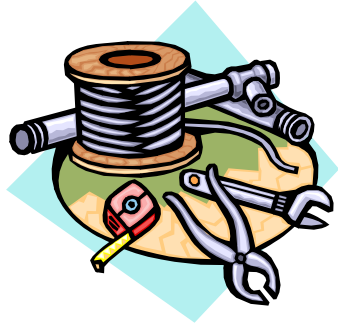


Ouachita Career Center Student Handbook



Basic Industrial Maintenance



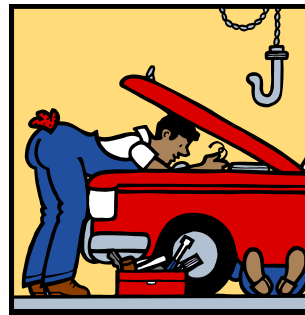
Criminal Justice



Power Equipment Technology



Cosmetology



Auto Service Technology



Industrial Welding



Medical Profession Education

2011 - 2012

Ouachita Career Center

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THE INTENT OF THIS HANDBOOK IS TO WORK WITH THE STUDENT'S HOME SCHOOL HANDBOOK – NOT TO REPLACE THAT HANDBOOK! THE STUDENTS WILL BE HELD TO THE STRICTER POLICY OF THE TWO.

Ouachita Career Center

Administrative Services

Dr. Barry Ballard, President
Dr. Martin Eggensperger, Vice President of Instruction
Dr. Roger Coomer, Vice President, Finance and Administration
Mr. Ruben Keisler, Ouachita Career Center Director

Ouachita Career Center Faculty

Ruben Keisler, **Ouachita Career Center Director**

M.S.E. Henderson Arkadelphia, Arkansas 2005, B.S.E., University of Arkansas, Fayetteville, 1993, Certificates: NOCTI/ Automotive, Arkansas Teacher's Licenses (Building Level Admin 7-12, Sec Voc Admin 7-12, Industrial Technology Education 7-PS, Day Trade 7-12, Vocational Permit 7-12, Auto Service Technology 7-PS), Master Instructor.

Mike Dingler, **Criminal Justice Faculty**

BA +12 University of Arkansas Little Rock, Certified Law Enforcement Officer thru Senior level, Certified Field Training Officer, Certified Law Enforcement Instructor, Certified Police Traffic Radar Operator.

Cathy Petty, **Medical Profession Education Faculty**

B.S.E +18, Arkansas Teacher's Licenses 7-12, Biology (AP Certified), Anatomy and Physiology, Medical Professions Education

Steve McMahan, **Small Engine Faculty**

Arkansas Teacher's Certificate (Day Trade): Operator Training II, Ouachita Technical College, 1995, Diploma, Small Engines Mechanics, Quapaw Technical Institute, 1985, Automotive Mechanics, Ouachita Vocational Center, 1977.

Donna Anderson, **Cosmetology Faculty**

Arkansas Cosmetology License, 1996, Lee's School of Cosmetology. Arkansas Cosmetology Instructor License, 2003, Lee's School of Cosmetology/Arthur's Beauty College. Arkansas Teachers License 2004(Day Trade).

Paul Steier, **Welding Faculty**

Arkansas Teacher's Certificate (Day Trade), Ouachita Vocational Center Diploma, Welding, 1980. A.W.S. Welding Certification, 1980, NOCTI/Welding, 1998, The National Center for Construction Education and Research Teaching Certification, 2001.

Chris Stovall, **Basic Industrial Maintenance Faculty**

25 yrs exp, industrial field, Certified A.W.S. Welder-e7018 and gmaw wire. NCCER Millwright Certified.

John Bratton, **Automotive Technology Faculty**

Certificates: Diesel Technology, Ouachita Vocational Technical School; Arkansas Teacher's Certificate(Day Trade); ASE Certified Master Technician; ASE Service Consultant, ASE Parts Specialist; NOCTI Automotive Technician.

Affirmative Action Policy (COPP 1.10)

The College will not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, veteran status, disability, national origin, age, or handicapped status in the providing of educational services or in the admission to, employment by, or promotion within the College. The Board shall comply with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Drug-Free Schools Act; Drug-Free Workplace Act; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act; the Americans with Disabilities Act of 1990; the Family Educational Rights and Privacy Act; the Student Right to Know Act; the Campus Security Act; and all other applicable state and federal laws, rules, and regulations. The Board shall submit an annual report to the State Coordinating Board for Higher Education, which certifies that the Board and the College comply with all applicable laws, rules, and regulations. Contact person is Rhonda Smith (501) 332-0221 at College of the Ouachitas, One College Circle Malvern, Arkansas 72104.

Attendance Policy

It is very important that students and parents understand that school attendance is necessary for appropriate educational objectives to be met by the students.

Whenever a student accumulates more than twelve (12) absences for any reason, they will be dropped from college credit for the semester. Ouachita Career Center works with the students home school and students reaching the limit of absences at their school will lose credit for the semester. If there are any extenuating they will be handled on an individual bases. No student is exempt from the home school attendance policy. If the student exceeds the allowed number of days to be missed by the home school before reaching the Career Center limits, he/she will not receive credit for the Career Center class.

If a student is under the care of a doctor and will miss excessive days, the Center Director and/or instructor must be notified as early as possible. This notification is to help allow the student to arrange make-up material, if possible.

