

**De Queen - Mena
Educational Cooperative**

**Secondary
Career
Center**



De Queen, Nashville, and Lockesburg
800.844.4471 www.cccua.edu

2018—2019 Student Handbook

NONDISCRIMINATION STATEMENT

The De Queen-Mena Area Secondary Career Technical Center at UA Cossatot complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX/RCS 28A.640 officer and/or Section 504/ADA coordinator.

**Cossatot Community College of the University of Arkansas
183 College Drive, De Queen, AR 71832**

Kelly Plunk

Title IX/Chapter 28A.640 RCW Officer
870-584-1104

Suzanne Ward

Section 504/ADA Coordinator
870-584-1143

DECLARACIÓN DEL NONDISCRIMINACION

El Centro Técnico, Vocacional y Secundario del área de De Queen-Mena en el Colegio Comunitario Cossatot de la Universidad de Arkansas se conforma con todas las reglas y regulaciones federales y estatales. No discrimina en base a grupo étnico, el color de piel, origen nacional, género sexual o incapacidad. Esto es válido para todos estudiantes que están interesados en tomar parte en los programas educativos y/o las actividades fuera del programa de estudios de la escuela. Las indagaciones con respecto a procedimientos de conformidad y/o quejas pueden ser dirigidas al oficial del Título IX/Código 28A.640 RCW y/o al coordinador de la Sección 504/ADA.

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183 College Drive, De Queen, AR 71832**

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Welcome to the Secondary Career Center

Welcome to the De Queen-Mena Educational Cooperative Secondary Career Center at UA Cossatot. You have opened a window to a unique educational opportunity that will prepare you for successful employment or continuing education. Nowhere will students find a more caring and committed staff of professionals—teachers and administrators—who respond to students’ needs for quality Career and Technical Education (CTE) programs and guidance. You have made a major decision that concerns both your life and your future.

CTE programs provide learning experiences that are designed to develop skilled and adaptable workers who are prepared to either pursue additional learning opportunities or enter the workforce immediately after high school. The decision to seize this opportunity and to develop your full potential is a decision that only you, as a student, can make. Your accomplishments here will be meaningful to you for the rest of your life. You are now laying the foundation, through skilled training, on which your life and career will grow and develop. I encourage you to make the very best of your time here at the Center and your home school.

With your cooperation, the efforts of the faculty and staff will be more successful. In essence, we are partners. Through our combined efforts, you will continue to climb the ladder of success by obtaining a marketable skill which will enable you to become a productive member of our society.

Best wishes for a most successful and rewarding school year. We look forward to working with you at the Secondary Career Center—a place for all students to learn, grow, and succeed.

Site Director

SCC Mission Statement

To prepare high school students for a technical career, meet academic goals, cultivate leadership abilities, and develop responsible citizens in their communities.

De Queen-Mena Educational Cooperative
Secondary Career Center and Texarkana Area Technological Center
STAFF

Site Director Julie Rhodes
Division Chair of Skilled and Technical Sciences..... Steve McJunkins
Program Assistant..... Matt Cribb

Automotive Service Technology

De Queen Campus Instructor..... Brad Smith
De Queen Campus Instructor and Mentor..... Mark Kutak

Cosmetology

Nashville Campus Instructor

Medical Professions Education

De Queen Campus Instructor..... Brenda Clift
De Queen Campus Instructor..... Waco Jackson
De Queen Campus Instructor and Mentor Kathy Richards
Nashville Campus Instructor..... Peggy Cooper

Welding Technology

De Queen Campus Instructor..... Josh Caudle
De Queen Campus Instructor.....
Nashville Campus Instructor..... Wayne Kendrick
Nashville Campus Instructor and Mentor..... Stuart Defrane

Industrial Technology

Lockesburg Campus Instructor.....

Reasons to Select Secondary Career Center

- Apply credits toward high school graduation and technical certificate/degree requirements.
- Take specialized courses at **no cost**.
- Choose from fascinating programs of study. Discover career options suited to your interests and needs.
- Explore career fields that are in demand in the labor market now and in the future.
- Learn in a relaxed atmosphere where you get the help you need to be a successful student.
- Use the skills learned to earn money for technical school or college. Start to work with the background you need for a good paying job with a future.
- Work with professionals who know how to help you meet success in school and in life.
- Meet interesting people who have similar interests and career plans.

Programs Offered

Automotive Service Technology

Medical Professions Education

Industrial Technology

Welding Technology

Note: These programs are designed for students to begin their junior year of high school and complete in their senior year. Beginning in the junior year allows students to earn the maximum benefit from a program. However, a senior may enroll in the first year of a two-year program and still earn valuable college credit and job skills.

