

*Knowledge that Works*

# **Locklin Technical Center**

***Curriculum and Student Guide***

**A Secondary and  
Post-Secondary Career and  
Technical Education Center of  
the Santa Rosa County School  
District**

**5330 Berryhill Road  
Milton, FL 32570  
(850) 983-5700  
(850) 983-5715  
[Www.locklintech.com](http://www.locklintech.com)**



# Locklin Tech

Knowledge that Works

## Curriculum & Student Guide

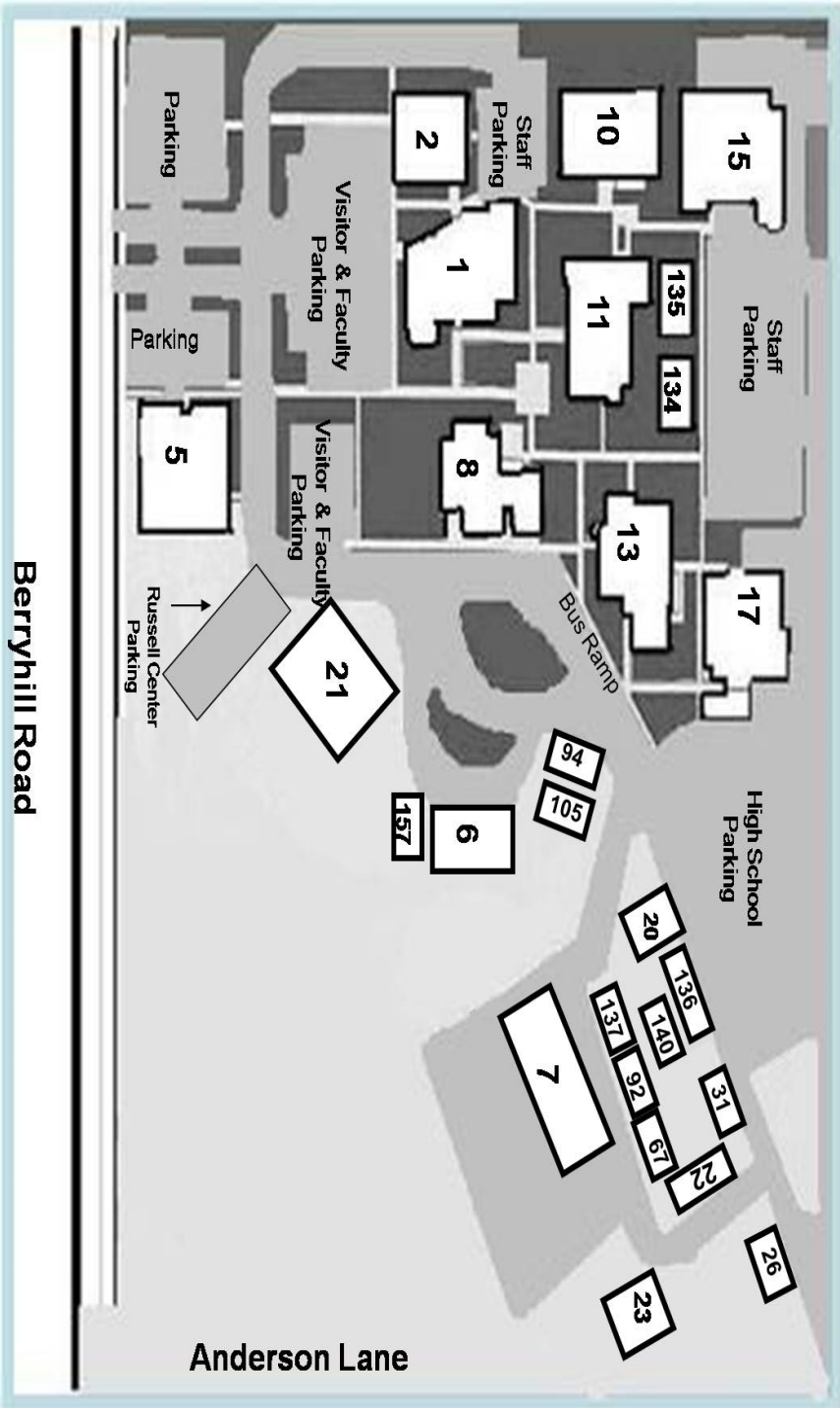
2011-2012

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Charlin Knight, Principal  
5330 Berryhill Road  
Milton, FL 32570  
850.983.5700  
FAX 850.983.5715  
[www.locklintech.com](http://www.locklintech.com)

**ALL STUDENTS RECEIVE A COPY OF THE  
DISTRICT'S STUDENT CODE OF CONDUCT  
AND LOCKLIN TECH'S CURRICULUM & STUDENT  
GUIDE. IT IS THE STUDENT'S RESPONSIBILITY TO BE  
FAMILIAR WITH ALL  
RULES AND REGULATIONS.**



## MAP SCHEDULE

### Locklin Technical Center

Building 1	Administration, Student Services & Vocational Rehab
Building 2	Workforce Investment Act
Building 5	Computer Systems Tech, Networking & Printing
Building 7	Automotive
Building 8	Culinary & Student Center
Building 10	Nursing Programs
Building 11	Media Center & Technical Resource Center
Building 13	Medical Administrative Specialist, New Media Tech, Pharmacy Tech & Web Design
Building 15	Carpentry & Heating & Air
Building 17	Electricity & Welding
Building 21	Russell Center
Building 135	Reading Lab

Santa Rosa Adult School and Santa Rosa High School are located on the Locklin Tech campus. The administrative and student services are in building 6.

Santa Rosa Adult School serves a variety of citizens age sixteen through adults of all ages. The programs include adult basic education and GED® preparation both of which assist to improve academic skills to prepare students for the GED® test. An adult high school track is also offered for students who wish to complete their standard high school diploma. Programs are conveniently located throughout the county, placing adult education within the reach of all who wish to attend.

Santa Rosa High School provides a high school setting for students ages 16-21. Students from the six local high schools may choose to attend to earn a standard high school diploma. The program is open entry/open exit with courses taught in a competency-based setting. Length of time to earn a diploma depends on credits already earned, student motivation, and ability. Students who are lacking credits, function in a smaller school environment or wish to graduate early may benefit from this program.

More information on either school program can be found at [www.santarosa.k12.fl.us/sras](http://www.santarosa.k12.fl.us/sras) or by calling 850.983.5710.

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## **WELCOME**

Welcome to Locklin Tech. Our career and technical training center serves the citizens of Santa Rosa County and neighboring communities. It is our goal to prepare you with those skills needed for employment by our local economy.

Locklin Tech partners with economic development and local target industries to ensure that we offer training opportunities in high skill, high wage and high demand occupations. Our graduates are prepared with the knowledge, skills and values needed in today's constantly evolving workplace.

The faculty and staff are committed to providing a student-centered experience from registration through program completion. We are here to help you achieve your career goals. Student Services staff offer career guidance, help in selecting your training program and assistance with financial aid. Our training programs utilize the equipment, processes and techniques matching those found in business and industry.

We are excited to work with you as you embark on an educational experience that will prepare you for a rewarding career.

Charlin Knight, Principal

### **SCHOOL BOARD MEMBERS OF SANTA ROSA COUNTY, FLORIDA**

Tim Wyrosdick  
Superintendent of Schools

Diane Scott

District 1

Hugh Winkles

District 2

Diane Coleman

District 3

JoAnn Simpson

District 4

Scott Peden

District 5

## SCHOOL CALENDAR 2011-2012

Pre planning ..... August 15—19  
 Post planning..... June 8—11  
 Students Begin ..... August 22  
 Seniors Last Day ..... June 1  
 Students Last Day..... June 7

### PLANNING DAYS

October 24  
 January 20  
 April 2

### NINE WEEKS

August 22—October 21  
 October 25—January 19  
 January 23—March 30  
 April 3—June 7

### REPORT CARDS

October 31  
 January 27  
 April 10  
 June 15

### MAKE-UP DAYS

(if needed)  
 October 24, January 20,  
 April 2, June 8,

### HIGH SCHOOL GRADUATION DATES

May 22 Locklin Tech	6:00 PM
May 24 Santa Rosa High	7:00 PM
June 1 Jay	6:00 PM
June 1 Milton	8:00 PM
June 2 Pace	11:00 AM
June 2 Navarre	2:00 PM
June 2 Gulf Breeze	5:00 PM
June 4 Central	6:00 PM

### HOLIDAYS

Sept 5—Labor Day  
 Nov 11—Veterans' Day  
 Nov 21-25—Fall Break/Thanksgiving  
 Dec 19—Dec 30—Christmas  
 Jan 16—MLK B'Day  
 Feb 20—President's Day  
 March 12—16 Spring Break  
 April 6—Good Friday  
 May 28— Memorial Day

### SEMESTER EXAMS

January 17, 18, 19  
 June 5, 6, 7

### SENIOR EXAMS

May 30, 31, June 1

### EARLY RELEASE DAYS

December 16  
 June 7

### PROFESSIONAL DEVELOPMENT

#### DAYS/EARLY RELEASE FOR STUDENTS

September 7  
 November 2

## **BELL SCHEDULE**

### **DAY CLASSES**

Morning Session .....	9:15–11:55
Lunch.....	11:55-12:45
Afternoon Session.....	12:45–3:15

**OFFICE HOURS ARE FROM 8:00 AM -3:00 PM**

## **LOCKLIN TECH**

### **Administration, Faculty and Staff**

#### **ADMINISTRATION**

Knight, Charlin..... Principal  
B. S. The University of West Florida  
M. Ed. The University of West Florida

#### **STUDENT SERVICES**

Boutwell, Pam .....Financial Aid Counselor  
B. S. The University of West Florida  
M. S. Troy State University

Gillis, Kimi..... Career Specialist  
B. S. The University of West Florida

LaDouceur, Maria..... Industry Certification Specialist  
B. S. The University of Southern Mississippi  
M. S. East Carolina University

Land, Debbie ..... Student Services Counselor  
B. S. The University of West Florida  
M. S. Troy State University

Penton, Larry..... Apprenticeships/Veterans Affairs Coordinator  
B. S. The University of West Florida

## FACULTY

Butcher, Paula ..... Diversified Career Technology  
SRCSD Vocational Certification

Carter, Elizabeth ..... Media Specialist  
B. A. Florida State University  
M. A. The University of West Florida

