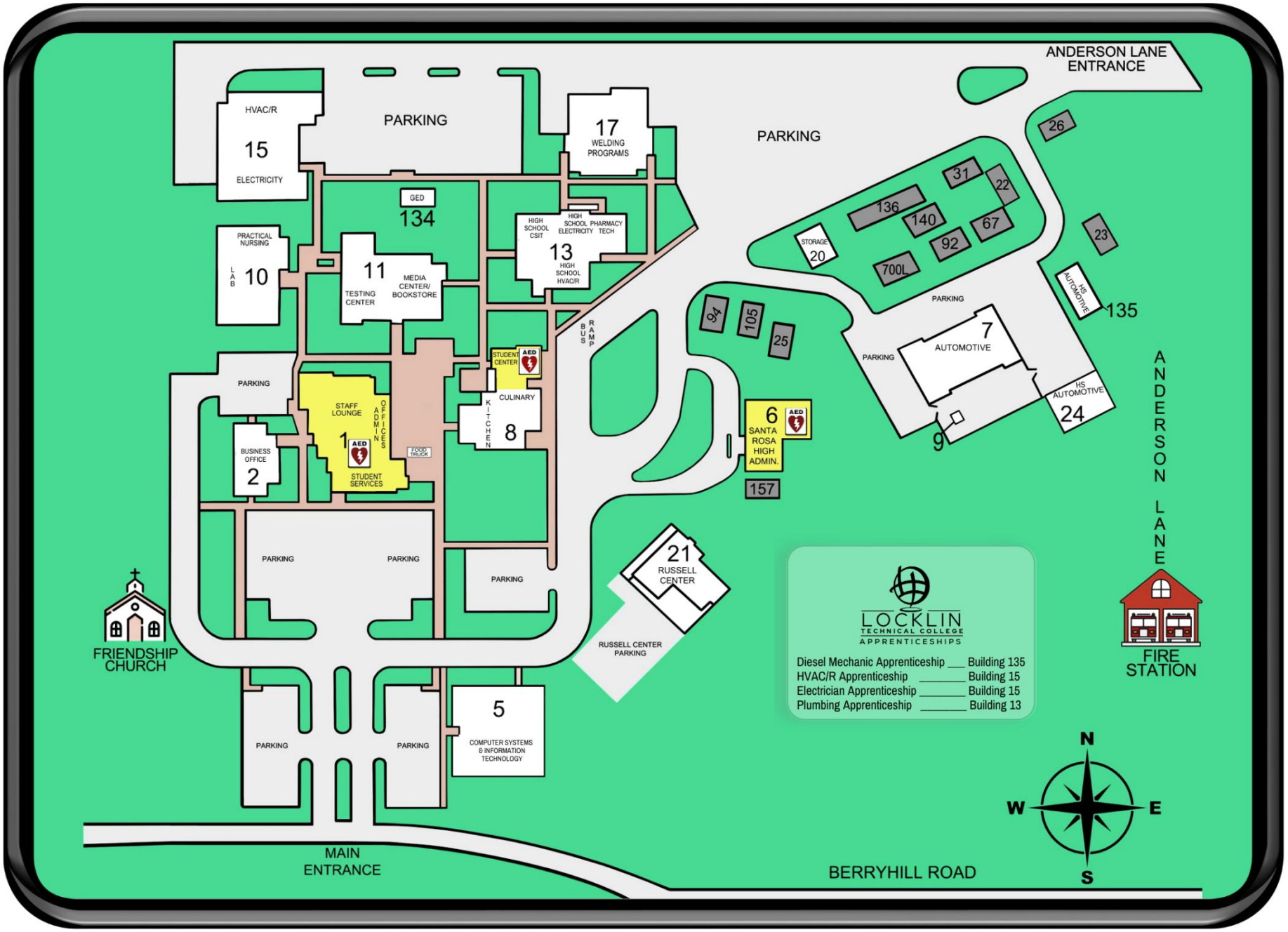
Semester Exams
1st Semester
December 16, 17, 18

2nd Semester
May 21, 24, 25

Senior Final Exams
May 19, 20, 21

Storm Days (if needed)
2nd Semester: March 15, May 26

School Board Approved 08/07/25


ANDERSON LANE ENTRANCE
HVAC/R
15
ELECTRICITY
PARKING
17
WELDING PROGRAMS
PARKING
26
GED
134
HIGH SCHOOL CSIT
HIGH SCHOOL ELECTRICITY
PHARMACY TECH
13
HIGH SCHOOL HVAC/R
31
22
136
140
67
92
STORAGE
20
700L
23
PRACTICAL NURSING
LAB
10
11
TESTING CENTER
MEDIA CENTER/ BOOKSTORE
BUS RAMP
94
105
25
PARKING
HS AUTOMOTIVE
135
7
AUTOMOTIVE
PARKING
HS AUTOMOTIVE
24
9
STUDENT CENTER
AED
PARKING
STAFF LOUNGE
ADMIN OFFICES
1
AED
STUDENT SERVICES
FOOD TRUCK
KITCHEN
CULINARY
8
6
AED
SANTA ROSA HIGH ADMIN.
157
BUSINESS OFFICE
2
PARKING
PARKING
PARKING
21
RUSSELL CENTER
RUSSELL CENTER PARKING
ANDERSON LANE
FRIENDSHIP CHURCH
FIRE STATION
LOCKLIN
TECHNICAL COLLEGE
APPRENTICESHIPS
Diesel Mechanic Apprenticeship ___ Building 135
HVAC/R Apprenticeship _____ Building 15
Electrician Apprenticeship _____ Building 15
Plumbing Apprenticeship _____ Building 13
PARKING
PARKING
5
COMPUTER SYSTEMS & INFORMATION TECHNOLOGY
N
W
E
S
MAIN ENTRANCE
BERRYHILL ROAD

HISTORY OF THE INSTITUTION

Locklin Technical College (LTC or the College) is located at 5330 Berryhill Road, Milton, Florida. This site is 2.3 miles west of Santa Rosa Medical Center. Accessibility is achieved through two entrances. Our main entrance is accessible via Berryhill Road, with an alternate entrance via Anderson Lane. The Florida Legislature appropriated $150,000 for land for a technical center in 1979 and an additional 2.5 million dollars for construction of the center in 1980. The Santa Rosa County School Board purchased a twenty-acre parcel of land on Berryhill Road in the Milton area and authorized plans for Phase I of Radford M. Locklin Technical Center on August 28, 1980.

In the spring of 1982, Phase 1 construction, consisting of six buildings, was completed and a dedication ceremony was held on March 6, 1982. The school was named in honor of Radford M. Locklin, who served as Santa Rosa County's Superintendent of Schools for twenty-three years.

In August 1982 the school opened with programs including Secretarial & Word Processing, Accounting with Computers, Health Service Aide, Carpentry, Electrical Wiring, Plumbing, Introduction to Computers and Masonry. Secondary students from area high schools and post-secondary students were provided an opportunity for career training. Radford M. Locklin Technical Center's first completers received certificates in June of 1983.

In 1988, the school was first accredited by the Council on Occupational Education (COE). With a commitment from the district to continue to meet the needs of our local workforce, Phase II was added in 1989 with the construction of three additional buildings. Phase III was completed in 1994 with construction of two additional buildings and expansion of existing office space. In 2002, students began construction of the Russell Center conference facility. This facility opened in 2004 and is available to the school district and community as a meeting location which accommodates large groups in a conference style setting. The most recent addition to the campus occurred in 2019 with the construction of a second Automotive Technology shop. The College has no additional branch campuses or extensions.

One of most significant historical events occurred on April 5, 2018, when the Santa Rosa County School Board voted to officially change our name from Radford M. Locklin Technical Center to Radford M. Locklin Technical College. This changed helped to position the school as a competitive alternative to not only the private career training centers in our region but also to the local state colleges who also offer post-secondary career certificate training programs.



ADMISSIONS

ELIGIBILITY

Locklin Technical College accepts applications on a non-discriminatory basis (*based on Santa Rosa School Board Policy 2.72, I.)* from anyone having the interest and ability to benefit from an occupational training program. All applicants must be beyond the compulsory age of attendance (age 16). LTC admits as post-secondary (adult) students those individuals who have completed their secondary school education, or students without a high school diploma or GED® with an ability to benefit from career training. Secondary (high school) and Career Dual Enrollment students apply through their high school guidance department.

First time applicants to LTC are required to complete and submit an application for admission. Minimal requirements for acceptance to all programs include evidence of one of the following: high school diploma, GED®, a home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state, or demonstrates an ability to benefit. Ability to Benefit implies that an individual student is able to perform the work required in a program of study and that the student will benefit from participation in such program.

Some admission requirements for certain programs may vary due to occupational completion requirements and licensing regulations. Please refer to each program page for details specific to individual program enrollment. Students with foreign transcripts are responsible for obtaining their own translation/evaluation which must be completed by an approved outside agency. Students should note that a translation of their foreign transcript alone is not sufficient; their educational records must be evaluated and certified "as being the equivalent to a secondary and/or post-secondary education in the United States".

CAREER CERTIFICATE PROGRAMS

All programs at LTC are career certificate programs earning Occupational Completion Points (OCPs) as deemed by the Florida Department of Education. Career certificate programs are considered non-degree programs. Upon successful completion of a program of study, a Certificate of Completion will be issued if all requirements have been met. State articulation agreements for college credit are available in program areas aligned to specific industry certifications. Consult a Guidance Counselor for more information on current articulation agreements.

PROSPECTIVE STUDENTS

Prospective students may visit Student Services for program brochures and information about financial assistance. More school and program information may also be obtained at www.locklintech.com. LTC uses a semester calendar system based on the SRCSD yearly academic calendar. LTC admits students on an open-entry enrollment process throughout the school year based on space availability. A student must be enrolled at LTC for 30 calendar days, with satisfactory attendance, before a Verification of Enrollment form can be provided.



Ability to Benefit (ATB)

ATB implies that an individual student is able to perform the work required in a program of study and that the student will benefit from participation in such program.

An applicant to any program who has not yet obtained a GED® or who cannot provide proof of graduation may obtain GED® testing information from Student Services.

An applicant must be beyond compulsory age of attendance (age 16) and complete all application and registration requirements for admission.

In addition, prior to admission to the post-secondary career certificate program, students must complete post-secondary testing and meet with the guidance counselor to review test results to determine acceptance to the ATB program.

Every student admitted under this provision must meet with the guidance counselor periodically to review their academic progress, attendance and any other educational or personal matters affecting their academic progress.

STEPS TO ENROLL

1. Complete an Application Form. NOTE: Applicants must provide documentation showing 12 months of Florida residency to be eligible for in-state tuition rates. *Out of state tuition and fees are considerably higher.
2. Register for Post-Secondary Readiness (PSR) testing or meet the exemption requirements. Applicants must pre-register and pay the fee for the test in person at least 24 hours in advance. Applicants must provide a valid photo I.D. for scheduling purposes and on the day of testing. PSR test must be attempted within the first 6 weeks of enrollment.
3. Complete the FAFSA application (include Radford M. Locklin Technical College's school code number **017198**) at www.studentaid.gov . Students should allow 5 business days after submitting the application before contacting the Financial Aid office. Students who are self-pay students do not have to complete this step.
4. STUDENT SERVICES WILL NOTIFY STUDENT OF ACCEPTANCE.
5. All official transcripts need to be submitted before registration is completed.
6. Home school graduates must complete the Affidavit of Home School Completion and submit a transcript.
7. Students age: 21 and below must provide proof of required immunizations before registration as required by Fl. Admin Code 64D-3.046 Immunization Requirements: Public and Nonpublic Schools, Grades Preschool, Kindergarten Through 12, and Adult Education Classes. Visit Student Services for more information.
8. Complete program registration form and paperwork- **there is a $35.00 non-refundable registration fee**. All tuition and program fees are due 2 weeks prior to first class.

*Please see the current Annual Cost of Attendance for specific program tuition, fees and additional expenses.

For information regarding Apprenticeship Program registration process, please see Apprenticeship Programs page.

Post-Secondary Readiness Exemption

1. Prospective students showing evidence pursuant to State Board Rule 6A-10.040(8) may be eligible to receive an exemption from taking the PSR test.
2. Students with an Associate's Degree or Higher from an accredited institution.
3. Students currently serving as an active member of any branch of the United States Armed Services.
4. Students who entered the 9th grade of a Florida public school during the 2003–2004 school year or beyond, completed all four years in the Florida public school system, and have earned a high school diploma.
5. Students who show PSR through another recognized assessment.
6. Students with a documented learning disability.

Commonly Asked TESTING Questions

May I bring a calculator to the test center?
No, a calculator will be provided for you, as appropriate and allowable.

How do I obtain test results?
Prospective students must meet with the Testing Coordinator to obtain their test results. Test results will not be provided to you over the phone. A valid photo I.D. must be presented to receive test results.

What if I need special accommodations due to a disability?
If you are an adult with a documented disability who needs special testing accommodations, our Testing Coordinator will work with our Exceptional Student Education department and Student Services team to meet your needs.

What if I do not meet the required PSR exit scores? Students who do not meet PSR exit scores will be recommended for remediation and retest.

FINANCIAL INFORMATION

TUITION & FEES

Fees charged for enrollment in programs or courses are established by the Florida Legislature and are in accordance with a schedule adopted by the Santa Rosa County School Board. Fees consist of Tuition, Financial Aid, Capital Improvement, Technology, and Lab. Fees listed in the program guide are for Florida residents. Student Services can assist students with residency verification. Students are required to pay tuition and fees prior to program start date. Students receiving financial aid may be granted a tuition and fees deferment. Tuition and fees for program completion and additional expenses vary by program and are listed in the current Cost of Attendance for Adult Students. A student's enrollment will terminate on the last day of each school year. Returning adult students must complete the program registration process prior to each school year.

Florida Residency Requirements for Tuition Purposes

Applicants must provide documentation showing 12 consecutive months of Florida residency preceding enrollment to be eligible for in-state tuition rates (see: 1009.21, Florida Statutes (F.S.) and 6A-10.044, Florida Administrative Code (F.A.C.). Tuition for out-of-state students is calculated at a higher rate. Please contact Student Services for current out-of-state tuition costs. Staff will review this information and related documentation to verify residency and eligibility for in-state tuition.

Verifying Florida Residency

In accordance with Florida Statutes, students shall be classified as residents or nonresidents for the purpose of assessing tuition. Residency determination must be documented by the submission of written or electronic verification that includes two or more identifying documents pursuant to Section 1009.21, Florida Statutes. For more information please visit the official internet site of the Florida Legislature (Title XLVIII, Section 1009.21) or contact Student Services. Students may schedule an appointment with the Guidance Counselor to discuss other options.

