LWTC
Lorenzo Walker Technical College

2026-2027 CAREER DUAL ENROLLMENT

SUPPORT & DISCIPLINE OPERATIONAL PROCEDURES MANUAL



Calibrating to Connect
Tuning Instruction to Industry

As of July 1, 2026

Contact Us
(239) 377-0900

Visit Our Website
www.lwtc.edu

Our Location
3702 Estey Ave | Naples, FL | 34104

Table of Contents

Overview....3
Attendance Policy....3
- Attendance Expectations....3
- Six-Day Procedural Withdrawal....3
- Reinstatement After a Procedural Withdrawal....3
- Nine-Absence Administrative Withdrawal....4
- Exceptions....4

Transportation & Bussing....4
Three-Tier Support System for Student Success....4
- Tier 1: Instructor-Level Support....4
- Tier 2: WEA Support....5
- Tier 3: Administrative Intervention....5

Discipline Procedures....6
- Disciplinary Responses....6
- Key Principles....6

Overview

The Career Dual Enrollment (CDE) Support and Discipline system uses a structured, three-tier Student Success Plan (SSP) process to ensure the academic and behavioral success of all students. This process is proactive, collaborative, and supportive, emphasizing early intervention, consistent communication, and graduated levels of support. Disciplinary measures, when necessary, adhere to district policy and are distinct from support interventions.

Consistent attendance is one of the strongest predictors of student success in a CDE program. The policies below outline attendance expectations and the transportation requirements that support them.

Attendance Policy

Attendance Expectations

Regular, on-time attendance is essential to success in a Career Dual Enrollment program. CDE courses move quickly and build on hands-on skills, so missed time is difficult to make up. Students are expected to attend every scheduled class session and to arrive on time.

CDE does not have a category of excused absences. If a student will miss class or be late, the student is responsible for communicating with their program instructor in the manner the instructor has directed.

Six-Day Procedural Withdrawal

> **Attendance Alert**
>
> **Any student absent for 6 consecutive school days will be automatically, procedurally withdrawn from their program.** This withdrawal is procedural and is triggered by the attendance record itself, separate from any disciplinary action.

Reinstatement After a Procedural Withdrawal

A student who has been procedurally withdrawn after a sixth consecutive absence may request reinstatement only if the following conditions are met:

- **Good standing:** The student must have been in good academic and behavioral standing prior to the withdrawal.
- **Formal meeting required:** The student must request, and attend, a formal reinstatement meeting with the CDE Workforce Education Advisor (WEA) and program administration.
- **Parent/guardian attendance:** A parent or guardian must accompany the student to this meeting.

Nine-Absence Administrative Withdrawal

> **Attendance Alert**
>
> **Any student who accumulates more than 9 absences during a semester, whether or not consecutive, will be administratively withdrawn from the program.**

Exceptions

Exceptions to the attendance policies above are very unlikely and are reserved for unusual, extreme circumstances. Any request for an exception is reviewed by administration on an individual, case-by-case basis, and approval is not guaranteed.

Transportation & Bussing

Bussing to and from the CDE program is mandatory for all students unless an approved Driving Exception form is on file with LWTC.

- Students who wish to drive themselves must obtain a **Transportation Opt Out f**orm from their **CDE Workforce Education Advisor**.
- The completed form **must be approved by LWTC administration** before a student may drive in place of bussing.

Until an approved Driving Exception form is on file, students are expected to ride the bus to and from their CDE program.

Three-Tier Support System for Student Success

Tier 1: Instructor-Level Support

Monitoring and Early Intervention

- Instructors observe student attendance, academic performance, and classroom behavior.
- Upon identifying concerns, instructors meet with the student for coaching and document their efforts.
- **If concerns persist:**
  - The instructor creates a Tier 1 SSP, implements support strategies, and monitors progress.

Escalation Protocol

- If adequate improvement is not observed, the instructor consults with the Workforce Education Advisor (WEA).

Tier 2: WEA Support

Advisor Engagement

- The Workforce Education Advisor schedules a student appointment within 10 school days of Tier 1 SSP referral.
- WEA develops a Tier 2 SSP and begins regular coaching sessions with the student.

Communication and Monitoring

- WEA notifies the high school counselor via email, informing them the student is on a Tier 2 SSP.
- Ongoing communication is maintained with both the program instructor and the program administrator regarding student progress.
- WEA provides program-wide monitoring for all students on any SSP.
- Regular check-ins between the WEA and instructors ensure continuous support and timely escalation if issues persist.

Tier 3: Administrative Intervention

Administrative Action

- If insufficient improvement is noted, the program administrator, after consultation with the WEA, determines if Tier 3 intervention is necessary.
- WEA organizes a meeting with the parent/guardian and student; the administrator, WEA, and relevant instructor(s) attend.

Implementation and Accountability

- A Tier 3 SSP is created and implemented, and the administrator schedules check-in meetings with the student every two weeks.
- **If the student continues to struggle or fails to meet the plan's expectations:**
  - Dismissal from the program may follow. The WEA notifies the parent/guardian and high school counselor via email.

Documentation

- All tier actions and interventions must be fully documented before a dismissal decision, unless a zero-tolerance district policy applies.

Chronic or consistent tardiness to class may also result in administrative dismissal, following the multi-tiered student support process outlined above.

Discipline Procedures

Disciplinary Responses

- Discipline is guided by the CCPS Student Code of Conduct and is independent of the SSP process.
- Consequences depend on severity and range from a brief “cooling off” period to suspension (up to 5 days) or expulsion.
- Suspended students are required to meet with the program administrator before re-entry and may need to complete an assignment; all missed work is the student's responsibility.
- WEA notifies both the parent/guardian and high school counselor in the event of a suspension or dismissal due to discipline.

Key Principles

- **Student Success Plans are supportive, not punitive.** They are designed to identify barriers to success and provide structured help.
- **Disciplinary action is reserved for conduct violations** as outlined in the Code of Conduct and is always handled transparently and fairly.
- **Collaboration and communication** between instructors, advisors, administrators, students, and parents/guardians are essential at every stage.

This policy ensures that all students receive the right level of support at the right time, and that both academic and behavioral concerns are handled consistently, compassionately, and in accordance with district policy.