

OZARKS TECHNICAL COMMUNITY COLLEGE

Career Center

2011-2012

Student Handbook

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender, or physical requirements apply to the appropriate and efficient administration of the position.

Any person having inquiries concerning Ozarks Technical Community College compliance with the regulations implementing Title VI and Title IX is directed to contact:

For Employment Inquiries	For Student Inquiries
College Director of Human Resources 1001 E. Chestnut Expressway Springfield, Missouri 65802 417-447-2631	Assistant Dean of Disability Support Services 1001 E. Chestnut Expressway Springfield, Missouri 65802 417-447-8188

OZARKS TECHNICAL COMMUNITY COLLEGE

ACADEMIC CALENDAR 2011-2012

FALL 2011

August 8-16	M-T	Fall Intersession
August 17-19	W-F	Faculty Development Days
August 20	S	First Day of Saturday Classes
August 22	M	First Day of Monday-Friday Classes
September 3-5	Sa-M	Labor Day Holiday/No Classes/College Closed
September 16	F	U.S. Constitution Day Focus
September 16	F	First Day of Late Start Classes
October 10	M	Fall Break/College Closed
October 11	T	College Development Day/No Classes
October 13	Th	Mid-term
October 17 10:00 a.m.	M	Start of 2nd 8-Week Block Classes/Mid-term Grades Due by
November 11	F	Last Day to Withdraw from Classes
November 23-27	W-Su	Thanksgiving Holiday/No Classes/College Closed
December 8-17	Th-S	Final Exam Period for Online Classes
December 9	F	Last Day of Monday-Friday Classes
December 10	S	Last Day of Saturday Classes
December 12-15	M-Th	Final Exams for Monday-Friday Classes
December 17	S	Final Exams for Saturday Classes
December 18	Su	Final Grades due by 11:59 p.m.

SPRING 2012

January 9-15	M-Su	Winter Intersession
January 11-13	W-F	Faculty Development Days
January 16	M	Martin Luther King, Jr. Day/College Closed
January 17	T	First Day of Monday-Friday Classes
January 21	S	First Day of Saturday Classes
February 10	F	First Day of Late Start Classes
February 17	F	College Development Day/No Classes
February 18-20	Sa-M	President's Day Holiday/No Classes/College Closed
March 9	F	Mid-term/end of 1st 8-week
March 12 10:00 a.m.	M	Start of 2nd 8-Week Block Classes/Mid-term Grades Due by
March 18-25	Su-Su	Spring Break/No Classes
March 23-25	F-Su	College Closed
April 6	F	Last Day to Withdraw from Classes
May 10-19	Th-S	Final Exam Period for Online Classes
May 11	F	Last Day of Monday-Friday Classes
May 12	S	Last Day of Saturday Classes
May 14-17	M-Th	Final Exams for Monday-Friday Classes
May 17	Th	Commencement
May 19	S	Final Exams for Saturday Classes
May 20	Su	Final Grades due by 11:59 p.m.

Ozarks Technical Community College Career Center
Student Handbook
2011-2012

Dear Students:

Welcome to our campus! You are embarking upon what could be the start of a fulfilling career. As a student in the Ozarks Technical Community College Career Center you will be challenged with the most technologically equipped laboratories and up-to-date curriculum which will enable you to gain the skills necessary to make you highly marketable in a competitive job market. As an OTC Career Center student you are jumpstarting your college education and not only earning high school elective credit, but also college credit leading to a college degree.

Our success is measured through your accomplishments. We want your experience to be uniquely rewarding. We hope you will find us helpful when you need assistance, knowledgeable in the program you have chosen for training, responsible in providing a safe and well-equipped environment for learning and demanding of your very best.

To that end we provide qualified teachers, a strong supportive staff, a solid curriculum developed with the help of business and industry advisory committees, and an excitement about the possibilities the future holds for those who prepare for it. On behalf of the staff, best wishes for a very successful year.

Sincerely,



Mrs. Jackie Jenkins, Director
OTC Career Center

This student handbook is published by the office of the Director of the Ozarks Technical Community College Career Center and is intended to be a supplement to the Ozarks Technical Community College Student Handbook. All efforts have been made to assure accuracy of the information contained in this handbook. Questions regarding the handbook should be directed to the Director (447-8122) or Assistant Director of Career Center Programs and Assessment (447-8123) of the Ozarks Technical Community College Career Center, 1001 E. Chestnut Expressway, Springfield, MO 65802.

Ozarks Technical Community College Mission Statement

To promote student learning through accessible, high quality, affordable workforce training, and technical and general education that is responsive to the educational needs of the community and its diverse constituencies.

OTC Career Center Mission Statement

To provide an opportunity to high school juniors and seniors to participate in a state-of-the-art technical program leading to gainful employment or advanced placement in a community college technical program.

Purpose Statement:

Ozarks Technical Community College fulfills its mission through the following programs and services:

Technical Educational Programs – Provide Certificate, Associate Degree and shorter programs which enable students to pursue a career or advance their education.

General Education – Provide courses which lead to accomplishment of Certificates, A.A.S. and A.A. Degrees.

Developmental Education – Provide courses which develop basic skills in areas such as adult literacy, mathematics and study skills.

Center for Workforce Development – Provide training to address specific needs of business and industry and further economic development in the region.

Community Enrichment – Provide a variety of non-credit courses and lifelong learning opportunities, which are responsive to the needs of the region.

Student Services – Provide services to assist students in fulfilling their educational goals, including orientation, assessment, advisement, financial aid, personal and career counseling, career employment services, accommodation services for students with disabilities, and a learning resources center.