Dougherty, Catherine ..... Certified Nursing Asst  
R.N., A. S., Pensacola Junior College  
SRCSD Vocational Certification

Fillingim, Jessica ..... WIA Career Specialist  
B. S. The University of West Florida

Hamel, Joe ..... Air Conditioning, Refrig & Heating Tech  
SRCSD Vocational Certification

Hines, Jennifer ..... WIA Career Specialist  
B.A. Western Governor’s University

Hines, Keith ..... Electricity  
B. S. Southern Illinois University  
M.S. American College of Education

Hullett, Jolie ..... Culinary Arts  
B. S. Florida State University  
M.Ed The University of West Florida

Lee, Angie ..... Licensed Practical Nursing  
R.N., A. S., Pensacola Junior College  
B. S. N., University of West Florida  
SRCSD Vocational Certification

Lee, Darlene ..... Testing  
R.N., A. S., Pensacola Junior College  
R.N., B. S. N., University of South Alabama

Lewis, Susie ..... WIA Youth Program Coordinator  
B. S. Baptist College of Florida

Loper, Pat ..... Printing and Graphic Arts  
SRCSD Vocational Certification

Predmore, Katie ..... Occupational Training & Reading  
B. S. St. Leo College  
M. S. Troy State University

Presley, Zane ..... Automotive Service Technology  
SRCSD Vocational Certification

Pritchett, Alison Nicole ..... Pharmacy Technician  
B. A. University of West Florida  
SRCSD Vocational Certification  
Certified Pharmacy Technician (CPHT)

Smith, Susan..... New Media Tech/Web Design  
 B. A. University of West Florida

Sullivan, Jim..... Applied Welding Technologies  
 SRCSD Vocational Certification

Turner, Allen (Jay) ..... Building Construction Tech  
 SRCSD Vocational Certification

Vena, Joy ..... Medical Administrative Specialist  
 B. S. The University of West Florida  
 M. Ed. The University of West Florida

Voelker, Nina ..... Occupational Training  
 B. S. Old Dominion University

Wesley, Whitney ..... Computer Systems Tech/Networking  
 B. S. University of Southern Mississippi

**STAFF**

Chandler, Daun ..... Systems Analyst

Eldridge, Gail ..... Internal Funds Bookkeeper

Glasgow, Tim ..... Custodian

Hamel, Lin ..... Secretary II

Hobbs, Larry ..... Printer Assistant

Kelley, Connie ..... Bookkeeper

Lay, Jerri ..... Printer Assistant

Lay, Tina ..... Teacher Assistant

Manning, Debbie ..... Teacher Assistant

Miller, Jeannette ..... Teacher Assistant

Moon, Judy ..... WIA Teacher Assistant

Simmons, Diane ..... Secretary II

Waara, Donna ..... Data Entry II

**ADMISSION REQUIREMENTS**

**ENTRANCE DATES** for Locklin Tech programs will be the first day of each semester. The dates for the 2011-12 school year will be August 22, 2011 and January 23, 2012. If you are receiving financial aid through Pell, WIA, Vocational Rehab or any other funding source, eligibility must be verified **BEFORE** you can enroll.

**HOW TO REGISTER:**

- Schedule an appointment with Student Services to discuss any programs you may be interested in.
- Schedule an appointment to take the Test of Adult Basic Education (TABE). There is a \$10.00 charge for the computer-based TABE and a photo ID is required at the time of testing.

- Review test scores with a Locklin Tech counselor. Applicants scoring below the required TABE scores for a program will be enrolled simultaneously in Applied Academics for Adult Students for remediation to improve their basic skills scores. After completing remediation, students will be retested at a charged \$5.00.
- Basic Skills, minimal TABE scores required for each program, must be obtained before a student can be considered a program completer. Some programs may have additional requirements for enrolling. Please see the school counselor for more information.
- Students seeking financial aid (Pell Grant) need to see Locklin's Financial Aid Counselor. Potential students must complete ALL paperwork and be approved BEFORE registering for a program. Locklin also has a Veteran's Affairs' counselor available to assist students.
- Complete an application, provide proof of residency (see p. 12) and pay tuition or provide verification of funding source.

**ORIENTATION** is required of all students. Students will receive a Locklin Tech Curriculum and Student Guide, rules and policy exam, various school documents specific to their program and the District's Student Code of Conduct from their instructor at the beginning of school. An orientation with Administration and Student Services will be required of all adult and high school students after school begins. High school students receive the District's Student Code of Conduct from their home school. All adult and high school students are responsible for understanding the school's policies stated in Locklin's Curriculum and Student Guide, as well as, those in the District's Student Code of Conduct Handbook. ALL STUDENTS MUST SUCCESSFULLY COMPLETE LOCKLIN TECH'S CURRICULUM AND STUDENT GUIDE TEST.

## **WITHDRAWING FROM SCHOOL**

**PROGRAM COMPLETERS** are required to complete an exit interview with the Career Specialist, sign a withdrawal form and settle any financial obligations.

**ADMINISTRATIVE WITHDRAWALS** can be made if school officials determine withdrawal is in the best interest of the student or student body at large.

**LACK OF PROGRESS WITHDRAWALS** can result in Administrative Withdrawal. An instructor may refer a student to the School Intervention Team (SIT) for review and consideration of withdrawal if the student is not making adequate progress in a program.

**ATTENDANCE WITHDRAWALS** can be made if a student has excessive absences. This is discussed more thoroughly for high school students on pages 13-15 and pages 17-19 for adult students. It is the student's responsibility to understand the impact of excessive absences.

## **TUITION & FEES**

High school students enrolled in career and technical programs are not assessed registration and tuition fees. Several programs have uniform and workbook requirements the high school student will be responsible for. Santa Rosa Adult School students are charged an application fee of \$5 but no tuition as long as they are working towards and making adequate progress acquiring their diploma or GED.

Adult students are required to pay registration and program fees prior to admittance into a program. Fees for the 2011-12 school year are \$1,135 per semester for a fulltime student and \$570 per semester for a part time student. A student's enrollment will terminate on the last day of each semester or summer term. Adult students must complete a new application and pay their fees prior to a new semester beginning. Students who do not verify Florida residency will be assessed non-resident course fees. (*\*Neighboring Alabama counties are not charged Non-FL resident rates.*)

## **REFUNDS**

Refunds will be made during the first two weeks (10 school days) of a class. Refunds will not be made after the class has been in session over two weeks. Refunds will be made within TEN SCHOOL DAYS, per the District's policy, after the student's withdrawal date. The \$5.00 application fee is nonrefundable when a student withdraws from a class. If Locklin Tech cancels a class due to insufficient enrollment, a full refund will be made.

## **FINANCIAL AID REFUND POLICY**

The refund requirements for Pell Grant students are different than those for non-Pell students. Upon withdrawal, Pell students may owe funds to the school to cover unpaid institutional charges. The school may also charge Pell Grant students for any financial assistance that the school was required to return as mandated by Federal policy.

Federal regulations state that Financial Aid is awarded under the assumption the student will attend school for the entire payment period or period of enrollment. When a student withdraws during a payment period the amount of assistance earned up to that point is determined using a specific formula. If a student received less assistance than the amount earned, the student may be able to receive those additional funds even after withdrawing from school. If a student received more assistance than earned, the excess funds must be returned to The Department of Education.

The amount of assistance earned is determined on a pro-rata basis. For example, if a student completes 30% of a payment period, the student has

earned 30% of financial aid assistance. When a student has completed more than 60% of a payment period, the student has earned 100% of the scheduled financial aid assistance.

Any student receiving Financial Aid who feels class withdrawal is necessary prior to completing a payment period should meet with the Financial Aid Counselor **prior to withdrawal** to determine current pay period status.

## **BRIGHT FUTURES GOLD SEAL SCHOLARSHIPS**

Programs at Locklin Tech may qualify a high school student for a Bright Futures Gold Seal Vocational Scholar Award (GSV). High school students should visit [www.FACTS.org](http://www.FACTS.org) to review their academic progress toward meeting Florida Bright Futures Scholarship Program eligibility requirements. The GSV and Florida Medallion Scholars will pay a flat cost per credit hour (\$1.27 of \$2.51 for Locklin Tech) of a student's tuition at a state university, junior college or a technical school ONLY in the state of Florida. The GSV can be used in conjunction with the Florida Prepaid College Plan.

To apply online, visit [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org), select "State Grants, Scholarships & Applications" and click on "Apply Here" The application gives the Florida Department of Education permission to evaluate your high school transcript and test scores for eligibility for state scholarships and grants. You must submit a completed Student Florida Financial Aid Application during your last year in high school (after December 1 and prior to graduation). You must apply BEFORE GRADUATION or you will forfeit all future eligibility for a Bright Futures Scholarship. In addition to completing the Florida Financial Aid Form, students must also complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) as part of the application process.

Even if you are not considering going to college, planning to go out of state, taking some time off or enlisting in the military, you should still complete the application process. You have up to three years from high school graduation to begin using the scholarship.

## **PROOF OR RESIDENCY**

Students enrolling in a Florida post-secondary institution must provide two forms of documentation that show proof of residency for at least 12 consecutive months immediately prior to their enrollment. Examples of documents that can be used include the following: Florida voter's registration, Florida driver's license, Florida identification card, Florida homestead exemption, Florida occupational license, or a transcript from a Florida school. Non-resident potential students should contact Student Services staff for more information.

## **ATTENDANCE FOR HIGH SCHOOL STUDENTS**

Research indicates that there is a high correlation between punctuality and attendance in school and punctuality and attendance on the job. Business and industry can function profitably only when their employees are working on the job. The same is true of the classroom.

**EXCUSED ABSENCES** are granted for personal illness, illness or death of a member of the immediate family, medical and dental appointments, religious holidays or instruction, emergencies or absences pre-arranged and approved by the principal or designee. A note from a parent/guardian or doctor's office is required for an absence to be excused. Students must bring their excuse to the Student Services Department 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 (skipping class), suspension or dismissal from school, or other avoidable absences other than those pre-arranged and approved by the principal or designee. High School students cannot make up work they miss if the absence is unexcused.

**TARDY TO CLASS** requires a pass from Student Services. Students are expected to be in class on time. Entering a classroom late is a disruption to the school day. Excused tardies will be given for doctor's appointments and other justifiable situations provided documentation is provided such as a note from a doctor's/dentist's or a parent/guardian. Students who are late due to a bus schedule will be excused. Three unexcused tardies and/or early departures will convert to one unexcused absence.