Cancelled/Closed PROGRAMS

All programs are subject to minimum and maximum enrollment requirements. A class may be cancelled if minimum enrollment requirements are not met by the scheduled start date. Every effort will be made to contact students who are already registered. All fees will be refunded. Closed programs are those which have met the maximum enrollment requirements. Maximum enrollment is established based on space availability, equipment and safety. Students are placed on a waiting list for closed programs.

Method of Payment

Program tuition, fees and additional expenses may be paid with cash, debit card, and most major credit cards (user fee required). Any refund of fees due will be made within 45 days, per LTC Refund Policy. LTC is not permitted to cash personal checks.

High School Students

High school students enrolled in career and technical programs, are not assessed registration and tuition fees.

Financial Aid

Financial Aid is a source of monetary support consisting of grants, scholarships, and agency sponsorship for those who qualify. Most financial aid is intended to supplement, not replace, the family's financial resources.

Types of Financial Aid

Agency Referrals
Bright Futures Scholarship
Child of Deceased and Disabled Veterans
Federal Pell Grant
Fee Waivers
Florida Prepaid Tuition Plan
Florida Vocational Rehabilitation Services
LTC Scholarship
Veterans' Educational Benefits
Other forms of financial aid may be available

Federal Pell Grant

Federal financial aid is awarded based on need and provided as a grant by the federal government. When a student applies for federal student aid, the information reported on the Free Application for Federal Student Aid (FAFSA) is used to calculate the Student Aid Index (SAI). The SAI is used to determine the student's eligibility for federal student aid. The amount of federal aid the student receives depends on the student's SAI, cost of attendance, enrollment status, enrollment date, and whether the student attends school for a full academic year (academic year is defined as 900-clock hours and 36-weeks of instruction). It is the student's responsibility to know and understand the Pell Grant Policies and Procedures for federal student aid and that these policies may differ from classroom policies. FAFSA information is available in Student Services. The quickest way to apply is online at www.studentaid.gov. LTC's school code: **017198**

Professional Judgment

Professional judgment refers to the discretion that federal regulations give to financial aid administrators to make adjustments, on a case-by-case basis, to certain elements of a student's FAFSA information to account for unusual or extenuating circumstances. These adjustments are intended to provide a more accurate assessment of the amount of federal aid a student is eligible to receive.
Documentation will be required to support any Professional Judgment requests. See the Financial Aid Counselor for more information.

Loan Information

LTC does not participate in the student loan process. If you are interested in student loans, you can complete an internet search and/or contact your local financial institution (such as a bank or credit union). The type of loans that our students would potentially receive are called private loans, alternative loans, or direct to consumer loans. We do not participate in the Federal Direct Loan or Stafford Loan programs. A student may provide a loan representative with LTC's school code: **017198**, but please inform the representative that we do not certify loans.

Satisfactory Academic Progress (SAP)

Federal regulations require all Title IV Institutions to have a SAP policy in place, to ensure that financial aid students are moving through their program at a reasonable rate and are making adequate progress toward program completion.
At the end of each pay period an evaluation will occur to determine if a student is meeting SAP. All financial aid students are evaluated, whether they received financial assistance in prior terms or not. The review will occur at the point when the student successfully completes the scheduled clock hours and weeks of instruction for that payment period.

Students who attended LTC in the past and re-enroll will be reviewed for SAP on all previously attempted courses and transfer credits, that count toward a student's current program. The hours will be included in both the hours completed and the hours attempted.
A student must successfully complete both the clock hours and weeks of instructional time required for that period in order to be eligible for the next payment. Students not meeting the required standards will receive a financial aid **warning**.

SAP Measurements Include:

Cumulative Grade Point Average (GPA)
A student must maintain a minimum cumulative grade point average of 2.0 (numeric grade of 70) and maintain an academic standing consistent with LTC's graduation requirements.

Maximum Time Limit
Students are required to complete a program of study within the program hours in effect at the time of enrollment. The maximum time limit enrolled in any program shall not exceed 150% of the program length based on calendar time. Federal regulations state that a student in a clock hour program cannot receive aid for hours beyond those in the program. If a student is behind in progress, the program may not be completed on time. Students with excessive absences resulting in the inability to complete their designated program within 150% of program hours will be withdrawn. Students not meeting the minimum attendance requirements for LTC will be withdrawn for excessive absences, regardless of satisfactory progress.

Attendance Policy for Federal Aid

LTC strives to teach high standards for job prep and employability skills. Regular attendance is ***mandatory*** and an integral part of the learning process. Students are expected to be in class daily, be on time and remain in class unless excused or dismissed by the instructor. Clock hours must be attended to count towards disbursement increments. ***A student must attend/be present to earn a clock hour***.
In a clock hour program, a limited number of **excused absences** may be allowed by the Financial Aid office. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed and do not have to be made up for the student to receive the program certificate. Under Federal Student Aid regulations, no more than 10% of the clock hours in a payment period may be considered excused absences. The Financial Aid office will adhere to the policies regarding consecutive and excessive absences as outlined in the Curriculum Guide & Student Handbook. Students dismissed for excessive absences may not be re-enrolled for the remainder of the current school year and will be considered withdrawn for Financial Aid purposes. If withdrawn, a Title IV Return Calculation will be completed, and the student may be required to return funds to the Department of Education. **It is the student's responsibility to review and understand the Financial Aid Policies and Procedures provided during enrollment.**

LTC Refund Policy

LTC has a fair and equitable refund policy for tuition, fees and other institutional charges as follows:

1. Students who voluntarily withdraw within the first ten (10) calendar school days of program enrollment shall be entitled to a refund of tuition and fees. Registration fees are non-refundable. Retention of fees collected in advance for a student who does not enter class shall not exceed $100.00.
2. Refunds, when due, are made within 45 days: (a) of the last day of attendance if written notification has been provided to the institution by the student, or (b) from the date the institution terminates the student or determines withdrawal by the student and (c) any student receiving waiver or fee payment after fees have been paid will receive a refund within 45 days of receipt of payment.
3. In the case of unusual or special circumstances (illness, death in family, etc.) that preclude a student's enrollment, the school director or designee may honor a request for full or partial refund of fees providing that: (a) the request is made in writing prior to the date that the course would have normally ended, (b) supporting evidence (where appropriate) is provided.
4. A student is entitled to a full refund of tuition and fees (registration) if a course is cancelled by the school. The refund shall be made within 45 days of the planned start date.

VETERANS AFFAIRS

Military/Veterans' Educational Benefits

Thank you for considering Locklin Technical College for your education! LTC appreciates the sacrifices made by members of the armed forces and their families. We are committed to providing excellent service to our veterans. Active or retired members of our military can access the necessary forms and other information online at www.vets.gov or www.benefits.va.gov or call **1.888.442.4551**. VA students should submit a copy of their DD-214 and certificate of eligibility to the financial aid office. The Veteran's Assistance Office requires each school to evaluate prior training and education transcripts to determine if credit can be awarded for previous training and/or

experience. Veterans are required to provide official transcripts from all schools attended. The program instructor will evaluate the VA student's previous training and/or experience. Should credit(s) be accepted, the VA student's tuition and training time will be reduced proportionally.

Most programs at LTC are approved by the state approving agency. VA students are responsible for notifying the VA certifying official of any program changes.

In accordance with the Veterans Benefits and Transition Act of 2018, a covered student may attend or participate in a course of education, pending VA payment, providing the student submits a certificate of eligibility for entitlement to educational assistance.

Please note: an out-of-state tuition fee waiver may be available for those students eligible for Veterans Benefits.

For veteran and veteran dependent benefit purposes, the last day of attendance will be reported to the Veterans Administration.

Satisfactory Progress for VA Students

Veteran students are expected to maintain satisfactory progress within their program. Satisfactory progress is defined as maintaining a grade of 70 or better.

Each VA student is expected to complete the program within the number of training hours (clock hours) approved by the Bureau of State Approving Agency for Veterans Training.

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Attendance Policy for Veteran Students

It is Locklin Technical College's responsibility to prepare students for the workforce by teaching the skills necessary to be successful employees. Business and industry recognize that the single most important trait for career success is good attendance. The Department of Veterans' Affairs requires that attendance records be maintained, monitored and strictly enforced.

As a veteran student, continued certification is contingent upon satisfactory attendance. Attendance is reviewed monthly and students who, for any reason, miss more than 20% of the total scheduled clock hours in a calendar month are considered to be in violation of the attendance policy. Failure to meet the attendance policy will result in the student being placed on Attendance Probation for one (1) month for unsatisfactory attendance. If attendance is satisfactory during this time period, the student will no longer be on probation and benefits will remain active. If a student's attendance is unsatisfactory at the end of the probation period, VA benefits will be terminated. Satisfactory attendance is defined as compliance with existing school attendance policy and the VA attendance policy. A VA student is allowed one probationary period per semester.

Money-Back Guarantee

Locklin Technical College offers a money back guarantee for students who are unable to find employment in their field of study within 6 months of completion in the following programs:

- · Electricity 1 & Electricity
- · Heating, Ventilation, Air-Conditioning/Refrigeration 2
- · Master Automotive Service Technology 2
- · Welding Technology Advanced
- · Practical Nursing

Students are only eligible for a refund for out-of-pocket expenses (excluding curriculum costs and registration fees).

Students must meet ALL the following requirements to be eligible:

- · Attended 90% or more scheduled hours for the entirety of the program.
- · Earned a B+ (87-89) or above on all coursework.
- · Earned at least one industry certification recognized on the Master Credential List for the program of enrollment.
- · Student must show documentation that they have applied for a minimum of 5 jobs and have scheduled interviews within the 6 months after completion of the program.
- · Development of a student career plan with the institution's career services department.

Students must have done the following:

- · Met with the LTC Career Specialist at least once during enrollment
- · Submitted an updated resume (on file)
- · Completed the LTC exit survey
- · Met all other requirements for exit process

WITHDRAWAL INFORMATION

Withdrawal Policy

Students can voluntarily withdraw from a program. The student should notify Student Services as well as the program instructor. When withdrawing from a program a Withdrawal Form is completed in Student Services. Student Services will determine the student's withdrawal date. In addition, the following should be completed:

- · Settle any financial obligations to the institution.
- · Return all school property (student ID, books, tools, or other materials)
- · Notify appropriate financial aid personnel.
- · Verify mailing address and telephone number are on file with Student Services

Personal property belonging to a student who withdraws must be claimed no later than the withdrawal date. LTC is not responsible for items left behind. Students who voluntarily withdraw and request to re-enroll within the same semester are required to pay the program registration fee.

Pell Recipient Withdrawal Policy

Upon withdrawal, Pell recipients may **owe** funds back to the school for unpaid institutional charges. Pell Grant recipients may also be liable to repay any disbursed financial assistance/funds the school is required to return (as mandated by Federal policy) as the result of withdrawal from a program. Federal regulations state that Financial Aid is awarded under the assumption that the recipient will attend school for the **entire** payment period or period of enrollment. When a student withdraws during a payment period, the eligible amount of funds up to the point of withdrawal, is determined by a specific formula. If the amount of funds disbursed was less than the eligible amount, the student may qualify to receive those additional funds (even after withdrawal from a program). If the amount of funds disbursed was more than the eligible amount, the excess funds **must** be returned to The Department of Education. Students receiving Financial Aid who anticipate withdrawal from their program prior to the completion of a payment period, should consult with the Financial Aid Counselor to determine their current payment/disbursement period status **prior to withdrawal**.

Administrative Withdrawal

The decision to administratively withdraw (involuntary withdraw) a student can be made if school officials determine it is in the best interest of the individual student, or the student body at large. Students may also be administratively withdrawn from a program for any of the following reasons:

· Failure to pay fees.
· Lack of adequate progress as reported by the instructor and as determined by Student Services.
· Disciplinary action held in accordance with the policies set forth in the Locklin Technical College Curriculum Guide & Student Handbook. See Student Rights, Discipline and School Intervention Team procedures.
· Failure to adhere to respective program safety rules/guidelines.
· Attendance withdrawals may be made if a student is in violation of the Attendance Policy. It is the student's responsibility to fully understand the impact of absences on program success, as well as the disbursement of financial aid and VA benefits.
· Falsification of information at any time during the application or registration process can result in an automatic administrative withdrawal. These processes require the student to identify any relevant facts related to misconduct at any other educational institution resulting in disciplinary actions or charges from violation of the law which resulted in probation, community service, a jail sentence, revocation or suspension of driver's license.
· Any violation of programmatic policies, clinical or internship affiliation agreement requirements which may prevent a student from completing a program of study.

Re-entrance Process

If a student decides to re-enroll in a program, he/she should adhere to the following protocol:
Schedule to meet with the Guidance Counselor, as well as, Financial Aid Counselor (if applicable).
Student should be aware that space must still be available in the desired program in order to re-enroll. Some programs do not have open entry.

REINSTATEMENT FROM ADMINISTRATIVE WITHDRAWAL

Students who have been administratively withdrawn may not re-enroll at LTC for the remainder of the school year in which withdrawal took place. All reinstatements from administrative withdrawals for disciplinary or campus safety reasons require administrative review and approval. Students may request School Intervention Team review, in lieu of administrative review, when requesting reinstatement or readmission.



GRADING SYSTEM

Letter Grade	Numerical Grade
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Grades

Adult students are enrolled at various times within each semester in clock hour courses as part of a program of study. Course lengths vary within each program.

Students are encouraged to track their progress by accessing their grades using the online gradebook portal provided by the District. Students should also utilize their Program Schedule listing each course along with the corresponding Occupational Completion Point (OCP), the entry and exit dates, and the number of days required to complete each course.

Students must demonstrate satisfactory progress and earn a grade of 70% or higher in each course to receive the corresponding OCP throughout enrollment in a program. Practical Nursing Program requires a 74%. Students who have not made satisfactory academic progress within a course will receive an unsatisfactory grade and may receive counseling to determine a plan for improvement. The student may have the option of selecting another program if space is available or may be administratively withdrawn per SAP policy. OCPs are not awarded for course completion if the course grade is less than 70%. Program completion is achieved after students have earned all program OCPs and have met the required Post-Secondary Readiness test scores (if required) or received an exemption.

CALENDAR SYSTEM

The college follows a ten-month, regular school year (semester system) with an additional summer term. The college admits students on an open enrollment process based on space availability except for the Practical Nursing program where clinical rotations limit enrollment to the fall of each school year. A full-time student attends class 25 hours per week and accrues 450 hours in a semester. Based on their program of study, some students attend more than 25 hours per week and accrue more than 450 hours in a semester. All program schedules are outlined in the Locklin Technical College Curriculum Guide and Student Handbook. The summer term runs 5 days per week for 6.25 hours per day for 6 weeks, except for the Practical Nursing summer program. Times may vary due to each clinical site schedule. Methods of instruction vary by program and may incorporate lecture, lab, live work, clinical rotations, and internships as part of the learning experience.