BOARD OF TRUSTEES

The Board of Trustees of Ozarks Technical Community College consists of six members elected from the district at large. Members are elected for terms of six years each, with two members being elected in each even numbered year: J. Howard Fisk, President; Dr. Maryellen Stratmann, Vice-President; Don Clinkenbeard, Treasurer; Jackie McKinsey, Secretary; Larry Snyder, Member and Jeff Layman, Member

OTC Career Center - 447-8125 - ICE 129
Career Center Counseling & Assessment - 447-6983 - ICE 116

Jackie Jenkins, Director 447-8122
Susan Blakey, Assistant Director of Career Center Programs and Assessment 447-8123
Piper Wilson, Coordinator of Career Center Programs 447-6977
Alan Tillery, Secondary Counselor 447-6976
TBA, Secondary Counselor 447-6975
Lisa Beebe, Secretary to Director 447-8120
Annette Warren, Secretary & Attendance 447-8125
Jane Harmon, Technical Division Instructional Aide/Secretary for Tech Prep 447-8126
Andrea Twyford, Counseling & Assessment Secretary 447-6983
Victoria Ramey, Counseling & Assessment Technician 447-6978
Amy Thomas, Counselor, Disability Support Services (ICE 127) 447-8190
Michele Charlebois-Didreckson, MCCE - Career Education Coordinator 447-6970
Cindy Phillips, Technical Education Program Coordinator 447-8121

OTC Switchboard/General Information	447-7500
Speckman Tutoring & Learning Center - ICE 212	447-8166
Safety and Security - IC 208	447-6911

Participating Schools Districts

Ash Grove R-IV	Nixa R-II
Bolivar R-I	Pleasant Hope R-VI
Clever R-V	Republic R-III
Everton R-III	Sparta R-III
Fair Grove R-X	Springfield R-XII
Fordland R-III	Strafford R-VI
Logan-Rogersville R-VIII	Walnut Grove R-V
Marion C. Early R-V	Willard R-II

TABLE OF CONTENTS

SECTION ONE: SCHOOL ADMINISTRATION	Page	SECTION SIX: STUDENT GUIDELINES	Page
A. ORGANIZATION	1	A. TEXTBOOKS, SUPPLIES, MACHINERY	12
B. OUR FOCUS	1	B. LAB/SHOP CONDUCT	12
C. STUDENT RIGHTS/RESPONSIBILITIES	1	C. PROTECTIVE CLOTHING	12
D. DAILY SCHEDULE	2	D. TELEPHONE CALLS & CELL PHONE USE	12
E. STUDENT FEDERAL PRIVACY ACT	2	E. ONLINE SOCIAL NETWORKS	13
F. SEXUAL HARASSMENT	2	F. CAREER & TECHNICAL STUDENT ORGANIZATIONS	13
G. STUDENT HEALTH AND SAFETY	3		
H. ACCIDENT INSURANCE	4	SECTION SEVEN: STUDENT DISCIPLINE AND STANDARDS OF CONDUCT	
I. LAW ENFORCEMENT	5	A. GENERAL PROVISIONS	13
J. STUDENT TRANSPORTATION	5	B. DISCIPLINARY PROCEDURES	15
K. STUDENT I.D.	5	C. APPEAL PROCEDURES	17
L. TRAFFIC AND PARKING REGULATIONS	6	D. STUDENT STANDARDS OF CONDUCT	18
		D.1. DRESS AND GROOMING	18
SECTION TWO: ADMISSIONS/WITHDRAWAL & APPLICATION PROCESS FOR SECOND YEAR		D.2. PUBLIC DISPLAY OF AFFECTION	18
A. ADMISSIONS/WITHDRAWAL PROCESS	6	D.3. PROPER USE OF COMPUTER TECHNOLOGY	18
B. APPLICATION TO RETURN FOR SECOND YEAR	6	D.4. SOLICITING ON SCHOOL GROUNDS	19
		D.5. INSUBORDINATION	19
SECTION THREE: ATTENDANCE		D.6. TOBACCO-FREE POLICY	19
A. GENERAL PROCEDURES	7	D.7. DISRUPTIVE BEHAVIOR	19
B. ATTENDANCE REQUIREMENT WHEN HOME SCHOOL IS NOT IN SESSION	7	D.8. ABUSIVE LANGUAGE AND DEFIANT BEHAVIOR	19
C. OTC INCLEMENT WEATHER POLICY	8	D.9. VANDALISM	19
D. EARLY DISMISSAL/LATE ARRIVAL	8	D.10.FIGHTING & VERBAL OR PHYSICAL ABUSE	20
E. FIELD TRIPS	8	D.11.HARASSMENT/INTIMIDATION/BULLYING	20
		D.12.THEFT OR EXTORTION	20
SECTION FOUR: INSTRUCTIONAL PROCESS & GRADES		D.13. DRUG-FREE POLICY	20
A. HIGH SCHOOL ELECTIVE CREDIT & COLLEGE CREDIT	9	D.14.UNAUTHORIZED PRESENCE ON SCHOOL GROUNDS	20
B. COMPUTER USE EXPECTATIONS	9	D.15.TARDY (Late Arrival)	20
C. PROGRESS REPORTS	9	D.16.SAFETY	20
D. GRADE REPORTING	9	D.17.LEAVING SCHOOL WITHOUT NOTIFICATION	21
E. GRADING SYSTEM	9	D.18.FAILURE TO BE IN ASSIGNED AREA	21
F. WITHDRAWING FROM OTC CAREER CENTER	10	SECTION EIGHT: ACADEMIC INTEGRITY	
G. COURSE GRADE APPEAL PROCEDURE	10	A. GUIDELINES FOR ACADEMIC INTEGRITY	21
		B. VIOLATIONS OF ACADEMIC INTEGRITY	21
SECTION FIVE: STUDENT SUPPORT SERVICES			
A. CAREER CENTER COUNSELING & ASSESSMENT	10		
B. DISABILITY SUPPORT SERVICES	10		
C. SPECKMAN TUTORING & LEARNING CENTER	11		
D. WRITING/SPEECH CENTER	11		
E. CAREER EMPLOYMENT SERVICES	11		
F. BREAKING TRADITIONS	11		

SECTION ONE: SCHOOL ADMINISTRATION

A. ORGANIZATION

Ozarks Technical Community College (OTC) was designated in 1990 by the Missouri Department of Elementary and Secondary Education as the area vocational-technical school for school districts in Greene and surrounding counties. By virtue of this designation, high school juniors and seniors are eligible for enrollment in technically-oriented, career preparatory programs offered at Ozarks Technical Community College. (A list of specific school districts is contained in the preface.) The OTC Career Center office concentrates on providing support to you, as a student, to help you succeed in a college environment.

The technical programs are offered to high school juniors and seniors on the Ozarks Technical Community College campus. Because of this, OTC Career Center is the name commonly used to reference the high school technical program and is considered an integral part of Ozarks Technical Community College. Ozarks Technical Community College has a Board of Trustees that serves as the governing body for college and Career Center programs.

