



Ouachita Career Center

Student Handbook

2018-2019

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Ouachita Career Center

Ouachita Career Center Administration & Faculty

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B.S.E Business & Technology Education, Minor in Business Administration, Henderson State University;
Arkansas Teacher’s License 5-12

FACULTY

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Diploma in Registered Nursing, Baptist School of Nursing and Allied Health, 18 years of Obstetric
Nursing and 5 years of Adjunct Instructor experience for the COTO Nursing program, CPR and ACLS
certifications

Donna Anderson.....Cosmetology Instructor
Cosmetology License, Lee’s School of Cosmetology, Cosmetology Instructor License, Arthur’s Beauty
College, +38 hours towards A.A., College of the Ouachitas; Arkansas Technical Permit in Cosmetology

Kamron Barber Construction Instructor
23 years of Construction Trades and General Contracting experience, OSHA 10/30 Instructor
Certification, and Arkansas Technical Permit in Construction Technology

John Bratton.....Automotive Instructor
Technical Certificate, Diesel Truck and Trailer Mechanics, Ouachita Vocational Technical School; A.A.,
Ouachita Technical College; B.S.E., University of Arkansas; ASE Master Technician, Service Consultant,
Parts Specialist, and Maintenance and Light Repair certifications; NOCTI certification; Advanced
Automotive Technician; EPA certification, MVAC 609; Arkansas Technical Permit in Automotive Service
Technology; Ten years automotive maintenance and repair experience

Darrell Campbell.....Industrial Equipment Technologies Instructor
41 years of Industrial Maintenance Experience as Mechanic, Millwright, and Machinist with various
local manufacturers; Journeyman Machinist Certification, Pulaski Technical College;; Certified in SMAW,
GMAW, Plasma, and Tig; 60+ credit hours towards an Engineering BSE, UALR

Amanda Chaney Criminal Justice Instructor
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Chris StovallWelding Instructor
T.C. and A.A.S., Ouachita Technical College; NOCTI Certification; Arkansas Millwright Journeyman;
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Career Center Mission Statement

The Ouachita Career Center offers current high-demand job-readiness training to students while providing industry-recognized certifications which position students for success in each industry. The Center additionally draws upon industry partnerships in developing and maintaining advanced methodologies and technologies within each program.

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. This is an exciting time for career and technical education! As the baby boomer generation is in the process of retiring, many career opportunities are opening up within in many career fields. Many employers are actively seeking skilled and trained employees to replace their retirees. We are excited to connect you with these employers and to help you obtain gainful employment in the career of your choice upon completion of your program, while providing you with the employability skills that all employers expect and earned dual high school and college credit s all at the same time!

So, whether....

- ❖ You will soon graduate from high school without marketable workforce skills **OR...**
- ❖ You have a part-time job and know that to do better upon graduation you must have new skills **OR...**
- ❖ You want a firm start for continuing your post-secondary training

..... attending Ouachita Career Center courses will better prepare you for a future past high school graduation.

Programs of Study

The courses offered at the Ouachita Career Center prepare students for future employment opportunities with industry-recognized certifications and connects them with the industry leaders actively seeking trained and skilled workers. The State Board of Education has approved the following programs for all high schools served by the Ouachita Career Center:

AUTOMOTIVE TECHNOLOGY

Certificate of Proficiency – Automotive Service Technology

Career Center students who complete ARCareerEd's required three courses with a grade of "C" or better will earn a Certificate of Proficiency. Course descriptions are listed under "Applied Science Technology."

Automotive Technology is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program at any semester.

This program introduces the student to basic automotive diagnoses and repairs and is taught by an ASE Master Certified Technician. Students will have the opportunity to earn all eight ASE certifications upon successful completion of the program. Processes for accepting and processing vehicles through the repair process is incorporated into the learning environment, simulating an authentic automotive dealership's service department. Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth.

Students have the opportunity to earn fifteen college credit hours and a Certificate of Proficiency from COTO while receiving high school credit towards graduation. Students who successfully complete this program and receive "completer" status through their high school will receive a 50% tuition discount with COTO following high school graduation. Students will also have the opportunity to connect directly with the regional automotive industry for consideration of future employment and will be introduced to various post-secondary continuing education programs of study closely related to this training.

Program 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

ADST	1223	Brakes	3 CH	(Spring, Odd Years)
ADST	1283	Steering and Suspension	3 CH	(Fall, Odd Years)
ASST	2223	Ignition Systems	3 CH	(Spring, Even Years)
ADST	2133	Transportation Electronics	3 CH	(Spring, Even Years)
ASST	1243	Engine Performance	3 CH	(Fall, Even Years)
ASST	2243	Auto Comp/Electrical Fuel Injections	3 CH	(Fall, Even Years)

Prerequisites: None

CONSTRUCTION TECHNOLOGY

Certificate of Proficiency – Construction Technology

Career Center students who complete ARCareerEd’s required three courses with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Construction Technology is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program at any semester.