ACADEMIC POLICIES

Awarding Certificates of Completion

A Certificate of Completion is awarded when a student successfully completes a program of study as defined by the grading policy. Certificate requests must be made through Student Services with the Career Specialist. Exit interviews will be conducted during the certificate request process.



Attendance Policies

It is LTC's responsibility to prepare our students for the workforce by teaching them the skills necessary to be successful employees. Business and industry recognize that the single most important trait for career success is good attendance. The attendance policies are the minimum acceptable standard to be successful in all certificate programs at LTC.

Instructors and counselors may offer interventions and/or strategies where attendance is affecting the educational progress of the student. Students who register for a class yet fail to attend within the first 5 days of the enrollment period, will be withdrawn.

Students may be withdrawn after missing 6 consecutive days **or exhibiting a pattern of absences**.

If the student is unable to present documentation before the absence occurs, then they must present appropriate documentation within 3-days of the absence to Student Services before re-entering class.

Absences will impact a student from making adequate progress, earning OCPs and eligibility of continuation in the program.

Any requests for exemptions to the attendance policy must be submitted in writing to Student Services within 3-days of the first day of the absences.

More stringent attendance policies exist for students enrolled in licensure programs. See program syllabus.

Note that attendance policies for VA students are different. Please refer to the section on Veterans' Education for VA specific policies.

Exit Interview

The exit interview is a step in the process for the student to request a certificate of program completion, practice interview and job seeking skills, and receive assistance in job placement. The interview is conducted in the format of a job interview. An interview is scheduled with the Career Specialist during the last month of program enrollment. Often a student will have already found employment. This employment placement information is documented during the exit interview. Students still seeking employment are counseled on their interview skills and employment opportunities are reviewed.

Statewide Articulation; Industry Certification to AAS/AS Degree

Upon meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an Associate's Degree by the Florida College System. Students should contact Student Services for more information or reference current state articulation agreements at: http://www.fldoe.org.

Additional Hours Credit

Students entering Career & Technical Education certificate programs may be eligible to receive additional hours credit within their program of choice. Additional hours credit will allow students to accelerate the instructional process, by applying past experiences toward competencies taught in the program. Additional hours credit may be granted for appropriate course work from accredited educational institutions and/or verified significant life experiences such as work, volunteer work, military service, or self-directed study. FL Department of Education curriculum frameworks are used to evaluate additional hours credit prior to program registration. Contact Student Services with questions.

Transfer Student/Credit Policies

Students transferring from a public institution or a non-public institution must submit a transcript to Student Services upon initial application to LTC. The Florida State Board of Education Rule 6A-10.024 clearly defines the articulation of credit between and among universities, Florida colleges, and school districts. Students transferring among post-secondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system, shall be awarded credit for courses satisfactorily completed at the previous participating institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credit awarded must satisfy institutional requirements on the same basis as credits awarded to currently enrolled students.

Student records and Transcript requests

Requests for student records should be made through the Student Services office. All requests must be submitted with proof of identity. Requests will be processed within 10 school calendar days. A charge of $0.10 per single sided page will be charged. School records must be picked up in person at Student Services. Any requests for mailed copies of student records will incur the cost of registered mail and must be paid in advance.

Requests for student transcripts should be made through the Student Services office by completing the Official Transcript Request Form. All requests must be submitted with proof of identity. Requests will be processed within 10 school calendar days.

Transferring Programs

Students requesting to transfer from the program they are currently enrolled in to another program (provided space is available in the desired program) must do so through Student Services. All requests require Student Services' approval. Requests to transfer programs may **only** be approved **ONCE** during the academic school year.

Student Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period when a student is not in attendance for a planned period of time. The student must exhibit satisfactory academic progress and attendance prior to the LOA. To request a LOA, the student must submit the request in writing including a detailed description explaining the reason for the LOA. The request must be signed and dated by the student. If the LOA exceeds 5 school days, the student will be withdrawn.

There must be a reasonable expectation that the student will return from the LOA. If withdrawn, the student may re-enroll at any time provided space is available in the program. Upon re-enrollment, the student will be required to pay the registration fee.

A student returning from an approved LOA during the same school year will resume training at the same point in their program curriculum. Placement in the program is not guaranteed if a student fails to return from a LOA at the designated time. This policy may not be approved for Financial Aid and Veteran Students. Please see the Financial Aid Counselor in Student Services.

Live Work

LTC students have the opportunity to participate in live work opportunities in some programs. Live work services are performed by students under the instructor's supervision. All parts, supplies and materials, are the sole responsibility of the service recipient. Please note, work performed by students is NOT guaranteed. Live work forms may be obtained from the main office.

Internships

Internships are structured learning activities aligned to specific objectives and competencies within the program of study. Internships are conducted in a supervised work setting external to the institution. Placement is based on worksite availability, worksite affiliation requirements and student performance in the program of study.

In order to request an internship, students must be recommended by their instructor. Students should complete and submit an **Application to Intern** with the Internship Coordinator. See application for specific requirements regarding attendance and placement.

Clinical Rotations

For all nursing programs, the affiliated worksite under Florida Statute Chapter 435.07(3); is required and retains the right to review and approve all program applications including background checks for both potential applicants and current program students requesting permission to work under their operational license with the Board of Nursing to ensure compliance with all regulations and standards of care set forth by the Board of Nursing.

All student worksite internships and clinical rotations for nursing programs will operate under the policies of Locklin Technical College, approved affiliation agreements between the worksite and the SRCSD, program of study specific policies and applicable program related licensing board and accreditation rules and regulations.

Textbooks/Tools

Instructors will provide a list of tools, books and other items required for each program upon enrollment. All adult students will be required to purchase their books and supplies. Adult students may purchase their textbooks through the LTC Bookstore on campus, most local bookstores or through the Internet. Financial Aid students may give the Financial Aid Counselor authorization to defer textbook charges to their Pell Grant. Please see the Financial Aid Counselor for deferment options.



Cheating and/or Plagiarism

Any acts of alleged cheating or plagiarism will be reviewed by LTC administration and the School Intervention Team. Recommendations for continued enrollment or administrative withdrawal from the program will be made by the School Intervention Team. Students recommended for administrative withdrawal will not be allowed to re-enroll in a program of study until the following school year. Students must self-identify on the full disclosure form during registration of any previous administrative withdrawals, scholastic disciplinary actions or any type of misconduct that took place at another educational institution.

MEDIA CENTER SERVICES

The Media Center serves students and staff Monday through Friday 8:30 A.M. - 3:00 P.M. (Summer hours may vary.)

The Media Center provides services and resources tailored to meet the needs of a diverse student population training in the workforce program areas, while encouraging literacy and supporting the instructional staff as well.

Locklin Technical College's Media Center provides a variety of learning resources and reference materials to support instruction for all program areas. Periodicals, professional journals, college preparation guides, as well as a collection of fiction books, eBooks, along with general, instructional, and career specific resource materials are available to students and staff. Media Center materials are catalogued on the District's On-Line Destiny Library Manager Program. This program allows students to access learning resources throughout the SRCSD.

Desktops, laptops, and tablets with internet access are also available for student use for online research, class projects, or personal and/or remote use. All computers have up-to-date software, including the Microsoft Office Suite, providing students with many opportunities for class assignments, projects, or even resume prep.

There is also a copier/printer available for patron use. In addition, students have access to a *"Makerspace"* area. There is also a scanner available to scan, send, or print digital photographs and/or documents. A second printer with larger format printing capabilities, and a shredder are accessible to students and staff as well.

The Media Center facilities provide a comfortable and accommodating hub for students and staff alike to access resources and includes a reading area, Instructional Television (ITV) room, professional area, student computer stations, student social area, and a computer lab.

Media Center Orientation is accomplished at the beginning of each semester, and/or as needed, helping to acclimate everyone to the available resources. During this process, all students are issued LTC IDs, high school students are issued textbooks, and students receive instruction/assistance logging on to a district device for the first time.

STUDENT RIGHTS

Student Rights and Responsibilities

The intent of the Student Rights and Responsibilities section is to summarize the broad principles of student rights. Each right comes with a responsibility in a free and democratic society. The rights and responsibilities defined are basic and reflect the most recent court decisions on students' rights.

Assembly

1. Students have a right to meet in accordance with district rules and scheduled use of facilities.
2. Students have a responsibility to:
   a. conduct themselves and their activities consistently with the educational objectives of the school.
   b. refrain from disrupting the educational process.
   c. not endanger the health, safety or welfare of other students.

Attendance

1. Students have a right to:
   a. be informed of school rules and policies regarding absenteeism and tardiness.
   b. make-up class work within a reasonable length of time.
2. Students have a responsibility to:
   a. attend classes daily and on time.
   b. provide appropriate explanation of absences as requested.
   c. request make-up assignments immediately upon returning to school.
   d. abide by school rules and regulations.

Due Process
Students have a right to be provided due process in all instances involving disciplinary action. *For further information see "Due Process" Policy.*

Free Speech and Publications
1. Students have a right to:
   a. express their viewpoints in an appropriate manner.
   b. print and distribute publications within the guidelines agreed upon by the students and administrators.
2. Students have the responsibility to:
   a. recognize the rights of others by expressing themselves in a manner which does not interfere with the orderly process of education, violate school rules or infringe on the rights of others.
   b. observe guidelines agreed upon by students and administrators.
   c. follow rules of responsible journalism.

Participation in School
Students have a right to participate in school. Students have a responsibility to abide by school rules and regulations.

Privacy
1. Students have a right to:
   a. privacy in their personal possession unless there is reasonable suspicion to believe the material is prohibited by law, disruptive to the educational process or a violation of School Board Policy.
   b. prior notification of any general search of lockers or personal property except in emergency situations.
2. Students have a responsibility to:
   a. not carry or conceal any such material prohibited by law or a violation of School Board Policy or that would detract from the educational process.
   b. accept the consequences for the contents stored within their lockers or personal property.

Respect for Persons and Property
1. Students have a right to:
   a. receive respect for their persons and property from other students and school personnel in the school setting.
   b. expect school property to be clean and well maintained.
2. Students have a responsibility to:
   a. respect the persons and property of other students and school personnel.
   b. take care of the property of the school system.

Right to Learn

1. Students have a right to:
   a. a positive learning climate free of disruption.
   b. information on how grades are determined.
2. Students with an Individual Education Plan (IEP): In accordance with IDEA and its provisions embedded in provisions of a Free and Appropriate Education (FAPE), a student with an active Transition IEP has the right to attend school through the end of the school year the student turns twenty-two (22). The option and placement will be based on the student's diploma designation and the decision of the IEP team.
3. Students have a responsibility to:
   a. utilize the educational experiences made available to them.
   b. provide assistance to improve the educational experiences.

Rules of Conduct
1. Students have a right to:
   a. a copy of clearly defined rules of student conduct.

b. expect the rules to be enforced without discrimination.

2. Students have a responsibility to know and observe school rules and regulations which govern their conduct.

Non-Discrimination

**Santa Rosa School Board Policy 2.70*

A. No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

B. The School Board shall comply with all state and federal laws, which prohibit discrimination on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin or genetic information, and are designed to protect the civil rights of applicants, employees, and /or students, or other persons or organizations protected by applicable law.

C. The School Board shall admit students to District schools, programs and classes without regard of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information.

D. The School Board complies with the Americans with Disabilities Act of 1990 (ADA) making it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his or her job with reasonable accommodations. Complaint procedures aligned in School Board Policy 2.70, are available to anyone alleging unlawful discrimination.

Title IX – Non-Discrimination Statement

E. Santa Rosa County District Schools do not discriminate on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

F. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator:
Mike Thorpe,
Assistant Superintendent
for Curriculum and Instruction
(850) 983-5150

Section 504 Coordinator:
Student Services Department
(850) 983-5151
6032 Highway 90 Milton, FL 32570
Santa Rosa County School Board Policy:
Chapter 2.00, 2.70

Students with Disabilities

Prior to or after admission to Locklin Technical College, students with a documented disability or disabilities are encouraged to self-identify to request services if needed. Reasonable accommodations may be made based on the needs of the individual student. Additional resources may be available for students with disabilities through Vocational Rehabilitation.

Disability Services

As an Equal Access/Equal Opportunity Institution, LTC assures students with disabilities equal access to all programs, activities, and services, as described in sections 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008, (ADAAA). Trained Exceptional Student Education staff provides specialized services and counseling.

FERPA Notification

Family Educational Rights & Privacy Act (FERPA) Notification
Student Records
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 Statues (F.S.) 1002.22 and 10022.221 affords parents, guardians or eligible students certain rights with respect to student education records. An "eligible student" means a student who has reached the age of 18 or who is attending a post-secondary institution at any age. Once a student becomes an "eligible student," the rights afforded his or her parents under FERPA transfer to that student. For additional information, please visit the Family Policy Compliance Office (FPCO) site link at: www.ed.gov/policy/gen/guid/fpco. A paper copy is available upon request.

Discipline Hierarchy of Consequences

The ultimate goal of LTC is to train students in a "world of work atmosphere" to enhance the student's potential for securing employment and/or to continue their education. It is the responsibility of the administration, faculty and staff to instill in our students' acceptable behavior to co-exist with co-workers and employers.

Consequences available to school administration, but not limited to, if needed to deal with unacceptable student behavior are as follows:

- Student Conference
- School Intervention Team review (adult students)
- Parent Conference (high school students)
- Work Detail Assignment (high school students)
- In School Suspension (ISS) (*high school students)
- Out of School Suspension (OSS) (high school students)
- Administrative Withdrawal (adult students)

Some disciplinary actions due to egregious acts will be considered zero-tolerance and will result in an immediate Administrative Withdrawal. Examples include but are not limited to:

- Threats of school violence
- Acts of violence
- Drug/alcohol possession or being under the influence
- Theft
- Any acts which are deemed a safety or security risk for faculty/staff, students or campus

*In-school suspension (ISS) or detention is not an option at LTC for high school students. High school students can be assigned ISS at their home high school if space is available. If not, OSS may be assigned.

Appropriate action will be taken for disciplinary problems and may involve contacting the Santa Rosa County Sheriff's Department.

Due Process

Due process in education requires that a student is given notice of what allegations are being made against him/her and that the student is given an opportunity to be heard regarding the allegations. The initial due process is usually at the school where the incident occurred. The administrator or his/her designee provides the student with information regarding the incident and the student is provided with the opportunity to respond. After considering the student's response, the Assistant Director decides on discipline. This level is informal. Subsequent levels of due process may involve the School Intervention Team and formal disciplinary process. At each level the procedure becomes more formal, and the student is apprised of the procedural safeguards.

