



# CAREER CENTER

## STUDENT HANDBOOK 2018-2019



### OZARKS TECHNICAL COMMUNITY COLLEGE

1001 East Chestnut Expressway  
Information Commons East, Suite 129 • Springfield, MO 65802  
(417) 447-8126 • [careercenter@otc.edu](mailto:careercenter@otc.edu)

# Ozarks Technical Community College

## Career Center Student Handbook

### 2018-2019

Dear Students:

Welcome to our campus! We at the Career Center commend you for choosing to participate in this unique educational endeavor. As a student in the Ozarks Technical Community College (OTC) Career Center you will be challenged to excel in well-equipped laboratories and with up-to-date curriculum, which will enable you to gain the knowledge and skills necessary to help you progress toward your educational and career goals. As a Career Center student you are jumpstarting your college education and not only earning high school credit but also college credit leading to a college certificate or 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 committed to your success, supportive staff, a relevant and rigorous curriculum developed with the help of business and industry advisors and an excitement about the possibilities the future holds for those who prepare for it. On behalf of the Career Center staff, we extend our best wishes for a successful year.

Sincerely,

*Kelli Akers*

Mrs. Kelli Akers  
Career Center Director

## Participating Schools Districts

**Ash Grove R-IV**

**Bolivar R-I**

**Clever R-V**

**Everton R-III**

**Fair Grove R-X**

**Fordland R-III**

**Logan Rogersville R-VIII**

**Marion C. Early R-V**

**Nixa R-II**

**Pleasant Hope R-VI**

**Republic R-III**

**Seymour R-II**

**Sparta R-III**

**Springfield R-XII**

**Strafford R-VI**

**Walnut Grove R-V**

**Willard R-II**

This Career Center Student Handbook is published by the office of the OTC Career Center Director and is intended to be a supplement to the 2018-2019 OTC Academic Catalog and Student Handbook. Every effort has been made to make this publication accurate. However, all policies, procedures, tuition scholarship, fees and curricula are subject to change. It is not intended to be a contract explicit or implied and the college reserves the right to make changes to the information contained herein. Questions regarding the handbook should be directed to the Career Center Assistant Director at 417-447-8123.

OTC is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis race, color, national origin, religion, sex, sexual orientation, marital status, age, disability, citizenship or legal immigration status, veteran status, or any other status protected by federal, state, and local laws (“protected status”).

This extends to admissions, employment, services, and educational program and activities that the college operates (collectively “programs and activities”). For more information, see Policy 3.39 Anti-Harassment, Anti-Discrimination Grievance Procedures at <https://about.otc.edu/policies/article-iii-personnel/3-39-discrimination/>.

The following individuals have been designated to handle inquiries or complaints regarding the College’s anti-discrimination policy:

### **For Employee Inquiries**

Associate Vice Chancellor of Human Resources  
1001 E. Chestnut Expressway  
Springfield, Missouri 65802

417-447-2631

### **For Student Inquiries**

Director of Equity and Compliance  
1001 E. Chestnut Expressway  
Springfield, Missouri 65802

417-447-8188

**OZARKS TECHNICAL COMMUNITY COLLEGE  
CAREER CENTER**

**Office 417-447-8126**

Fax 417-447-8127

Information Center East, Suite 129  
(ICE 129)

careercenter@otc.edu

**Office Hours**

7:30 a.m.—4:00 p.m.

Monday— Friday

**Session Schedule**

8:00 a.m.—10:30 a.m.

12:20 p.m.—2:50 p.m.

<b>Kelli Akers, Director</b> .....	447-8122
<b>Lisa Beebe, Administrative Assistant to the Director</b> .....	447-8120
<b>Susan Blakey, Assistant Director</b> .....	447-8123
<b>Jami Stinnett, Career Center Administrative Assistant</b> .....	447-8126
<b>Heather Lewellen, Coordinator, Counselor</b> .....	447-6977
<b>Jason Morgan, Coordinator, Vocational Resource Educator</b> .....	447-8190
<b>Cindy Phillips, Technical Education Coordinator</b> .....	447-8121
<b>Andrea Twyford, Specialist</b> .....	447-6978

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## **OTC MISSION STATEMENT**

The College mission is to provide accessible, high quality and affordable learning opportunities that transform lives and strengthen the communities we serve.