**NOTIFICATION TO THE SCHOOL** requires a parent/guardian to call the school's attendance office, send a note, or email Student Services at [hamell@mail.santarosa.k12.fl.us](mailto:hamell@mail.santarosa.k12.fl.us) verifying the reason for the absence. Even if a note is sent to the home school, Locklin Tech still requires verification of the absence. Please include a phone number in the note or email. The school will also accept an appointment notice from a doctor or dentist office when the student returns to school. **ALL ABSENCES ARE UNEXCUSED UNTIL THE SCHOOL RECEIVES APPROPRIATE NOTIFICATION FROM A PARENT/GUARDIAN.** Failure to properly notify the school within three days shall result in the absence remaining unexcused.

**NOTE: High school students are not permitted to leave campus for lunch.**

**MAKE-UP WORK**, such as homework, class assignments and projects, are permitted when a student has an excused absence. The student will have three (3) days upon returning to school to complete make-up work unless given an extension by the teacher. Students cannot make up work for unexcused absences or suspensions.

**ADMINISTRATIVE WITHDRAWAL DUE TO EXCESSIVE ABSENCES** may result in a high school student being removed from their Locklin Tech program. The student's schedule will be changed to a full schedule at their home school.

**CHECK INS & CHECK OUTS** are handled through Student Services. Parents must provide photo identification and sign them in/out in the office. Anyone other than a parent/guardian picking up a high school student must be listed on their Health Card or the parent/guardian must call Student Services stating they have permission to pick up the student. An appropriate reason must be provided to excuse the student's absence.

**SEMESTER OR QUARTER EXAMS** are required if the student is absent more than five days during a quarter or ten days during a semester. Demonstration of mastery is required by passing a comprehensive quarter/semester exam covering the performance standards. Any student who scores below sixty percent on this exam will be awarded the exam score as the quarter/semester average.

**TRUANCY PROCEDURES**, as addressed in the District's Student Code of Conduct, may result if a student has at least five (5) unexcused/unknown absences within forty-five (45) calendar days or ten (10) unexcused/unknown absences within ninety (90) calendar days.

The student's primary teacher shall report the attendance issue to Student Services. Any child believed to be of compulsory school age (6-18) who does not appear to be under adult supervision may be stopped, interviewed, and picked up by law enforcement officers.

**Parents may report an absence at 983-5700,  
ext. 209, or via email at hamell@mail.santarosa.k12.fl.us.  
Please include a phone number  
when reporting an absence.**

**FLORIDA DEPARTMENT OF MOTOR VEHICLES SANCTIONS** a student who is 14 years of age, but less than 18 years of age, and who has fifteen (15) unexcused absences within a ninety (90) day calendar may have his/her motor vehicle operator’s license suspended in accordance with F. S. 222.091.

**DECLARATION OF INTENT TO TERMINATE SCHOOL ENROLLMENT FORM** is required when a student between the ages of 16 and 18 chooses to terminate his/her education. The student acknowledges that this action is likely to reduce their learning potential and must be signed by the parent and student. This form is completed with the student’s home high school. Such action, unless recognized by the school board as a hardship condition, will cause the student to lose his/her driving privilege.

**CREDITS FOR HIGH SCHOOL STUDENTS**

High school students may earn one credit per 12 weeks in their Locklin Tech program for a total of three credits per year. Credits earned at Locklin Tech fulfill a high school student’s requirement for elective credits towards their diploma.

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

**GRADING SCALE FOR HIGH SCHOOL STUDENTS**

- A..... 90—100
- B..... 80—89
- C..... 70—79
- D ..... 60—69
- F ..... 0—59
- I .....Incomplete

**WEIGHTED GPA FOR HIGH SCHOOL**

Students enrolled in a Locklin Tech program that has a state, national or industry certification or licensure requirement and the course is classified as a Level 3 by Florida DOE, will earn a weighted (honors) GPA in that program. Students enrolled in the post-secondary curriculum of a program will also earn a weighted GPA.

**Please pick up and drop off students  
in front of Building 1.**

## **SANTA ROSA ADULT SCHOOL STUDENTS**

Any student enrolled in Santa Rosa Adult School's night program and working towards their high school diploma or GED may enroll and apply Locklin Tech credits towards their diploma. There is a \$5.00 application fee but no tuition charge for SRAS students. Students must maintain adequate progress in their night program, as well as their Locklin Tech program, to continue enrollment status.

## **HOME SCHOOL STUDENTS**

Students enrolled in an approved home school program and registered with the Santa Rosa School District may enroll in programs at Locklin Tech. Parents must present a copy of their letter from the Santa Rosa County School District that identifies them as registered with the District as a home school participant. 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 Locklin's Curriculum and Student Guide. Excessive absences will result in withdrawal from a program.



**It is the responsibility of each student to understand the rules and regulations of Locklin Tech's Curriculum and Student Guide as well as the information in the District's Student Code of Conduct.**

## **ATTENDANCE FOR ADULT STUDENTS**

Good attendance is key to success in the workplace. Research indicates a high correlation between attendance, punctuality and job success. Business and industry can function only when their employees are working; the same is true for instructional programs. Locklin Tech strives to teach high standards for job prep and employability skills.

Regular attendance is a mandatory and integral part of the learning process. Students who have excessive absences miss classroom experiences which cannot be recaptured. Students are expected to be in class on a regular basis, be on time and remain there unless excused or dismissed by the instructor. Student success in each program is contingent upon meeting program hours and competency requirements. Excessive or unexcused absences, tardiness, leaving early or not making adequate progress in a program may result in an administrative withdrawal.

Students should notify Student Services when absent. Call 983-5700, ext 209 or email Ms. Hamel at hamell@mail.santarosa.k12.fl.us. **ALL ABSENCES ARE RECORDED AS UNEXCUSED UNTIL THE STUDENT RETURNS AND VERIFIES THE REASON FOR THE ABSENCE.** Upon returning to school, students should come to Student Services **BEFORE** reporting to class for an attendance pass to present to their instructor. Once verified, absences will be recorded as EXCUSED or UNEXCUSED.

**Excused absences** include are situations that prevent a student from attending class without undue hardship. Excused absences include the following:

- **Illness that requires medical attention** such as medical or dental appointments, hospitalization or related treatments will be excused if documented by the medical provider. This includes home recuperation time if documented by the medical provider.
- **Illness that does not require medical treatment but does impair the student's ability to participate in class** does require a statement from the student describing the dates, times and circumstances when reporting to Student Services for an Attendance Pass.
- **Illness of family member/dependent requiring medical treatment or home care** requires documentation from the medical provider if the family member/dependent's illness requires the student to be absent for more than one day. If home care for only one day is required, a statement from the student is required when reporting to Student Services for an Attendance Pass.

- **Death of a family member** requiring an absence requires a statement from the student when reporting to Student Services for an Attendance Pass.
- **Court obligations** such as depositions, subpoenas and other required court appearances will be excused. Documentation from the court showing the date of absence is required when reporting to Student Services for an Attendance Pass.
- **Instructor's judgment of hardship** may be used if the instructor feels there is a valid reason that has prevented a student from attending class. These absences can be excused if properly documented. These would include significant unanticipated events or situations not previously covered. Whenever possible, these absences should be cleared with the instructor in advance.

**MAKE-UP WORK** will be specified by the instructor.

**UNEXCUSED ABSENCES** are absences that do not meet the above criteria. Work not made up to the instructor's satisfaction can affect a student's eligibility for financial aid, veteran's benefits, successful completion of course competencies, grades and occupational completion points.

**SIX CONSECUTIVE ABSENCES RESULTS IN AN AUTOMATIC WITHDRAWAL FROM A PROGRAM.** A written request from the student for re-enrollment will be reviewed by the School Intervention Team (SIT). The SIT will consist of instructors, administration and student services personnel who will decide if the student will be eligible to re-enroll. Students exhibiting a pattern of consecutive absences less than six days may be subject to dismissal as determined by the SIT.

**EXCESSIVE ABSENCES AND LACK OF PROGRESS** may result in dismissal from a program. More than five absences a quarter (9 weeks) is considered excessive. Students with excessive absences and/or not making satisfactory progress, may be referred to SIT by the instructor. SIT will review and determine if withdrawal from the school is in the best interest of the student and the school. Excessive absences can affect a student's eligibility for financial aid, veteran's benefits, successful completion of course competencies and earning grades and occupational completion points.

**NO REFUND** of any fees is given if a student is dismissed due to excessive absences. Students dismissed for excessive absences may not be re-enrolled for the remainder of the current school year.

**IT IS THE STUDENT'S RESPONSIBILITY** to understand the attendance policy and the consequences absences have on eligibility for financial aid, veteran's benefits, successful completion of course competencies, earning grades and occupational completion points. To meet industry standards, requirements in some programs may be stricter than the minimum attendance requirements above.

## **GRADES AND OCCUPATIONAL COMPLETION POINTS FOR ADULT STUDENTS**

Adult students earn grades and occupational completion points (OCPs) at various points depending upon the program in which they are enrolled. The example below is based on a student attending fulltime (5 hours per day):

- The first course in the 1,170 hour Welding program is 250 hours in length.
- A student should meet all the competencies within 50 days of enrollment. At that time, the instructor will assign a grade and OCP and the student will move to the next level course in the program.
- If the student has not satisfactorily completed the competencies within the allotted days, they will receive an unsatisfactory grade and be re-enrolled for no more than 50% of the course hours. For example in this course, an additional 125 hours would be given.
- At the end of this additional time, if satisfactory progress has been made, the instructor completes a Grade and OCP Report and the student is moved to the next course. The new grade will replace the previous unsatisfactory grade that was given.
- If satisfactory progress has not been made, the student may have the option of selecting another program if space is available or may be administratively withdrawn.

**A student MAY complete competencies in less time than course hour Requirements, receive their Grade and OCP Report and advance to the next level course of the program.**

**Students should utilize their student calendars and OCP Maps to monitor their attendance, grades and progress.**

## CERTIFICATES OF COMPLETION

Each student will be eligible to receive a Locklin Tech full program completion certificate after:

- Mastering all competencies/skills in the respective program as required by Florida Department of Education
- Demonstrating mastery of basic skills (TABE)
- Completing Applied Academics for Adult Students requirements
- Participating in an exit interview with the Locklin Tech Career Specialist and providing an updated resume’.
- Satisfying all financial obligations to the school (fees, books, equipment, tools, etc.)