School Intervention Team Procedures

ADULT STUDENT DISCIPLINE

Individuals governed by this process are students 16 years of age and older, who no longer participate in the secondary educational system.

In addition to the process below, Administration reserves the right to remove any student from the program and/or campus at any time when doing so would restore a safe, productive and orderly learning environment.

INFORMAL DISCIPLINE PROCESS

LTC's Informal Discipline Process begins with a verbal or written warning and classroom discipline by the instructor. Depending on the seriousness of the infraction, a referral to school Administration or designee may be warranted. Some infractions may be egregious enough to be escalated to the Formal Process.

FORMAL DISCIPLINE PROCESS

If an infraction has reached this level of correction, the student will meet with Administration or designee and may be temporarily removed from the program and/or campus until the SIT (School Intervention Team) can review the allegations.

ORDER OF EVENTS:

1. Notification of discipline issue (written referral, email, phone call, etc.) *
2. Student will meet with Administration or designee
3. All parties involved must offer a written statement of events within one business day**
4. Administration will investigate the allegations and may choose to take additional statements from witnesses.
5. The SIT will meet to review all statements (the instructor and student will be invited to the meeting to represent themselves and share additional information).
6. The SIT will render a recommendation in writing to Administration.
7. The Director will make a final decision in writing.

Removal from class will result in unexcused absences. (Attendance Policies-LTC Curriculum Guide and Student Handbook). If the recommendation is to withdraw the student, Administration will notify the student in writing that they have been administratively withdrawn from the program.

*Good faith attempt must be made immediately to contact parent/guardian, **students under 18**, by telephone.

**Any notice of time delay in the process must be supplied in writing and/or email to all parties involved. The SIT will meet within five business days to review documentation. It is the goal of the SIT to bring all discipline issues to a close within 5 business days.

Complaint/Grievance Procedure for Post Secondary Adult Students

A student shall have the opportunity to question and register a complaint/grievance regarding a decision made by any school employee. This procedure may be used to file a complaint or grievance concerning the discipline of post-secondary students at LTC. It is the aim of these procedures to settle a complaint/grievance at the lowest possible level. The following procedures shall be used to submit a complaint/grievance.

1. **Informal:** If the student wishes to question a decision of any school employee, the student shall first request an appointment to discuss the issue with the employee concerned and/or a school site administrator at a time other than regular class time. The appointment shall be requested within 60 calendar days of the incident of concern.
2. **Formal**: If the student is not satisfied after discussing the issue with the employee or the school site administrator or disagrees with the SIT; the student may submit an appeal in writing to the Director of Workforce Education to review the matter. Such an appeal shall be submitted within 10 calendar days of the final decision.
    a. The Director of Workforce Education shall investigate the problem and shall render a decision. Such investigation may include interviews with the student, the faculty and/or the Director. The decision shall be given to the student in writing within 10 calendar days of the written notice of appeal.
    b. If the student is not satisfied with the decision of the Director of Workforce Education, the student may appeal the decision in writing to the Superintendent within 5 school days of the decision. The Superintendent or designee must respond in writing within 5 school days of receipt of the appeal.
    c. If the student is not satisfied with the decision of the Superintendent within 5 school days of the decision the student must notify the Superintendent of a request of an appeal hearing before the School Board. Scheduling of a hearing before the School Board will be in compliance with applicable School Board policies.
3. **Further Possible Appeals:** If the individual filing the complaint is not satisfied with the decision of the School Board, a complaint may be filed with the **Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 770.396.3898, or at www.council.org.

No student shall be retaliated against in any manner for filing a complaint/grievance regarding conduct which is believed to be in violation of district and/or school policy or for participating in investigation of a possible violation of district and/or school policy. Confidentiality will be ensured to the greatest extent possible.

SAFETY & SECURITY POLICIES

Safety Rules

A safety agreement form should be signed and submitted to the instructor. Students under 18 must obtain their parent/guardian's signatures on this agreement. Students may not begin work in any shop or Lab until the shop/LAB safety agreement FORM and safety instruction ARE COMPLETED AND SUBMITTED to the instructor with a passing grade.

Reporting of Accident/Incident

All student, visitor and employee accidents/incidents should be reported to a school employee immediately. Call 911 for serious injuries and notify a school employee immediately. All accidents/incidents should then be reported to Administration immediately.

Weapons

1. In accordance with the Gun-Free Act of 1994, a part of Public Law 103-382, a student who brings a weapon as defined in this policy to school or any setting associated with a school function is to be expelled from school for a period of not less than 1 full year (12 months). In addition, school officials shall be required to refer all such incidents to the criminal justice or juvenile delinquency system.
2. In reference to this Act, a weapon is defined to include:
   a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant if the device using the other propellant has a barrel with a bore of more than one-half inch in diameter,
   b. The frame or receiver of any weapon described above,
   c. Any firearm muffler or firearm silencer,
   d. Any explosive, incendiary, or poison gas bomb; grenade; rocket having a propellant charge of more than 4 ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or similar device or,
   e. Any combination of parts either designed or intended for use in converting any device into any destructive device described in items 1 or 4 above.
3. The weapons definition used by Santa Rosa County school district is more inclusive than the definition referenced in Public Law 103-382, as is Florida Statute 790.001.

Harassment

It is the policy of the Santa Rosa County School Board that each student be allowed to receive equal educational opportunities in an environment free from any form of malicious or sexual harassment as prohibited by state and federal statutes. Students found to be in violation of the Board's policy on harassment may be subject to disciplinary action up to and including expulsion and may also be subject to criminal penalties.
*More specific information regarding harassment and procedures for reporting are provided under the **Harassment** section located in the Santa Rosa County District Schools Code of Student Conduct located on the SRCSD website*.

Investigation

The school district shall immediately investigate and attempt to resolve reports of alleged unlawful discrimination and harassment. In determining whether the alleged conduct constitutes unlawful discrimination or harassment, the totality of circumstances, the nature of the discrimination or harassment and the context in which the alleged incident occurred will be considered. The Superintendent shall take and/or recommend to the School Board immediate and appropriate action. *More specific information regarding Investigation is provided in the Santa Rosa County District Schools Code of Student Conduct located on the SRCSD website*.
A student who has knowledge of and fails to report to a person in authority, the plans or actions of another person that might result or has resulted in harm to a person or damage to property could face disciplinary action. In addition, students applying or registering in any program of study may be denied admission to,

or continued enrollment in the college, for the falsification of their application or registration forms. Administration reserves the right to deny a student's application or registration to any program in order to ensure a secure, safe & productive learning environment for all students (in accordance with *Santa Rosa School Board Policy 2.70*). A student may report this information to an administrator, staff member, the Santa Rosa Speak Out button on the school websites, a School Resource Officer at the school or the student may report it through the Santa Rosa County Crime Stoppers at 850-437-STOP (850-437-7867).

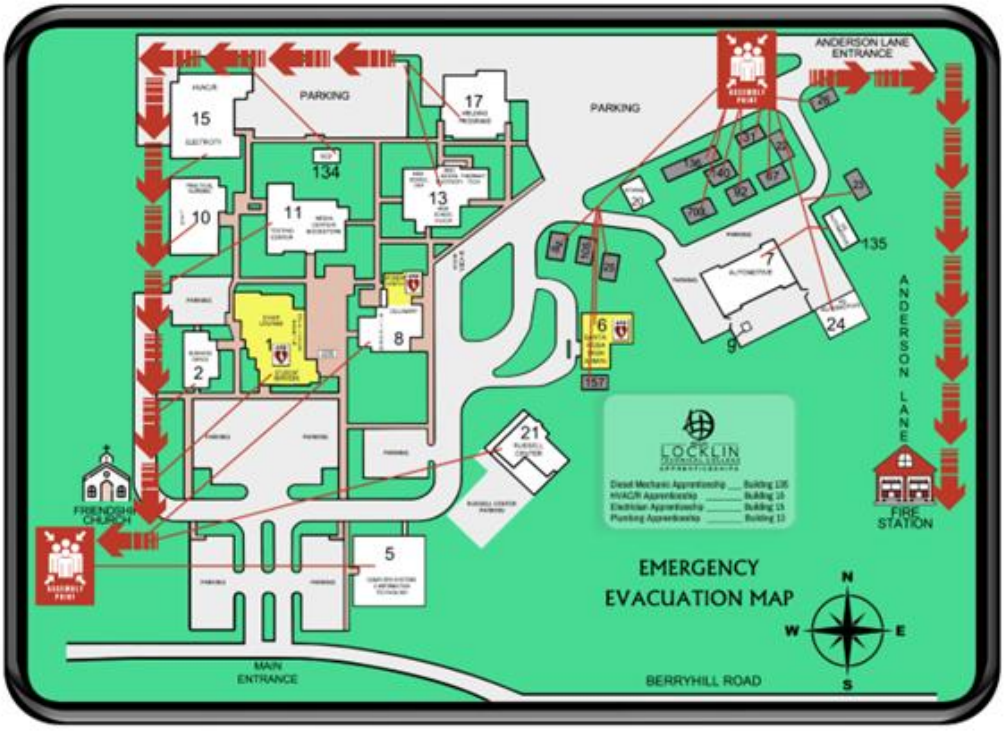
Emergency Cancellation of School

On rare occasions, the Superintendent of Schools determines that severe weather and/or hazardous conditions make it necessary to temporarily cancel school. When school is cancelled, the announcement will be made through the news media and other school-based resources. School days that are subject to this action may be made up in accordance with the Santa Rosa County School Board approved calendar.

Emergency Drills

Emergency Drills are held at least once each month for the purpose of orienting students, faculty, and staff to the proper procedures to follow in the event of an emergency. Evacuation routes are posted in each classroom. Students are to familiarize themselves with the route to follow in case of an emergency. If the fire alarm sounds, students and staff are to follow fire alarm procedures. It should be assumed that an emergency exists unless informed otherwise over the intercom system.

Depending on the circumstances, the staff will utilize the intercom system, the district call out system, the emergency radio, cell phones and/or the electronic notification app to initiate emergency procedures for immediate threats and dangerous situations.



Clery Act Disclosure Security Policy

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public and the Department of Education with crime statistics and information about campus crime prevention and policies. A crime log documenting criminal incidents/alleged criminal incidents and applicable safety procedures is available in Building 1/Administration. LTC publishes a Student Brochure, available on their website at www.locklintech.com, to comply with the requirements of the Clery Act. This brochure contains policy statements and crime statistics for the school. The policy statement addresses the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenders (FL Department of Law Enforcement, Sexual Offenders & Predators search: https://offender.fdle.state.fl.us/offender/sops/home.jsf). Paper copies of the Student Brochure are available through Student Services upon request.

CAMPUS POLICIES

Student Conduct

All students are expected to understand and adhere to the rules and regulations as set forth in this curriculum guide and student handbook, as well as, the District Student Code of Conduct. LTC prioritizes the safety of all students and strives to ensure that each student benefits from the learning opportunities while on our campus. Our philosophy is that no student shall be allowed to interfere with another student's right to learn, nor an instructor's right to teach. Civility is expected from all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive action. Civility is clearly defined in the Santa Rosa County Code of Student Conduct. The Administration and faculty at LTC reserve the right to remove a student from a program or an off-campus work experience if that student creates a safety hazard in the program or refuses to respect the learning environment. All incidents will be referred to Administration for disciplinary action. Based on the information collected, Administration will determine if the informal or formal discipline process is warranted. Students enrolled in LTC programs are expected to help maintain a safe and productive learning environment.

Some discipline problems may result in an arrest and charges being filed by law enforcement. In complying with law, the Santa Rosa County School Board defines zero-tolerance to mean certain kinds of misconduct will always lead to disciplinary consequences. Any and all threats are zero tolerance infractions. For some discipline infractions, school officials have discretion as to the discipline and penalties, for others, the school board has mandatory penalties. There are some infractions that require the school official to notify law enforcement and there are times that infractions become a violation of the law, as well as a violation of the LTC Curriculum Guide & Student Handbook and the District's Code of Student Conduct.

There may be instances of misconduct that arise, which will not be detailed in this document or the District's Student Code of Conduct. Decisions regarding the consequences in such cases will be made

based on the details of the information gathered in the investigation of the incident and the severity and seriousness of the misconduct.

Drugs

The possession, receipt, use, being under the influence of, cultivation, transportation, sale, purchase, or negotiation for the sale or distribution of any controlled (F.S. 893) or unlawful substance (including "spice" and other synthetic substances); possession or use of an inhalant or any substance represented as drugs (such as designer drugs, caffeine pills, herbs, foods), or any substances not used in accordance with the manufacturers' instructions (over the counter medication, designer herbs/products) or any prescription drug for which the student does not have a valid prescription and/or which is not in the original container on school property or within one thousand (1000) feet of school property or at a school-sponsored activity on property other than school property. A student, who distributes "drugs", is defined as a student who possesses, gives to or leaves drugs for another student. It also applies to the student who takes, receives, passes to/from or picks up the "drugs". These students who engage in the behavior as described in this section shall be subject to the disciplinary penalties for distribution of "drugs".

Distribution, of an Illegal, Purported, or Unlawful Substance, Prescription Drug without a Prescription or Substance Not Used in Accordance with Manufacturer's Instructions

High School

1. Notification of the appropriate law enforcement agency.
2. Out-of-school suspension of the student for a period of ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion.
3. Notification of parents/guardians of out-of-school suspension and recommendation for a Disciplinary Hearing in accordance with procedures for out-of-school suspension and alternative placement or expulsion.

Under certain circumstances possession of "purported" substances may have an alternate consequence.

Adult

1. Notification of the appropriate law enforcement agency.
2. Recommended to the School Intervention Team.

Search and Seizure

The Director, any member of the administrative or instructional staff, or the School Resource Officer (with probable cause) shall be authorized to temporarily detain and question a student when circumstances indicate that such a student has committed, is committing, or is about to commit a violation of law or a regulation of the School Board.

1. If at any time reasonable suspicion exists that the student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs, or any weapon as provided in these regulations or any other item in violation of this code, a school official or the School Resource Officer (with probable cause) may temporarily detain and search the student, school property assigned to a student (including, but not limited to lockers and desks), a student's personal property located on school grounds including students' vehicles on campus, or any property in the possession of the student

on the school grounds for the purpose of disclosing the presence of items as herein provided. In the absence of probable cause, school officials may temporarily detain and search a student if reasonable suspicion exists.