## **CAREER CENTER MISSION STATEMENT**

The Career Center's mission is to educate high school juniors and seniors from its consortium schools in quality technical programs to produce college and career-ready graduates.

## **ORGANIZATION**

"Career Center" is the name commonly used to refer to the *one-half day career and technical (CTE) program option* offered to high school juniors and seniors.

The Career Center began when 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 (see page 3 for a list of participating districts). High school juniors and seniors from these schools are eligible for college enrollment in technically-oriented career preparatory programs. Career Center students have access to curriculum, equipment and materials used in the post-secondary (college) programs.

## **CAREER CENTER**

Enrollment in Career Center technical programs is a privilege and a unique opportunity for high school students. Students are enrolled in college-level courses and in many cases, learn alongside post-secondary college students, and may work toward an Associate of Applied Science degree or Certificate of Achievement. OTC strives to set standards that ensure students are equipped to handle the technical content of their chosen field of study, experience success and continue on to an advanced degree or employment in the field of their choice. The Career Center's consortium schools enroll students, pay tuition and provide daily transportation to and from the Career Center. Textbooks and other instructional supplies are provided at no cost, but must be returned in good condition.

### **Confidentiality of Student Records**

The Career Center complies with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records. FERPA was enacted to protect student privacy and to provide for the right to inspect and review education records. Please address questions to the Career Center assistant director.

### **Visitors to the College**

Parent/guardian involvement is encouraged, and guests are welcome to visit campus. However, to ensure safety, visitors may not be in classrooms, shops, laboratories or other hazardous areas at any time unless they are escorted by a staff member of the Career Center. Please contact the Career Center office to schedule a visit.

### **Textbooks, Supplies, Machinery and Tool Usage**

Textbooks and most instructional supplies will be provided by the Career Center. All loaned materials must be returned to the instructor prior to taking the final exam. If items need to be returned after the end of the semester, they may be returned to the Career Center office in ICE 129. Students will be billed for lost or damaged materials and will not be allowed to register for classes at OTC or receive transcripts until payment is made.

### **Student Transportation**

Each sending school district is responsible for transporting Career Center students to and from OTC. Students are encouraged to ride the school bus provided by their high school.

Bus drivers are appointed members of the sending high school staff and have the same authority and responsibility for safety and conduct as is given to the classroom teacher. Drivers are responsible to the sending high school administrations for enforcing safety regulations.

Fire Science Technology seniors and second year Health Science seniors must provide their own transportation to and from lab/clinical sites.

### **Field Trips**

At times, instruction can take place outside of the typical classroom and lab areas. OTC faculty are encouraged to pursue instructional activities through first-hand experiences that relate directly to the respective subject area. Some field trip locations are within walking distance of the college. For field trips of greater distance, transportation will be by school bus or rental vans through a local transportation provider; Career Center students must use the transportation provided by OTC.

Prior to a field trip that takes place beyond regular Career Center session times, instructor(s) are to provide students with a student/parent consent form. The form must be completed in advance of the field trip and signed by the student, OTC instructor, parent/guardian and sending high school principal or principal's designee.

During field trips, students are under the supervision of the instructor(s) or other OTC representative(s), and Career Center rules and regulations apply.

### **Student ID**

The OTC SmartCard is the official OTC student ID and is mandatory for every OTC student. *While the SmartCard resembles a credit card, it is not a credit card.* All SmartCards are the property of Higher One, Inc. (the college's third party vendor). Students register for the OTC SmartCard at the OTC Bookstore on the Springfield campus. For a student to obtain an OTC SmartCard, he or she must present a valid government issued picture ID (an unexpired driver's license or state ID from Department of Motor Vehicles, U.S. unexpired passport, or unexpired bank-issued credit or debit card with photo). Students will receive their OTC SmartCard by mail at their primary address on file with OTC.