Students enrolled in OTC Career Center programs have access to the equipment and materials utilized in the post-secondary (college) programs. High school students earn college credit while at Ozarks Technical Community College; therefore, jumpstarting their college program.

B. OUR FOCUS

Opportunities are offered to students who wish to acquire entry-level technical skills for immediate employment out of high school, advanced placement into post-secondary technical associate degree programs, or a technical foundation for a baccalaureate degree program. To this end, OTC strives to set standards that ensure students are best equipped to handle the technical content of their chosen field of study, experience success, and acquire skills to a level maximizing their abilities. **Students are enrolled and tuition is paid by the student's home high school; as well as, transportation is provided by the home high school.** *Textbooks are provided at no cost to the student and are returned to the instructor at the end of each semester or earlier if a student withdraws from a program. Students will be invoiced for textbooks or materials that are damaged or are not returned to their instructor(s).*

Ozarks Technical Community College instructors have had extensive experience in the field they are teaching and will create a classroom and lab atmosphere that will promote safety and success in that field.

C. STUDENT RIGHTS/RESPONSIBILITIES

Each Ozarks Technical Community College student's conduct should be in such a manner as to uphold the good name of the college and fellow students by full recognition of responsibilities

under the law and the moral and social standards of the community, state, and nation. Students are responsible for knowledge of the college rules and regulations as set forth in the Student Handbook.

D. DAILY SCHEDULE

Students attend one of two instructional block periods scheduled each Monday through Friday. The morning period begins at 8:00 a.m. and ends at 10:30 a.m. The afternoon period is scheduled from 12:20 p.m. and ends at 2:50 p.m. OTC Career Center office hours are from 7:30 a.m. to 4:30 p.m. week days, except holidays or when the college is closed. A course syllabus will be given to each student by their instructor and will include the instructor's classroom policies, attendance standard, conference hours, office phone number and/or e-mail address.

E. STUDENT FEDERAL PRIVACY ACT

Parents/guardians who are interested in touring our campus or meeting with OTC Career Center staff should contact the office to schedule a visit. Parent involvement is encouraged. **It is the responsibility of the legal guardian to inform the school when changes occur with respect to legal custody of a student.**

Ozarks Technical Community College complies with standards set forth by federal privacy acts. This means that once a student registers for courses, OTC personnel can no longer communicate with parents/guardians unless the OTC Career Center office has a student signed waiver or proof of dependency is on file.

F. SEXUAL HARASSMENT

Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Examples of sexual harassment include requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student when:

1. submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment.

The offended individual should contact the OTC Career Center Assistant Director of Programs and Assessment to be referred to the college designated appointed Sexual Harassment Officers, Ramona George and Dr. Loren Lundstrom.

G. STUDENT HEALTH AND SAFETY

Ozarks Technical Community College believes in providing learning experiences in laboratory settings that closely emulate the settings found in a professional field, business or industry. Because every industry has some degree of occupational hazard associated with it, students may be exposed to conditions that present potential dangers if appropriate safety procedures are not observed. Student safety is of paramount concern; therefore, students are required to demonstrate appropriate knowledge and safe operating procedures before being allowed to perform tasks in a laboratory setting.

G.1. Safety Glasses

The OTC Career Center provides safety glasses to students participating in lab learning situations. Students may opt to purchase their own pair of safety glasses. The safety glasses are to be worn in all appropriate work areas for the safety and protection of the student. *The student will be responsible for the glasses and the cost of replacement for glasses that are lost. Damaged glasses can be returned to the OTC Career Center office for a replacement pair at no cost.* **Students will not be allowed to participate and course grade will be affected if proper safety practices are not followed.** Students who repeatedly violate the mandatory safety glasses requirement will be subject to disciplinary action, which could include dismissal from the OTC Career Center.

G.2. Laboratory Equipment and Clinical Care Consent

The OTC Career Center student enrollment form provides for parent/guardian consent to operate hand and power tools, as well as operate and maintain machinery. The signature also gives consent for OTC employees to seek medical assistance for medical emergency treatment. Students will be required to return the form **prior to participation in any laboratory work.**

G.3. Medical/Accident/Emergency Treatment

Students report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the office of the Director of OTC Career Center. **Students who are ill must report to the OTC Career Center office before leaving campus.**

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, for the student's health and well-being an ambulance will be summoned.

Every attempt will be made to notify the parent/guardian or emergency contact given on the student enrollment form which shall be on file in the office of the Director of the OTC Career Center. If the parent or guardian cannot be reached, the hospital or physician named on the medical history card will be contacted. The parent/guardian will be legally responsible for the cost of any medical service or care provided.

G.4. Dispensing Medication

Ozarks Technical Community College cannot dispense any medication (including aspirin) to any student.

G.5. Emergency Medical Information

In the event of a medical emergency, it is important to know any medical conditions a student may have such as diabetes, seizure disorders, allergies, etc. Please make the OTC Career Center office aware of information important to a student's health and safety by completing and returning the Student Enrollment Form.

G.6. Emergency/Crisis Plans

Instructions informing students of the procedure for emergency evacuation of the building are posted by the door of each classroom. Students will follow the emergency instructions given by his/her instructor. Crisis guides are posted in each facility giving quick reference procedures for each emergency, location of first aid kits and spill kits.

G.7. Emergency Notification System

A messaging system is in place to alert students and staff of college emergencies and closings. Participation in this system is voluntary but is strongly recommended. Your cell phone must be able to accept text messages or receive mobile alerts. If your phone does not accept text messages you can still receive the alerts via email. To sign up go to "MyOTC" and click on the "Emergency Notification" tab. To complete the sign up process you must reply to the text message or email. OTC will not send spam or advertising through this system.

G.7. Safety & Attire

Proper clothing offers protection to students in a laboratory/shop environment. Before being allowed into a laboratory/shop environment, students will be required to wear appropriate attire, including shoes, coveralls, aprons, smocks, and other apparel determined necessary for safety by their instructor. The instructor's syllabus will detail the appropriate dress/attire for their classroom/lab.