2. If a search of a student, school property assigned to a student (including, but not limited to lockers and desks), a student's personal property located on school grounds, or other property in the possession of the student on the school grounds reveals stolen or illegal property or any item prohibited by School Board regulations, such item or items may be seized and surrendered to the proper authorities or the parents/guardians of the student or disposed of by the school official in the most appropriate manner.
3. The Board reserves the right to inspect students' school lockers or other school property assigned to students in order to protect the health, safety and welfare of students. Such property is the property of the school system, and each student who desires to exercise the privilege of using such property must sign a form, if requested, acknowledging the ownership of the school system and that such property may be inspected by school authorities at any time without notice or consent and without the student's knowledge or presence. Such searches shall be conducted only if school personnel have reasonable suspicion. Routine clean-ups shall not be considered a search.
4. Metal detectors or specially trained animals may be used in the course of a search when reasonable suspicion exists. A trained drug-sniffing dog may be used to walk through the parking lot or the building without reasonable suspicion provided that students are not being detained (without reasonable suspicion) while the dog is sniffing. An alert by a trained drug sniffing dog that drugs are present in a particular location provides school officials and law enforcement officers alike with probable cause to conduct a search of the person or place to which the dog alerted.
5. As a condition of being permitted to park a vehicle on campus, students understand and agree that the vehicle which is driven onto campus is subject to search at any time by school officials or their designees, at their discretion. This search may be conducted because of reasonable suspicion by school officials or without any reasonable suspicion. Furthermore, anything found in the vehicle shall be deemed to be in the student's possession and it is the student's responsibility to be certain that no items which are prohibited by the Code of Student Conduct are located in the vehicle whether or not said items belong to the student or to others.

Possession, Under the Influence of an Illegal, Purported, or Unlawful Substance, Prescription Drug without a Prescription or Substance Not Used in Accordance with Manufacturer's Instructions or Drug Paraphernalia

<u>High School</u>

Any apparatus or material that may be used in the cultivation, use, manufacture, or distribution of drugs.

1. Notification of appropriate law enforcement agency.
2. Out-of-school suspension for a period of five (5) to ten (10) days for a first offense.
3. Out-of-school suspension for a period of ten (10) days for each subsequent offense.
4. Notification of parents/guardians of out-of-school suspension in accordance with out-of-school suspension procedures.

Adult

1. Notification of the appropriate law enforcement agency.
2. Recommended to the School Intervention Team.

Energy/Stimulant Drinks

Santa Rosa County District Schools are committed to providing school environments that promote children's health, well-being, and ability to learn by supporting healthy eating, drinking and physical activity. While not all Energy or Stimulant Drinks are prohibited, we strongly encourage parents to curtail their child's consumption of these beverages. These drinks are laden with caffeine and have very high concentrations of sugar. Most energy drinks also contain at least 80 mg of caffeine. Energy drinks can also cause side effects such as irritability, concentration difficulties, headaches, restlessness, dehydration, nausea, sleep disruption and heart irregularities. Research has shown that children and teenagers are becoming addicted to energy drinks and end up on a jolt-and-crash cycle.

Definition: Prohibited Energy/Stimulant Drinks: Some Energy/Stimulant Drinks are prohibited on school property because they contain alcohol or have age limit restrictions on the purchase indicating that it is not for consumption of anyone under the required age.

Possession, Consumption, Distribution of Prohibited Energy Drinks

1. Discipline student in accordance with the school's discipline plan.
2. In the case of Energy/ Stimulant Drinks containing alcohol refer to the section "Alcoholic Beverages".
3. Confiscate the drink.
4. Notification of parents/guardians of the discipline (high school students only).

Tobacco Products: Facsimile

A student in possession or using a facsimile tobacco product/item including but not limited to tobacco free snuff, herbal tobacco-like products, or nicotine/tobacco cessation products.

1. Discipline according to the school's discipline plan up to and including out-of-school suspension.
2. Notification of parents/guardians of discipline.

Tobacco and/or Nicotine Products: Possession/Smoking

A student smoking, using smokeless tobacco, using electronic cigarettes or any vaporization instrument, in possession of tobacco and/or nicotine products, distributing or selling of tobacco and/or nicotine products on school property, school buses, or in attendance at a school-sponsored activity will be subject to disciplinary action by the school. A person under the age of 18 who possesses tobacco and/or nicotine products **on or off** school property is in violation of the law and subject to a fine (or 16 hours of community service: available only for hardship cases) and required participation in an anti-tobacco program, if locally available. Driving privileges may also be suspended for repeat offenders or for those who fail to meet the sanctions imposed by the first offense.

More specific information regarding tobacco product possession and disciplinary actions is provided in the Santa Rosa County District Schools Code of Student Conduct available on the district's website.

Unauthorized Use of Media/Mobile Devices

Unauthorized photography, audio or video taping of activities/ behaviors/ events

occurring on School Board property that violate Santa Rosa County School Board Policy during the school day or at school sponsored activities. This includes possessing and/or maintaining the unauthorized images or audio on a device, sending the unauthorized images electronically or posting the images/video to any web/internet site(s).

1. Notification of appropriate law enforcement agency if necessary.
2. Required for removal of unauthorized images/audio/video from device and/or web/internet site(s).
3. Discipline of a student up to and including out-of-school suspension for a period up to five (5) days for a first offense. Device may be confiscated or possession prohibited on school campus for a period of time.
4. For subsequent acts, out-of-school suspension of the student for a period up to and including a recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program through alternative placement or expulsion as determined by the school officials.
5. Notification of parents/guardians of out-of-school suspension and recommendation for a Disciplinary Hearing in accordance with procedures for out-of-school suspension and alternative placement or expulsion.

Student Electronic Devices/ Mobile Devises Possession

(including but not limited to any electronic communication device)

A student may bring a mobile device to school. The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment. Students may use their mobile device at any time during NON-INSTRUCTIONAL time unless instructed specifically not to do so by a member of the school staff. During INSTRUCTIONAL time, a student may use their mobile device as indicated by the teacher/instructor in charge. Parents who need to reach their child (or vice versa) should communicate via the front office if an emergency arises.

A student may use a mobile device on a school bus as directed by the official in charge. (Bus Driver, Teacher, Coach). Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary action.

Students understand and acknowledge that:

Under no circumstances are students to physically connect to any port or district-owned device while on School Board property through Ethernet cables, USB cables, Para-link cables, etc., or to connect by Ad Hoc mode to any other district owned device. Students are required to access the Internet only through district-provided, filtered networks. Under no circumstances are students to use any device (e.g., air card, smart phone, Palm, 3/4/5G-capable device, or other Internet data device) to bypass this requirement.

· Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of policy.

· Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of policy.

· The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

· While many mobile devices provide file storage, they must not be physically

attached to district hardware for file exchange or other purposes. Files may have to be saved on the C drive of a laptop, a jump drive, an external drive, or another storage device.
· Printing from personal laptops or other mobile devices should only occur with permission from a school staff member.
· Personal technology is charged prior to bringing it to school and runs off its own battery while at school.
· Neither the school nor school district will provide technical support for any personal electronic device.
· The student is solely responsible for personal property and neither the school nor school district shall bear any responsibility for lost, damaged, or stolen property brought by a student. For safety and security, students are strongly encouraged to secure mobile devices in a purse, book bag, etc.

Parking Passes

Parking Passes are available for purchase by all students who wish to park on the LTC campus. All students are required to observe the following regulations:
· Present a valid driver's license and vehicle registration to obtain a parking pass from the Administrative Office in Building 1. The cost is $10.00.
· Display the parking pass on the rearview mirror. Cars parked on campus without the proper pass may be ticketed at the owner's expense. Any additional vehicles will also need to be registered.
· Observe all speed limits, both on and off campus. Campus speed limits are 15 MPH and are clearly posted throughout the campus. Reckless driving may result in loss of driving privileges on campus.
· Do not arrive on campus more than 10 minutes prior to class start. Go directly to your class area or Student Center upon arrival.
· Secure your vehicle. Students are responsible for all valuables inside vehicles.
· Violation of school regulations will result in the suspension or loss of driving privileges on the LTC campus.

Driving

Driving to LTC is a privilege, <u>not</u> a right, for a high school student. All students are required to observe the following regulations:
· **High School students who RIDE WITH ANOTHER STUDENT FROM THEIR HOME SCHOOL TO LTC, must obtain the District Share A Ride Permission Form and have it signed by their parent/ guardian.**
· Students may not drive through the bus ramp area during bus drop off and pick up times. Students need to enter and exit from Berryhill Road or Anderson Lane based on the location of their enrolled program classroom.
· Observe all speed limits, both on and off campus. Campus speed limits are 15 MPH and are clearly posted throughout the campus.
· Reckless driving on campus will not be tolerated and may result in loss of driving privileges.
· Do not arrive on campus more than 10 minutes before class begins.
· Go directly to your class area or Student Center upon arrival.
· Students are not to be in the parking areas during the school day.
· Close your car windows, lock doors, and secure your valuables in the trunk. LTC is not responsible for theft or damage to any vehicle parked in the campus lot.
· Students assume all responsibility for the vehicle and all contents found within.
· Violation of school regulations will result in the suspension or loss of driving privileges.

Visitors/ Volunteers

In compliance with the Jessica Lunsford Act and to ensure the safety of our schools, the Santa Rosa County District Schools has developed a Volunteer Handbook. The Handbook can be accessed via the Santa Rosa County School Board website.
All volunteers must be approved by the Santa Rosa County School Board.
All visitors to LTC should come to the front office to sign in and receive a visitor's pass before entering other parts of our campus.

Children on Campus

Please do not bring children to orientations, testing or program areas during the school day. *Children are not permitted to wander unsupervised in any area of the campus*.

Dress Code

Dress Code

Students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate to the occupation for which they are training. Revealing or inappropriate clothing is not permitted and under garments should be covered at all times. For many programs, students are required to wear uniforms and/or safety apparel which may be purchased on campus or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the program 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. More specific dress code guidelines will be identified in the syllabus for each program.

Illness, Injuries and Insurance

Accident insurance is provided for all students enrolled in programs at LTC. This is an accident only insurance plan that covers the initial services relevant to an injury. Students who are injured or become ill while at LTC are responsible for any and all medical or emergency services administered. In addition, each student should carry his/her own hospitalization insurance. High school students may purchase insurance from their home high school. High school student insurance information is available at their home high school.

- In any life-threatening or extreme emergency, dial 9-1-1 immediately.
- Students should report accidents to the instructor, or other authorized personnel, as soon as possible. In the event of serious injury, the instructor/authorized personnel will notify an administrator and immediately call 911.
- The instructor will complete a Student Accident Report form as soon as possible and submit to administration.

SERVICES FOR STUDENTS

Career Assessment

Career assessment services offer comprehensive assessment programs designed to assist in career planning. At Locklin Technical College, sessions are offered, as needed, for prospective and current students in employability skills, resume writing and other related skills in order to aid in determining the career path that best suits them.

Academic Counseling

Full-time counselors and career specialists are available to assist students in making informed choices. Guidance and counseling activities include, but are not limited to; orientation,

career advisement, internship, job placement, disability services, employment trends, exceptional student counseling, financial aid, job opportunities, occupational counseling, personal counseling, registration, student records, transcripts, and veterans' information.

Orientation

Students are required to complete a Student Orientation Program to acquaint new students with polices functions and personnel of the institution. All students are required to participate in Student Orientation each school year.

Job Placement Services

Prior to completing a program, students complete an exit interview with the Career Specialist. The purpose of this interview is to allow students the opportunity to prepare a resume and to practice interviewing techniques. The Career Specialist will notify current, exiting and alumni students of job opportunities that have been advertised to the school. Instructors can also assist with job opportunities.

Student Organizations

SkillsUSA is a national organization that serves trade and industrial students with leadership, citizenship, character development and job skill activities. Members compete and are recognized on a regional, state and national level in their individual vocational skill levels. SkillsUSA is open to both high school and adult LTC students. Students are encouraged to join SkillsUSA. Instructors may also provide more information on available organizations related to student's enrolled program area.

Graduation Ceremony

A graduation ceremony is held annually to acknowledge program completers and to give family and friends the opportunity to see students receive their technical certificates. Adult students are required to purchase a cap and gown to participate.



HIGH SCHOOL STUDENTS

Locklin Technical College offers High School students two pathways to become immersed in a rigorous and challenging learning environment, while generating interest in a variety of technical programs. Students may enroll in either a secondary Career Education Program or post-secondary Career Education Program via Career Dual Enrollment. Students may attend either the morning or afternoon session.

Students wishing to enroll in our programs prior to completing High School must initiate the process with their home high school. Their guidance counselor can help the student determine if there is room in their schedule for LTC courses. To participate in a Locklin Technical College Career Education Program, students must be on track for graduation and be in satisfactory academic standing (unweighted GPA of 2.0 or higher) with their home high school.

High school students must follow all policies set forth in the district Student Code of Conduct and the Locklin Technical College Curriculum Guide and Student Handbook.

Career Dual Enrollment

Eligible Santa Rosa County District Schools students may participate in Career Dual Enrollment (CDE) at Locklin Technical College. CDE is available on a part-time basis to all eligible secondary students based on current dual enrollment (DE) course offerings through the college and if space is available in the course.

Eligible students seeking Career Dual Enrollment (CDE) should be on track to graduate with their cohort in order to participate in elective post-secondary courses. General Education Core requirements may be found at: http://www.fldoe.org/policy/articulation/general-edu-core-course-options.stml

Students may enroll in Career Early Admissions (CEA), a form of CDE through which eligible secondary students enroll full-time in an eligible program of study. Florida Statutes Section 1007.271 provides that Career Dual Enrollment (CDE) is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college. Requests for part-time students to deviate from the number of courses allowed for an academic year will be reviewed on an individual basis. In order for a request to be granted, both the District grade level director and the post-secondary institution must endorse the request.

All enrollment in CDE, including CEA, will follow the policies and guidelines set forth in the current Career Dual Enrollment Articulation Agreement between the School Board of Santa Rosa County and Locklin Technical College.

Applications for high school and CDE will be accepted in the spring term for the beginning of the upcoming school year. Midterm applications will only be accepted on a space available basis and with mutual agreement of the District home school guidance counselor and the college guidance counselor.

The application and instructions for enrollment at LTC are available on the LTC webpage (www.locklintech.com). Contact Student Services if you need additional assistance.

Home education students registered with the district who want to participate in CDE will make an appointment to meet with the college guidance counselor. All additional required CDE paperwork will be disbursed the first week of class.

For CDE courses offered on or off Locklin Technical College campus, students are required to take a post-secondary readiness test before enrollment or within the first 6 weeks of enrollment. s. 1004.91 F.S. Students may be exempt from this requirement if they meet other post-secondary readiness test scores as defined by the FL DOE at www.fldoe.org or State Board Rule 6A-10.040(8).