The Locklin Tech certificate lists the occupational competencies/skills mastered for each respective technical program and indicates the student’s citizenship/employability skills throughout the duration of their enrollment in the program. *Industry certifications* are recognized on each certificate for program completers of the respective technical program.

## INDUSTRY CERTIFICATIONS

Locklin Tech is committed to the industry certification process to strengthen technical and academic standards. The conferred certifications are offered in the career and technical education skill areas that are recognized and in demand by business and industry, trade, or professional organizations. Industry certified programs have undergone rigorous reviews and curriculum, equipment, and facility evaluations allowing them to offer their respective credentials.

Students earning industry credentials have a distinct advantage in entering a chosen field of employment and/or continuing career preparation through higher education.

The following certifications may be obtained in Locklin Tech programs:

- **Automotive Service Technology** students may earn certifications in brakes, electrical electronic systems, engine performance and suspension and steering through NATEF (National Automotive Technology Education Foundation) .

- **Building Construction, Electricity, Air Conditioning, Refrigerator & Heating Technology and Welding** students earn certifications through the National Center for Construction Education and Research (NCCER) Core and Program Levels 1-4. Air Conditioning, Refrigerator & Heating Technology students may also earn certifications through Environmental Protection Agency (EPA) and North American Technician Excellence (NATE). Secondary students are eligible for entry level certification exams through HEAT and HEAT + through HVAC Excellence.
- **Culinary Arts** students may earn ProSTART and ServeSafe certifications.
- **Computer Systems Technology and Networking** students may earn CompTIA A+, Network+, Security+ and Cisco Systems Certified Entry Network Technician (CCENT) and Certified Network Associate (CCNA).
- **Health Careers** students are required to take a state licensure exam to work as a CNA (Certified Nursing Assistant) or an LPN (Licensed Practical Nurse) in Florida. Students also earn First Aid and CPR certifications.
- **Medical Administrative Specialist** students may earn Microsoft Certified Application Specialist (MCAS) by passing three out of five certification testing areas. These include Word, Excel, Power Point, Outlook and Access. Students may also choose to take the Certified Medical Administrative Assistant exam through the National Health Career Association for an additional certification.
- **New Media Technology** students may earn the following certifications: Adobe Certified Associate (Dreamweaver), Adobe Certified Associate (Flash), Adobe Certified Associate (Photoshop), Adobe Certified Expert (Acrobat), Adobe Certified Expert (After Effects) and Adobe Certified Expert (Premiere Pro).
- **Pharmacy Technician** students take a State of Florida licensure exam and may also take the National Pharmacy Technician certification exam.
- **Web Design** students may earn industry certifications in Adobe Associates Flash, Dreamweaver, Photoshop, Certified Internet Webmaster Associate and Associate Design Specialists are also certifications available for students to earn.

## **INTERNET ACCEPTABLE USE POLICY & GUIDELINES**

The Internet Acceptable Use Form for 2011-12 is provided by the school and must be signed by the parent and student before accessing the Internet. Failure to follow the rules will result in suspension of privileges of computer and internet use.

The Santa Rosa County School District provides Internet access to the student for educational purposes. Internet use is necessary for many school research projects, as well as, enhancement of curriculum. Student Internet use must occur under the direct supervision of a district employee. Due to the uncontrollable global nature of the internet, its use requires a parent/guardian permission form and an understanding of the adherence to District policies. Applicable uses of the internet include:

- Sending, receiving, forwarding and deleting e-mail in accordance with the Public Records Act
- Accessing information and news from a variety of sources and research institutions
- Participating in discussion groups on a variety of topics (not chat rooms)
- Accessing college and university electronic libraries, Library of Congress, etc.
- Downloading and uploading educational material in compliance with current copyright laws
- Using internet-based educational software

Instructors will make every effort to direct students to educationally relevant material. The district provides internet filters to reduce the possibility of students accessing inappropriate information via the internet. Network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission and policies set forth by the Board.

Failure to adhere to these guidelines may result in suspension or revocation of the offender's privilege of access. The district's Content Filter Administrator (who can identify which computer has been used) notifies the principal immediately when the internet has been inappropriately accessed.

## **STUDENT RECORDS**

Information maintained on this campus concerning students, both secondary and adult, is treated as confidential information and cannot be given to anyone outside the school system without written approval of the student or parent/guardian of students under 18 years of age.

Personally-identifiable information designated as “directory information” may be released without the student’s or parent/guardian’s prior permission. If the parent/guardian or eligible student wishes to refuse publication of directory information with respect to that student, a written refusal should be submitted to the principal prior to September 1st of each school year or within ten days after the student enrolls.

Directory information is defined as the student’s name, address, listed telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent education institution attended.

Adult student information such as grades, progress, attendance, or financial aid will not be disclosed to a third party without written consent of the student. Adult students who wish to share their educational information with a parent/guardian or spouse should complete a Release of School Information form through Student Services. No student information will be released or discussed on adult students without their authorization.

### **TECHNICAL RESOURCE CENTER**

The Technical Resource Center, Building 11, provides foundation skills to enhance and support career and technical programs. Several on-line industry certifications exams are also available in the Technical Resource Center.

**APPLIED ACADEMICS FOR ADULT STUDENTS** is designed for remediation of deficiencies determined from the Test of Adult Basic Education (TABE). Students scoring below the required TABE score may still enroll in a program but must attend remediation classes to improve basic skills.

Students must purchase a TABE review book as part of their Applied Academics for Adult Students class. After remediation, students must retest in any area of TABE they were deficient. A cost of \$5.00 is assessed for retesting.

Achievement of basic skills is required before a certificate of program completion can be awarded. Students should complete this remediation in a timely manner.



### **A PROGRAM CERTIFICATE CANNOT BE ISSUED WITHOUT ACHIEVING THE REQUIRED PROGRAM TABE SCORES.**

*STUDENTS WITH DEFICIENT TABE SCORE MUST COMPLETE REMEDIATION AS SOON AS POSSIBLE.*

## **TRANSPORTATION**

**BUS TRANSPORTATION** for high school students is a direct extension of both the classroom and the school in general. All rules, guidelines, and codes of conduct which apply to students on campus continue to be in effect while being transported by school buses. This includes loading and unloading both on and off the school grounds and time spent waiting at bus stops.

Violation of school board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed. See the District's Student Code of Conduct book for more specific bus rules.

**DRIVING TO LOCKLIN TECH** is a privilege, not a right for a high school student. All students are required to observe the following regulations:

- Obtain a parking decal from the Administrative Office (Building 1). The fee is \$5.00. A valid driver's license, tag number and insurance information are required before a decal can be issued to a student. This decal is to be displayed in the lower left corner (driver's side) of the front windshield. Cars parked on campus without a decal will be subject to removal at the owner's expense. Additional vehicles will also need to be registered by purchasing a second decal.
- **High School students who DRIVE OR RIDE WITH ANOTHER STUDENT FROM THEIR HOME SCHOOL TO LOCKLIN TECH must obtain a 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.
- 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 classes, breaks or lunch.

- Close your car windows, doors and secure your valuables in the trunk. Locklin Tech 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.

## **SAFETY**

**A SAFETY AGREEMENT** form should be signed and submitted to the instructor. High school students must obtain their parent/guardian's signatures on this agreement. The form assures the student's willingness to comply with the requirements of the 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.**

**SAFETY INSTRUCTION** is an integral part of every program's curriculum. Instructors will present a complete unit in safety. This unit will include general safety requirements and specific safety regulations which apply to the career/job area.

**SAFETY REGULATIONS** are firmly enforced at all times for the student's personal safety and the safety of their classmates. Students are required to obey all safety regulations at all times. Instructors who observe a safety violation in the lab/shop will immediately call it to the attention of the student. Students are expected to comply with the instructor's request and make every effort not to repeat the violation. Long hair and loose clothing may be a safety concern in some programs and will be addressed by the instructor. Students who consistently commit safety violations will be asked to withdraw from Locklin Tech.

**The District's Student Code of Conduct will be observed by all students attending Locklin Tech.**

## **STUDENT CONDUCT**

The objective of Locklin Tech’s Discipline policy is to provide a safe and orderly learning environment that allows students the opportunity to experience academic and behavioral success. Our philosophy for student behavior is that no student shall be allowed to interfere with another student’s right to learn, nor a teacher’s right to teach. Students enrolled in Locklin Tech programs are expected to help maintain a safe and productive learning environment. Students requiring disciplinary action may be subject to reprimand by the teacher, referred for counseling, suspension from class, or other action as prescribed by state law, school board policy, or Locklin Tech policy.

All students are expected to understand and adhere to the rules and regulations as set forth in this Curriculum & Student Guide, as well as, the District’s Student Code of Conduct. In complying with the law, The Santa Rosa County School Board defines zero tolerance to mean that certain types of misconduct will always lead to a disciplinary consequence. Policies from Locklin’s Curriculum & Student Guide and the District’s Student Code of Conduct have been enacted to ensure that you are safe and benefit from the learning opportunities while on campus.

**ABUSE OF TECHNOLOGY EQUIPMENT** and failure to follow guidelines of the Internet Acceptable Use Policy will result in disciplinary action that could include restricted use, suspension, expulsion, and/or notification of the appropriate law enforcement agency.

**ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES** including the use, sale, transmittal, printed materials, or possession of alcoholic beverages and/or controlled substances is prohibited on campus. Persons found to be in possession, distributing, or under the influence of an illegal, purported, or unlawful substance, or a prescription drug will be reported to the authorities and are subject to immediate suspension or expulsion by the principal. Students requiring medication must report to student services for disbursements.

**ARRESTS, EXPULSIONS, AND JUVENILE JUSTICE ACTIONS** are required to be reported at initial registration. The School Board has the authority to waive or honor another district or state’s decision.

**ASSAULT/THREAT** it is unlawful to place another person in fear for emotional and/or physical harm with or without the use of a weapon. Intent, fear, and capability will be considered if reported to school staff who will in turn report it to law enforcement.

**BULLYING** as defined in the District’s Code of Conduct will not be tolerated.

**CELL PHONES** may be in the student's possession but must be turned OFF during the school day. Cell phones should not be visible and use of the phone during the school day will result in disciplinary action. Students should not use cell phones for TEXTING during the school day.