This program introduces the student to the basic fundamentals of carpentry in both the residential and light commercial construction environments with an emphasis on OSHA safety regulations and is taught by an experienced construction professional with 20+ year of experience in the industry.

Students will have the opportunity to earn an OSHA 10 certification, develop professional leadership skills, and grow personally through job roles simulated to the “real world” work environment and through SkillsUSA membership. Students have the opportunity to compete in various construction skills at the state and national levels.

Students have the opportunity to earn twelve college credit hours and a Certificate of Proficiency from COTO while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status through their high school will receive a 50% tuition discount with COTO following high school graduation. Students will also have the opportunity to connect directly with the regional construction industry for consideration of future employment and will be introduced to various post-secondary continuing education programs of study in Construction Management as well.

CNST	1013	Construction Fundamentals	3 CH	(Fall, Even Years)
CNST	1123	Carpentry	3 CH	(Spring, Odd Years)
CNST	1213	Intro to Mechanical, Plumbing, & Electrical	3 CH	(Fall, Odd Years)
CNST	1223	Mechanical, Plumbing, & Electrical Applications	3 CH	(Spring, Even Years)

Prerequisites: None

COSMETOLOGY

Certificate of Proficiency – Hair Care

Career Center students who complete ARCareerEd’s required courses with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Students must already have completed and received a practice permit from the Arkansas Health Department. This program of study offers students experience in sanitation, safety, anatomy & physiology, chemistry, electricity, and in shampooing, styling, cutting, relaxing, and perming hair.

Students who successfully complete this program and receive “completer” status through their high school will receive a 50% tuition discount with COTO following high school graduation. Students will be introduced to post-secondary continuing education in order to continue acquiring the skills and practice hours required to become eligible to take the state’s cosmetology licensure exam.

Program Objectives:

- | | |
|--|--|
| 1. Knowledge of and practice effective Infection Control | 9. Understand Hair coloring and demonstrate proper hair color applications |
| 2. Basic knowledge of Arkansas Cosmetology Law | 10. Knowledge of wigs |
| 3. Knowledge of the traits needed for a Professional Image | 11. Basic knowledge of Anatomy and Physiology |
| 4. Knowledge and ability to practice proper draping techniques | 12. Understand Chemistry and Electricity as it relates to Cosmetology |
| 5. Understand Trichology | 13. Know and practice proper Skin Care |
| 6. Understand Hair Design | 14. Know and practice natural and artificial Nail Care |
| 7. Understand and demonstrate proper Hair Cutting techniques | 15. Understand of the business of Cosmetology |
| 8. Understand and demonstrate proper Chemical Texturizing techniques | 16. Basic knowledge of Arkansas Cosmetology Law |

COSM 1013 Special Topics I

3 CH (Fall, Even Years)

COSM 1023 Special Topics II

3 CH (Spring, Odd Years)

Prerequisites: None

CRIMINAL JUSTICE

Certificate of Proficiency – Criminal Justice

Career Center students who complete ARCareerEd’s required three courses with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Criminal Justice is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program at any semester.

This program simulates an Academy environment, is taught by an active officer and former investigator, and introduces the student to the criminal justice system relating to courtroom procedures and the roles of Law Enforcement Officers, Dispatchers, Attorneys and Judges. Students will learn to properly conduct a felony traffic stop, search for weapons/drugs, interpret laws, sketch a crime scene, identify and collect evidence, and use a Fire Arm Training Simulator while learning to properly use force.

Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students have the opportunity to compete in criminal justice skills at the state and national levels.

Students have the opportunity to earn twelve college credit hours and a Certificate of Proficiency from COTO while receiving high school credit towards graduation. COTO provides students the opportunity to complete their AAS in Criminal Justice following high school graduation. Students who successfully complete this program and receive “completer” status through their high school will receive a 50% tuition discount with COTO following high school graduation. Students will also have the opportunity to connect directly with regional entities affiliated with the criminal justice system for consideration of future employment.

Course Objectives

- | | |
|---|---|
| 1. The Criminal Justice System as a Whole | 7. Criminal Justice Professions |
| 2. Working Traffic Accidents | 8. Communication with Others, Both Written and Verbal |
| 3. Narcotic & Dangerous Drug Laws | 9. Legal Use of Force |
| 4. Investigating Crime | 10. Duties of an Emergency Dispatcher |
| 5. Search, Seizure, and Evidence | 11. History of Laws |
| 6. Arresting Suspects | |

- | | |
|--|--------------------------------------|
| 12. Felony and Misdemeanor Laws | 16. How to Respond to Emergencies |
| 13. Local, State, and Federal Law | 17. Duties of a Correctional Officer |
| 14. Police and Community Relations | 18. Juvenile Laws |
| 15. Dailey Duties of a Police Officers | |