Students who wish to withdraw their application request to Locklin Technical College must do so through their home school guidance counselor. The home school guidance counselor will in turn notify the college guidance counselor. Home education students registered with the District who wish to withdraw their application request must do so through the college guidance counselor.

Credits for High School Students

High school students may earn 1 1/2 credits per semester in their LTC program for a total of 3 credits per school year towards their program of study. Credits earned at LTC fulfill a high school student's requirement for elective credits towards their diploma. For students enrolled in CDE or CEA, high school credits are awarded as outlined in the Career Dual Enrollment Articulation Agreement.

Student Services will review prior coursework of Santa Rosa County District Schools high

school students to determine articulated credit. All high school students, particularly seniors, should understand it is their responsibility to complete any academic subject requirements for graduation at their home high school.

Bright futures Scholarships

High school students enrolled in a LTC program may be entitled to receive a Bright Futures Scholarship. High school students should visit www.floridashines.org to review their academic progress in relation to meeting Florida Bright Futures Scholarship Program eligibility requirements. More information can be obtained through the Student Services department.

To find out more information regarding the eligibility requirements and application process of Bright Futures Scholarships, go to www.floridastudentfinancialaid.org. Even if a student does not anticipate attending college, plans to attend school out of state, plans to take some time off after graduation, or anticipates enlisting in the U.S. Armed Forces, they should still complete the application process. Students should refer to the Bright Futures Student Handbook at the following link for most current information: https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN

Home School Students

Students enrolled in a home school program and registered with the Santa Rosa County District Schools may enroll in dual enrollment programs at LTC. Students must meet the same requirements as other high school students to participate. Home school students are expected to follow the rules and regulations as set forth by the District's Code of Student Conduct, as well as LTC's Curriculum Guide and Student Handbook. Excessive absences or lack of progress will result in an Administrative Withdrawal from a program. Please pick up and drop off students in front of Building 1.

12+ Transition Program

The 12+ transition program at Locklin Technical College is designed for Exceptional Student Education students, ages 18-22, who graduated with a High School Diploma and have deferred graduation, as well as have the appropriate skills to participate in general education Career and Technical Education courses.

Through the 12+ program, students enroll in a career and technical education program and receive accommodations and/or modifications as needed.

High School Student Attendance

Research indicates there is high correlation between punctuality and attendance in not only school, but also in attendance on the job. Business and industry can function profitably only when their employees are in attendance and punctual. The same is true of the classroom. Certain programs will have more rigorous attendance policies.

Program Removal Due to Excessive Absences/Lack of Satisfactory Academic Progress

A high school student with excessive absences, lack of satisfactory academic progress, or discipline referrals may be removed from their LTC program. The student's schedule will be adjusted to a full schedule by the guidance counselor at their home high school.

Excessive Absences and Lack of Academic Progress is Defined as:

All high school students must maintain a 70% average in each course and attend 70% of the scheduled hours for the semester for continued enrollment in the program at the college.

Excused Absences: Absences are granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays, religious instruction, court date and special emergencies or pre-arranged absences approved by the Director or designee. The parent/guardian must notify the school to provide the reason for the absence or respond to the school's inquiry about the reason for the absence within three (3) days of the absence, or it becomes an unexcused absence, in adherence with the District's Code of Student Conduct. Students must bring their excuse to the Student Services office for a pass BEFORE RETURNING TO CLASS.

Unexcused Absences: As stated in the District's Code of Student Conduct, include shopping trips, vacations, pleasure trips, truancy, dismissal from school, or other avoidable absences which have not been pre-arranged and approved by the Director or designee. Three (3) late to school check-Ins and/or check-outs, will equate to the student receiving one (1) unexcused absence for truancy purposes. Even if the absence is unexcused or the student does not have a note, he/she must still come to Student Services for a pass BEFORE RETURNING TO CLASS.

Notification to School: Any student who has been absent from school shall bring a note from one of his/her parents or guardians stating the cause of the absence. A Director may choose to accept notification in person or by telephone in lieu of a note. Failure to properly notify the school or the inability of the school to reach the parent/guardian to establish the reason for the absence within three (3) days shall result in an unexcused absence.

Definition of Habitual Truant: A habitual truant is a child who has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian, who is subject to compulsory school attendance under Florida Statute 1003.21(1)(a) and (2) and who is not exempt under Florida Statute 1003.21(3) or 1003.24 or any other exemptions specified by law or rules of the State Board of Education.

Truancy Procedures: If a student has had at least five (5) unexcused absences* or absences for which the reasons are unknown within 30 calendar days, or ten (10) unexcused absences or absences for which the reasons are unknown within 90 calendar days, the student's primary teacher shall report to the school Director that the student may be exhibiting a pattern of nonattendance. *Three (3) late to school check-ins and or check-outs will equate to the student receiving one (1) unexcused absence.

High School Absenteeism: Absenteeism equal to ten (10) or more absences during a semester unit of instruction or five (5) or more absences during a quarter unit of instruction requires the demonstration of mastery of the course for all students; except those students enrolled in competency-based Dropout Prevention programs as follows:

1. Meeting the class requirements of the semester/quarter unit of instruction and earning a teacher-assigned passing grade.
2. Passing a comprehensive semester/quarter examination covering the performance standards of the semester/quarter unit of instruction at the 60 percent level or above. The length, design, and degree of difficulty of such an exam is to be comparable to the semester/quarter exam required of any other student taking the exam for the same course. Due to state guidelines that prohibit the giving of an additional local cumulative exam in courses required to take a State End of Course (EOC) Exam; the attendance rule does not apply to courses that a State EOC is required to earn credit for the course.
3. Any student who scores below 60 percent on the semester/quarter exam will be awarded a course average of 59 or their actual average, whichever is lower.

Any parent/guardian requesting a waiver of this policy* must submit their request in writing to the school Director along with a detailed explanation for the request. The intent of this waiver is for situations regarding absences due to medical reasons. The school Director will evaluate each request and make a determination as to whether or not the waiver will be granted.

Make-Up Work: When a student is absent from school for school-sponsored activities or for an **excused absence**, the student shall be responsible for making arrangements with teachers for completing all work and assignments missed during the absence. All make-up work assigned shall be completed within three (3) days after the student returns to school, unless given an extension of time by the teacher.

Tests announced prior to the absence can be given on the student's first day back to school, or at the discretion of the teacher. Assignments given prior to an absence that were due during the absence should be turned in the first day the student returns to school (see "Excused Absences"). If the teacher finds it necessary to provide an alternate test or assignment for a student who has been absent, the test or assignment shall be comparable in length, design and degree of difficulty of the test or assignment given to the other students in the class for which the student was absent.

*Zeroes will be given for class work and assignments missed during an **unexcused absence** and may not be made up for grading purposes unless an exception is made by the Director or designee. Accommodations indicated on student IEP/504 Plan must be implemented.*

Tardiness: A tardy is the absence of any student at the time attendance is taken, provided the student is in attendance before the end of class, except in the case of checking in to school after the designated start time. Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action. Students should obtain a pass from Student Services BEFORE REPORTING TO CLASS.

Leaving School Prior to End of Day: It is required that a parent or designated (identified on student Health Card) adult sign the student out unless prior arrangement has been made by the parent/guardian. **Repeated**

and/or excessive incidents of leaving school prior to the end of the day may potentially result in disciplinary action for the student. Three (3) accumulated "late to school check-ins" or "early check-outs" will equate to the student receiving one (1) unexcused absence. **Students with an IEP/504 Plan indicating a modified/shortened school day will not be marked absent.**
High school students are not permitted to leave campus for lunch.

***For further guidelines detailing Truancy Procedures and Absenteeism, please refer to The Student Code of Conduct. An electronic copy can be found on the SRCSD website.**

HIGH SCHOOL STUDENT RIGHTS

Complaint/Grievance Procedure for High School Related Problems

This policy is related to problems not connected to expulsion and Adult ADA Grievances. A student or parent/guardian on behalf of their minor child shall have the opportunity to question and register a complaint/grievance regarding a decision made by any school employee. The opportunity to question includes decisions perceived by the student to be discriminatory on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information or social and family background, regarding any phase of educational programs, activities, application of rules of behavior, sanctions, or treatment. This procedure may be used to file a formal complaint under the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, and McKinney-Vento Homeless Education. It is the aim of these procedures to settle a complaint/grievance at the lowest possible level. The following procedures shall be used to submit a complaint/grievance. This policy is related to problems not connected to expulsion and Adult ADA Grievances.

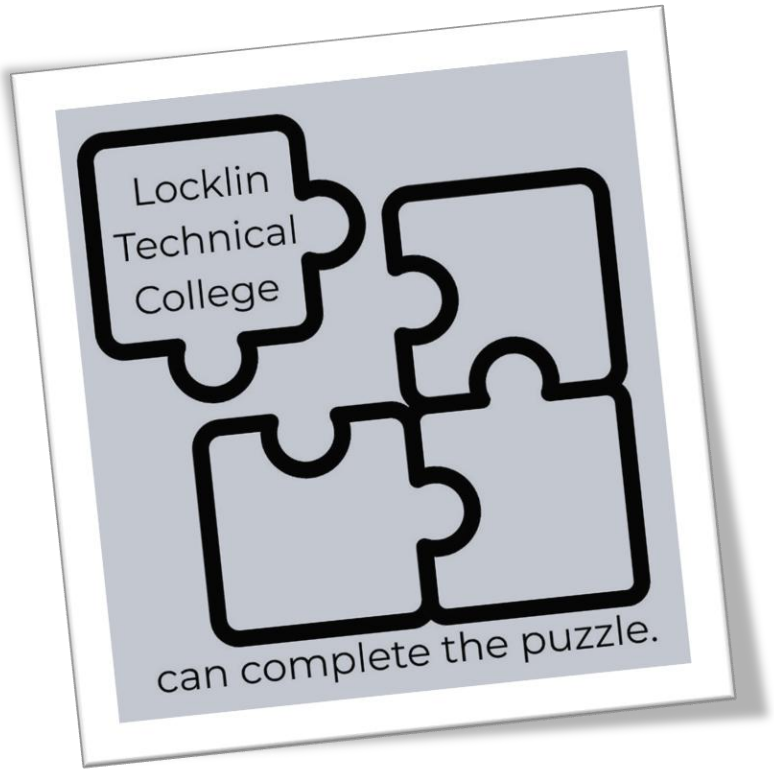
1. **Informal**: If the student wishes to question a decision of any school employee, the student shall first request an appointment to discuss the issue with the employee concerned and/or a school site administrator at a time other than regular class time. The appointment shall be requested within 60 calendar days of the incident of concern.
2. **Formal**: If the student is not satisfied after discussing the issue with the employee and/or school site administrator, the student may submit an appeal in writing to the Director of the school or the Assistant Superintendent of Curriculum and Instruction to review the matter. Such an appeal shall be submitted within 10 calendar days of the informal step described above.
   a. The Director or Assistant Superintendent of Curriculum and Instruction shall investigate the problem and shall render a decision. Such investigation may include interviews with the student, at which the student may have parents/ guardians or representation present. The decision shall be given to the student in writing within 10 calendar days of the written notice of appeal.
   b. If the student is not satisfied with the decision of the Director or Assistant Superintendent of Curriculum and Instruction, the student may appeal the decision in writing to the

Superintendent within 5 school days of the decision. The Superintendent or designee must respond in writing within 5 school days of receipt of the appeal.

c. If the student is not satisfied with the decision of the Superintendent within 5 school days of the decision the student must notify the Superintendent of a request of an appeal hearing before the School Board. Scheduling of a hearing before the School Board will be in compliance with applicable School Board policies.

1. **Further Possible Appeals**: If the individual filing the complaint is not satisfied with the decision of the School Board, a complaint may be filed with the Florida Department of Education. In addition, complaints alleging discrimination under the ADA, Section 504, or Title IX may be filed with the Office of Civil Rights, U.S. Department of Education, within 180 days of the alleged discrimination.

No student shall be retaliated against in any manner for filing a complaint/grievance regarding conduct which is believed to be in violation of district and/or school policy or for participating in an investigation of a possible violation of district and/or school policy. Confidentiality will be ensured to the greatest extent possible.



CAREER & TECHNICAL PROGRAMS

Academic Skills Building for Adult Students

Each program at Locklin Technical College has a minimum requirement on the Post-Secondary Readiness (PSR) test. Students are required to visit our testing center in Building 11 and take a PSR test or meet the exemption requirements. For a list of PSR exemptions, see page 13.

Academic Skills Building (ASB) is available to improve the skills of those students who score below the state required minimum for their program of choice. Students scoring below the required PSR test score may concurrently enroll in their program of choice and ASB remediation courses to improve basic skills. Cost to attend ASB for both Florida residents and non-Florida residents is $30 per semester. This course is scheduled from 8:30 to 9:15 two mornings each week. After remediation, students must re-test in any area they were deficient. A cost of $5.00 is assessed per subject area for re-testing.

Achievement of basic skills is required before certificate of program completion may be awarded. It is strongly encouraged that student's complete remediation and re-test in a timely manner. Information concerning the following programs of study and academic advisement are provided to assist the student in planning his/her coursework. For specific, detailed program information (including schedules and cost of attendance), please contact Student Services at 850.983.5700, Ext. 3454.

Program	PSR Reading Grade Level	PSR Math Grade Level
Applied Cybersecurity	9	9
Computer Systems & Information Technology	9	9
Electricity 1 and Electricity	9	9
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2	9	10
Master Automotive Service Technology 1 & 2	9	10
Pharmacy Technician	10	11
Practical Nursing	11	11
Professional Culinary Arts & Hospitality	9	9
Welding Technology & Welding Technology Advanced	9	9
All Apprenticeship Programs	N/A	N/A

APPLIED CYBERSECURITY (Y100500)

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

CompTIA A+ Certification is required prior to enrollment in Applied Cybersecurity.

Industry certification exam cost information is available upon request.

Total Program Length: 750 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Cybersecurity Foundations	CTS0010	300
B	Cybersecurity Associate	CTS0018	300
C	Information Security Manager	CTS0019	150

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2240
Term 3 Tuition*	$0
Books/Curriculum	$440
Tools/Equipment	$130
Uniforms/ Cap & Gown	$80
Total	**$2890**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

COMPUTER SYSTEMS & INFORMATION TECHNOLOGY (Y100200)

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry: technical and product skills, underlying principles of technology, planning, management, finance, labor issues, community issues and health, safety and environmental issues. The content includes but is not limited to communication, leadership skills, human relations and employability skills and safe, efficient work practices.
This program is a planned sequence of instruction consisting of four occupational completion points.