H. ACCIDENT INSURANCE

It is important that parents/guardians consider carrying an accidental or medical policy on their students while enrolled in programs at Ozarks Technical Community College that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, machinery, and contagious disease in a medical setting. **MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN**

I. LAW ENFORCEMENT

Ozarks Technical Community College provides trained and experienced security officers with up-to-date communications equipment for the protection of the students. They will provide information and assistance in emergencies. Students are encouraged to seek their help whenever necessary. A security officer may be reached by calling 447-6911. When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, a designated Ozarks Technical Community College official will be present and the interview will be conducted in private.

J. STUDENT TRANSPORTATION

Transporting students to and from Ozarks Technical Community College is the responsibility of each sending school district with the exception of Fire Science Technology students and second year Health Science students who will travel to and from Ozarks Technical Community College and lab/clinical sites by personal method of transportation. **STUDENTS ARE ENCOURAGED TO UTILIZE THE SCHOOLS DISTRICT'S TRANSPORTATION (SCHOOL BUSES) THAT IS PROVIDED BY EACH SENDING SCHOOL.** Authority and control of student group transportation in school buses are vested in the licensed driver. The driver is an appointed member of the high school staff and has the same authority and responsibility for safety and conduct as is given to the classroom teacher. It is important that both students and parents understand this basic statement. The driver is responsible to the school administration for seeing that safety regulations are enforced.

K. STUDENT I.D.

The OTC SmartCard is the official OTC student ID and is mandatory for every OTC student. Student ID cards are necessary for students to make use of services such as the Tutoring and Learning Center as well as use of open computer labs and other Ozarks Technical Community College facilities. *While the SmartCard resembles a credit card, it is NOT a credit card.* All ID cards are the property of Higher One, Inc., (the college's third party vendor). Students may register for the OTC ID card at the OTC Bookstore. For a student to obtain an OTC ID card they must present a **valid government issued picture ID** (an unexpired driver's license or state ID from Dept of Motor Vehicles, U.S. unexpired Passport, or unexpired bank-issued credit or debit card with photo). You will receive your OTC SmartCard (ID) by mail at your primary address on file with OTC. While the first ID card is issued at no cost to the student, a fee is required for replacement of the card if it is lost or stolen. All lost or stolen cards must be reported to Student Services immediately.

L. TRAFFIC AND PARKING REGULATIONS

L. 1. Campus Traffic Regulations

All operators of motor vehicles are subject to college traffic regulations while on campus. Drivers must be in possession of their valid operator's licenses at all times.

All vehicular accidents must be reported promptly to the Security Office. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not an excuse for violation of parking regulations.

L.2. Violations of Traffic Regulations

Ozarks Technical Community College parking fines are **\$15.00 per violation**. For failure to comply with a lawful directive of any one charged with the responsibility of enforcement of the Traffic Regulations, and failure to pay parking fines owed, the following penalties may be imposed:

- college may prohibit a student from enrolling for classes for the next term.
- college may withhold official transcripts.
- college may revoke driving privileges of the offender.

SECTION TWO: ADMISSIONS/WITHDRAWAL & APPLICATION PROCESS

A. ADMISSIONS/WITHDRAWAL PROCESS

Currently admitted students are considered to be enrolled for the entire year, pending student performance. Voluntarily, students cannot withdraw from one course only. Students wishing to enroll at semester term may do so only with the consent of the Assistant Director of Career Center Programs and Assessment and program instructor. It is understood that there are times when it becomes necessary for students to withdrawal from programs or to change to other programs. Program changes must be made at the start of each semester. Students must consult with their high school counselor and the Assistant Director of Career Center Programs and Assessment regarding program changes.

B. APPLICATION PROCESS TO RETURN FOR SECOND YEAR

Current OTC Career Center students who would like to attend a second year must complete paperwork indicating their desire and preferred program choice. Enrollment is not guaranteed and is based upon the student's past performance, attendance, and recommendation of OTC Career Center administration, instructors and the high school counselor.

SECTION THREE: ATTENDANCE

A. GENERAL PROCEDURES

Ozarks Technical Community College believes that regular attendance in school is vitally important. Student participation often factors into a student's grade, attainment of a technical competency, and total growth.

A.1. Attendance Standard/Administrative Withdrawal

Ozarks Technical Community College sets high standards. Regular attendance is a very important part of the instructional process. **It is the policy of Ozarks Technical Community College that a student may be administratively withdrawn for a course due to lack of attendance in seated classes or nonparticipation in online classes. The number of days and number of weeks a student is allowed to miss is dependent on how often the class meets during a semester. Generally speaking, a student's total absence cannot exceed 20% of the total semester class time.**

Absences will be considered justified and excusable only in cases of emergencies, serious illness, or death in the immediate family.

The Career Center will do its best to monitor student attendance regularly, but the ultimate responsibility is placed with the student being aware of the number of absences they have in each class.

A.2. Attendance Record Report

Due to the importance of regular attendance and the possibility of reduction in course grade, students need to monitor their attendance. The student should contact their course instructor or OTC Career Center office and request a copy of their attendance record throughout the school year. Absences are reported daily to the student's sending school. Parents also have the option of requesting the attendance record provided student consent or proof of dependency is on record in the OTC Career Center office.

B. ATTENDANCE REQUIREMENT WHEN HOME SCHOOL IS NOT IN SESSION

Because of the number of sending school districts, it is quite possible that school calendar dates of the home school will not always be the same as those of OTC Career Center. Students are expected to be in attendance each day classes are in session at Ozarks Technical Community College. School districts will provide bus transportation to campus on days that your school may not be in session. The **exception to this policy** would be when a student's home sending school is not in session due to inclement weather. **OTC Career Center does not require that a student be in attendance when their home school is dismissed due to severe weather; furthermore, OTC Career Center does not encourage students driving on their own in**

hazardous weather conditions to attend OTC Career Center when their home sending school is not in session due to inclement weather.

C. OTC INCLEMENT WEATHER POLICY

In the event the college must close or classes be cancelled due to inclement weather, a notice will be placed on the OTC website and all local radio and TV stations will be notified. Additionally, a system has been implemented which notifies via text message all students who provide a cell phone number. Refer to the Student Health and Safety section of this handbook for direction on how to sign up for the text alerts.

D. EARLY DISMISSAL/LATE ARRIVAL

Instructor permission is necessary for a student to leave class. If it is necessary to leave, the student will be required to report directly to the OTC Career Center office (located in ICE 129) before class starts for final approval. Students who must leave campus must have a parent/guardian CALL the attendance office at 447-8125 so that the student can be given a pass to leave. If a note is provided, the OTC Career Center office will call a parent/guardian and/or home school to verify the early dismissal. All OTC Career Center students must report through the OTC Career Center office any time they are tardy or leave campus.