Career Options

Automotive Service Technology

This program of study prepares students in the diagnostic and repair of brakes, electrical/electronic systems, engine performance, and suspension & steering. Additional coursework in automatic transmission and transaxles, heating & air conditioning systems, and manual drive train & axles will allow an individual to be eligible for certification as an automotive technician. The course is taught by a certified automotive technician. Grades 11 & 12.

Medical Professions Education

This program of study is designed to provide students with basic skills and knowledge needed for a career in the health care field. It will provide completers with entry-level employment skills and the opportunity to articulate with a post-secondary program leading to a higher level of mastery. Emphasis is given to medical terminology, procedures, health and disease of the human body, as well as the role of technology in health care careers. The students receive Certification in CPR and First Aid. Grades 11 & 12.

Industrial Technology

Industrial Technology provides students with the skills needed to perform general duties required in entry level maintenance or production jobs with greatly increased employment opportunity. Grades 11 & 12.

Cosmetology

This program of study is designed to provide students with competency-based knowledge and hands-on fundamentals associated with the Cosmetology Industry. Students will study and practice in a clinical lab setting, using mannequins and live models for skill application. The program emphasizes safety and sanitation, communication, and management skills. Students will receive clock hours while in the program. After high school graduation, they may enroll in any postsecondary program and carryover their accumulated hours while continuing to prepare for the National Cosmetology Licensure Exam. Grades 12. (Returning students only)

Welding Technology

This program of study prepares students to apply technical knowledge and skills to unite or separate metal parts by heating, using a variety of techniques and equipment. The students will study theory and application of oxy-acetylene cutting, shielded metal arc, and gas metal arc (MIG). Safety practices are emphasized. Grades 11 & 12.

General Information

Absences

The Secondary Career Center expects good attendance behavior and perceive this an essential tool in achieving success.

- Twelve Days (excused or unexcused) are allowed before students are dropped from the Secondary Career Center. These students will be sent back to their high school and no credit will be awarded.
- First Five absences are without penalty.
- Additional absences (6-12) to be penalized by deducting 1 point for each additional absence from total grade average for the semester. Up to seven penalty points could be deducted.
- No tardy policy. After 15 minutes a student is counted absent.

Example #1: Student misses 7 total days, first 5 are without penalty. $7-5=2$ So if the total average grade for the semester was 91% and you subtract the 2 grade points, the average is 89%. The student's average dropped from an A to a B for the semester.

Example #2: Student misses 13 days. The student is now dropped from the SCC program. If this drop occurs prior to the official drop date then the student will be dropped without penalty. However those who are dropping or are dropped after this official date will receive an F as the official grade on their college transcript.

****Exception**** Students are not counted absent when their home school is not in session during the SCC's scheduled class time.

Academic Probation/Suspension

If a student does not earn at least a C average the first nine weeks of a semester, he/she will be placed on academic probation and will be academically withdrawn from the program at the end of the semester if he/she has not raised his/her average to a C.

Note: This will result in the student being placed on academic suspension and not being allowed to re-enroll at UA Cossatot until he/she has graduated from high school.

Admission

For admission to the Secondary Career Center, prospective students should confer with their counselor or principal, who will help them establish a schedule and select courses that will satisfy graduation requirements. Students must be at least a junior and be enrolled as a full-time student in their home school.* Refer to your counselor for

additional enrollment requirements.

**Students must also have a good conduct record and a 2.0 GPA.*

Cell Phones

Cell phones are **not** permitted in classrooms or labs except for projects designated by the instructor.

Due Process

Most problems can be resolved with discussion among students, instructors, counselors, principals and the Director. However, grievance procedures for formal complaints are found in the UA Cossatot Catalog and Student Handbook.

Leaving Class Early

To leave class early, a student must provide parental consent and obtain an early dismissal slip from the principal's office of the home school. Any student leaving without proper authorization will be considered truant and absent for the entire period.

Make-Up Work

It is the **responsibility of the student** to contact the instructor and make arrangements to complete the work missed.

Report Cards

The Secondary Career Center does not issue report cards. Grades are reported to the student's home school and are available on Campus Connect.

Safety

Each area of instruction follows the safety requirements which are appropriate to the activities scheduled. Some shop or work areas have special equipment and/or garment requirements. These requirements are for the protection of the student. A student must comply with necessary safety requirements. The safety requirements for each instructional area will be discussed and enforced by the instructor. Instructors insist that their students follow safe practices at all times. Safety glasses, proper clothing, and proper shoes are to be worn at all times in required areas.

School Suspension – Principal's Option

When a student is suspended from the home school, it is at the discretion of the home school principal whether or not the student is allowed to attend UA Cossatot classes while he/she is suspended.