General Information Concerning Attendance Policy:

1. In order to earn credit in a class, a student must attend until the end of the semester and must fulfill all unit requirements.
2. Absences due to cutting class and leaving campus without permission are treated as truancy. Make-up work will not be permitted and additional suspension days are probable.
3. Students who are on out-of-school suspension will not be permitted to make up work and will receive a zero for all work missed.
4. Permission from a parent is required for a student to leave class early.
5. Students missing due to bell schedule changes, school closure, or **bus** not running will not be considered absent. Students providing their own transportation will be counted absent if their transportation is the cause of non-attendance.
7. Students who are absent from school must provide documentation upon their return. This documentation must be turned in to the class instructor on the

first day the student returns to school following the absence(s). Late excuses may not be accepted.

8. **A student's home school absentee policy may be cause for a student to lose credit in a Career Center class before reaching this policy's maximum.**

IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE THAT WORK IS MADE UP.

A student shall be given one day to make up work for each day absent, exclusive of the day the student returns to school. For example, if the student is absent from school on a Monday and returns to school on Tuesday, the student will be required to make up all missed work by Wednesday. **However, an exception to this policy shall be that pre-announced tests or assignments will be due on the day the student returns from an absence provided the student was present in class when the test or assignment was first announced by the teacher. In other words, did the student have prior knowledge that this work would be required on the day of the absence? If so, the work is due on the first day the student returns to school.**

Bullying

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by Ouachita Career Center. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds, off school grounds, at school sponsored or approved functions, activity, or event or going to or from school or school activity.

Definition:

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students. Bullying behavior can be a threat of, or actual physical harm, or it can be verbal abuse. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive separate actions directed against multiple students.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting, or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans, demands for favors
7. Blocking access to school property or facilities
8. Deliberate physical contact or injury to person or property
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their instructor or the Career Center Director. The report may be made anonymously. Instructors and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying, shall report the incident(s) to the Career Center Director and/or their principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the Career Center Director and/or their school principal. The Career Center Director and/or their school principal shall be responsible for investigating the incident(s) to determine if disciplinary actions are warranted.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to violations of the student handbook that may have simultaneously occurred.

One final note that needs special emphasis: Any student(s), via due process, proven involved in causing a fight to occur, stealing from the snack bar, or for intentionally vandalizing College property will receive a recommendation to be permanently expelled from the Ouachita Career Center and a police report shall be filed.

Career Center Programs

The State Board of Education has approved the following programs for all high schools served by the Ouachita Career Center:

- Automotive Technology
- Basic Industrial Maintenance (located in Arkadelphia)
- Criminal Justice
- Cosmetology
- Medical Profession Education Program
- Industrial Welding
- Power Equipment Technology

These programs are available to high school sophomores, juniors, and seniors in two (2) morning and one (1) afternoon sessions for two-hour periods. High school credit is given for successful completion of program work by the student's home school. The students will receive both academic and practical experience in their selected program. A year of active participation will enhance their opportunities for employment while giving them an excellent opportunity to gain insight into their field(s) of interest. College credit is awarded for successful completion of courses through Ouachita Technical College.

Automotive Technology

Description of the Program

Automotive Technology is a two year program, presented in four blocks of instruction. An ASE Master Certified Technician teaches the courses. Students may enroll at the beginning

of any semester, with sophomores and juniors having the option of returning the follow semesters to complete the course. This program introduces the student to basic automotive diagnosis and repair. Safety and professionalism are taught as the foundation of employability. Upon successful completion of this program, the student will have a working knowledge of diagnosing and repairing minor automotive problems. Students will take an ASE / NATEF end of course test and advanced students are encouraged to take the ASE Automotive Technician Certification tests. This training should provide the student with entry-level job skills. Students are encouraged to further their training by enrolling in a postsecondary Automotive Technology program upon completion. This program promotes leadership development, community involvement, and personal growth through SkillsUSA.

Course Objectives:

1. Identify career options in the automotive industry.
2. Identify, use and maintain common hand tools, power tools and shop equipment.
3. Maintain a safe work environment using OSHA recommendations. Respect the environment by following EPA practices.
4. Diagnose and repair automobile electrical systems, which include battery, charging, starting, lighting, accessory, hybrid drive and safety systems.
5. Diagnose, repair, adjust and align suspensions and steering systems.
6. Understand piston engine operations. Diagnose and repair engine mechanical, ignition, fuel supply, fuel delivery, air induction, emission control and computerized engine systems.
7. Diagnose and repair braking systems including hydraulic, power, parking, drum, disk, and antilock.

Subjects of Study...

- | | |
|---------------------------|----------------------------|
| * Steering and Suspension | * Electrical / Electronics |
| * Brakes | * Engine Performance |

Basic Industrial Maintenance

Description of the Program

Basic Industrial Maintenance is a two-year program. Any student may enroll for one year with sophomores and juniors having the option to return for a second year. Opportunities are unlimited for those students who become thoroughly acquainted with the techniques, materials, designs, and new applications of the industrial maintenance processes. The student will be trained to perform a variety of skills to repair, install, fabricate set-up, adjust, and do preventive maintenance to industrial machinery and equipment. First year emphasis is placed upon precision machining, industrial safety and blueprint reading. Second year emphasis is placed upon fluid power, electricity, welding, sheet metal and constructive maintenance. This program promotes leadership development, community involvement, and personal growth through SkillsUSA.

Subjects of Study...