CJUS	1113	Introduction to Criminal Justice	3 CH	(Fall, Even Years)
CJUS	2313	Special Topics in Criminal Law	3 CH	(Spring, Odd Years)
CJUS	2123	Police & Community Relations	3 CH	(Fall, Odd Years)
CJUS	2253	Criminal Investigations	3 CH	(Spring, Even Years)

Prerequisites: None

**INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY_ (Arkadelphia Campus Only)
Certificate of Proficiency – Industrial Equipment Maintenance**

Career Center students who complete ARCareerEd’s required three courses with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Industrial Equipment Maintenance Technology is a two-year program and includes four semesters of instruction with each course offered every other year at our Arkadelphia location only. Students may begin the program at any semester.

This program introduces the student to basic fundamentals of industrial safety and mechanical principles and operations including, hydraulic, pneumatic, and electrical systems. Students will also develop basic welding skills. Students have the opportunity to earn their OSHA 10 certification during the Industrial Safety course. Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students have the opportunity to compete at the state and national levels.

Students have the opportunity to earn twenty college credit hours and a Certificate of Proficiency from COTO while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status through their high school will receive a 50% tuition discount with COTO following high school graduation. Students will also have the opportunity to connect directly with the regional industries for consideration of future employment and have the opportunity to continue earning their Mechatronics AAS through COTO upon high school graduation.

ELCT	1203	Motors and Motor Control	3 CH	(Fall, Even Years)
IEMT	2413	Industrial Safety	3 CH	(Fall, Even Years)
MACH	1102	Basic Blueprint Reading	2 CH	(Spring, Odd Years)
MACH	2103	Intro to CAD	3 CH	(Spring, Odd Years)
WELD	2523	Shielded Metal Arc Welding	3 CH	(Fall, Odd Years)
IEMT	1203	Fluid Power	3 CH	(Spring, Even Years)
IEMT	2203	Industrial Power Transmission Equipment	3 CH	(Spring, Even Years)

HEALTH SCIENCES EDUCATION

Both options will prepare students for a future in healthcare studies, while the CNA opportunity will additionally prepare students for immediate work in the health care field. Both Certificate of Proficiency options require students to obtain 2 recommendations from a high school math or science teacher on the official career center recommendation form. Recommendation forms can be obtained from the high school counselor. The teacher providing the recommendation will submit the completed form to the counselor and the recommendations will be submitted to our office from the counselor, along with the application.

Certificate of Proficiency - Medical Terminology

Career Center students who complete the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency in Medical Terminology. This one year option is designed to better prepare high school students for entering studies in all healthcare fields and includes an introduction to the anatomy and physiology of the human body, along with the common body diseases and terminology associated with the field. The study of the systems and the terminology are intertwined throughout the year.

Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students will also have the opportunity to connect directly with regional healthcare facilities for consideration of immediate and future employment opportunities and will be introduced to various post-secondary continuing education programs of study in various areas of the healthcare field.

Medical Terminology

MEDT 1113	Human Body Systems, Disease I	3 CH	(Every Fall Semester)
MEDT 1213	Human Body Systems, Disease II	3 CH	(Every Spring Semester)
MEDT 1123	Medical Terminology	3 CH	(Every Spring Semester)

Certificate of Proficiency - CNA

Career Center students who complete the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency in Certified Nursing Assistant. This one year option meets the certification requirements of the Arkansas Department of Long Term Care. Students are required to meet standard immunization, TB testing, attendance, and 16 hours of practicum experience requirements at an assigned healthcare facility under the supervision of their CNA instructor, as required by the Department of Long Term Care in order to become eligible to test for the certification. Students are required to provide their own transportation to the clinical facilities. Students will have the opportunity to become CPR and First Aid trained in this course as well. There is not a cost for the CNA or CPR training; however, there is a small fee required to acquire the CPR card and the state charges a fee for the CNA exam that may be waived if employment is obtained and proven to the state department before testing. Neither fee is collected by COTO.

Students will develop a solid foundation of skills and critical procedures necessary in practical and clinical care lessons through a simulated hospital setting and will have the opportunity to experience both long-term care and hospital care facilities. Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students will have the opportunity to organize and facilitate a community-wide disaster preparedness drill, along the side of the OCC Criminal Justice students, and compete in regional and state healthcare skill competitions in the Spring of each year. Students will also have the opportunity to connect directly with regional healthcare facilities for consideration of immediate and future employment opportunities and will be introduced to various post-secondary continuing education programs of study in various areas of the healthcare field.

Certified Nursing Assistant

MEDT 2313	Special Topics	3 CH	(Every Fall Semester)
CNUA 1117	Certified Nursing Assistant	7 CH	(Every Spring Semester)

WELDING

Certificate of Proficiency - Welding

Career Center students who complete ARCareerEd’s required three courses with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Welding is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program at any semester.