Student Auto Repair Projects

Students are allowed to use the UA Cossatot shops to repair their own equipment; however, all work is done with the permission of the student's instructor. No student may bring a vehicle to UA Cossatot for work without permission from the instructor involved. In the case of non-Secondary Career Center students, written permission from the student's home school teacher must be secured prior to admission to the shop.

Suspension

An instructor may dismiss from class any student for disciplinary reasons. The instructor will file a written statement of the reason for the student's dismissal from class with the principal's office of the student's home school notified immediately. The principal and the director shall determine whether to reinstate the student in class, reassign him/her to another class, or to take disciplinary action.

Tardiness

Students who enter class after the first 15 minutes are considered absent.

Textbooks

Textbooks are provided at no cost to the student. However, they are the property of the SCC program and must be turned in to the instructor at the end of the semester. Textbooks are expected to last five years. Students who abuse their textbooks will be fined when the books are returned. Students who lose their textbooks will be required to pay replacement costs for the books, which can be substantial.

Visitors

Parents are always welcome to visit classrooms. However, they should notify the director of High School Programs.

Conduct and Discipline Standards

Students will be expected to conduct themselves as responsible and mature individuals. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities, school property, and personal property of others.

Any conduct unbecoming to accepted standards will subject the student to suspension or dismissal. The following rules apply to all students enrolled in the Secondary Career Center:

1. All students are equal at the Secondary Career Center. They should be treated with respect and dignity and treat others in like manner.
2. Attendance is necessary for success on the job; therefore, attendance is one of the workplace skills taught as part of the instructional units for all secondary career and technical students.
3. Students shall not possess or use illegal drugs, drug paraphernalia, or alcohol. School officials will cooperate fully with law enforcement agencies and judicial bodies in the investigation and resolution of drug- related or alcohol-related cases involving students. (UA Cossatot Student Handbook)
4. Dress for students should reflect respect for oneself, for others, and for safety. Students shall not wear clothing or accessories that promote or identify themselves with gangs, secret societies, secret organizations, or subversive groups of any kind. T-shirts or other clothing having vulgar, obscene, offensive or suggestive pictures, emblems, or words on them shall not be worn to school. Sunglasses are not to be worn in school buildings unless prescribed by a physician. Instructors will set rules for their classrooms to reflect safety rules and business/industry expectations.
5. Language will be appropriate and inoffensive.
6. Displays of affection are not appropriate on campus.
7. All reasonable directions and instructions from faculty and staff will be followed.

8. Pride in care for school property reflects the reputation of our school and its students, both now and in the future; therefore, students will be expected to take proper care of school property. Students who negligently damage, destroy, lose, sell, or otherwise dispose of school property entrusted to them will be charged to the fullest extent for the damage or loss and will be subject to disciplinary action by the school and prosecution under State laws.
9. Violence will not be tolerated.
10. Damage, destruction, or theft of private or public property will not be permitted. The damaged or stolen property will be paid for by the student and suitable punishment will be administered.
11. Possession of any weapon, knife, gun, instrument, or any article that might be injurious to a person or property will not be permitted.
12. The Secondary Career Center does not provide protective clothing or lab jackets. Students are advised to take steps to protect their clothing.
13. Students who engage in stealing, gambling, profanity, personal combat, and/or possession of firearms and other dangerous weapons make themselves liable to disciplinary action.
14. Smoking and/or use of tobacco or tobacco products is PROHIBITED at all times on school property. Students who engage in smoking or use of tobacco product make themselves liable to disciplinary action. This is a state law punishable by a \$500 fine.
15. Littering is not acceptable.
16. Vehicles must be driven in and out of the parking areas at a reasonable speed at all times. On-campus speed limit is five (5) miles per hour. Vehicle radios must not be played loudly. Offenders will be subject to disciplinary action.

NOTE: See the UA Cossatot Student Handbook for more information concerning student conduct and students' responsibilities and for Student Academic Integrity.

Responsibilities of the School Community

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among student, parent and educator requires that:

A. Parents and/or Guardians should:

1. Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
2. Assist their child in being properly attired.
3. Take an active interest in the overall school program.
4. Communicate regularly with the school concerning their child's conduct and progress.
5. Discuss work assignments and grades with their child.
6. Bring to the attention of school authorities any problems and/or conditions that affect their child.
7. Maintain up-to-date home, work, and emergency telephone numbers at the school.
8. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
9. Support school personnel in administering fair punishment for misconduct.
10. Attend semester meetings.

B. Students Should:

1. Be at school everyday, on time, except for approved legitimate reasons.
2. Be well groomed and appropriately dressed.
3. Bring all school supplies and homework.
4. Follow directions, listen to instructors, answer questions as required, and do all assigned work.
5. Obey all school and classroom rules.
6. Put forth best effort each day.
7. Keep parents informed regarding school supplies needed and written information sent from the school to the home.
8. Maintain an attitude of respect for others and for the authority of instructors and administrators.