E. FIELD TRIPS

OTC Career Center recognizes that instruction can take place outside of the typical classroom and lab areas. On this premise, faculty is encouraged to pursue instructional activities through first-hand experiences that relate directly to the respective subject area. Once the field trip request is approved by the Career Center Director, the Career Center office will arrange transportation. Transportation will either be by school bus or rental vans through a local transportation provider. For safety reasons, OTC Career Center students must use the transportation provided by Ozarks Technical Community College. For students seeking to drive their own vehicle, the student should seek permission from his/her high school administration.

Students are under the supervision of the instructor(s) or other Ozarks Technical Community College representative. OTC Career Center rules and regulations apply while on a field trip. For one-day field trips, signatures from parent and high school principal are not required.

In order for students to participate in overnight field trips, the students must meet academic guidelines set forth by the OTC Career Center. Instructor(s) will provide Career Center students with an Activity Participation Form in which signatures are required from OTC instructor, student, parent, and high school principal or principal's designee.

SECTION FOUR: INSTRUCTIONAL PROCESS AND GRADES

A. HIGH SCHOOL ELECTIVE CREDIT AND COLLEGE CREDIT

Enrollment in the OTC Career Center technical programs constitutes registration into college level classes. When students attend OTC Career Center they may work toward an Associate of Applied Science Degree or a Certificate after completing the required courses. Students are typically enrolled in two or three **college-level** classes each semester.

B. COMPUTER USE EXPECTATIONS FOR SEATED COURSES

In today's computer based society, it is imperative that students develop computer based skills. Therefore, Ozarks Technical Community College students will be expected to use online technology to assist them in the learning process. At a minimum, students will be expected to log on to the online learning platform (i.e. Blackboard) where the course syllabus and faculty information are located. In addition, they may be expected to utilize further online technology as required by the instructor.

C. PROGRESS REPORTS

Students and high school counselors will be notified with a progress report at mid-quarter if a student has a "D" or "F". For students enrolled in an 8-week block course, the progress report will be after the first four weeks of the semester. If there are questions regarding grades, contact the instructor via the Ozarks Technical Community College switchboard at 447-7500, or the Assistant Director of Career Center Programs and Assessment of Career Center.

D. GRADE REPORTING

Grades will be issued to the high school four times each school year. These grades will represent quarterly grades at the high school level. The grades received in the classes will be sent to the high school as elective credit and college credits posted to the student's Ozarks Technical Community College transcript. Students can access grades by going to www.my.otc.edu. *Steps to access MyOTC and OTC email account can be found in the back of this handbook.*

E. GRADING SYSTEM

Final grades are issued for each student at the end of each semester or when an eight week block class has ended. Students enrolled in credit courses will be graded by the letter grade system and assigned a grade point average (GPA) for each semester. Refer to your instructor's syllabus for grading criteria.

F. WITHDRAWING FROM OTC CAREER CENTER

If a student withdraws from OTC Career Center, it is his/her responsibility to return textbooks and any items loaned by the instructor. **Students must do this prior to withdrawing so the office will be able to complete and forward official records and transcripts. If a textbook or supply is not returned, a bill will be mailed to the student's home address. An encumbrance will be placed on the student's account until the bill has been paid in full.**

Official withdraw from OTC Career Center will be communicated with the student's high school counselor. Officially withdrawing from classes during the first five days of the term will not show on the student's transcript. A grade of "W" will be recorded for classes officially withdrawn from the 2nd through the 12th week of the term.

G. COURSE GRADE APPEAL PROCEDURE

In appeals related to final grades, it shall be the responsibility of the student to prove that the grade is incorrect or unjustified. A grade of "F" received due to improper course withdrawal is not subject to this procedure. Every reasonable effort should be made by both parties (i.e. student and instructor) to resolve the matter through informal discussion.

The Course Grade Appeal process is described in detail in the Ozarks Technical Community College Student Handbook available online. For questions or guidance on the process, please speak to the Assistant Director of Career Center Programs and Assessment.

SECTION FIVE: STUDENT SUPPORT SERVICES

A. OTC CAREER CENTER COUNSELING AND ASSESSMENT

The staff of Career Center Counseling and Assessment is committed to assist prospective and currently enrolled OTC Career Center students. Through numerous supportive services, currently enrolled students receive assistance with academic and attendance concerns, personal growth and development issues, and career decision making. Prospective students, referred by a high school counselor, are eligible to receive free career assessment and career planning services. Call 447-6983 or visit the office which is located in Information Commons East, Suite 116, for additional information.

B. DISABILITY SUPPORT SERVICES

Students with disabilities covered by the Americans with Disability Act should contact Disability Support Services (DSS) to arrange accommodation services or other assistance. Requests for accommodation must be supported by documentation. Services provided may include extended time for tests, exams read aloud, textbooks in alternative format, and the

opportunity to tape record lectures, student note takers, sign language interpreters, and readers. DSS may be contacted by telephone at 447-8188 or TDD at 447-8195.

C. SPECKMAN TUTORING AND LEARNING CENTER (TLC)

Speckman TLC is a learning resource center whose staff is dedicated to empowering students to achieve success. The lab offers a variety of academic support services including: tutoring, computer assistance, self-paced basic skills courses and seminars. Math and computer tutoring are available any time the TLC is open. Students may make appointments to work with instructors who specialize in reading, writing, math, and study strategies. TLC services are available in ICE 212 to Ozarks Technical Community College students without charge. For additional information on TLC, call 447-8185.

D. WRITING AND SPEECH CENTER

The Writing Center and Speech Center are currently located in IC 200. Students can get assistance in any aspect of a written project: picking a topic, prewriting, organizing, editing, and revising. Call 447-8825 for assistance.

E. CAREER EMPLOYMENT SERVICES

Employment services are available to students currently enrolled at Ozarks Technical Community College and graduates from the Ozarks Technical Community College programs.

Career Employment Services staff is available to assist students with job searches and pre-employment resources and strategies such as preparing for a successful job interview, writing resumes and cover letters, and researching occupations. The Career Employment Services office, along with a resource room, is located on the second floor of the Information Commons West. For additional information, call 447-6964.