When the recommended sequence is followed, the structure is intended to prepare students to complete the CompTIA A+ certification. Sufficient coverage of advanced networking concepts and competencies may also lead to CompTIA Network+ industry certification.

Industry certification exam cost information is available upon request.

Total Program Length: 900 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Computer Systems Technician	CTS0082	300
B	Computer Network Technician	CTS0083	150
C	Computer Networking Specialist	CTS0084	150
D	Computer Security Technician	CTS0069	300

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2,672
Term 3 Tuition*	$0
Books/Curriculum	$380
Tools/Equipment	$130
Uniforms/ Cap & Gown	$80
Total	**$3,262**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

ELECTRICITY 1 (C400500)

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries.
This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of the Architecture and Construction career cluster.
This program is a planned sequence of instruction consisting of two occupational completion points. The recommended sequence allows students to complete specified portions of a program for employment or to remain for advanced training.

The curriculum used in this program prepares students for valuable industry certification including the ESCO Electrical Employment Ready Certification.

Industry certification exam cost information is available upon request.

Total Program Length: 750 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Electrician Helper	BCV0603	300
B	Residential Electrician	BCV0640	450

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2,945
Term 3 Tuition*	$0
Books/Curriculum	$400
Tools/Equipment	$300
Uniforms/ Cap & Gown	$40
Total	**$3,685**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

ELECTRICITY (I460312)

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries.
This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of the Architecture and Construction career cluster.
This program is a planned sequence of instruction consisting of three occupational completion points. The recommended sequence allows students to complete specified portions of a program for employment or to remain for advanced training.

The curriculum used in this program prepares students for valuable industry certification including the ESCO Electrical Employment Ready Certification.

Industry certification exam cost information is available upon request.
Students must complete Electricity 1 program prior to enrolling in this program.

Total Program Length: 1200 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Electrician Helper	BCV0603	300
B	Residential Electrician	BCV0640	450
C	Commercial Electrician	BCV0652	450

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$3,526
Term 3 Tuition*	$1,200
Books/Curriculum	$985
Tools/Equipment	$300
Uniforms/ Cap & Gown	$40
Total	**$6,051**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R) 1 (C400410)

The purpose of this program is to prepare students for employment or advanced training in the HVAC/R industry. This program focuses on broad, transferable skills, stresses the understanding of the HVAC/R industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology and health, safety and environmental issues.

The program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of the Architecture and Construction career cluster.

Upon completion of the program, students are prepared to take the following Industry Certification Exams: ESCO Employment Readiness Certifications, the Environmental Protection Agency (EPA) certification and North American Technician Excellence (NATE) certification. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. Completers of this program will be prepared for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic.

Industry certification exam cost information is available upon request.

Total Program Length: 750 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Introduction to HVAC/R	ACR0000	250
B	HVAC/R Fundamentals	ACR0001	250
C	HVAC/R Service Practices	ACR0012	250

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2,758
Term 3 Tuition*	$0
Books/Curriculum	$340
Tools/Equipment	$440
Uniforms/ Cap & Gown	$40
Total	**$3,578**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R) 2 (C400420)

The purpose of this program is to prepare students for employment or advanced training in the HVAC/R industry. This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of the Architecture and Construction career cluster.

This program is a planned sequence of instruction consisting of two occupational completion points. There are two course options, ACR0044 or ACR0045, for occupational completion point B.

Upon completion of the program, students are prepared to take the following Industry Certification Exams: ESCO. Employment Readiness Certifications, the Environmental Protection Agency (EPA) certification and North American Technician Excellence (NATE) certification. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

Completers of this program will be prepared for employment as A/C, Refrigeration & Heating Mechanics, A/C, Refrigeration & Heating Technicians and/or Refrigeration Technicians.

Industry certification exam cost information is available upon request.

It is recommended that students complete HVAC/R 1 prior to enrollment in HVAC/R 2.

Total Program Length: 600 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	HVAC/R Intermediate Service Practices	ACR0013	250
B	HVAC/R Advanced Service Practices	ACR0044	350
	OR		
	HVAC/R Advanced Commercial and Industrial Service Practices	ACR0045	350

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2,213
Term 3 Tuition*	$0
Books/Curriculum	$340
Tools/Equipment	$350
Uniforms/ Cap & Gown	$40
Total	**$2,953**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

MASTER AUTOMOTIVE SERVICE TECHNOLOGY 1 (T400700)

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster. The purpose of this program is to prepare students for employment and/or specialized training in the automotive industry.

The content includes, but is not limited to, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

LTC is accredited by ASE Education Foundation. Upon completion of the courses, students are prepared to take the Automotive Service Excellence (ASE) exams for ASE Certification. To be a fully certified ASE Technician, students must pass an ASE exam and complete two years of infield experience. Please see the ASE website for complete details.

Industry certification exam cost information is available upon request.

Total Program Length: 1050 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Automobile Services Assistor	AER0014	300
B	Automotive Brake System Technician	AER0418	150
C	Automobile Suspension and Steering Technician	AER0453	150
D	Automotive Electrical/Electronic System Technician	AER0360	300
E	Engine Repair Technician	AER0110	150

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2,915
Term 3 Tuition*	$515
Books/Curriculum	$635
Tools/Equipment	$250
Uniforms/ Cap & Gown	$80
Total	**$4,395**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

MASTER AUTOMOTIVE SERVICE TECHNOLOGY 2 (T400800)

This program offers sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes, but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

LTC is accredited by ASE Education Foundation. Upon completion of the courses, students are prepared to take the Automotive Service Excellence (ASE) exams for ASE Certification. To be a fully certified ASE Technician students must pass an ASE exam and complete two years of infield experience. Please see the ASE website for complete details.

Prior to enrollment in the Automotive Service Technology 2 program, *industry certification in one of the following areas is required: ASE Automobile/Light Truck Technician: Brakes (A5), Electrical/Electronic Systems (A6), Engine Repair (A1) or Suspension and Steering (A4).*

Industry certification exam cost information is available upon request.

It is recommended that students complete Master Automotive Service Technology 1 prior to enrollment in Master Automotive Service Technology 2.

Total Program Length: 750 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Automotive Engine Performance Technician	AER0503	300
B	Automatic Transmission and Transaxle Technician	AER0257	150
C	Manual Drivetrain and Axle Technician	AER0274	150
D	Automotive Heating and Air Conditioning Technician	AER0172	150

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2,450
Term 3 Tuition*	$0
Books/Curriculum	$625
Tools/Equipment	$250
Uniforms/ Cap & Gown	$80
Total	**$3,405**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

PHARMACY TECHNICIAN (H170500)

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills and knowledge of all aspects of the Health Science career cluster.

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

The content includes but is not limited to the metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in a pharmacy, computer application, employability skills, leadership and human relations skills and health and safety, including CPR. Upon completion of this program students will be prepared to pass the Pharmacy Technician exams for Florida and the National exam.

Industry certification exam cost information is available upon request.

Total Program Length: 1050 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Basic Healthcare Worker	HSC0003	90
B	Pharmacy Technician 1	PTN0084	360
	Pharmacy Technician 2	PTN0085	300
	Pharmacy Technician 3	PTN0086	300

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$3,269
Term 3 Tuition*	$0
Books/Curriculum	$415
Tools/Equipment	$10
Uniforms/ Cap & Gown	$140
Total	**$3,834**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	8:50 AM – 3:20 PM	MTWRF
Part-time – AM	8:50 AM – 11:50 AM	MTWRF
Part-time – PM	12:20 PM – 3:20 PM	MTWRF

PRACTICAL NURSING (H170607)

This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster. It provides technical skill proficiency, and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of Health Science career cluster.
This program is designed to prepare students for employment as Licensed Practical Nurses. The program is approved by the Florida State Board of Nursing (FL BON).

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

Upon completion of this FL BON approved program, students are eligible to apply to take the national licensing examination. Licensure Examination for Practical Nurses, CAT NCLEX-PN, is a computer-administered examination that the nursing graduate must take and pass in order to practice as a Licensed Practical Nurse. For more information on licensure, go to the FL BON website: https://floridasnursing.gov/licensing/ . Industry certification exam cost information is available upon request.

This program has additional admission requirements which are outlined in the program application. For current admission requirements please contact Student Services.

A minimum grade of C (74%) is required for passing all required nursing courses and for progression in the Practical Nursing program.

Please note: Enrollment and completion of a healthcare program is not a guarantee of obtaining Florida Department of Health licensure as a Licensed Practical Nurse or Certified Nursing Assistant. It is understood by the applicant that program performance, state testing, and other criteria, including, but not limited to, those disqualifying offenses listed in SS. 435.04, FLA. STAT., may prevent or limit the applicant's ability to participate in the required training or meet other requirements for such state licensure.



PRACTICAL NURSING (H170607) Continued

Total Program Length: 1350 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Practical Nursing Foundations 1	PRN0098	300
B	Practical Nursing Foundations 2	PRN0099	300
	Medical Surgical Nursing 1	PRN0290	300
	Medical Surgical Nursing 2	PRN0291	300
	Practical Nursing Transition to Practice	PRN0690	150

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$3,403
Term 3 Tuition*	$755
Books/Curriculum	$2,840
Tools/Equipment	$300
Uniforms/ Cap & Gown	$290
Total	**$7,588**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day *	8:30 AM – 3:15 PM	MTWRF
Summer Term**	250 Hours Times Vary	MTWRF and weekends
*Times may vary due to clinical hours required. **Summer Term is required to complete the program in full. Summer Term hours and days will vary.		



PROFESSIONAL CULINARY ARTS & HOSPITALITY (N100700)

This program offers a sequence of courses that provide coherent and rigorous content, aligned with challenging academic standards, and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality and Tourism career cluster. It provides technical skill proficiency and includes competency-based applied learning, that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of the Hospitality and Tourism career cluster.

The content includes, but is not limited to, the preparation, presentation, and serving of a wide variety of foods. Leadership, communication skills, employability skills and safe/efficient work practices are also emphasized. This coursework prepares students for employment in the food service/hospitality industry as food preparation workers, restaurant cooks, chefs, head cooks, and food service managers.

Students who successfully complete and meet the classroom requirements will be prepared to take certification exams. Students are required to take the ServSafe Food Manager's Certification exams.

Industry certification exam cost information is available upon request.

Total Program Length: 1200 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Food Preparation	HMV0100	300
B	Cook- Restaurant 1	HMV0184	150
	Cook- Restaurant 2	HMV0185	150
C	Head Cook/ Lead Cook	HMV0171	300
D	Food Service Management	HMV0126	300

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$2,987
Term 3 Tuition*	$1,019
Books/Curriculum	$410
Tools/Equipment	$0
Uniforms/ Cap & Gown	$140
Total	**$4,556**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

WELDING TECHNOLOGY (J400400)

This program offers a sequence of courses that provide coherent and rigorous content, aligned with challenging academic standards, and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster. It provides technical skill proficiency and includes competen**c**y-based applied learning, that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation specific skills and knowledge of all aspects of the Manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes, but is not limited to, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Upon successful completion of the program, students are prepared for industry certification through the American Welding Society (AWS). Available AWS Certified Welder certifications include: SMAW Plate, GMAW Plate, FCAW Plate, and GTAW Plate. These industry certifications will be invaluable in the job market.

Industry certification exam cost information is available upon request.

Total Program Length: 1050 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Welder Assistant 1	PMT0070	150
	Welder Assistant 2	PMT0071	150
B	Welder, SMAW 1	PMT0072	150
	Welder, SMAW 2	PMT0073	150
C	Welder	PMT0074	450

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$3,977
Term 3 Tuition*	$692
Books/Curriculum	$360
Tools/Equipment	$300
Uniforms/ Cap & Gown	$90
Total	**$5,419**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

WELDING TECHNOLOGY - ADVANCED (J400410)

This program offers a sequence of courses that provide coherent and rigorous content, aligned with challenging academic standards, and relevant technical knowledge and skills needed to prepare for further education and careers in the Manufacturing career cluster. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes, but is not limited to, planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The Welding Technology-Advanced program prepares students to apply SMAW pipe welding (B-Class Welder) skills, fabrication using pipe fitting techniques, advanced GTAW pipe skills and advanced GTAW and SMAW heavy-wall pipe skills.

The standard length of this program is 750 hours. **Welding Technology** is a core program**. It is recommended that students successfully complete Welding Technology or demonstrate mastery of the outcomes in that program prior to enrollment in the Welding Technology - Advanced program.**

Upon successful completion of the program, students are prepared for industry certification through the American Welding Society (AWS). Available AWS Certified Welder certifications include: GTAW Pipe (Carbon Steel), GTAW Pipe (Stainless Steel to Carbon Steel), GTAW Pipe (Stainless Steel), GTAW/SMAW Pipe (Carbon Steel) and SMAW Pipe. These industry certifications will be invaluable in the job market.

Industry certification exam cost information is available upon request.

Total Program Length: 750 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Advanced Welder 1	PMT0075	600
B	Advanced Welder 2	PMT0076	150

Tuition & Fees	**Estimated Cost**
Term 1 & 2 Tuition*	$3,320
Term 3 Tuition*	$0
Books/Curriculum	$185
Tools/Equipment	$450
Uniforms/ Cap & Gown	$90
Total	**$4,045**
*Total tuition is based on Florida resident tuition & fees, lab fees, & registration fees.	

Program Times		
Status	**Times**	**Frequency**
Full-time – Day	9:00 AM – 3:00 PM	MTWRF
Part-time – AM	9:00 AM – 11:30 AM	MTWRF
Part-time – PM	12:30 PM – 3:00 PM	MTWRF

APPRENTICESHIP PROGRAMS

The goal of the Locklin Technical College Apprenticeship Program is to prepare students for a skilled trade in a high-demand and financially rewarding occupation.

Current Apprenticeship Programs are available for:

- Diesel Mechanic-APPR
- Electrician-APPR
- Heating & Air Conditioning Installer/Servicer
- Plumbing

Eligibility Requirements

- Must be at least 18 years of age.
- Must be employed on a full-time basis by a participating employer in the Locklin Technical College, GNJ program. **Prospective apprentices are responsible for securing their own employment.**

Preferred: High school diploma or GED

Registration Process

The Apprenticeship Program Registration Process requires two steps.

1. A potential apprentice must complete the Locklin Technical College Apprenticeship Program, GNJ, Application Packet and submit it to the Apprenticeship Coordinator.

2. Upon review of the Application Packet and acceptance into the Apprenticeship Program, the apprentice must then complete the Locklin Technical College Registration Packet, which includes:

There are no fees for tuition for apprentices.

Industry certification exam cost information is available upon request.