First year

- | | |
|--|---------------------------------------|
| * Industrial Safety | * Basic Symbols |
| * Applied Math and Precision Measurement | * Reading and Dimensioning Blueprints |
| | * Fasteners and Holding Devices |

- * Drilling Machines
- * Vertical Milling Machine
- * The Metal Lathe
- * Purchasing Parts and Maintenance

- * Hydraulics
- * Electricity
- * Welding
- * Sheet Metal
- * Construction Maintenance

Second Year

- * Pneumatics

Criminal Justice

Description of the Program

This program is designed to prepare students in the field of Criminal Justice, specifically in the careers of law enforcement, corrections and probations, and careers in a judicial setting. The program will focus on the skills and tools used by professionals in the fields of Criminal Justice. While the first year will be a broader look at how the system works and why laws are enforced and the career opportunities in this field, the second year will heavily incorporate job specific skills while continuing to delve into the criminal justice system. Students will obtain an understanding of the daily duties of a police officer / detective, what functions a correctional officer performs in a position with the Department of Corrections and how an emergency dispatcher takes calls for assistance and dispatches them to the proper agency to respond. Students entering this program in 10th or 11th grade can earn up to 12 college credit hours in addition to completing high school credit. Seniors who enter the program can obtain 6 college credit hours in addition to completing high school credit.

Course Objectives

Upon completing this course, the student should have acquired knowledge of the following aspects in the Criminal Justice system:

- | | |
|---|--|
| 1. The Criminal Justice System as a Whole | 9. Legal Use of Force |
| 2. Working Traffic Accidents | 10. Duties of an Emergency Dispatcher |
| 3. Narcotic & Dangerous Drug Laws | 11. History of Laws |
| 4. Investigating Crime | 12. Felony and Misdemeanor Laws |
| 5. Search, Seizure, and Evidence | 13. Local, State, and Federal Law |
| 6. Arresting Suspects | 14. Police and Community Relations |
| 7. Criminal Justice Professions | 15. Dailey Duties of a Police Officers |
| 8. Communication with Others, Both Written and Verbal | 16. How to Respond to Emergencies |
| | 17. Duties of a Correctional Officer |
| | 18. Juvenile Laws |

Subjects of Study

Semester 1	Introduction to Criminal Justice
Semester 2	Criminal Law
Semester 3	Law Enforcement Fundamentals 1
Semester 4	Law Enforcement Fundamentals 2

Cosmetology

Description of the Program

The primary purpose of the cosmetology course is to train students in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain a career in Cosmetology. The clock hour education is provided through a sequential set of learning steps that address specific tasks. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-

oriented activities. Instruction is designed to start preparing students for licensing examinations. The students must purchase a State Board of Cosmetology Permit (\$20.00). The program promotes leadership development, community involvement, and personal growth through SkillsUSA.

Course Objectives:

Upon completion of this course the students should know:

Cosmetology I

1. Have a basic knowledge of SkillsUSA
2. Have a knowledge of and practice effective Infection Control
3. Have basic knowledge of Arkansas Cosmetology Law
4. Be able to describe the traits needed for a Profession Image
5. Know and practice proper Draping techniques
6. Understand Trichology
7. Understand Hair Design
8. Understand and be able to demonstrate proper Hair Cutting techniques
9. Understand and demonstrate proper Chemical Texturizing techniques
10. Understand Haircoloring and demonstrate proper haircolor applications
11. Have an understanding of wigs

Cosmetology II

1. Have a basic knowledge of SkillsUSA
2. Have knowledge of and practice effective Infection Control
3. Have a basic knowledge of Anatomy and Physiology
4. Understand Chemistry and Electricity as it relates to Cosmetology
5. Know and practice proper Skin Care
6. Know and practice natural and artificial Nail Care
7. Have and understanding of Business of Cosmetology
10. Have a basic knowledge of Arkansas Cosmetology Law

Industrial Welding

Description of the Program

This program is design to prepare students in the field of welding. Most employers in this field prefer applicants who have a high school education and vocational school training in welding. Opportunities are unlimited for those students who become thoroughly acquainted with the techniques and materials used in welding today. Welding safety is taught throughout this program. This school places a high premium on safety. This program also offers to those students who have advanced enough in their welding ability the opportunity to take the AWS qualification test (X-RAY). Guided bend tests are preformed at the end of each welding position only on a select type of welding. These are: Shielded Metal-Arc Welding (SMAW) and Gas Metal-Arc Welding (GMAW). This program promotes leadership development, community involvement, and personal growth through SkillsUSA.

Course Objectives:

Upon completion of this course, the students should be able to:

1. Identify common welding rods and their uses.

2. Set up oxygen and acetylene welding equipment and adjust regulators to proper setting.
3. Set up arc welders (SMAW) and adjust to proper settings depending on the type of welding rod being used.
4. Set up wire welders (GMAW) and adjust to proper settings (wire feed, gas flow, and voltage.)
5. Understand and practice safe procedures associated with the various types of welding this school offers.
6. Set up (GTAW) and adjust to proper settings.
7. Be able to perform oxygen and acetylene welds.
8. Be able to perform shielded metal arc welds.
9. Be able to perform gas metal arc welds.
10. Be able to do gas tungsten arc welds.
11. Be able to safely operate metal working equipment.

NOTE: All these different types of welding, oxygen and acetylene, shielded metal arc, gas metal arc, can be done in four different positions: flat, vertical-up, horizontal, and overhead. We also use five basic joints when welding: butt-joint, tee-joint, lap-joint, edge-joint, corner-joint.