**DISORDERLY CONDUCT** includes any act or disruptive behavior which substantially disrupts the orderly learning environment or poses a serious threat to the health, safety, and/or welfare of students, staff, or others.

**DISCIPLINARY ACTIONS** will be according to the District's Student Code of Conduct. In-school suspension may be substituted for out-of-school suspension as appropriate.

**ELECTRONIC EQUIPMENT**, such as iPods, MP3 players, DVD players, Blackberry, video games or other similar devices, are not allowed on the school campus.

**FAILURE TO NOTIFY** is when a student has knowledge of and fails to report to a person in authority (school administration, staff or resource officer) the plans or actions of another person that might result or has resulted in harm to a person or property. As a result, the student could face disciplinary action.

**GAMBLING** is the participation in games of chance or skill for money or profit. The playing of cards is not permitted.

**HARASSMENT** whether in the form of malicious or sexual will not be tolerated.

**HAZING** is defined as "any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student" — even if the victim is a willing participant. According to the Chad Meredith Act, even if no one is hurt, the hazer could face up to a year in prison for the act.

**LANGUAGE (OR GESTURES)** which are abusive, inappropriate or offensive will not be tolerated. All students, high school and adults, are expected to behave in a professional manner at all times.

**LEAVING CAMPUS** during the school day requires the student to sign out in the Student Services office. High school students must have parent/guardian permission BEFORE being allowed to check out. Parents should call the office if they are allowing someone to pick up their child that is not listed on the student's health card. For the safety of our students, Student Services does require photo identification.

**OFF CAMPUS ACTIONS** of students such as posting of libelous, slanderous, demeaning, or profane remarks pertaining to school personnel on an off-campus computer that disrupt the educational environment may be subject to disciplinary action.

**PARKING LOTS** are "off limits" during the school day. Students should not loiter in the parking lot areas before, during or after school.

**POCKET KNIVES** are not permissible for a student to possess on a school campus, at a school-sponsored activity or on school transportation. Students found to be in possession of a knife or a box cutter which is not coupled with threat, intimidation and/or reasonable suspicion for use is subject to disciplinary action of out-of-school suspension for up to 10 days.

**PUBLIC DISPLAY OF AFFECTION** is inappropriate on a school campus and will be subject to disciplinary action.

**SPITTING** is not an appropriate action. All students, high school and adult, are expected to behave in a professional manner at all times.

**TEXTING** should not be done during class time. As stated earlier, cell phones may be in a student's possession but must be turned OFF.

**TOBACCO PRODUCTS** are not permitted on the school campus. To comply with the Florida Clean Indoor Air Act and to set a positive, healthy example for students, the use of tobacco products (both smoking and smokeless) is prohibited in any facility or on any real or personal property owned by or under the control of the Santa Rosa County School Board. A student smoking, using a smokeless tobacco, in possession of, distributing, or selling tobacco products on school property, buses, or at a school sponsored activity will be subject to disciplinary action. A person under the age of 18 is in violation of the law and subject to a \$25 fine.

**VANDALISM** is the unlawful and/or malicious destruction, damage, or defacement of school board property. Appropriate law enforcement will be contacted and restitution will be expected. Alternative placement or expulsion may result from vandalism.

**WEAPONS**, of any kind, that could be deliberately used to inflict harm or intimidate any person is punishable as a third degree felony. The discipline will include notification of law enforcement, a ten day suspension and a recommendation for expulsion of one year.

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

## **STUDENT DRESS**

It is our goal to prepare students for success in the workplace. One of these goals is appropriate workplace dress. Some programs have additional clothing requirements such as leather safety shoes, long sleeved shirts, hair nets, or shop jackets. Long hair, if in the instructor's opinion, creates a safety or health hazard, must be confined or protected. The instructor will discuss their individual safety program codes in detail. In general, all students are expected to dress and groom themselves in a manner that conforms to standards set by business and industry.

Santa Rosa County School District's Code of Conduct considers the following attire inappropriate for students:

- any garment/item or exposed tattoos with obscene or offensive language or drug, tobacco or alcoholic beverage advertisement on it.
- any color, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization.
- tank tops, halter tops, muscle shirts or undershirts as outer garments.
- clothing that reveals undergarments or the midriff.
- tops that are low-cut or see-through.
- hoodies that cover the head.
- clothing items considered "sleep wear" such as pajamas or slippers.
- skirts, dresses or shorts that are too short.
- armbands, neckbands, wristbands, belts or other items with heavy metal projections.
- sunglasses in the building (unless medically prescribed).

The wearing of hats on school campuses shall be in accordance with local school dress codes and shall not be disruptive to the orderly school environment.

## **VISITORS**

Locklin Tech is a closed campus. All visitors must sign in at the reception desk in the Building 1 as soon as they arrive on campus. Visitors will be escorted by authorized personnel to the area in which they have permission to visit.

**Students must not to invite guests onto the campus  
during lunch or at breaks.**

## **DISCIPLINE HIERARCHY OF CONSEQUENCES**

The ultimate goal of Locklin Tech 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, as set forth by the District’s Student Code of Conduct, are available to school administration, but not limited to these, if needed to deal with unacceptable student behavior:

- Student Conference
- Parent Conference
- Work Detail Assignment
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Expulsion

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

## **EMERGENCY DRILLS**

Emergency drills are held periodically throughout the year to familiarize students with proper procedures. These drills may include fire, evacuation, lock-down, shelter in place or severe weather. Instructors will lead a prompt and orderly procession of the class to the appropriate area depending on the type of drill. Students should follow the directives of the instructor or school personnel.

**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.**

## **STUDENT SERVICES**

The Student Services staff includes academic, career, financial aid, job placement and veteran affairs counselors to assist students in obtaining a realistic understanding of their strengths and weakness so that they may make proper choices concerning their curriculum. Student Services has the resources to connect students with federal, state and local service agencies.

**ABILITY-TO-BENEFIT STUDENT** is defined as a student beyond compulsory age of required high school attendance who has not earned a diploma or its equivalent, is not committed to earning a diploma or its equivalent, has passed the school's entrance examination and would benefit from technical training offered by the institution. Procedures on "ability-to benefit" are in compliance with current federal guidelines.

**ACCESS TO INFORMATION** publications are available in other languages (orally or in writing), and to persons with disabilities in a variety of formats including Braille, large print, or audio tapes. Telephone or written requests should include your name, address, and telephone or TTD number. Requests should be made to: Locklin Tech, 5330 Berryhill Road, Milton, FL 32570, (850) 983-5700.

**CAREER COUNSELING** is available through a variety of resources. CHOICES, an online education and career exploration system, may be utilized to increase self-awareness and develop skills needed for success in the world of work. Students can make an appointment to visit Locklin Tech's Career Specialist counselor for information.

**CAREER SPECIALIST** is available to assist students with career information. Locklin Tech's Career Specialist makes every effort to stay in touch with business and industry that provide valuable opportunities for our students. Job info is posted in Building 1 and forwarded to instructors. Students completing a program must go through an exit interview process with the Career Specialist. Locklin Tech cannot guarantee a job placement for a student.

**CRIME AWARENESS** information is available to all students and employees, as well as potential students and employees, of current reports concerning criminal actions or other emergencies occurring on campus. This may include policies on security of law enforcement, prevention of crimes on campus including murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse and weapons possessions reported and documented to the appropriate local and state law agency. Statistics will be released to students and employees.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES/ENGLISH LANGUAGE LEARNERS** (ESOL/ELL) program is available through Santa Rosa Adult School's Adult Learning Center to assist students whose first language is not English.

**EXIT INTERVIEW** is required of students who have completed at least 50% of a program. Exit interviews are conducted by the Career Specialist. **No program certificate will be issued without completing the exit interview.**

**HEALTH CARDS** are to be completed by ALL students and kept on file in the Student Services office. It is important for this information to be accurate and updated as needed in the event of an emergency. **Student Services requires proof of identity before high school students can leave with anyone. Any individual permitted to pick up a student should be listed on their health card.**

**FEDERAL FINANCIAL AID** is awarded based on financial need and provided as a grant by the federal government. When a student applies for financial aid, the information reported on the Free Application for Federal Student Aid (FAFSA) is used to calculate the Expected Family Contribution (EFC). The EFC is used to determine the student's eligibility for federal student aid and other types of financial aid. If the EFC is below a certain amount, the student will be eligible for a Pell Grant, assuming the student meets all eligibility requirements. Students can apply online at [www.fafsa.gov](http://www.fafsa.gov).

The amount of federal financial aid the student receives depends on the student's EFC, cost of attendance, enrollment status, enrollment date and whether the student attends school for a full academic year. Locklin Tech's academic year is defined as 900 clock hours and 36 weeks of instructional time for fulltime enrollment.

- **FREE APPLICATION FOR FEDERAL STUDENT AID** (FAFSA) working copies are available in Student Services. Applications must be completed electronically at [www.fafsa.gov](http://www.fafsa.gov). Locklin Tech's school code number is 017198.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT** (FSEOG) assists Pell Grant students with exceptional financial need.
- **FEDERAL WORK STUDY** (FWS) is a campus-based award program to benefit eligible students. FWS provides paid job opportunities to help students pay for educational expenses.

- **FLORIDA STUDENT ASSISTANT GRANT — CAREER EDUCATION** (FSAG-CE) and/or **FLORIDA WORK EXPERIENCE PROGRAM** (FWEP) may be awarded to eligible students pending state budget approval. The Financial Aid Counselor will have more information on these programs after school begins.
- **PELL GRANTS** are available to students demonstrating financial need. A FAFSA form must be completed electronically and evaluated before an award can be made and before a student may begin class.

**Satisfactory Academic Progress (SAP)** is determined by Federal regulations. The SAP policy contains three components: *a qualitative (grade-based) standard, a quantitative (time-related) standard, and a quantitative (pace-completion ratio) standard.* Students must meet all three components to maintain Financial Aid eligibility. **It is the student's responsibility to know and understand the academic progress and attendance policies for financial aid and that these policies may differ from individual classroom policies established by an instructor.**

Students must successfully complete the coursework associated with the clock hours in a payment period with a passing **grade** of C (numeric grade of 70) or better to maintain SAP. Payment periods are normally a minimum of 450 clock hours; however, payment periods could vary according to a student's program of study. Adult students earn grades and occupational completion points (OCP) at various increments depending on the program of study. **SAP will be reviewed at the end of each payment period to ensure the student is making sufficient progress both quantitatively and qualitatively.** The review will occur at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours.