This program introduces the student to basic welding techniques and tools, materials, and equipment used in SMAW, GMAW, GTAW, and Metal Fabrication by applying the knowledge and skills gained from hands-on performance using various types of metal plates. These skills prepare a student for employment in various industries, such as construction, fabrication, plant maintenance, the automotive industry, and more. Flat, vertical-up, horizontal, and overhead weld positions and butt, tee, lap, edge, and corner joints are taught.

Students have the opportunity to earn twelve college credit hours, an OSHA 10 certification, and a Certificate of Proficiency from COTO while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status through their high school will receive a 50% tuition discount with COTO following high school graduation. Students will also have the opportunity to connect directly with local industries employing welders for consideration of future

employment and will be introduced to various post-secondary continuing education programs of study closely related to this training.

Course Objectives:

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|---|--|
| 1. Identify common welding rods and their uses. | associated with various types of welding |
| 2. Set-up oxygen and acetylene welding equipment and adjust regulators to proper setting | 6. Set up (GTAW) and adjust to proper settings |
| 3. Set-up arc welders (SMAW) and adjust to proper settings based on welding rod type | 7. Ability to perform oxygen and acetylene welds |
| 4. Set-up wire welders (GMAW) and adjust to proper settings (wire feed, gas flow, and voltage.) | 8. Ability to perform shielded metal arc welds |
| 5. Understand and practice safe procedures | 9. Ability to perform gas metal arc welds |
| | 10. Ability to perform gas tungsten arc welds |
| | 11. Ability to practice safe procedures |
| | 12. Ability to operate metal working equipment |

WELD 1513	Gas Metal Arc Welding	3 CH	(Fall, Even Years)
WELD 2513	Gas Tungsten Arc Welding	3 CH	(Spring, Odd Years)
WELD 2523	Shielded Metal Arc Welding	3 CH	(Fall, Odd Years)
WELD 1523	Metal Fabrication	3 CH	(Spring, Even Years)

Campus Policies and Conduct

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, policies, 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, policies, and regulations. Contact person is Kori Clayton (501) 332-0221 at College of the Ouachitas, One College Circle Malvern, Arkansas 72104.

Attendance Policy

Because the Ouachita Career Center programs are performance-based, regular and prompt attendance is required in order to master the course objectives expected and required in the industry. Students should make every effort to be in class on time and prepared to work. Absences and tardies are entered into the online records system daily by the program instructor. The home school, parents or legal guardian, and students have immediate and continuous access to the student records through this system. Parents and legal guardians are highly encouraged to sign-up for access according the process included in the student packet sent home with students during the first week of school. Contact the Center Administrative Assistant at 501-332-0236 or the Center Director at 501-332-0276 if you have problems accessing these records.

Missed Assignments

IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE-UP MISSED ASSIGNMENTS

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.

Tardy Policy

Students who are more than ten (10) minutes late to class or who leave class more than ten minutes early will be considered absent for the day. Extenuating circumstances will be considered on an individual basis by the Career Center Director and/or the Program Instructor. Policies for make-up assignments will be at the discretion of the individual instructors. Please refer to the Program Instructor's syllabus regarding the make-up policy for the course.

Because students travel to and from the center, it is essential that students maximize their time at the center. This includes being on time and being ready when class begins.

The following will be adhered to regarding tardies:

3 tardies: Verbal warning from the Program Instructor and written notice to the home school principal and parent or legal guardian in non-school-wide-related delays

4+ tardies: Upon the 4th tardy, the student is considered chronically tardy and disciplinary action will be taken by the Program Instructor. The Program Instructor will send written notice to the parent or legal guardian and to the Career Center Director. The Career Center Director will notify the home school Principal. The Program Instructor will schedule a conference with the parent or legal guardian and administer disciplinary action. Disciplinary action for the fourth tardy is considered a Category I offense (as defined on page 10) and will escalate with additional tardies.

Driving Policy

A "Permission to Drive" form must be completed, signed by the home school Principal, and the parent or legal guardian, and be on file in the Career Center administrative office before a student can drive to campus.

The Ouachita Career Center permits students to drive to the campus for class and all center-related activities on the condition that the home school principal and parent or legal guardian also give permission for the student to drive. Even when a student does not have permission to drive on a daily basis, the home school principal and parent or legal guardian may give the student occasional permission to drive to the Center for specific activities. When a student drives to the Center, he or she is not permitted to transport another student without express permission from the home school principal, the driver's parent or legal guardian and the passenger(s)' parent or legal guardian(s). Written permission on the Career Center's permission form is required from each passenger's home school principal and his/her parent or legal guardian before he/she can be transported by another student. Riding with another student without required permissions constitutes a Career Center Category II violation and consequences will be administered according to policy. The following conditions must strictly be adhered to on campus and in the campus' adjacent streets when driving to and from the Career Center and home school:

1. All students must provide a copy of a valid driver's license with the permission form and document the vehicle's license plate number and the make and model of the vehicle being driven to and from the campus on this permission form.