Subjects of Study...

* Metal Fabrication

* Shielded Metal Arc Welding

* Gas Metal Arc Welding

* Gas Tungsten Arc Welding

Medical Profession Education Program

Description of the Program

The Medical Professions Education program is designed to introduce students to the opportunities and skills needed in the health care field and to assist in developing competent and skilled entry-level health care workers. The purpose of the Medical Professions Education program is to be a proactive leader in educating an appropriate healthcare workforce by introducing sophomore, junior, and senior high school students to opportunities for employment and skills needed in health care. Should students aspire to higher educational goals in the health care field, this program offers a solid foundation on which to build. The Medical Professions Education program provides a broad understanding and awareness of practical and clinical skills through our simulated hospital setting. Students have the opportunity to obtain CPR/First Aid certification and acquire a State of Arkansas Nursing Assistant Certification. Upon successful completion, students receive 6 hours of college credit for **both** Human Anatomy and Physiology I & II and Medical Terminology I & II. Shadowing and observation in medical facilities are also program components. A successful experience in this program requires that a student place in the upper 50 percentile on the STAT-9 in several critical areas, have a 2.5 grade point average, and possess an interest in the medical field and in helping people. This program promotes leadership development, community involvement, and personal growth through SkillsUSA.

Block A

Subjects of Study...

Introduction to Medical Professions Education

* Provides a basis to the students considering health care as a profession.

* Focus includes an overview of medical history, health care systems, medical ethics and legal responsibilities, patient's rights, an overview of nutrition, and an exploration of medical careers

Human Body in Health and Disease I

- * A detailed study of the structures and functions of the human body by systems
- * Divided into two semesters to cover the entire body

Human Body in Health and Disease II

Completion of the study of the structures and functions of the human body by systems

- * Medical Terminology
- * An in-depth study of the terminology used in the medical field
- * Also divided into body systems to make entering the program conducive to student scheduling

Block B

Medical Procedures

- * Students study basic theory for hands-on skills that are practiced in the classroom's clinical laboratory.
- * Students learn to measure vital signs, infection control safety measures, classification of diseases and basic treatment procedures, medical mathematics and applications of common medical abbreviations.

Medical Apprenticeship

- * Exposes students to a broad spectrum of experiences and opportunities, covering many facets of health and medicine, as well as emphasizing hands-on learning
- * Community facilities are sites for apprenticeship/work-based learning experiences
- * Students can rotate through several areas of interest or concentrate on one particular area of interest
- * The internship/apprenticeship can be paid or not

Power Equipment Technology

Description of the Program

If you enjoy working with tools and are interested in how and why things work, small engine repair could be the career for you. You could make an excellent wage as a small engine mechanic, or you could start a business of your own. Small engine safety is taught throughout this program. This school places a high premium on safety.

The small engine program is designed to provide a student with specialized skills, attitudes, and technical knowledge relevant to small engine repair. Training also includes the use of diagnostic and testing equipment, technical manuals, and shop safety as well as the proper use of hand and power tools. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, and communication. The future of the small engine repair business depends upon a motivated, educated, and skilled work force.

The small engine program involves the study of air-cooled gasoline engines, both two and four cycle. The training includes troubleshooting, minor and major overhaul, carburetor and ignition system, accessories such as gear

boxes, controls, electrical system, clutches and other drive units, pulleys, belts, and cutting blades. This program promotes leadership development, community involvement, and personal growth through SkillsUSA.

Course Objectives:

Upon completion of this course the students should know:

1. Identification of Tools and Equipment
2. Small Gas Engine Theory
3. Engine Systems
4. Bar and Chain mechanism
5. Bar Service
6. Chain Service
7. Service and Maintenance
8. Troubleshooting
9. Engine Overhaul
10. Hydraulic Systems
11. Transmission and Transaxles
12. Steering and Alignment
13. Equipment Drive Systems

Subjects of Study...

Year one - fall semester

- * Power Equipment Technology I
- * Power Equipment Technology Lab

Year two – fall semester

- * Power Equipment Technology II
- * Power Equipment Technology Lab

Year one - spring semester

- * Power Equipment Technology I
- * Power Equipment Technology Lab

Year one - spring semester

- * Power Equipment Technology II
- * Power Equipment Technology

Cell Phones / Cameras / Beepers / Other Electronic Communication Devices

Use and misuse of cell phones has become a serious problem that threatens the ability of schools to properly and efficiently operate its education program. The Career Center believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices so that the opportunity for learning may be enhanced.

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming or outgoing call, text message, message waiting, or any audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

Unless otherwise permitted in this policy students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices. It is preferred that such devices not be in the student's possession. Exceptions may be made by the Center Director or his/her designee for health or other compelling reasons.

The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity, the student is attending.

Students using cell phones or other portable music devices shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up in the Director's office by the student's parents or guardians. Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii)

NUMBER OF OFFENSES	DISCIPLINARY ACTION
1st offense	Warning
2nd offense	3 Instructional days confiscation
3rd offense	5 Instructional days confiscation
4th offense	15 Instructional days confiscation
5th and above offense	30 Instructional days confiscation

- **Consequences for cell phone violations will be tracked separately from other electronic devices.**

The Career Center will not be responsible for stolen cell phones or other electronic devices.

Conduct and Discipline Standards

Behavior Not Covered

The following is merely a listing of the more common offenses in many secondary schools. Also, it should be noted that the list is not all inclusive but provides only examples of problems and probable consequences:

Offense – Category I

Category One Offenses are considered minor in nature and should be dealt with exclusively by Career Center Director and Instructors and in consultation with student's high school staff.