Students must demonstrate that they are moving through their program at a reasonable rate or are making progress in their program. For example, a **full-time** student attending 5 hours per day enrolls in the first course of the 1,050 hour Building Construction Technology Program that is 450 clock hours in length. A student should successfully meet all the competencies within 90 days of enrollment (one semester). At that time, the instructor will assign a grade and OCP and the student will advance to the next level course in the program. If the student does not successfully complete the course within the specified **time frame (at the end of the payment period)**, the student will receive a **Financial Aid Warning** and will be re-enrolled in the

same course for an additional 225 hours only (150% of 450 hours). The student may continue to receive aid for **one additional payment period**. If the student fails to successfully complete the course within the maximum time frame the student will not be making SAP and will be required to meet with the school counselor to review other academic options. A student not making SAP at the end of a warning period may be advised to transfer to another program, space permitting, to avoid administrative withdrawal.

Students are required to complete a program of study within the program hours in effect at the time of enrollment and as defined in Locklin Tech's Curriculum and Student Guide. The maximum time limit enrolled in any program shall not exceed 150% of the program length based on calendar time. Students must complete program competencies within each payment period in order to progress at a rate that would allow the student to complete the program within the maximum time frame. ***Federal regulations state that Pell can never pay for more hours than those that make up a program. For example, if the program is 1200 hours in length, Pell will not pay for more than 1200 hours. Maximum time limit cannot be appealed.***

**Reinstatement**, if Financial Aid is terminated, can only be achieved by attending a subsequent warning period, not to exceed one payment period, and maintain SAP. Fees must be current for reinstatement. However, if a student receives a referral for unsatisfactory progress during the warning period or an unsatisfactory progress report at the end of the warning period, the student is no longer eligible for Financial Aid.

**Financial Aid SAP Appeal Form** is available from the Financial Aid Counselor if mitigating circumstances prevent the student from making and maintaining SAP. Circumstances might include, among other things, the student or family member being ill, death in the immediate family, family emergency, disaster, etc. A student will be required to submit third party documentation to support the appeal and state the student's current plan for achieving SAP at the end of the next evaluation period.

**Orientation** for students is held at the beginning of each semester to review the policies and procedures associated with attendance and progress. It is the student's responsibility to understand the attendance policy and the consequences absences have on a student's eligibility for financial aid, successful completion of course competencies, earning grades and occupational completion points.

**Attendance** directly affects the timing of disbursements for Pell grant students. A student must meet minimum attendance hours before Financial Aid is disbursed. The Pell Grant award is contingent upon satisfactory academic progress and attendance. Disbursement dates may vary depending on the length of time taken to complete the required number of clock hours and is determined by the actual number of hours attended. The actual number of hours attended determines the disbursement date. If a student withdraws from school, the award is re-calculated based on the amount of assistance earned during the payment period.

**Pell Grant** disbursements will be made to best meet the needs of each student. Payment periods are always based on the length of the program and academic year definition of the program, in clock hours and weeks of instructional time. Each student's disbursement date is scheduled individually according to the enrollment date and status. Actual payment dates are contingent upon attendance. A student must complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period. The disbursement date may change depending upon the length of time taken to complete the scheduled number of clock hours in the payment period. Checks not picked up within 30 days may be cancelled and payment forfeited.

**Completion of a program of study**, as defined by the course description, shall not exceed 150% of the program length based on calendar time. *Federal regulations state that Pell can never pay for more hours than those that make up a program. For example, if the program is 1200 hours in length, Pell will not pay for more than 1200 hours.* If a student requires additional time to complete a program of study, the student must meet with the Financial Aid Counselor to discuss options for continued enrollment.

**Ability to Benefit** students, those without a diploma or GED, may be eligible for a Pell Grant. Specific criteria must be met. For more information, contact Student Services.

**FLORIDA PREPAID** is accepted at Locklin Tech. Please provide your card or letter of verification prior to enrolling.

**FLORIDA KIDCARE** offers health insurance through the State of Florida for uninsured children from birth through age 18. Florida KidCare applications can be completed on line at [www.floridakidcare.org](http://www.floridakidcare.org) or call 1-888-540-5437.

**ILLNESS** of a student and notification of parent/guardian will be handled by the Student Services. The parent or guardian is contacted if the student is under 18 years of age or still in high school. The student will be allowed to check out and go home after the proper clearance. Any individual permitted to pick up a student should be listed on their health card. Student Services requires proof of identity before students may leave. School officials assume the responsibility of calling for an ambulance when the student is seriously ill and a parent/guardian cannot be located.

**INJURY** of a student in a class, shop, or job site is a preventable problem if proper safety procedures are followed. If an injury does occur, the teacher must assess the situation and send the student for first aid to the nearest CPR/First Aid certified person. If necessary, the student will be transported to an appropriate medical facility. Accurate information is essential on the student's health card so parents or guardians can be contacted.

**INSURANCE** is provided for students by Locklin Tech. This minimal accidental insurance coverage will gain the student admission to an emergency room and will serve only as a supplement to a student's private insurance.

**MEDICATIONS** such as prescription drugs (must be in a pharmacy bottle) or nonprescription drugs (must be in a new bottle, unopened and sealed) that must be administered to the student on school premises or at school functions must be brought to the school by the parent/guardian/authorized adult representative for retention and administration. No student will be allowed to have medication, prescription or nonprescription, in their possession on school premises, on a school bus, or at a school function. Exceptions are epipens, insulin pens, or asthma inhalers prescribed by a physician for that specific student. Failure to follow the medication policy can result in confiscation of the medication and disciplinary action for the student.

**PLACEMENT AND FOLLOW-UP SURVEY** is conducted each school year on students who have completed or who leave the school with marketable skills. In the spring, a questionnaire is mailed or a phone call is made to students who meets this criteria. The student is encouraged to maintain contact with the school and their instructor regarding their employment.

**REQUEST FOR STUDENT RECORDS** is done through Student Services. Records will be mailed directly to the institution or can be officially sealed for you to pick up. Please provide 24 hour notice if you would like to pick up your records.

**SCHOLARSHIPS** are awarded based on need as well as merit. Locklin Tech awards three scholarships to high school students interested in continuing their program as an adult. In conjunction with Pensacola State College, a Principal, a Minority and a Gail May Scholarship are also awarded each year.

**SCHOLARSHIPS—BRIGHT FUTURES** are accepted as tuition payment. See page 12 of this handbook for more information.

**SOCIAL SECURITY NUMBERS** are requested at the time of registration for adequate follow-up employment data on students who complete a Locklin Tech program.

**STUDENT CENTER** is available before and after class and at break. Ala carte lunch items may be purchased through food services or students may bring a lunch. Snack machines are available before and after class and at break. Food items cannot be sold during class time. The school must have student cooperation in keeping the center clean by properly disposing of trash. Appropriate student behavior is expected during breaks and lunch.

**TELEPHONE** in the Student Services office is available for students to use in case of emergencies. Students needing to check out should be sent to the Student Services Department.

**TEXTBOOKS** are available for purchase through the school's bookstore. Adult students are required to purchase their textbooks. Financial Aid students may give authorization to charge textbooks to their PELL Grant.

**VETERANS ADMINISTRATION** information is available and most programs are approved for veterans to receive benefits for full or part-time enrollment. Potential VA students should contact the nearest Veterans Administration Office for complete details. Satisfactory academic progress (SAP) requires the student to maintain a grade of 70 or better, acceptable performance in a program and to complete their studies within an approved amount of time in order to continue

benefits. VA students who accumulate 4 or more unexcused absences during a school month will have their educational benefits terminated. Upon termination, the VA student must exhibit acceptable attendance for 20 school days and request reinstatement of benefits through the school VA Certifying Official. A VA student is expected to maintain an average and acceptable performance so that they will complete the program within the number of hours of training that has been approved by the State Approving Agency. The following grading system is used:

A (90-100) = Superior    B (80-89) = Above Average    C (70-79) = Average  
D (60-69) = Below Average    F (0-59) = Failure

**WORKFORCE INVESTMENT ACT** (WIA) assists individuals who are economically disadvantaged and dislocated. The local Escarosa Career Center number is 983-5325 and their office is located at 5723 Hwy. 90, Milton.

**VOCATIONAL REHABILITATION** (VR) provides assistance to those applicants demonstrating physical and possible financial need for vocational retraining. The State of Florida, Division of Vocational Rehabilitation, has a counselor on the Locklin Tech campus. Once eligibility for this program is established, a variety of services are available that may include funding for training, formal counseling, vocational counseling and placement assistance. VR counselors can be reached at 626-2124.

## **STUDENTS WITH DISABILITIES**

Students with disabilities are encouraged to self-identify and request services if needed before or after admission to Locklin Tech. Reasonable accommodations can be made based on the needs of the individual student. Additional resources may be available for students with disabilities through Vocational Rehabilitation.

## **MEDIA CENTER**

Students are encouraged to use the Media Center located in Building 11. The Media Center is opened Monday through Friday. Hours will be posted based on the new bell schedule.

The Media Center is automated and materials may be located through the on-line card catalog. Materials includes books, magazines and newspapers.

Information on careers and resumes are available for research and checkout in the Career Corner. Material is updated regularly in the Media Center with emphasis on program and career materials.

Computers are available for students to use for and Internet research with the understanding that all district technology policies apply to Media Center computers. Failure to adhere to these policies may result in suspension or revocation of the offender's privilege of access. The district's Content Filter Administrator, which can identify which computer is being used, notifies the principal immediately when the Internet has been inappropriately accessed. Students are responsible for understanding the Internet Acceptable Use Policy & Guidelines.

## **STUDENT ORGANIZATIONS**

SkillsUSA is a national organization that serves trade and industrial students with leadership, citizenship, character development and job skill activities. Members compete on a regional, state and national level in their individual vocational skill areas.

SkillsUSA is open to secondary and adult students. Eligible students are encouraged to join this organization. Your instructor can provide more information on available student organizations.

## **STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES**

Students have rights and responsibilities relative to the knowledge and observation of school rules. They also have definite responsibilities and rights in the areas of attendance, their education, participation in school programs and activities, response for persons and property, privacy, assembly, free speech and student publications. Specific student rights and responsibilities may be found in the District's Student Code of Conduct.