C. Instructors Should:

1. Provide an effective program of instruction.
2. Maintain an atmosphere conducive to learning.
3. Serve as a model for students by showing respect for themselves, their students, parents, and other school personnel.
4. Be in regular attendance and on time.
5. Maintain a well-groomed appearance and dress appropriately to serve as a role model for students.
6. Indicate a genuine interest and concern for the welfare of the students.
7. Assist students in every possible way to follow rules of expected behavior.
8. Teach students responsibility for their actions by enforcing the rules of conduct and discipline to those students who violate these rules.
9. Recognize the growth, success, and achievements of students.
10. Inform parents of behavioral changes.
11. Promptly inform parents of disciplinary measures.
12. Be receptive to constructive criticism.

D. Career Center Site Director Should:

1. Establish a school climate for learning which is conducive to good teacher performance and maximum student growth.
2. Implement a positive discipline framework for all students.
3. Strive to assist students to perform in a socially acceptable manner.
4. Serve as the leader for the instructional program.
5. Work to assure that physical surroundings are conducive to a learning environment.
6. Manage human and physical resources in a manner that supports the overall goals of the educational program.
7. Appear at school in a well-groomed and appropriately dressed manner.
8. Make every attempt to contact parents concerning questionable absences.
9. Promptly inform parents of disciplinary measures.
10. Be receptive to constructive criticism.

Plagiarism

Definition of plagiarism:

1. Buying a paper from a research service or term paper mill, or turning in a paper from a free term paper website.
2. Turning in another student's work without that student's knowledge.
3. Turning in a paper written by any person other than the student.
4. Copying a paper from a source text without proper acknowledgement.
5. Cutting and pasting materials from an Internet source without proper acknowledgement.
6. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
7. Paraphrasing materials from a source text without appropriate documentation.

If a student plagiarizes, his/her name will be turned in to the Vice Chancellor of Academic Services and kept on file. The consequences are cumulative throughout a student's history with UA Cossatot and are not limited to one class. If at anytime, a student believes that he/she was unfairly accused of plagiarism, then he/she may file a grievance or a grade appeal. The following are the cumulative actions:

First offense: Student is required to redo the paper and receive counseling regarding plagiarism. 5, 6, 7.

Second offense: Student will receive a "0" on the paper and another counseling session. 5, 6, 7.

Third offense: Student will receive an "F" in the course.

Fourth offense: Student will be suspended from attending UA Cossatot.

(Please see the UA Cossatot Catalog and Student Handbook for more information.)

Use of Computers and the Internet

Cossatot Community College of the University of Arkansas recognizes the profound changes occurring in the world due to information accessible via the Internet. We recognize that students can access museums, libraries, government, and educational institutions as well as millions of private homepages for research and learning. E-mail and on-line conferencing can provide connectivity with the students and other educators around the globe. We view the internet as a powerful tool for the education of the students we serve.

The College has invested substantially in a technology infrastructure. In order for our technology investment to achieve maximum results, all users of the internet should behave in a responsible, efficient, ethical and legal manner.

The College expects that all students in the Secondary Career Center shall:

1. Use the internet only with the permission of the instructors.
2. Use the internet only for legitimate educational pursuits as directed by an instructor. Use of the Internet for accessing inappropriate material such as sexually explicit documents is prohibited.
3. Use appropriate means to protect college computers, computer peripherals, networks and software.

Due to the nature of the Internet, the College cannot control the material accessible outside the College's networks. Parents should closely monitor their children when accessing the Internet from home. Since great harm can be done to networks, network data, and networked computers by unauthorized persons, students should maintain the security of their personal passwords. Access to the College's network may be denied to a student who fails to abide by the College policy. All other student policies are applicable when using the Internet at school or from another location.

The Career Readiness Certificate

Who needs it?

Getting a Career Readiness Certificate (CRC) will allow an individual to show prospective employers that he or she possesses the basic skills they are looking for. Even if a job seeker has a GED, high school diploma or post secondary degree, the Arkansas CRC further verifies that he can handle tasks such as finding information, reading instructions and directions, and working with numbers - that are common in workplaces of today.

What do the medals mean?

The program uses results from the WorkKeys® assessments to award certificates in three categories:

Gold level signifies an individual has scored at least a level 5 in each of the three core areas and has the necessary skills for 90% of the 14,000 jobs profiled in the WorkKeys® database.

Silver level signifies an individual has scored at least a level 4 in each of the three core areas and has the necessary skills for 65% of the jobs in the WorkKeys® database.

Bronze level signifies an individual has scored at least a level 3 in each of the three core areas and has the necessary skills for 35% of the jobs in the WorkKeys® database.

For more information, contact the Placement Office for UA Cossatot.

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