Normally, disciplinary actions for Category One Offenses will become progressively more severe if minor rule infractions persist. However, the administrator may choose the most severe penalty at any time based on the student's past disciplinary record.

For category one violations, possible consequences are:

- ❖ Student/Staff/Administrator/Parent conference
- ❖ Extra duties assigned
- ❖ 3 – 10 day Suspension from Ouachita Career Center
- ❖ Expulsion is possible for continued violations

Rule 1: Academic Dishonesty

Cheating on tests or copying the work of another student is not allowed. For all offenses involving academic dishonesty, the student will receive a grade of zero on the assessment or assignment.

Rule 2: Failure to Follow Reasonable Directives of School Staff and/or School Rules and Regulations or Disrespect of School Authorities

Failure to obey reasonable instruction from instructors, administrators, instructional aides, bus drivers, or any other authorized school employee will be viewed as insubordination. Students will not be allowed to show disrespect of any school employees or authority. Civil charges may be filed in some cases.

Rule 3: Minor Altercations

Students will not engage in a physical struggle having the potential of producing bodily harm. All participants in an altercation will be disciplined according to the degree of involvement of each student.

Rule 4: Harassment

Students will not engage in behavior or actions that violate a person's right to privacy.

1. Annoyance – To pick at or tease on a continual basis.
2. Communications – Non-solicited oral or written communication offensive to the recipient.
3. Sexual – To violate another person by using sexually explicit language or gestures.
4. Hazing – To play unpleasant or humiliating tricks on or to force to perform humiliating tasks or stunts

Rule 5: Repeated School and/or Class Tardiness

A student is tardy if he/she is not in his/her classroom or lab by the set class time. A student tardy 15 minutes or more will be considered absent. Students violating this rule will be disciplined in accordance with the Ouachita Career Center Tardy Policy. (See reference to Tardies.)

Rule 6: Displays of Affection

Any type of conduct that is suggestive in nature is prohibited. (Kissing, hugging, holding hands, etc...)

Rule 7: Possession of Inappropriate Materials

Students should not be in possession of any materials detrimental or disruptive to the educational climate, including but not limited to radios, tape players, compact disk players, electronic games, pornographic materials, playing cards, trading cards, dice, or laser pointers (Act 1408, 1999).

Rule 8: Students will not use profanity.

Rule 9: Students will not participate in horseplay or practical jokes.

Rule 10: Students will not visit other classroom/lab areas without his/her instructor's written permission.

Offenses-Category II

Generally, disciplinary action for violations of Category Two Offenses will move progressively more severe at each rule violation. However, the Career Center Director may move to the most severe penalty at any time based on the circumstances involved in the particular incident.

- ❖ Written warning to expulsion unless otherwise stated

Rule 11: Truancy

No student is to leave the career center after arrival without being checked out by parent or without the approval of his or her instructor and local school administrator. Failure to attend school without parent/guardian's knowledge and failure to report to or remain in regularly assigned areas also constitute truancy

Rule 12: Using Verbally Abusive or Profane Language, Obscene Gestures, or "Fighting Words"

Profanity, inflammatory or verbally abusive language or obscene gestures are prohibited in the school environment.

Rule 13: Smoking or Use of Smokeless Tobacco

Smoking or possession of tobacco products of any kind on school property or on the school bus is prohibited.

- ❖ Confiscation of the tobacco product and conference with instructor and a written record of the conference will be kept in student's personal file for the remainder of the school year or to expulsion. The College is a tobacco free campus.

Rule 14: Assault/Verbal Assault/Physical Threats

Assault is threatening to harm another person physically or an unsuccessful attempt to do so- as with blows or a violent attack- as with words, profanities, etc. in an attempt to promote or incite physical violence. Behavior of this nature is prohibited.

- ❖ Conference with instructor and a written record of the conference is kept in student's personal file for the remainder of the school year or to expulsion

Rule 15: Battery

Students will not hit or strike another person directly or with an object possibly producing bodily harm.

- ❖ 10-day suspension to expulsion

Rule 16: Theft

1. Burglary and/or Larceny-to steal school property or property belonging to another person.
 - ❖ First Offense- Ten (10) day suspension to expulsion/police notified
2. Robbery-the violent taking of any goods, money, or other valuable items from another by force or threats
 - ❖ First Offense- Expulsion/police notified

All thefts will be reported to the Malvern Police Department.

Rule 17: Gambling

Playing a game of chance for something of value.

- ❖ Conference with instructor and a written record of the conference is kept in student's personal file for the remainder of the school year or to expulsion

Rule 18: Fighting

Mutual combat where participants might inflict intentional bodily injury to self or any other person. All participants in a fight will be disciplined according to the degree of involvement.

- ❖ 10-days suspension to expulsion

Rule 19: Use of Profanity Directed Toward a Staff Person

- ❖ Ten (10) day suspension to expulsion and possible charges filed with police

Rule 20: Vandalism

Student shall not intentionally destroy, cut, deface, or otherwise damage property belonging to another person or to the Career Center. The parent/guardian shall be responsible for all damage to property caused by his/her child.