2. In accordance with Arkansas Act 675, the student driver is not permitted to make any stops (i.e. fast food restaurants/Wal-Mart, etc.) in travel to or from the home school and the Career Center.
3. Students must strictly adhere to all traffic policies. These policies include, but are not limited to:
 - a. driving 15mph while on the College of the Ouachitas' campus
 - b. driving the posted speed limit on the adjacent streets
 - c. spinning tires is not permitted
 - d. maintaining radio volume at a non-disruptive level
 - e. adherence to arrival and departure times (Absences and tardies will not be excused.)
4. Students are not permitted to sit in the vehicle upon arrival or after class.
5. Students are not permitted to go to their vehicle during class except for extenuating circumstances and must have permission from their Program Instructor to do so.
6. A student who arrives late or leaves early must check in with the Career Center Administrative office before arriving to class or before leaving campus. Students requiring a late check-in or early check-out while on campus, must have written permission from the home school principal before doing so and must present the written notice to the administrative office at the time of check-in or -out. All late arrivals and early departures will be reported daily to the home school Principal.

On a first offense of any of the above conditions, the Career Center Director will notify the parent or guardian and the home school principal with a verbal and written notice, the student will receive a 45 day driving privilege probation. Should a student subsequently violate any of the driving conditions within the 45 day probationary period, the student will lose driving privileges for the remainder of the school year and the Career Center Director will notify the parent or legal guardian and the home school principal by verbal and written notice

Conduct and Discipline Standards

The Career Center operates its programs as close to the workplace environment as possible; therefore, each situation will be utilized to develop improved employability skills within the student and will more closely relate to workplace expectations that all students will be held liable to in their future work environment rather than that of policies established in the typical high school environment.

All disciplinary documentation will be maintained in a student's "personnel" file and will be forwarded to the home school Principal.

Category I Offenses

These are offenses that involve only the student involved in misconduct and are considered correctable with reinforcement. They are considered minor in nature and would usually cause an employer to place an employee on probation or on an improvement plan. Consequences will be assigned by the Program Instructor or Career Center Director. Should behavior continue or escalate following the first offense, elevated consequences will be assigned.

Category I violations may receive one or a combination of the following consequences:

- ❖ Parent/Teacher conference. (The Career Center Director will be included in continued infractions.)
- ❖ Extra duties assigned
- ❖ Privileges revoked
- ❖ 1-3 day Suspension from Ouachita Career Center
- ❖ Extended Suspension and/or Expulsion are possible for additional violations

Category II Offenses

These are offenses involve not only the student involved in misconduct, but they also negatively affect the learning process of other students and/or the instructional process of the instructor. These misconducts are also considered correctable with reinforcement and would usually cause an employer to place an employee on probation or on an improvement plan.. Consequences will be assigned by the Program Instructor or Career Center Director. Should behavior continue or escalate following the first offense, elevated consequences will be assigned.

Category II violations may receive one or a combination of the following consequences:

- ❖ Parent/Teacher conference. (The Career Center Director will be included in continued infractions.)
- ❖ Extra duties assigned
- ❖ Privileges revoked
- ❖ 1-3 day Suspension from Ouachita Career Center
- ❖ Extended Suspension and/or Expulsion are possible for additional violations

Category III Offenses

These are offenses which not only affect the teaching and learning process but they also put the student, his/her peers, college staff, and/or the instructor in jeopardy mentally or physically and/or involve damage or theft of property. They are commonly known as unacceptable in a school environment (and other formal settings) and have been well-covered in classroom and Center behavior expectation communications. They are also misconducts that could cause an employer to immediately terminate employment of the policy violator. Consequences will be assigned by the Career Center Director and both parent or legal guardian and home school Principal will be notified.

*A police report **will be** filed on any student involved in causing a fight to occur, involved in theft of property, or intentionally vandalizing college or personal property on campus. The student may also be permanently expelled from the Ouachita Career Center as well.*

Category III violations may receive one or a combination of the following consequences:

- ❖ Parent/Teacher/Career Center Director conference
- ❖ Privileges revoked
- ❖ 5-10 days Suspension from Ouachita Career Center
- ❖ Permanent Expulsion
- ❖ Police Report will be filed when appropriate

1. Academic Dishonesty

Cheating on tests or copying the work of another student will result in the grade of a zero and the student may be dropped from college credit.

2. Electronic Devices

Cell and smart phone use policies will be established by each Program Instructor. Although usage can be distracting to the learning process, it can also, at other times, under controlled situations, be used to enhance the learning process during lessons to access alternative sources of information. Therefore, the policy may fluctuate in each classroom dependent upon the activity being held. Students are responsible for knowing the classroom policies regarding usage. This applies to all electronic devices and all device usages, such as text messaging, calls, and any audio or visual outputs, etc. Students **MUST** gain permission from their instructor before using the camera on any device.