F. BREAKING TRADITIONS

The Breaking Traditions program is funded by the Department of Elementary and Secondary Education to assist single parents, displaced homemakers, and nontraditional (based on gender) career seekers in planning careers that offer more job security, higher pay, and employment success. Career counseling, assessment, educational advisement, and other support services are provided. For nontraditional career seekers, contact the Career Education Coordinator, Breaking Traditions, located in ICE116 or call 447-6970.

SECTION SIX: STUDENT GUIDELINES

A. TEXTBOOKS, SUPPLIES, MACHINERY AND HAND TOOL USAGE

Textbooks and most instructional supplies will be provided by OTC Career Center. Everything checked out to the student **must be returned to the instructor at the end of each semester or upon withdrawal from the OTC Career Center**. Prior to taking the final test in each class, this material must be returned to the instructor or arrangements made in the OTC Career Center office for payment. **Students will be held responsible for lost or damaged articles and will not be allowed to register for classes at OTC.**

B. LAB/SHOP CONDUCT

For reasons of safety, student conduct procedures have been established by instructors for laboratories and shops. Inattentiveness to established procedures, “horseplay” or willful misconduct or neglect in a laboratory setting or shop is disruptive, demonstrates a lack of professionalism, and can lead to accidents. *Misconduct in a lab or shop is a serious offense and will not be tolerated.*

Students should come to class/lab area prepared to work with all necessary materials (textbooks, supplies, safety gear, etc). Students who are not prepared for class will see a reduction in their course grade, and will not likely return to OTC Career Center for the next semester or school year.

C. PROTECTIVE CLOTHING

Instructors will identify for students in their course syllabus the required clothing for their laboratory or shop environment. Failure on a student’s part to have the proper protective clothing or uniform will result in the student not being allowed to participate in the day’s lab exercise, and likely a reduction in the student’s grade.

D. TELEPHONE CALLS AND CELL PHONE USE

In the event of an emergency, parents may contact a student by calling the OTC Career Center office, 447-8125. However, only in the case of an emergency will a student be called out of class or be given a message. Students should not use cell phones, including sending or reading text messages while in class and labs. Cell phones should have the ring feature turned off to avoid disturbing others. Instructors will address any cell phone misuse. However, if a student does not respond to the efforts of the teacher, it may become necessary to be referred for disciplinary action.

E. ONLINE SOCIAL NETWORKS

Online social networks such as Facebook and Twitter are great innovations and offer students the opportunity to interact with and learn more about an extraordinary array of people. If used in the appropriate manner these online networks take advantage of the Internet as never before. You need to take great responsibility in what you post. No one is going to limit those people authorized to use the Internet from seeing what you post online. In other words, you have absolutely no expectation of privacy. With no expectation of privacy must come the understanding you could expose yourself to someone who may not have the same values, assumptions about appropriate behavior, or that may put yourself at risk as a victim of criminal behavior. You must also be concerned about the privacy of others. Be careful that you do not post anything that could be considered defamatory, libelous, or violate any codes of conduct contained in this handbook.

F. CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Students are able to showcase their skills and develop leadership qualities through Career Technical Student Organizations (CTSOs). Since participation in CTSOs is a privilege, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. CTSOs available for OTC Career Center students include: *AYES and SkillsUSA*.

OTC Career Center will make all possible efforts to recognize CTSO students and their accomplishments at their home school's awards/graduation ceremonies. These honors and awards are important personal recognitions and are recognized by employers as evidence of work readiness.

SECTION SEVEN: STUDENT DISCIPLINE AND STANDARDS OF CONDUCT

A. GENERAL PROVISIONS

Section 5.15 of the Ozarks Technical Community College Policies and Procedures Manual specifies standards of student conduct and describes the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.

This code contains regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process. It also contains a description of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

The basic standard of behavior requires a student to comply with, observe, and obey state and/or federal laws; the policies, rules, and regulations of the college; and orders of the

President, faculty, administrators, and staff of the institution who are charged with the administration of institutional affairs. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. He/she is expected to obey the civil statutes of the state of Missouri and the federal government, and the Board of Trustees' rules and regulations. He/she may be penalized by the college for violating its standards of conduct even though punished by state or federal authorities for the same act.

The college expects all students to obey the law, to show respect for properly constituted authority, to maintain integrity and high standards of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. In short, a student enrolled in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution.

The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and to support the mission of the college. Such action may include taking disciplinary action as outlined in this Code against students whose behavior off-campus poses a potential danger to others, to self or would otherwise disrupt the campus environment or adversely affect the college.

Administrative rules established by the Office of the OTC Career Center are written to govern the conduct of sending high school students consistent with, and not to supersede, those established by the Board of Trustees.

A student's conduct which infringes on the rights of others, impedes the ability of a faculty member to conduct instruction, results in theft or willful damage of Ozarks Technical Community College property, or threatens the physical safety of student, faculty, or administrative staff will not be tolerated. Students can expect an immediate suspension up to ten days with a possible recommendation for withdrawal from classes at Ozarks Technical Community College for offenses falling within this category. Due process will be afforded. A hearing will be conducted to determine if conditions warrant the return of the student.

The following acts of misconduct fall within this category:

1. Acts of school violence inflicted upon another person while on school property, including a school bus in service on behalf of the district, or while participating in school activities as defined in subsection 2 of section 160.261 RSMo to include, but not limited to:
 - first or second degree assault
 - first degree robbery
 - distribution of drugs
 - first degree arson
 - sexual assault
 - first or second degree burglary

- first degree property damage
- weapon possession*
- harassment
- stalking

2. Any actions, in whatever form, which constitute a danger or threat to the life or physical safety of a person
3. Assault or threatening behavior toward school personnel

*A weapon shall be defined as any firearm, a blackjack, an explosive weapon, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife. Generally, a weapon will be defined as any object used or which could be used with the intent to harm. In addition to items listed above, this could include razors, ice picks, pellet-type guns, ammunition, imitation guns, mace, tear gas, or other devices which by their nature or use can cause or are intended to cause injury or intimidation to person or property.