- ❖ Ten (10) days suspension and full restitution of damages to property to expulsion and full restitution of damages to property plus charges filed with police

Rule 21: Disorderly Conduct

Students will not engage in inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or program. This includes, but is not limited to:

1. The use of abusive, obscene, profane language or gestures, uncontrolled or loud talking directed at another person or to the public in general.
 2. Making sexually suggestive remarks or jesters that cause offense to others.
- ❖ Conference with instructor and/or Director with a written record of the conference kept in student's personal file for the remainder of the school year or to expulsion

Rule 22: Harassing Communications

Use of a telephone, email, regular mail, or any other form of communication to annoy, cause alarm, or threaten to harm another person, or to knowingly allow another person to use a

telephone or other electronic device under your control for such a purpose, is a crime and legal action is appropriate.

- ❖ 10 day suspension and probation to expulsion

Rule 23: Forgery or Falsification of Information

Falsifying any signature or information on official school records or other documents is prohibited.

- ❖ 10 day suspension and probation to expulsion

Offenses- Category III

Students found guilty of these offenses shall receive an expulsion recommendation. The Malvern Police Department shall be immediately notified, and violators will be prosecuted to the greatest extent of the law.

Rule 24: Use and/or Possession of Drugs and/or Alcohol

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the harmful effects of alcohol and/or drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of a student to learn and function properly in our school. Therefore, no student at Ouachita Career Center shall possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who is on or about school property, is in attendance at school-sponsored activity, has left campus for any reason and returns to the campus, or is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to: alcohol or any alcoholic beverage; inhalants that alter a student's ability to act, think, or respond; LSD or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP, amphetamines, steroids, "designer drugs," look-like drugs, prescription drugs or any controlled substance.

Selling, distributing, attempting to sell or distribute, or using over the counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Rule 25: Sexual Misconduct

Students shall not deliberately show the sex organs in a public place; engage in or attempt to engage in a sexual act with another person, or touch in a sexually offensive manner on school property or at a school related activity.

Rule 26: False Alarm

Students will not turn in an alarm of fire, bomb threat, or other emergency without lawful purpose.

Rule 27: Arson

Students will not willfully and deliberately burn or attempt to burn school or personal property.

Rule 28: Verbal Abuse of Staff

Students shall not use violence or threatening language or gesture toward instructors or staff.

Rule 29: Possession of a Firearm or Use of Weapon

Students found to be in possession on the school campus of a firearm or other instrument deemed to be a weapon shall be recommended for expulsion for a period of not less than one calendar year. The Career Center Director shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Police will be notified.

Rule 30: Possession or Use of Explosives

Students will not possess, use, or threaten to use any explosives or other such devices capable of inflicting bodily harm.

Rule 31: Extortion

Students will not obtain or attempt to obtain money, favors, or property from an individual by force or threat of force.

Rule 32: Unlawful Assembly

Defined as: when two or more students get together with the intent to commit an unlawful act. No person or persons shall assemble in a manner that obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.

Rule 33: Inciting to Riot

Any act or conduct which results in a riot or which urges others to commit acts of force and violence or participation in a gang fight or similar disturbance at school or at school related activities are prohibited.

Rule 34: Membership in Prohibited Clubs, Gangs, Fraternities, Sororities or Similar Organizations

Student shall not participate in secret societies or organizations of any kind while on school property, at school sponsored activities or while on the way to or from school. Gangs or similar groups (organized in the community or any other setting) shall be prohibited on school grounds and at all school sponsored activities.

The following actions are prohibited to students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual or group in return for protection from harm.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Driving Policy

Students who drive to and from the Ouachita Career Center are subject to the following driving policy:

In accordance with Arkansas Act 675, the student is not permitted to make any stops (i.e. fast food restaurants, Wal-Mart, etc) between the home school and the Career Center, or on return. Any vehicle driven on the College of the Ouachitas' Campus must adhere to strict traffic policies. Any student who violates traffic regulations (such as driving in excess of 15 mph or spinning tires) shall receive a written warning on their first offense and shall face possible suspension of driving privileges on any future offense. Also, any time that the student's vehicle is on the College Campus with the radio volume at a disruptive level, the above rules will apply. These rules will be enforced on the College Campus and adjacent streets. Any student driving a vehicle on the College Campus, regardless of the distance the vehicle is to be moved, must have in possession a valid driver's license. No student is permitted to sit in the vehicle upon arrival or return to the vehicle at any time during the class period without special permission. Students driving must also adhere to designated arrival and departure times. Absences and/or tardiness will not be excused for transportation problems except in extreme cases.

Enrollment Data and School Calendars

Students begin and end classes at the Ouachita Career Center on the day their local high schools begin and end classes. Students may enroll at the beginning of each semester in their sophomore, junior, or senior year. Exception: Cosmetology students must be classified at least as a junior.

School Hours: There are three two-hour periods: **8:00-10:00**, **10:00-12:00**, and **12:30-2:30**.

Enrollment Information

Registration for classes in the Ouachita Career Center is completed through the home high school. Students desiring to enroll should contact their counselor or high school principal.

A student in one program may transfer to another program when space is available, with the approval of the faculty and the school's administration. Transfer will be limited to one transfer per student. Students may transfer to another program only during the first week of each semester. Students must have their home school counselor's approval.

Students who wish to enroll in courses offered as a post-secondary student may do so on a slot-in basis when space is available.