The use of such devices at Career Center-sponsored functions will be permitted to the extent, and within the limitations, allowed by the event or activity the student is attending. It is the responsibility of the student and parent to know the specific policies during these events. During SkillsUSA competitions, students are not permitted to have a device on his or her person in the competition area and will be disqualified if found doing so.

The student and/or the student's parents or legal guardians expressly assume any risk associated with student's possession of all personal electronic devices while in the classroom and in route to and from the Center. The Career Center will not be responsible for stolen, lost, or damaged electronic devices.

3. Failure to Follow Directives regarding Rules and Regulations

Failure to obey reasonable instruction from instructors, administrators, instructional aides, bus drivers, or any other authorized college or center employee will be viewed as insubordination.

4. Disrespect of School Authorities

Students will not be allowed to show disrespect of any school employees or authority. A police report and civil charges will be filed when appropriate. (See the definition of Assault below.)

5. Bullying

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.

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 traveling to or from school or school activity.

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 home school 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. Students found to violate this policy in activities occurring off school grounds with a person from the home school, another sending school, or at this campus shall be subject to the same disciplinary actions as if they had occurred on campus grounds.

6. 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.

7. Harassment

All students have the right to be free of harassment and to be treated with dignity and respect. Student behaviors which violate a person's right to be free from harassment will not be tolerated. Some examples of harassment include, but are not limited to:

- a. Annoyance – To pick at or tease physically or verbally
- b. Sexual – To violate another person by using sexually explicit language or gestures. (*See details listed below)
- c. Hazing – To play unpleasant or humiliating tricks on or to force to perform humiliating tasks or stunts. This includes “practical jokes”.
- d. Ostracism/Alienation – Any behavior deemed as ostracism, alienation, or other covert or overt acts of exclusion is disparate treatment and will not be tolerated.
- e. Negative Innuendos, Gossip, Connotations, Body Language, Facial Expressions, Vocal Tones – Any form of non-solicited negative verbal or written communication that may be perceived as intolerant or intrusive is unacceptable, unnecessary, and unprofessional. The intent to gossip, rumor, and innuendo is to deliberately and purposely embarrass and humiliate another.
- f. Use of a telephone call, text, email, social media, 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. This is a crime and a police report may be filed.

Students found to violate this policy in activities occurring off school grounds with a person from the home school, another sending school, or at this campus shall be subject to the same disciplinary actions as if they had occurred on campus grounds.

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:

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 and 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 or legal guardian 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.

This is a Category III offense and any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

8. Chronic Tardiness

A student is tardy if he/she is not in his/her classroom or lab by the set class time. Chronic tardiness is defined by more than 3 tardies during a semester. Any student chronically tardy is in violation of the Tardy Policy and will be disciplined according to the policy. In addition to disciplinary action, the Program Instructor will schedule a meeting with the student, parent or legal guardian, and the Career Center Director.

9. Displays of Affection

Any type of conduct that is suggestive in nature is prohibited during school hours or while on the campus. (Kissing, hugging, holding hands, etc.)

10. Possession of Inappropriate Materials

Students may not be in possession of or access online any materials detrimental or disruptive to the educational environment, including but not limited to electronic games, pornographic materials, playing cards, trading cards, dice, or laser pointers (Act 1408, 1999).

11. Profanity

Students are not permitted to use profanity, inflammatory or verbally abusive language or obscene gestures at any time on campus on in route to or from campus.

12. Horseplay

Horseplay is any behavior, action or event that violates classroom policy and could put a student and/or campus personnel at risk of a safe environment. All students and campus personnel are entitled to a safe and professional work environment. The action is definable as horseplay by the discretion of the Program Instructor. A safe work environment is essential in Career Center programs and horseplay will NOT be tolerated.

13. Truancy

A student not present in his or her classroom/work area for more than ten (10) minutes is considered absent from class. It is the responsibility of the student to know the Program Instructor's classroom policy for bathroom, bookstore, café, teacher or student lounges (Student Center), and other classroom visits. Students should not be in any of these locations or any other non-classroom/work areas without WRITTEN permission from the Program Instructor.

- a. All students found in non-classroom/work areas of campus will be reported to the Program Instructor and/or Career Center Director.

- b. No student is to leave the campus after arrival without being checked out by a parent or legal guardian and without the approval of his or her Program Instructor AND home school Principal. Failure to attend school without parent/legal guardian's knowledge and failure to report to or remain in regularly assigned areas also constitute the definition of truancy.

This is a Category III offense and will be handled according to the Category III policy.