Weapons are not allowed at Ozarks Technical Community College. The following policy, 4.02(t), was established by the Board of Trustees on December 8, 2003:

With the exception of licensed law enforcement officers, all persons including those licensed to carry weapons, concealed or not, are prohibited from possessing at any time a handgun, firearm, knife (blade length exceeding two-and-a-half inches) or other weapon, concealed or visible, on property or in a vehicle owned, leased, or used by the college for classes or activities.

B. DISCIPLINARY PROCEDURES

The following are some of the consequences used to reinforce school rules and regulations. Consequence for the disciplinary action will be administered in a professional manner based on frequency and flagrancy of the student's behavior. A student should expect more severe consequences for repeated or serious violations.

Types of Consequences:

1. administrative conference
2. parental notification (provided student consent or proof of dependency is on record in the OTC Career Center office)
3. suspension or restrictions from activities or privileges
4. restitution
5. confiscation of property
6. loss of course grade or credit
7. notification of Director of Security and/or appropriate law enforcement agency
8. academic or disciplinary probation
9. withdrawal from the OTC Career Center

B.1. Disciplinary Probation

Students may be placed on probation by the Director of the OTC Career Center, or Director's designee, at the time of admission or during the school year for failure to meet disciplinary standards.

Referrals by the instructor, safety and security, and other staff to the Director or Assistant Director of Career Center Programs and Assessment would begin the probationary process. The first referral serves as a notice of need for the student to modify behavior. Upon the second referral, a probationary period begins. However, a serious offense could result in immediate probation or even suspension. In the case of a special education student, the IEP team will be notified and will meet, if necessary.

1. The duration of probationary status is at the discretion of the Director or Assistant Director of Career Center Programs and Assessment. The stipulation of the probation will be outlined in communication with the student, the parent (provided student consent or proof of dependency is on record in the OTC Career Center office) and the home school.
2. Failure to improve during probation would require parent/guardian and student to confer with school officials as to circumstances and/or could result in ISS, OSS, or dismissal from OTC during the current school year and rejection of subsequent school-year enrollment.

B.2. In-School Suspension (ISS)

Students who are placed in in-school suspension (ISS) from their home school, will be eligible to attend OTC during their time of ISS suspension.

B.3. Out- of- School Suspension (OSS)

Any student in out-of school-suspension (OSS) from their home school is **automatically** suspended (counted absent) from OTC Career Center.

OTC Career Center Suspension Procedure Policy:

1. When OTC Career Center administration receives information that a student has allegedly violated a Board policy, college procedure, or administrative rule, the Career Center administration or designee, shall investigate the alleged violation.
2. The OTC Career Center administration or designee will investigate the alleged violation(s), and conduct a conference with the student to discuss the alleged violation(s). All students are entitled to due process. This means that students will have knowledge of the charges against them and will have the opportunity to present their version of the incident to the appropriate college official.

3. Following the conference, OTC Career Center administration or college official may dismiss the allegations, or if indeed a violation of policy exists, the OTC Career Center office will notify the student's high school administration regarding the rule violation(s). A recommendation regarding length of suspension from OTC Career Center will be made to the high school administration. During the time of suspension, the student will remain at his/her high school for the entire day(s) and will not be allowed on the college campus. Students who receive OSS from OTC will not be allowed to make up any work, including quizzes and tests, while in OSS. In extreme cases, as noted at the beginning of Section Seven of this handbook, OTC Career Center administration will recommend immediate dismissal from OTC Career Center.

Parent/guardian will also be contacted provided student consent or proof of dependency is on record in the OTC Career Center office.

OTC Career Center administration will prepare a written letter or communication of disposition including the effective date of the action and provide a copy to all parties involved.

4. Upon return to OTC, the student will likely be placed on a disciplinary contract for the remainder of the school year.

C. APPEAL PROCEDURES

The student may appeal the OTC Career Center OSS within five days of initial communication by requesting, in writing, a hearing before the Student Grievance committee. The written communication should be sent to the Director of the OTC Career Center. Any violation occurring during the appeal process may result in a change of status of the student. If the student chooses not to appeal or does not request an appeal by the appropriate date, the OSS will stand.

Student Grievance Committee Hearing: Upon timely notice of appeal by the student, in writing, to the Director of the OTC Career Center, a hearing will be held before the Student Grievance Committee. Members of the Student Grievance Committee will be appointed by the college President or his/her designee. The student will be given reasonable notice of the date, time and place of the hearing. The chair of the committee, appointed by the college President or his/her designee, will preside over the hearing. The hearing will be conducted in accordance with due process and pursuant to rules and procedures adopted by the committee. Proceedings will be closed to all but members of the committee, the student, the Associate Vice President or his/her designee, their advisors, and pertinent witnesses. The student may request an open hearing. The student, Associate Vice President or his/her designee, and committee may have an advisor present. The student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak or to participate directly in the hearing. Following the hearing, through consensus, the committee will provide recommendation to the President on actions to be considered. The chairperson of the committee shall prepare a record of the hearing which shall include a copy of the

notice of the hearing, all documentary and tangible evidence, a summary or transcript of all testimonial evidence, copies of written motions, pleas, and any other material considered by the committee, and the committee recommendations. The President will hold final ruling on all grievances.

D. STUDENT STANDARDS OF CONDUCT

D.1. Dress and Grooming

Students are expected to comply with all dress code regulations of their respective schools. Students are expected to change into appropriate attire while working in their specific classes. The instructor will inform the students what constitutes appropriate attire for their program. This clothing shall be laundered frequently to maintain a professional personal appearance. Grooming must be in good taste at all times.

Students' dress and appearance guidelines are based on accepted standards in the field in which the student is training to enter; therefore, departures from instructor guidelines will not be allowed in classes requiring specific attire.

1. Students are not to take off their shirts while working
2. Appropriate shoes must be worn at all times
3. Shorts are not appropriate attire in some areas
4. Any clothing that creates a disturbance will not be allowed

The preceding standards assist our students when they seek employment and are also a part of the positive image of OTC Career Center.

D.2. Public Display of Affection

Inappropriate display of affection, such as kissing and similar conduct, may be offensive to other people and is, therefore, not acceptable at school. All students are expected to refrain from this kind of behavior. Students who do not comply with this regulation shall be subject to disciplinary action.