DIESEL MECHANIC-APPR (I47062R)

The Diesel Mechanic Apprenticeship is a 3-year, 6,000-hour accredited apprenticeship program that provides a combination of on-the-job training (OJT) and related training instruction (RTI). This is offered through the Locklin Technical College Apprenticeship Program, GNJ.
The program is designed to provide students the theoretical knowledge in diesel engine maintenance and repair. Students will learn about engine systems, diagnostics, troubleshooting, and repair techniques by a certified instructor. A student will have the opportunity to earn the Automotive Service Excellence (ASE) T-Series Certifications. Upon completion of the apprenticeship program, apprentices are awarded an Apprenticeship Completion Certificate from the Florida Department of Education, Division of Workforce Development. These credentials are recognized and respected by the federal, state, and relevant industries.

There are no tuition fees for registered apprentices for related instruction provided through Local Education Agencies (LEA) as stipulated in Florida Statute 1009.25.

Total Program Length: 6,000 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Diesel Mechanic Apprenticeship Year 1	I47062R	2,000
B	Diesel Mechanic Apprenticeship Year 2	I47062R	2,000
C	Diesel Mechanic Apprenticeship Year 3	I47062R	2,000

Program Times		
Status	**Times**	**Frequency**
Full-time –Night	5:30 PM – 9:00 PM	Thursday



ELECTRICIAN-APPR (I46032R)

The Electrician Apprenticeship Program is a 4-year, 8,000-hour accredited apprenticeship program that provides a combination of on-the-job training (OJT) and related training instruction (RTI). This is offered through the Locklin Technical College Apprenticeship Program, GNJ.
The program provides the individual with a comprehensive structured program of study, based on the Mike Holt Electrical Training Apprenticeship Curriculum, which is focused on the National Electrical Code and Construction Safety. It is covered in a manner that is relevant to today's apprentices. This program will prepare them for the jobsite and to take their journeyman exam. Upon completion of the apprenticeship program, apprentices are awarded an Apprenticeship Completion Certificate from the Florida Department of Education, Division of Workforce Development. These credentials are recognized and respected by the federal, state and relevant industries.

There are no tuition fees for registered apprentices for related instruction provided through Local Education Agencies (LEA) as stipulated in Florida Statute 1009.25.

Total Program Length: 8,000 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Electrician Apprenticeship Year 1	I46032R	2,000
B	Electrician Apprenticeship Year 2	I46032R	2,000
C	Electrician Apprenticeship Year 3	I46032R	2,000
D	Electrician Apprenticeship Year 4	I46032R	2,000

Program Times		
Status	**Times**	**Frequency**
Full-time –Night	5:30 PM – 9:00 PM	Thursday



HEATING & AIR CONDITIONING INSTALLER/SERVICER (I47021R)

The HVAC Installer/Servicer Apprenticeship Program is a 3-year, 6,000-hour accredited apprenticeship course that provides a combination of on-the-job training (OJT) and related training instruction (RTI). This is offered through the Locklin Technical College Apprenticeship Program, GNJ. The program prepares the individual to apply technical knowledge and skills to install, operate, maintain, and repair heating, ventilating, air conditioning, and refrigeration systems. A student can earn EPA Certification, Employment Ready Certifications, and NATE Certification. Upon completion of the apprenticeship program, apprentices are awarded an Apprenticeship Completion Certificate from the Florida Department of Education, Division of Workforce Development. These credentials are recognized and respected by the federal, state and relevant industries.

There are no tuition fees for registered apprentices for related instruction provided through Local Education Agencies (LEA) as stipulated in Florida Statute 1009.25.

Total Program Length: 6,000 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Heating & Air Conditioning Installer/Servicer 1	I47021R	2,000
B	Heating & Air Conditioning Installer/Servicer 2	I47021R	2,000
C	Heating & Air Conditioning Installer/Servicer 3	I47021R	2,000

Program Times		
Status	**Times**	**Frequency**
Full-time –Night	5:30 PM – 9:00 PM	Thursday



PLUMBING (I46052R)

The Plumbing Apprenticeship Program is a 4-year, 8,000-hour accredited apprenticeship course that provides a combination of on-the-job training (OJT) and related training instruction (RTI). This is offered through the Locklin Technical College Apprenticeship Program, GNJ.
The program prepares the individual to read blueprints and to safely, correctly, and efficiently install and maintain plumbing systems. These plumbing systems include underground water supply, stormwater, sewer drainage, fixture installation and waste and vent piping both inside and outside of buildings, residential and service plumbing. A student can earn OSHA certification and NCCER Core, Plumbing Level 1, Level 2, Level 3 and Level 4 certifications. Upon completion of the apprenticeship program, apprentices are awarded an Apprenticeship Completion Certificate from the Florida Department of Education, Division of Workforce Development. These credentials are recognized and respected by the federal, state and relevant industries.

There are no tuition fees for registered apprentices for related instruction provided through Local Education Agencies (LEA) as stipulated in Florida Statute 1009.25.

Total Program Length: 8,000 Hours Program includes the following courses:			
OCP's	**Title**	**Course #**	**Hours**
A	Plumbing Apprenticeship Year 1	I46052R	2,000
B	Plumbing Apprenticeship Year 2	I46052R	2,000
C	Plumbing Apprenticeship Year 3	I46052R	2,000
D	Plumbing Apprenticeship Year 4	I46052R	2,000

Program Times		
Status	**Times**	**Frequency**
Full-time –Night	5:30 PM – 9:00 PM	Thursday



Faculty Information

Name	Program/Title	E-Mail Address	Phone Ext
Billings, Zach A.S. Stratford University SRCSD Vocational Certification	Professional Culinary Arts & Hospitality	BillingsZ@santarosa.k12.fl.us	1507
Boomer, Roni S. M.A.C.P. Waynesburg University C.S.N. Carlow University R.N.B.S.N. The Pennsylvania State University R.N. Shadyside Hospital School of Nursing SRCSD Vocational Certification	Career Specialist	BoomerR@santarosa.k12.fl.us	2843
Davis, Dawn B.S.N. Mayville State University SRCSD Vocational Certification	Practical Nursing	DavisD1@santarosa.k12.fl.us	4363
Diguilio, Joseph A.S. Sonoran Desert Institute SRCSD Vocational Certification	Heating, Ventilation, Air-Conditioning/ Refrigeration 1 & 2	DiguilioJ@santarosa.k12.fl.us	4363
Eddings, Faye B.A. University of Alabama SRCSD Vocational Certification	Pharmacy Technician	EddingF@santarosa.k12.fl.us	3670
Eddings, James SRCSD Vocational Certification	Welding Technology Fundamentals Welding Technology Welding Technology-Advanced	EddingsJ@santarosa.k12.fl.us	1724
Elder, Monty SRCSD Vocational Certification	Automotive Maintenance and Light Repair Master Automotive Service Technology 1	ElderM@santarosa.k12.fl.us	2845
Ford, Kristi M.S. Troy State University B.A. University of West Florida	Internship Coordinator Apprenticeship Coordinator	FordK@santarosa.k12.fl.us	1231
Ham, Sean SRCSD Vocational Certification	Heating, Ventilation, Air-Conditioning/ Refrigeration 1 Air Conditioning, Refrigeration and Heating Technology	HamS1@santarosa.k12.fl.us	2849
Kirchharr, Erich SRCSD Vocational Certification	Welding Technology Welding Technology - Advanced	KirchharrJ@santarosa.k12.fl.us	2848

Faculty Information Continued

Name	Program/Title	E-Mail Address	Phone Ext
Kobashigawa, Christopher B.S. Columbia Southern Univ SRCSD Vocational Certification	Electricity 1 & Electricity	kobashigawac@santarosa.k12.fl.us	4380
McKay, Linda Doctorate NP degree Samford University SRCSD Vocational Certification	Nursing Assistant (Acute and Long-Term Care Pace High School	McKayL@santarosa.k12.fl.us	4367
Ogea, Craig SRCSD Vocational Certification	Electricity 1 Soundside High School	OgeaC@santarosa.k12.fl.us	4329
Peaden, Stacey B.S. University of West Florida SRCSD Vocational Certification	Practical Nursing	PeadenS1@santarosa.k12.fl.us	6343
Peirce, Joe SRCSD Vocational Certification	Master Automotive Service Technology 1 & 2	PeirceJ@santarosa.k12.fl.us	2851
Peirce, Teresa R.N.B.S.N. Grand Canyon Univ R.N.A.S. Pensacola Junior College SRCSD Vocational Certification	Nursing Director	PeirceT@santarosa.k12.fl.us	2858
Rodriguez, Kristie B.A. University of West Florida	Media Specialist	RodriquezK@santarosa.k12.fl.us	1312
Sahlin, Tyler SRCSD Vocational Certification	Computer Systems & Information Technology Soundside High School	SahlinT@santarosa.k12.fl.us	2850
Smith, Lorenzo SRCSD Vocational Certification	Computer Systems & Information Technology	SmithL1@santarosa.k12.fl.us	4373
Sober, Jack SRCSD Vocational Certification	Electricity 1 & Electricity	SoberJ@santarosa.k12.fl.us	2857
Stallworth, Wayne B.S. Pensacola State College B.S. Post University SRCSD Vocational Certification	Applied Cybersecurity	StallworthW@santarosa.k12.fl.us	4405
Stokes, Cynthia B.S. University of West Florida	Testing Coordinator Applied Academics for Adults Instructor	StokesC@santarosa.k12.fl.us	2842
Winningham, Stephanie B.S. Florida State University SRCSD Vocational Certification	Computer Systems & Information Technology	WinninghamS@santarosa.k12.fl.us	4378

Faculty Information Continued

Part – Time Faculty			
Castleberry, Michael AAS Automotive Service Management Technology Advanced Technical Certificate/ Information Technology SRCSD Vocational Certification	Diesel Mechanic-APPR	CastleberryM@santarosa.k12.fl.us	2845
Ford, Kenneth B.S. Troy University SRCSD Vocational Certification	Heating & Air Conditioning Installer/Servicer - APPR	TBD@santarosa.k12.fl.us	4377
Moore, Guy SRCSD Vocational Certification	Plumbing	MooreG@santarosa.k12.fl.us	4329
Salter, Steve M.S. University of West Florida SRCSD Vocational Certification	Electrician-APPR	SalterS@santarosa.k12.fl.us	4329
Schaffer, Roy B.S. University of West Florida SRCSD Vocational Certification	Electrician-APPR	Schaffer1@santarosa.k12.fl.us	4329

ASBESTOS MANAGEMENT PLAN NOTIFICATION

TO: Locklin Technical College Faculty/Staff/Parents/Students

FROM: Keith Hines, Director

RE: Asbestos Inspection

An environmental engineering firm completed a study to determine the presence and location of friable and non-friable asbestos materials in all buildings at LTC. All buildings were inspected in accordance with Environmental Protection Agency guidelines for asbestos-containing materials (i.e., 40 CFR Part 763). Asbestos poses a widespread concern for everyone since it was used extensively in buildings and homes constructed from 1946 through 1973 for insulation, acoustical purposes and/or fire retardation. During that time, asbestos was a government-approved building material and was considered almost a miracle substance because of its fire retardant and insulating properties. However, airborne asbestos fibers are a health hazard and have been linked with different types of abdominal and lung cancers. Therefore, we are committed to taking corrective measures, and our asbestos control efforts will be based on the advice of experts knowledgeable in asbestos abatement techniques.

The purpose of this letter is to advise you that you have access to a school AHERA Asbestos Management Plan located in the main office. We have undertaken asbestos cleaning procedures and other control techniques that will drastically reduce the potential risk associated with airborne asbestos fibers. It is also advisable to not disturb any material found to contain asbestos contamination of the air.

If you have any questions or concerns, please contact me, Asbestos Program Manager at:
Locklin Technical College
5330 Berryhill Road

COMMUNITY-BASED RESOURCES

HELP LINES/SUPPORT LINES

2-1-1 Northwest Florida: is a program of the United Way of West Florida and United Way of Northwest Florida . Dial 211 on your phone -- They work to make service and resource searching easy - to help you, your neighbor or the social service professional.

9-8-8 Suicide and Crisis Lifeline: Also available 800-273 TALK (8255) www.988lifeline.org

Children's Home Society of Florida: 888-733-6303 Free 24/7 counseling through the Family Support Warm Line (Telehealth Services available).

Crisis Text Line: Text GULF to 741741 – Available 24/7, confidential crisis support by text

Mobile Response Team (MRT): 24/7 Hotline – 866-517-7766 Provides around-the-clock intervention and support to all individuals in Escambia, Santa Rosa, Okaloosa and Walton Counties dealing with a behavioral or mental health crisis. It is a mobile unit, so it comes to you if needed. They also provide help over the phone.

NAMI Pensacola Help Line: The NAMI Pensacola HELPLINE provides free referrals, information, and support. 850-208-1609 or email at: namipensacola@gmail.com. www.nami.org for more information.

SAMHSA Disaster Distress Helpline: 800-985-5990 or text TALKWITHUS to 66746 (TTY 800-846-8517)

LOCAL MENTAL HEALTH SERVICES AND SUPPORTS

(*"In accordance with School Board Policy 9.40, distribution of these materials is in no way an endorsement of services, activities, and/or products by Santa Rosa County District Schools.")*

Adult and Child Mental Health Care: Santa Rosa Office, 4622 Summerdale Dr. Pace, FL 32571 (850) 466-3200 www.acmhc-fl.org

Apex Psychiatric Services, LLC: 308 S. Jefferson St., Pensacola, FL 32502 (850) 807-0138 www.apexpsychiatricservices.com

Avalon Center/Lakeview Center: 6024 Spikes Way, Milton, FL 32583 (850)-437-8900 www.elakeviewcenter.org

Bridgeway Center Inc.: 137 Hospital Drive NE Ft. Walton Beach, FL (850) 833-7500 www.bridgewaycenter.org

Hope Counseling Services: 6820 Hwy. 87N, Milton, FL and 9999 Chemstrand Road, Pensacola, FL (850) 471-3430 www.faithandhopecounseling.com

Integrative Therapy Center, LLC: 5643 Stewart Street, Milton FL 850-490-2366 www.integrative-therapy-center.com

Lutheran Services: 4610 West Fairfield Drive, Pensacola, FL 32506 **850-453-2772** www.lsfnet.org

Santa Rosa Counseling Center: 5441 Berryhill Road Milton, FL 32570 (**850)626-7779** www.santarosacounseling.org

This is not an exhaustive list of resources. If you have any other questions related to mental health resources or supports contact Cindy Peaden, Coordinator of Mental Health Services at **850-983-5150 x 1215** or email peadenc@santarosa.k12.fl.us.



SANTA ROSA SPEAKOUT



100% ANONYMOUS - DO THE RIGHT THING



PUZZLED ABOUT YOUR FUTURE?

WE CAN HELP!