14. Tobacco and Vaping Products

The possession or use of cigarettes, smokeless tobacco, vape devices and cartridges/oils/liquids of any kind on school property or in route to or from campus is prohibited. The College is a tobacco and vape-free campus. All such items will be confiscated and the parent or legal guardian will be notified immediately. The Career Center Director will be notified and will contact the home school Principal immediately. The Program Instructor will schedule a conference with the parent or legal guardian. This is a Category III offense and will be handled according to the Category III policy.

15. 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 and a police report and civil charges will be filed as appropriate. This is a Category III offense and will be handled according to the Category III policy.

16. Battery/Fighting

Battery is the act of beating someone or something with successive blows or offensive touching.

Fighting is the mutual combat where participants intend to inflict intentional bodily injury to other person. All participants in a fight will be disciplined according to the degree of involvement.

Students will not intentionally hit or strike another person, directly or with an object. This is a Category III offense and will be handled according to the Category III policy.

17. Theft/Larceny/Robbery/Burglary

Theft/Larceny is the act of stealing or taking and removing another's personal property with intent to deprive the rightful owner of it

Burglary is the act of breaking and entering a dwelling to commit a felony (such as theft)

Robbery is the act of stealing from a person with the use of violence or threat

This is a Category III offense and will be handled according to the Category III policy. A police report and civil charges will be filed as appropriate.

18. Vandalism

Vandalism is the intentional destruction, cutting of, defacement of, or otherwise damaging property belonging to another person or to the Career Center. This is a Category III offense and will be handled according to the Category III policy. A police report will be filed as appropriate. The parent or legal guardian shall be responsible for all damage to property caused by his/her child. Full restitution of damages to property will be recovered.

19. Gambling

Gambling is the playing of a game of chance for something of value and is not permitted on campus.

20. Disorderly Conduct

Disorderly Conduct is 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 the use of abusive, obscene, profane language or gestures, uncontrolled or loud talking directed at another person or to the public in general. This is a Category III offense and will be handled according to the Category III policy.

21. Forgery or Falsification of Information

Falsifying any signature or information on official records, including school records is a violation of school policy and can be considered a crime. A police report will be filed when appropriate. This is can be a Category III offense and will be handled according to Category III policy under these circumstances.

22. 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 such substance. 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. This includes the transportation to and from the Career Center.

Prohibited substances 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, opioids, steroids, "designer drugs," look-like drugs, prescription drugs or any other controlled substance. This is a Category III offense and will be handled according to Category III policy.

23. Sexual Misconduct

Sexual misconduct is the deliberate showing of the sex organs in a public place; engaging in or attempting to engage in a sexual act with another person, or touching in a sexually offensive manner on school property or at a school-related activity. This is a Category III offense and will be handled according to Category III policy. It can also be a crime and police report will be filed when appropriate.

24. False Alarm

Falsely pulling a fire alarm or making a bomb threat or other emergency announcement without an existing emergency is a Category III offense and will be handled according to Category III policy.

25. Arson

Arson is the willful and deliberate burn or attempt to burn school or personal property. This is a Category III offense and will be handled according to Category III policy. It is also a crime and a police report will be filed.

26. Possession of a Firearm or Use of Weapon

Students found to be in possession on campus of a firearm or other instrument deemed to be a weapon will be expelled and the police will be notified. This is a Category III offense. The Career Center Director shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

27. Possession or Use of Explosives

Possessing, using, or threatening to use any explosives or other such devices capable of inflicting bodily harm is a Category III offense and will be handled according to Category III policy.

28. Extortion

Obtaining or attempting to obtain money, favors, or property from an individual by force or threat of force is a Category III offense and will be handled according to Category III policy. It also is a crime and a police report will be filed.

29. Unlawful Assembly

Unlawful assembly is 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. This is a Category III offense and will be handled according to Category III policy. It is also a crime and a police report will be filed.

30. 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. This is a Category III offense and will be handled according to Category III policy. It is also a crime and a police report will be filed.

31. Membership in Prohibited Clubs, Gangs, Fraternities, Sororities or Similar Organizations

Students 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.

Enrollment Application Process / Center Calendar / Shift Schedule

Please see the yearly operating calendar for dates the Center will be in operation, for special event information, and for the dates the Center and/or campus will be closed for the year. The calendar can be accessed at <http://coto.edu/occ>

Freshman, Sophomore, and Junior students will apply for acceptance for the following school year during the Spring semester each year. They should request an application from their high school counselor. Some programs require recommendation forms be submitted with their applications. All students must complete a College Credit Enrollment form and submit it with their application. The application will be submitted to their high school counselor upon completion. The high school counselor will submit the application to the Career Center administrative office for review and consideration. Recommendation forms will be submitted directly to the math or science teacher who will complete the form. The selected teacher will submit the completed form to the high school counseling office. The counselor will submit the form to the Career Center administrative office with the application. Students will be notified by letter of acceptance from the high school counseling office when and if student has been accepted. Students not accepted at this time, will be placed on a waiting list and will be notified through the second week of Fall classes should a space become available. **All application forms can also be found at <http://coto.edu/occ>**

Class Hours / Shift Schedule

Shift 1: 8:00 a.m. - 9:45 a.m.