D.3. Proper Use of Computer Technology

Printed matter, books, pictures, or objects which may be considered inappropriate, objectionable, or disruptive are not allowed at school. Students found with such items at school will turn them in to the OTC Career Center office and the students involved shall be subject to disciplinary action. Furthermore, Ozarks Technical Community College computer use agreement is based on common sense, common decency and civility. The use of the computer is a privilege and assumes responsible, ethical, and legal conduct by the user. Any fraudulent use of college owned computers will result in appropriate disciplinary action and flagrant cases can result in dismissal from the OTC Career Center.

D.4. Soliciting on School Grounds

No person shall solicit, distribute, sell or purchase any article or service to any pupil or employee while upon the property of the school. Along the same lines, students are not to bring large amounts of candy or gum to school for the purpose of selling without the sanction and permission of an official school club or group. Depending upon the nature of the situation, students who violate this regulation shall be subject to disciplinary action.

D.5. Insubordination

All students who attend OTC Career Center are expected to recognize the importance of cooperation with all officials/employees of the institution. Any student who refuses through verbal or other action to immediately comply with any legitimate request of an instructor or administrator is subject to suspension.

D.6. Tobacco-Free Policy

In December, 1999 the OTC Board of Trustees passed a Tobacco-Free Campus policy which became effective August 1, 2003. The Tobacco-Free Campus policy prohibits use of all forms of tobacco on any OTC property including all buildings, grounds, sidewalks and streets within the campus property. Smoking has always been prohibited inside OTC buildings. OTC Career Center students cited for tobacco use will immediately cease use and be subject to a fine by Ozarks Technical Community College Safety and Security staff. Students in possession of tobacco products will relinquish possession of said products to OTC faculty, security or administration upon request, and students can be fined or perform community service. The student's high school will be contacted for any smoking or tobacco violation.

D.7. Disruptive Behavior

Disruptions should not occur in the classroom due to students who choose to be off task. In the event such disruptions happen, teachers often deal with them in the confines of the classroom. However, if a student does not respond to the efforts of the teacher, it may become necessary to enlist the help of the parent/guardian (provided student consent or proof of dependency is on record in the OTC Career Center office) and refer the student for disciplinary measures. The student's high school principal or assistant principal is also contacted.

D.8. Abusive Language and Defiant Behavior

All students have a right to attend school without having to hear profane and/or threatening language. Obscenities and/or name calling do not show respect for the rights of others. Students showing this type of behavior are subject to disciplinary action.

D.9. Vandalism

Taxpayers have provided the necessary equipment and facilities so that students may have an opportunity to obtain an education. It is important that all students utilize the equipment and facilities in the proper manner. Damage or destruction of school property shall be looked upon as a serious matter. Any student who is found to have willfully damaged or destroyed school

property shall be required to make restitution and shall be subject to disciplinary action. Violators will be prosecuted to the fullest extent of the law.

D.10. Fighting and Verbal or Physical Abuse

Physical conflicts among individuals will not be tolerated. Students have an obligation to conduct themselves in a manner to avoid any such incidents. Students who initiate such incidents or become involved in them are subject to suspension or expulsion from the program.

D.11. Harassment/Intimidation/Bullying (including Cyberbullying)

Harassment/intimidation/ (cyber)bullying (physical, verbal, ethnic, religious, sexual, etc.) will not be tolerated. Students found to be doing so will be subject to disciplinary actions.

D.12. Theft or Extortion

Stealing from students, school personnel, and/or a school building shall not be tolerated. A student who steals or extorts shall be subject to suspension or expulsion from the program.

D.13. Drug-Free Policy

OTC is committed to providing each of its students a drug-free environment in which to attend classes and study. Illicit drug use and the abuse of alcohol are dangerous and may result in permanent damage or death. The unlawful manufacture, distribution, dispensation, possession or illegal use of controlled substances by OTC students on OTC properties or while participating in a college-sponsored event is prohibited. Students who attend classes, laboratories or any college function under the influence of alcohol or illicit drugs shall be subject to strong disciplinary actions. In addition to extended out-of-school suspension (OSS): (1) The high school principal and parent/guardian will be contacted (provided student consent or proof of dependency is on record in the OTC Career Center office); (2) The Director of Security and the appropriate law enforcement agency shall be contacted.

Under no circumstances will intoxicated students be permitted to participate in OTC courses or activities. Information, resources and confidential referrals to treatment programs are available in the Counseling Services office.

D.14. Unauthorized Presence on School Grounds

Persons without legitimate business or students who have been suspended from any school in the district are not permitted on school grounds and will be asked to leave. Failure to cooperate shall result in arrest or, in the case of a suspended student, further suspensions.

D.15. Tardy (Late Arrival)

Students are expected to arrive promptly for class. If students are tardy, they should check in at the OTC Career Center office before going to class.

D.16. Safety

All students are expected to follow all safety procedures in Section 1, Student Health and Safety. Students are required by law to wear safety glasses in shop settings. Students are issued their

first pair of safety glasses free of charge. Students who fail to adhere to safety practices, especially the wearing of safety glasses, shall be subject to disciplinary action which could include dismissal from the program.

D.17. Leaving School Without Notification

All students are expected to follow the procedure as outlined in Section 3, Attendance. Students who fail to notify the OTC Career Center office that they are leaving school are considered truant and parent/guardian (provided student consent or proof of dependency is on record in the OTC Career Center office) along with the sending school will be contacted.

D.18. Failure To Be In Assigned Area

All students are expected to be in their assigned class area at all times. Students that leave their assigned area should do so with the permission of their instructor (restroom, water fountain, break). Students that leave their assigned area without permission of their instructor shall be subject to disciplinary action.

SECTION EIGHT: STUDENT STANDARDS OF ACADEMIC INTEGRITY

Students of Ozarks Technical Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. OTC faculty strives to provide students with the knowledge, skills, judgment, and wisdom they need to participate meaningfully in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination, corrupts the essential process of higher education.

A. GUIDELINES FOR ACADEMIC INTEGRITY

Students assume full responsibility for the content and integrity of the course work they submit. Following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

B. VIOLATIONS OF ACADEMIC INTEGRITY

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, information, or study aids; an act of deceit by which a student attempts to misrepresent academic skills or knowledge; and, unauthorized copying or collaboration.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Penalties for failure to exhibit academic integrity are generally stipulated in course syllabi. In extreme cases, students are subject to institutional sanctions. Additional information is outlined in College Policy 5.15B.2(i).