## **Career and Technical Student Organizations (CTSO)**

Students are able to showcase their skills and develop leadership qualities through participation in career technical student organizations (CTSOs). The primary CTSO available for Career Center students is SkillsUSA ([www.skillsusa.org](http://www.skillsusa.org)). The Career Center pays SkillsUSA membership for all students. The Career Center makes every effort to recognize CTSO students and their accomplishments at their sending high school's awards/graduation ceremonies. Successful participation in a CTSO is important and is recognized by employers as evidence of work readiness. Since participation in a CTSO 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.

## **STUDENT SUPPORT**

Program advisors are assigned to each program to provide students with academic and program guidance. A certified professional school counselor is on staff to assist with academic or personal problems that may be encountered in adjusting to college. Students and parents are encouraged to contact the Career Center counselor at any time with questions and or concerns.

Students are eligible to receive free career assessment and career counseling. In addition, the Career Center counselor can assist students who are considering or pursuing careers that are non-traditional for their gender, and provides information and expertise in the areas of career awareness, exploration and planning.

## **Accommodations for Students with Disabilities**

A vocational resource educator (VRE) reviews IEPs and 504 plans for students with disabilities, and arranges for accommodations. New students are contacted prior to the start of school to meet with the VRE and review their accommodation plan. Students are encouraged to communicate directly with instructors about accommodations, and the VRE is available to support the provision of accommodations.

## **ADMISSION/WITHDRAWAL PROCESS**

Currently admitted students are considered to be enrolled for the entire year, pending student performance. Students may not choose to withdraw from one class only. It is understood that there are times when it becomes necessary for students to withdraw from programs or to change to other programs. A request to change programs at semester should be made as early as possible to your program advisor before the registration process begins. Students should also consult with their parents/guardians and sending high school counselors regarding program change requests.

## **Withdrawing from the Career Center**

Official withdrawal from the Career Center will be communicated with the student's sending high school counselor. Officially withdrawing from classes before classes begin and during the first five days of the term will not show on the student's transcript. A grade of "W" will be recorded thereafter for classes \_\_\_\_\_ officially withdraws prior to the

withdrawal deadline. Fees may be charged to the student by the sending high school if the student withdraws after the first five days. Check with your high school counselor for specific withdrawal policy information.

### **Application Process to Return for Second Year**

Program advisors meet with each first year student to assist with the decision to continue or not. Enrollment is not guaranteed and is based upon the student's past performance, attendance and recommendation of Career Center administration, instructors and the sending high school counselor.

## **ATTENDANCE**

OTC expects all students to be present for scheduled classes and labs. Regular attendance and participation are required. Student participation often factors into a student's grade, attainment of a technical competency and overall growth. Absences, tardies and early dismissals are reported daily to students' sending high schools. Students are expected to be in attendance each day classes are in session at OTC.

### **Absences**

Due to the importance of regular attendance and the possibility of reduction in course grade, students need to monitor their attendance. If a student must be absent, it is his/her responsibility to communicate with the instructor prior to the absence when possible to make arrangements to make up any missed assignments, if allowed. If students have concerns about their attendance, they should communicate with their instructor. Students may also visit with their Career Center program advisor if needed.

### **Administrative Withdrawal**

Students may be administratively withdrawn from a course due to lack of attendance in seated classes. Withdrawn students will receive a "W" on their OTC transcript for the course and will receive no college credit for the class. However, the Career Center will send a letter grade to the high school for high school credit purposes.

### **Tardy:**

Students who are late for their session must come to the Career Center office in ICE 129 to sign in before going to class.

### **Early Dismissal:**

If a student needs to leave campus early, the student must communicate with his or her instructor before leaving class, and sign out at the Career Center office. Students under the age of 18 must have parent/guardian consent before leaving campus. Parents/guardians are encouraged to call the Career Center office at 447-8126 to give their consent if they know in advance their student will be leaving early.

## **When Sending High School is Not in Session**

While enrolled in the Career Center, students are expected to attend OTC on all days that the college is in session. This remains the expectation even when sending schools are not in session. School districts will provide bus transportation to OTC campus when the sending high schools are not in session but OTC is in session. The one exception to this policy occurs when students' sending high schools are not in session due to inclement weather.