General Information

1. Students will be responsible for the rules and regulations stated in this Handbook and any other announcements or notices given orally or placed on physical or electronic bulletin boards.
2. Students are expected to make use of the disposal containers in each classroom and workshop.
3. Students are expected to dress appropriately for school and comply with safety regulations. Tactful dress, including shirts and shoes, are required.
4. Personal vehicles must be driven in and out of the parking areas at posted speeds (15 mph) at all times. Students should use parking areas other than those designated for employees.
5. Students are not to have visitors or receive telephone calls during class times unless it is a bona-fide emergency.
6. College of the Ouachitas or Ouachita Career Center does not carry accident insurance for students. The student and his/her parent or guardian is responsible for any medical bills unless negligence is proven on the part of the College.
7. With the exception of bulletin boards, students may erect or display signs or posters on the campus only upon the authorization of the Dean of Finance and Administration. Students shall not deface, alter, tamper, destroy or remove any sign or inscription on College property.
8. Cheating - any student caught cheating is subject to disciplinary action. The faculty member in accordance with College procedures when deemed necessary may take such action.
9. Counterfeiting and Altering - Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.
10. Deadly Weapons are strictly prohibited on College property or at any activity sponsored by the College. Any student possessing deadly weapons is subject to disciplinary action and civil penalties. A knife of any size is an example of a deadly weapon.
11. Each of these rules and regulations are written in the spirit of good citizenship and are intended to help ensure a pleasant and safe environment conducive to learning.

Grading System

The following grading system will be utilized to evaluate students enrolled in the Ouachita Career Center:

"A"	90%-100%
"B"	80%-89%
"C"	70%-79%
"D"	60%-69%
"F"	59% & Below

Students' records are maintained by the appropriate faculty member and are supplied to the attending high school principal for recording on the students' permanent records.

Inclement Weather

In the event that the weather is so severe that the College administration feels that life or property may be in danger, the College President, or designee, may cancel classes and/or close the campus until weather conditions improve. If the home school cancels classes due to inclement weather, the student will be excused from his/her Ouachita Career Center class.

Objectives of the Career Center

The Ouachita Career Center offers training opportunities to interested students that greatly enhance their entry-level job skills and supplement or expand the vocational/technical offerings of the participating high schools.

The choice of a career is one of the most important decisions a person makes in a lifetime. Too often people fall into jobs simply because they have not thought to prepare themselves for the careers they really want. That is why we are glad you are interested in the Ouachita Career Center.

So, Whether:

- ❖ You will soon graduate from high school without any marketable skills, and you know it's tough to find a well-paying job, **OR...**
- ❖ You have a part-time job and know that to do better you must have new skills, **OR...**
- ❖ You want a firm start for continuing your post-secondary training, **OR...**
- ❖ You are in a high school that does not offer a variety of vocational courses, and you want to train for your career now, **OR...**
- ❖ You are college bound and you see how a technical course can help you - for all these reasons and many more - high school students from many area schools are becoming increasingly interested in a good vocational/technical education - that is what the Ouachita Career Center is all about.

The Ouachita Career Center, conveniently located in Malvern, Arkansas, offers six technical programs to high school sophomores, juniors, and seniors on the Malvern campus and one in Arkadelphia. All courses are designed to train young men and women for well-paying jobs. All courses also have concurrent enrollment at no cost to student.

All courses are open to all students. The Ouachita Career Center encourages students to explore career fields, which are non-traditional in nature. So, whether you are a female interested in Automotive Services or a male interested in Cosmetology, the Ouachita Career Center welcomes you!

Each program covers both theory (class work) and practical application (laboratory, hands-on) aspects of the field of study. You will learn how to perform the necessary skills and the reasons for their operation and function.

Probation Policy

There is one type of probation at the Ouachita Career Center – Disciplinary Probation. This can occur when a student breaks the rules and regulations of the Ouachita Career Center pertaining to conduct.

School Dress

Dress and appearance must not present health and safety hazards or cause disruption of the education process. Personal appearance or attire of pupils that creates or may create disturbance or commotion within the school, is a detriment to the program of study and will not be tolerated. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. A student will not be permitted to attend class with inappropriate apparel. Students must wear dress appropriate for business application in field chosen. Knowing proper appearance is part of the skills necessary for successful careers. **Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.**

Consequence for violation of dress code will be:

Conference & immediate correction of violation to expulsion.

Inappropriate items of apparel include but are not necessarily limited to the following:

1. Any garment cut away or so loose fitting that all or part of the chest, sides, thighs, underwear or back are exposed
2. Any garment composed of see-through material
3. Garments that reveal the midriff
4. Tank-tops
5. Skirts or shorts, which rise to more than four inches above the top of the kneecap (skirts or shorts with cuts in the sides are permitted if the cuts do not rise more than four inches above the top of the kneecap)

6. Garments with inappropriate slogans or pictures such as alcohol or tobacco advertisements (either direct or implied) or slogans of a controversial or provoking nature.
7. Sunglasses within the building
8. Spandex or girdle type clothing
9. Gang related apparel
10. Shoes are required at all times, no opened toed shoes in industrial labs, leather shoes preferred.
- 11. Any item of (clothing , jewelry, etc) that may cause class disruption**
12. Clothing generally perceived as underwear, such as sport bras, undershirts, boxers, etc. will be covered. Clothing will not be worn in any manner that exposes or gives the illusion of exposing undergarments (male or female).
13. Students must wear or have available clothing that meets safety requirements for lab work (i.e. long pants for Welding, Power Equipment, Industrial Maintenance, and Automotive, etc).

Students are required to be reasonably clean while attending school. If not, students will be counseled and if the situation is not corrected a conference will be arranged with the parents. If the problem remains, the student will be referred to other agencies.