Shift 2: 9:45 a.m. - 11:15 a.m.

Shift 3: 12:00 p.m. - 2:45 p.m.

General Information

1. Students will be responsible for the policies 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. The policy on food and drinks in the classroom is an individual policy set by each Program Instructor; therefore, be sure to check the syllabus for details.
4. Students are expected to dress appropriately for school and comply with safety regulations within each program. Tactful dress, including shirts and shoes, are required.
5. Students are not to have visitors or receive telephone calls during class times unless it is a verified emergency.
6. College of the Ouachitas or Ouachita Career Center does not carry accident insurance for students. The student and his/her parent or legal guardian is responsible for any medical bills.
7. With the exception of bulletin boards, students may erect or display signs or posters on the campus only upon the authorization of the college's Office of Public Relations. Students shall not deface, alter, tamper, destroy or remove any sign or inscription on College property.
8. 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.

9. 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.
10. Each of these policies 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

Student 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.

School Dress

Dress and appearance must not present health and safety hazards or cause disruption of the training process. Because we are preparing students for a future career, workplace standards are essential to enforce within each program and will be assessed according to the employability standards and rubric set forth in each program. The dress code for each program will be tailored to the industry for which students are training. Please see the course syllabus for these details. A student will not be permitted to attend class with inappropriate apparel and will not be able to conduct normal training exercises within a lab/shop setting if he or she does not meet the safety protocols designed for protection. There will be occasions that students will be required to wear interview dress attire for the field in which they are training and other occasions they must dress for SkillsUSA events and competitions. The dress code for each of these events and throughout the programs will vary. Program Instructors will give ample notice of each requirement before assessing compliance for a grade under the employability rubric. Knowing proper appearance is part of the skills necessary for successful careers.

Students are prohibited from wearing, while on campus and at school-sponsored events, clothing that exposes underwear, buttocks, or breasts. A Category I violation will be cited and additional occurrences will escalate the consequence. Immediate correction will be required and can include any of the following options: (a) turning clothing inside out, (b) provision of a large shirt to wear, (c) sitting in the Career Center Director's office, (d) being sent back to the home school, (e) other options assigned by the Program Instructor or Career Center Director.

Inappropriate items of apparel include, but are not 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. Gang related apparel
9. Shoes are required at all times (see program dress code for requirements)
10. Any item of (clothing , jewelry, etc) that may cause class disruption
11. 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).
12. Students must wear or have available clothing that meets safety requirements for lab work (see program dress code for requirements)

All employers expect good personal hygiene from their employees; in all of our programs, good personal hygiene is expected and will be assessed under the employability skills rubric for each program. If poor hygiene behaviors are present, the student will be counseled by the Program Instructor and, if the situation is not corrected, a conference will be arranged with a parent or legal guardian. 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 this policy.**

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.**

College of the Ouachitas 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 the College remains within federal Equal Employment Opportunity and Affirmative Action Program guidelines and regulations. College of the Ouachitas also provides an effective system of monitoring hiring procedures for AAP purposes. **College of the Ouachitas is an Equal Opportunity Employer.** Contact for Title VI and IX, Human Resources Coordinator, (501) 332-0221 and for Section 504, Student Success Coordinator, (501) 332-0277 at College of the Ouachitas, One College Circle, Malvern, Arkansas 72104.

Student Grievance Procedure

Ouachita Career Center students are also subject to the same policies, 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 5.55** have 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.
2. The written complaint must include specific grievance/complaint and specific remedies sought by the student.
3. The AAO has a working week (5 days) in which to investigate and respond in written form.

4. If not satisfied, the complainant may appeal to the Student Appeals Committee within five (5) working days. That appeal must be in written form.
5. If not satisfied with the decision of the Student Appeals Committee or the Vice President, the complainant may appeal in writing to the President within five (5) working days from the Student Appeals Committee decision date.
6. Response by the President will be given within five (5) working days. That response must be in written form.
7. 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.
8. 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

The Ouachita Career Center does not have a school nurse on campus. If a student becomes too ill to remain in class and /or could be contagious to other students, the Center Director or designee will attempt to notify the student's parent or legal guardian, as well as the home school nurse and/or Principal. 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 and legal guardians are strongly encouraged to keep this information up to date.

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. Students will receive a supply list during the first week of school.

Use of Technology

Pursuant to the Communications Act of 1934 and the Communications Decency Act of 1996, and their subparts, College of the Ouachitas 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 College of the Ouachitas' Technology Resources is delineated in the College of the Ouachitas Student Handbook that states: "**Users shall not access or display sexually explicit materials on any COTO terminals, computers, printers, or any other equipment.**"