The School Board recognizes that parent/guardian participation in their child's education process is critical to a child's educational success. For that reason, the School Board welcomes and encourages participation in your student's school experiences.

**It is the responsibility of each student to understand the rules and regulations of Locklin Tech's Curriculum and Student Guide, as well as, the information in the District's Student Code of Conduct.**

### **TRANSFER OF CREDIT FROM OTHER TECHNICAL SCHOOLS**

Students transferring from another institution must present an official transcript to Student Services. Students transferring between Florida schools will be placed based on the number of contact hours and any occupational completion points that have already been earned.

Students transferring from outside of Florida will have their transcript evaluated by the program instructor and counselor to determine appropriate placement based on hours of instruction, grades and completion points earned from their previous school. The student may be required to demonstrate proficiency in some of the program's competencies.

### **TRANSFER BETWEEN PROGRAMS**

Students may not transfer from one program to another without written approval from the Student Services office. Consideration is based on the availability of space in the program requested and will only be considered at the beginning of a grading period.

## **STUDENT APPEALS/GRIEVANCES**

Students who feel that they have been discriminated against on the basis of race, color, sex, religion, national origin, age, creed, veteran status or handicap, are encouraged to make reasonable informal efforts to resolve any grievance. Those who are dissatisfied with an admission decision or have a complaint are also encouraged to utilize the student appeals procedure. Whenever informal discussion with a school representative fails to resolve the matter, the following procedure is to be used in reporting and settling grievances:

1. Complaints are to be forwarded, in writing, to the Principal.
2. The written complaint shall contain a complete description of the alleged violation.
3. Within fifteen days, the Principal shall investigate the grievance and report results of the investigation, with recommendations in writing, to the Principal.
4. If the applicant does not agree with the decision of the Principal, the decision may be appealed to the:
5.
  - Director of Workforce Education
  - Santa Rosa County School Board
  - Council on Occupational Education  
7840 Roswell Road,  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

## **EQUITY COMPLIANCE**

It is the policy of the School Board of Santa Rosa County to offer the opportunity to students to participate in appropriate programs, services and activities without regard to race, color, religion, national origin, sex, marital status or disability. If a student feels they have been discriminated against, an appeal may be made using the procedure and form approved by the district board and available in the Principal's office.

## **ADVISORY COMMITTEES**

Locklin Tech strives to stay abreast of current employment needs and practices. Each program meets twice annually with their advisory committees which are comprised of individuals from local business and industry. Advisory committees make recommendations on admission requirements, competencies and skills taught, program length, instructional materials, equipment and methods of evaluation required to successfully complete a program of study with marketable skills.



# Locklin Tech

## Knowledge that Works

### **Career and Technical Education Programs of Study**

The next few pages describes the programs offered at Locklin Tech. High school students earn elective credits that will count toward their high school diploma. High school students may attend Locklin Tech during their Junior and/or Senior year. Adult students complete a program by successfully completing the competencies and hours required in a program.

#### **HOURS VS. CREDITS**

An adult student earns contact hours in order to complete a program, whereas, a high school student earns credits. A high school student may earn up to three credits per year in a Locklin Tech program. Typically, the adult student will earn the following hours based on their schedule:

- 450 Hours per Semester Attending All Day (900 per year)
- 225 Hours per Semester Attending 1/2 Day (450 per year)

A student MAY complete competencies in less time than course hour requirements, earn their Grade and OCP Report and advance to the next level course of the program. Students should utilize their student calendars and OCP Maps to monitor their attendance, grades and progress.

#### **INDUSTRY CERTIFICATIONS**

Locklin Tech is committed to the industry certification process to strengthen technical and academic standards. The conferred certifications are offered in the career and technical education skill areas that are recognized and in demand by business and industry, trade, or professional organizations. Industry certified programs have undergone rigorous reviews and curriculum, equipment, and facility evaluations allowing them to offer their respective credentials. More information on industry certifications is located on pages 20-21.

## **PROGRAMS OF STUDY**

### **APPRENTICESHIP PROGRAMS FOR ADULT STUDENTS**

**APPRENTICESHIP PROGRAMS** are a method of instruction designed to prepare students for jobs within the community. Utilization of this method is a joint effort between the school and the business community. Student-trainees (apprentices) receive a combination of technical industrial instruction in the classroom and related on-the-job training through employment in a given occupation. Learning experiences are jointly planned and supervised by the Apprenticeship Coordinator and employer. Locklin Tech has the following apprenticeship programs:

- Brick & Block Masonry
- Air Conditioning, Refrigeration & Heating Technology
- Plumbing Technology

Tuition is waived for apprenticeship students. Employers purchase any required textbooks. Potential students must already be employed by a participating employer of the program.

### **BUSINESS, MANAGEMENT & ADMINISTRATION**

**MEDICAL ADMINISTRATIVE SPECIALIST** will prepare students for employment as medical office personnel, unit secretaries, medical office clerks, medical insurance clerks, medical records clerks or can provide supplemental training for persons previously or currently employed in these occupations.

The content includes the use of technology to develop communications and decision making skills, medical terminology and transcription, health insurance billing and coding and office procedures specific to the medical environment. An eighty hour Internship in a medical office is also required in the program.

Students receive instruction in software applications that include Introduction to Computers, Windows XP Operating System, Microsoft Office and Medisoft Appointment Software/Electronic Records. The 1,050 hour program (7 high school credits) includes:

- 150 Hours (Intro to Technology)
- 300 Hours (Front Desk Specialist)
- 300 Hours (Medical Office Technologist)
- 300 Hours (Medical Administrative Specialist)

Medical Administrative Specialist students may earn Microsoft Certified Application Specialist (MCAS) by passing three out of five certification testing areas. These include Word, Excel, Power Point, Outlook and Access. Students may also choose to take the Certified Medical Administrative Assistant exam through the National Health Career Association for an additional certification.

## **CONSTRUCTION TECHNOLOGY ACADEMY**

Students have the opportunity to earn valuable industry certification through the National Center for Construction, Education and Research (NCCER) while enrolled in the academy programs. NCCER Contren® Learning Series curriculum helps students gain valuable global skills. Industry recognized credentials are maintained through NCCER's National Registry.

**AIR CONDITIONING, REFRIGERATION & HEATING TECHNOLOGY** program prepares students for employment or advanced training in the heating, air-conditioning and refrigeration industry. Classroom, shop and laboratory activities are an integral part of this cluster. These activities include instruction in safety procedures, care of tools, equipment, materials and processes found in the industry.

The 1,350 hour program (7 high school credits) includes:

- 250 Hours (A/C, Refrigeration & Heating Helper)
- 250 Hours (A/C, Refrigeration & Heating Mechanic Assistant)
- 250 Hours (A/C, Refrigeration & Heating Mechanic 1)
- 250 Hours (A/C, Refrigeration & Heating Mechanic 2)
- 350 Hours (Refrigeration Mechanic)

In addition to NCCER certification, the student should obtain Environmental Protection Agency (EPA) and North American Technician Excellence (NATE) certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

**APPLIED WELDING TECHNOLOGIES** program provides training to persons who wish to work as welders or welding helpers. A combination of theory and "hands-on" exercises will enable the student to master jobs in the welding field, including stick, mig, tig, pipe, oxyacetylene and basic shop skills.

The 1,170 hour program (8 high school credits) includes:

- 250 Hours (Welder Helper)
- 250 Hours (Welder, Shielded Metal Arc)
- 125 Hours (Welder, Gas Metal Arc)
- 100 Hours (Welder, Flux Cored Arc)
- 175 Hours (Welder, Gas Tungsten Arc)
- 270 Hours (Welder, Pipe)

**BUILDING CONSTRUCTION TECHNOLOGY** focuses on areas of carpentry, electricity and plumbing. Included are broad transferable skills stressing the understanding of all aspects of the building construction industry. Planning, management, finance, technical and production skills, underlying principles of technology, labor, community, health, safety and environmental issues are also included in the curriculum.

The 1,050 hour program (7 high school credits) includes:

- 450 Hours (Building Construction Helper)
- 300 Hours (Building Construction Tech 1)
- 300 Hours (Building Construction Tech 2)

**ELECTRICITY** provides training for persons who wish to work as electricians in a residential or commercial setting. In-depth study of theory as well as practical application in all phases of wiring is provided. Areas of study include installation, operation, maintenance, and repair of electric systems.

The 1,200 hour program (8 high school credits) includes:

- 300 Hours (Electrical Helper)
- 450 Hours (Residential Electrician)
- 450 Hours (Commercial Electrician)

## **DIVERSIFIED CAREER TECHNOLOGY FOR HIGH SCHOOL STUDENTS**

**DIVERSIFIED CAREER TECHNOLOGY (DCT) and ON-THE JOB TRAINING (OJT)** provides high school students the opportunity to earn elective credits for their work experience that will count towards their high school diploma. Employment opportunities enables students to develop a variety of workplace competencies and transferable skills. Job related classroom instruction is provided through DCT coursework.

High school students should contact their school's guidance department if interested in enrolling in Locklin Tech's DCT/OJT program. Students may earn multiple credits in this program.

## **HEALTH SCIENCE**

**CERTIFIED NURSING ASSISTANT FOR HIGH SCHOOL STUDENTS** is designed to prepare students for employment as Certified Nursing Assistants in nursing homes, hospitals or assisted living facilities. A minimum of 40 clinical hours is required in this program. A background check, drug screening and current immunizations is required by the facilities prior to participating in clinicals. High school students will earn three credits (1 science and 2 electives) for this program. Students completing this course are eligible to take the State of Florida CNA licensure exam.