Parents/legal guardians can be called to pick up any student not conforming to above policies.

Statements of Assurance

College of the Ouachitas and its Board of Trustees assures that no person shall, on the basis of race, color, creed, religion, gender, sexual orientation, veteran status, disability, national origin, age, or handicap status (including disabled veterans and veterans of the Vietnam Era), be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in any program activity, or service provided by the college. **College of the Ouachitas is an Affirmative Action, Equal Opportunity Institution.**

COTO and its Board of Trustees assures that personnel decisions are made without regard to race, color, creed, religion, national origin, sex, age, or disability (including disabled veterans and veterans of the Vietnam Era). Guidelines have been established and will be followed in hiring and promotional procedures to ensure that COTO remains within federal Equal Employment Opportunity and Affirmative Action Program guidelines and regulations. COTO also provides an effective system of monitoring hiring procedures for AAP purposes. **COTO is an Equal Opportunity Employer.** Contact people are Rhonda Smith (501) 332-0221 for Title VI and IX and Ricky Wright (501) 332-0213 for Section 504 at College of the Ouachitas, One College Circle Malvern, Arkansas 72104.

Student Center

No Career Center students are allowed in the Student Center except with special permission by his/her Career Center instructor or the Center Director. Students found in the Student Center without this special permission will be considered truant.

Student Grievance Procedure

Ouachita Career Center Students are also subject to the same rules, regulations, and safeguards pertaining to post-secondary students not covered within this policy book. Every effort is and will be made to treat each student and each incident fairly and within the guidelines of common sense and law. In addition and supplemental to the guidelines previously outlined in this handbook, **College Operating Policies and Procedures 5.50** has established the following guidelines for discipline, due process, and conflict disposition.

Student Appeals Committee

A Student Appeals Committee has been created to deal with all cases relating to disciplinary or academic status of students. The Student Appeals Committee may hear grievances of students as to discipline and academic status. The committee ensures "due process" and makes recommendations to the President in such cases.

The following will be used in any complaint or grievance:

1. The complainant must present, in written form, within five (5) working days of the alleged grievous incident, the complaint to the AAO.

The written complaint must include specific grievance/complaint and specific remedies sought by the student.
2. The AAO has a working week (5 days) in which to investigate and respond in written form.
3. If not satisfied, the complainant may appeal to the Student Appeals Committee within five (5) working days. That appeal must be in written form.
4. If not satisfied with the decision of the Student Appeals Committee, the complainant may appeal in writing to the President within five (5) working days from the Student Appeals Committee decision date.
5. Response by the President will be given within five (5) working days. That response must be in written form.
6. If complainant is not satisfied at this level, an appeal may be made in writing to the College Board of Trustees within five (5) working days. The Board will review the complaint/grievance at the next regularly scheduled meeting and render a decision within ten (10) working days. The decision of the Board shall be final. If the complainant is disabled, an impartial person may assist the Affirmative Action Officer in conducting a hearing at this point of the Grievance Procedure.
7. If a complaint or grievance concerns compliance with Title VI (race), Title IX (gender), or Section 504 of the Rehabilitation Act of 1973 (disability), it may be submitted directly to:

**Office of Civil Rights
U.S. Department of Education
1200 Main Tower Building
Dallas, TX 75202**

Student Illness/Accident

If a student becomes too ill to remain in class and /or could be contagious to other students, the director or designee will attempt to notify the student's parent or legal guardian. The student will remain in a place where he/she can be supervised until the end of the class period or until the parent/legal guardian can check the student out of school.

Should a student become seriously ill or is injured while at school and the parent/legal guardian cannot be contacted in a timely manner, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

Student Sexual Harassment

The Ouachita Career Center is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and it will not be tolerated.

Believing that prevention is the best policy, the Ouachita Career Center will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that Ouachita Career Center does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to sexual harassment as defined in this policy. Any student found, after and investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.

The terms “intimidation,” and “offensive” include conduct of a sexual nature, which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or benefit from an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behavior or a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person’s alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of a sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Tardies

Students are allowed five (5) unexcused tardies per semester. A student who is late for class will be listed as tardy on the faculty absentee report. A student receiving a sixth (6th) unexcused tardy shall be suspended for one (1) day. A student receiving a seventh (7th) unexcused tardy shall be suspended for three (3) days. A student receiving an eighth (8th) unexcused tardy shall be suspended for five (5) days. There will be no make-up work for tardy suspensions, and high schools will be notified of all suspensions. (See Rule #5.)

Tools and Supplies

Some programs at the Ouachita Career Center require the student to purchase or acquire tools, equipment, or supplies necessary for the completion of the program/course. The faculty is responsible for providing the student with a list and estimated cost of this equipment or supplies.

Use of Technology

Pursuant to the Communications Act of 1934 and the Communications Decency Act of 1996, and their subparts, COTO reserves the rights to limit, restrict, or extend the use of and access to informational technology resources. Those who do not abide by the policies as outlined in COPP 3.43, whether through deliberate disregard, negligence, or naiveté', should expect suspension of their privileges and possible referral to the appropriate judicial process. Users must behave responsibly in light of access to vast services, sites, systems, and people. An example of particular import to **ALL** users of COTO's Technology Resources is delineated in COPP 3.43(6)(j) that states: "**Users shall not access or display sexually explicit materials on any COTO terminals, computers, printers, or any other equipment.**"