**LICENSED PRACTICAL NURSING FOR ADULT STUDENTS** began in January 2011. Another class will not start until August 2012. Appropriate test scores are required on the TABE and National League for Nursing pretest. Employers for clinical practicum experiences for LPN students require a background check and a drug screening. Health care facilities will not allow a student to participate in clinical hours at their institution if they have a felony conviction. Students must be up to date on immunizations. Students must provide an official transcript for a high school diploma or its equivalent. The 1,350 hour coursework includes:

- 90 Hours (Basic Health Care Worker)
- 75 Hours (Nurse Aid & Orderly)
- 285 Hours (Practical Nurse 1)
- 450 Hours (Practical Nurse 2)
- 450 Hours (Practical Nurse 3)

**PHARMACY TECHNICIAN** is designed to prepare students for employment as pharmacy technicians in institutional or retail settings. This challenging curriculum includes the metric system, medical terminology, medicinal drugs, pharmaceutical compounding, sterile techniques, maintenance of inventory, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit doses, patient record systems, control records, data processing, computer application, employability skills, leadership and human relations skills, health and safety and CPR. A background check, drug screening and current immunizations is required by the facilities prior to participating in clinicals. Students provide an official transcript for a high school diploma or its equivalent. The 1,050 hour coursework (7 high school credits) includes:

- 90 Hours (Basic Health Care Worker)
- 360 Hours (Community Pharmacy Tech)
- 300 Hours (Pharmacy Tech 1)

## **HOSPITALITY AND TOURISM**

**COMMERCIAL FOODS & CULINARY ARTS** includes identification, storage, selection and presentation of a wide variety of foods. Students participate in “real work” activities such as catering, preparation and presentation. Laboratory activities are an integral part of this program and provide instruction in the use of special tools, equipment and other materials and regulations found in the industry. Students who successfully complete and meet the classroom requirements will be prepared to take certification exams available through the Florida Restaurant and Lodging Association. Students are encouraged to take the ServSafe and Food Manager’s Certification exams.

The program for high school students is 4 credits. The adult program is 1,200 hours and includes:

- 300 Hours (Food Preparation Worker)
- 300 Hours (Cook, Restaurant)
- 300 Hours (Food Service Manager)
- 300 Hours (Chef/Head Cook)

## **INFORMATION TECHNOLOGY ACADEMY**

**COMPUTER SYSTEMS TECHNOLOGY** utilizes the latest “state of the art” electronic training equipment. Interactive curriculum software develops student computer skills and enhances the learning environment with visual and “hands-on” interactions. The 1,650 hour (11 high school credits) program includes:

- 450 Hours (End User Support Tech)
- 150 Hours (PC Electronics Installer)
- 300 Hours (Computer Support Specialist)
- 300 Hours (Field Service Technician)
- 450 Hours (Digital Electronics Technician)

Students may earn certifications in CompTIA A+, CompTIA Network+ and Security+. These certifications validate critical knowledge of media, topologies, protocols and standards, network implementation and network support.

**NETWORK SUPPORT SERVICES** provides students with Internet technology skills essential in today’s global economy by utilizing on-line courseware developed by Cisco Systems. Cisco Systems helps to bridge the gap between the classroom and workplace. Cisco links graduates with employers looking for job-ready information technology and networking skills.

The curriculum utilizes hands-on, skills-based training to prepare students for the industry recognized Cisco Certified Network Associate (CCNA) certification exam. Students may earn Cisco Systems CCNA I and II (Cisco Certified Network Associate). The CCNA is the first step to a career in networking or information technology.

The 1,050 hour program (7 high school credits) includes:

- 150 Hours (Intro to Information Technology)
- 150 Hours (Computer Support Assistant)
- 150 Hours (Network Support Help Desk Assistant)
- 150 Hours (Network Support Administrator)
- 150 Hours (Senior Network Administrator)
- 150 Hours (Wireless Network Administrator)
- 150 Hours (Data Communications Analyst)

**NEW MEDIA TECHNOLOGY** 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 or careers in digital media, new media, and multimedia positions in the Information Technology career cluster. The 600-hour (4 high school credits) coursework includes:

- 150 Hours (Information Tech Asst.)
- 150 Hours (Presentation Specialist)
- 150 Hours (Presentation Graphic Artist)
- 150 Hours (Web Production/Design Assistant)

Certifications students may earn in New Media Technology include Adobe Certified Associate (Dreamweaver), Adobe Certified Associate (Flash), Adobe Certified Associate (Photoshop), Adobe Certified Expert (Acrobat), Adobe Certified Expert (After Effects) and Adobe Certified Expert (Premiere Pro).

**WEB DESIGN** offers a broad foundation of knowledge and skills to prepare students for employment in the career fields of digital media and multimedia. The content includes an overview of the skills needed for entry-level positions in these career fields. Students can expect to gain practical experiences in digital photography, web design, digital video editing and presentation development. Specialized skills in multimedia presentations and production such as video editing, audio input and simple animation are used to produce a variety of multimedia projects and provides students with the knowledge and skills leading to exciting careers in web design and development. Students will learn how to design and develop websites while integrating animation components and web-based programming skills.

The 1,050 hour program (7 high school credits) includes:

- 150 Hours (Intro to Information Technology)
- 300 Hours (Assistant Web Designer)
- 300 Hours (Web Designer)
- 300 Hours (Senior Web Designer)

Web Design students may earn industry certifications in Adobe Associates Flash, Dreamweaver, Photoshop, Certified Internet Webmaster Associate and Associate Design Specialists are also certifications available for students to earn.

## **PRINTING AND GRAPHIC COMMUNICATIONS**

**PRINTING AND GRAPHIC COMMUNICATIONS** program prepares students for initial employment in the printing industry. Shop activities are an integral part of this program and include instruction in the use of tools, equipment, materials and processes found in the industry. Students will also be instructed in the following: customer layouts, composition and camera-ready copy, producing line negatives, halftone negatives, multicolored and process-colored negatives, single-color proofs and multicolored proofs, producing printing plates, operating and adjusting duplicators, and operating, cutting, folding and binding equipment.

The program for high school students is 12 credits. The adult program is 1,800 hours and includes:

- 450 Hours (Copy Center Technician)
- 300 Hours (Process Camera Operator)
- 450 Hours (Layout Designer/Planner)
- 450 Hours (Duplicator Operator)
- 150 Hours (General Bindery Worker)

## **TRANSPORTATION**

**AUTOMOTIVE SERVICE TECHNOLOGY** prepares students for initial employment as an automotive technician or a related field. This program focuses on all aspects of vehicle maintenance and repair, while stressing the importance of troubleshooting methods and techniques. The program utilizes the latest high technological testing and measuring equipment. The student is also given instruction in the use of tools, equipment and machinery found in up-to-date repair shops and dealerships. "Hands-on" training is an integral part of the program with the student being continually subjected to the latest in automotive technology.

Curriculum in this program is designed based on National Automotive Technician's Education Foundation (NATEF) precise standards to prepare students for Automotive Service Excellence (ASE) certification. Areas of program certification are Automotive Electrical Systems, Automotive Engine Performance, Automotive Brake Systems, Automotive Steering and Suspension Systems. Certification exams are \$30 each.

The 1,200 hour program (12 credits for high school students) includes:

- 300 Hours (Auto Services Assistor)
- 150 Hours (Engine Repair Tech)
- 150 Hours (Automatic Transmission & Transaxle Tech)
- 150 Hours (Manual Drivetrain & Axle Tech)
- 150 Hours (Auto Suspension & Steering Tech)
- 300 Hours (Auto Brake System Tech)
- 150 Hours (Auto Heating & A/C Tech)
- 300 Hours (Auto Engine Performance Tech)

***Locklin Tech reserves the right to cancel any class if there is not sufficient enrollment.***

**COST OF LOCKLIN TECH PROGRAMS FOR ADULT STUDENTS FOR 2010-2011**

*(estimation is for one year/900 hours of attendance and subject to change based on new requirements and certifications)*

PROGRAM	TUITION	BOOKS	TOOLS
A/C, Refrig & Heating	\$2270	\$425	(optional) \$1000
Applied Welding	\$2270	\$175	\$150
Auto Service Tech	\$2270	\$160	(optional) \$250
Building Construction	\$2270	\$425	\$250
Certified Nursing Assistant (High School Only)	No tuition charges	No charges	
Commercial Foods & Culinary Arts	\$2270	\$150	\$100
Computer Systems Tech	\$2270	\$100	\$25
DCT/OJT (High School Only)	No charge for this program if student is working towards high school diploma or GED		
Electricity	\$2270	\$500	\$300
Licensed Practical Nurse	\$2270	\$180	\$100
Medical Admin Specialist	\$2270	\$675	
Networking	\$2270	\$100	\$25
New Media Tech	\$2270	\$150	
Pharmacy Tech Adults Pharmacy Tech High School	\$2270 No Charge	\$150 \$30 Workbook	
Printing & Graphic Communications	\$2270	No Additional Cost	
Web Design	\$2270	\$150	

UNIFORMS	SUPPLIES	CERTIFICATION EXAMS (optional)	OTHER EXPENSES
	\$15	\$210 NATE \$35 EPA No charge for NCCER exams	
(helmet, sleeves, safety glasses) \$250	\$15	No charge for NCCER exams	
\$40	\$50	4 certs @ \$30 each	
	\$15	No charge for NCCER exams	
Scrubs, shoes & watch \$60	\$15	State Licensure Exam \$150 (required to work in field)	Background Check \$24 Drug Screen \$20 Physical \$50+
\$150	\$50	\$38 Serv-Safe	
	\$15	\$593	

	\$15	No charge for NCCER exams	
\$100	\$25	\$204 (required to work in field)	Background Check \$25 NLN Test \$35 Drug Screen \$20 Immunization updates if needed
Scrubs \$60	\$15	\$100—\$200	
	\$15	\$593	
	\$15	\$100-\$150	
\$100 Scrubs & Shoes Required		\$105-\$129 (required to work in field)	Immunization updates if needed Drug Screen \$20 Background \$25

	\$15	\$100-\$150	
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**TO:** LT/SRHS Faculty/Staff/Parents/Students  
**FROM:** Charlin Knight, Principal  
**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 Locklin Tech. 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 Tech  
5330 Berryhill Road  
Milton, FL 32570

Thank you for your support as we work together.

## MISSION STATEMENT

The mission of Locklin Tech is to provide technical and supplemental training and academic education to the students, businesses, industries, manufacturers and other citizens in Santa Rosa County. Preparing students for the workforce in a technology rich learning environment will enable them to compete in a new global economy, continue their education or training and pursue the vision and goals of our educational system.

## VISION STATEMENT

Locklin Tech is a community-oriented educational center which fosters an environment that develops positive student attitudes and achievement supported by active, involved educators, students, families, communities, businesses and agencies. All students will leave the center as life-long learners prepared to pursue a career, continue their education or training and contribute to a changing society.

Accredited by:  
The Council on Occupational Education  
7840 Roswell Road  
Bldg 330, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)