## **College Closure Due to Inclement Weather**

In the event the college must close or classes are canceled due to inclement weather, a notice will be placed on the OTC website, and the college will notify local radio and TV stations. Text alerts will also be sent out to all students and staff who have signed up for the Emergency Notification System. For more information and how to sign up, see Emergency Notification System on page 14.

When students' sending high schools are closed due to inclement weather and OTC is in session, the Career Center does not require students from those sending schools to be in attendance and does not encourage students to drive on their own in hazardous weather conditions. Students are encouraged to communicate with their instructors anytime they are absent.

## **GRADES**

Career Center staff will provide grade reports to the sending high school four times each school year. These grades will represent quarterly grades at the high school level. College credits earned and final grades will be posted to the student's OTC official transcript at the end of each course. Students can access their grades by going to MyOTC at [www.my.otc.edu](http://www.my.otc.edu) (see MyOTC on page 12). Once in MyOTC, click on the AccessOTC tab, then go to the "Student File" section. It is possible seniors may participate in their school commencement ceremonies before schools have received final OTC grades.

## **Progress Reports**

Students, parents/guardians and sending high school counselors may receive a progress report from the instructor at mid-term if a student has a grade of "D" or "F." Students should communicate with their instructor with questions or concerns about grades or visit with their Career Center program advisor.

## **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 will be graded by the letter grade system and assigned a grade point average (GPA) for each semester. Students should refer to their instructor's syllabus for grading criteria.

## **Academic and Course Grade Appeals Process**

The Academic and Course Grade Appeal Process exists for students to request an equitable and orderly process to resolve academic dissatisfaction at the college. For appeals related to final grades, it is 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.

For questions or guidance on the process, students should communicate with their instructor, Career Center program advisor or visit <https://academics.otc.edu/academic-and-course-grade-appeals/>.

## COMPUTER USE

OTC students will be expected to use online technology to assist them in the learning process. At a minimum, students are expected to log on to the online learning platform - Canvas - where the course syllabus and faculty information are located. Students may be expected to utilize further online technology as required by the instructor.

All currently enrolled Career Center students have an OTC email account. Email is considered a primary method of communication on the OTC campus and should be checked regularly.

### Computer Login Information

The college provides students with a username and default password to get started in the system. After logging in the first time, you will be prompted to accept the user agreement and create a new password. To retrieve your OTC username go to <https://my.otc.edu/portal>, click on the “What’s My Username?” tab. Fill in your last name or student I.D. number.

### Student User Name Format:

- First initial of your first name (lowercase)
  - First initial of your last name (lowercase)
- Student I.D. Number (on student ID card or class schedule)

Example: Jill Student (I.D. # 0011223)

User Name: js0011223

**Note:** You must use all seven digits of your student identification number, including any zeros.

### Student Default Password Format

- First initial of your first name (uppercase)
- First initial of your last name (lowercase)

Birthday (mmddyyyy)

Example: Jill Student

Date of Birth: September 23, 1998

Password: Js09231998

### Password Guidelines

The first time you log into “MyOTC”, the system will prompt you to accept the computer use agreement and create a new password. The password must be a minimum of eight characters long and contain characters from three of the following four categories:

- Uppercase letters (A through Z)
- Lowercase letters (a through z)
- Numbers (0 through 9)
- Special characters (i.e., @, {, !)

## Password Hints

- Choose your password wisely
- Keep it to YOURSELF
- Do not include your first or last name
- Do not include your date of birth, social security or student identification numbers
- Be creative! For instance, use the first letter of each word in a phrase or pick a word and substitute a number for certain letters.

Once your password is created, log into “MyOTC” with the following:

- Your User Name
- Your NEW password

**NOTE:** Each student is required to change his or her password every 120 days. Students can change passwords at any time, but will be required to change their password at least every 120 days. An email notification will be sent providing one month, two weeks and one week notice before a password change is required. Students must change their password on all devices connecting to OTC email and the wireless network.

## Password Self Service System (PASS System)

The PASS system allows faculty, staff and students to reset their OTC passwords from on and off campus at any time. In order to do this, a profile needs to be created. A profile consists of answering five specific questions that you select. If you do not create your profile, the system will prompt you at your next login. For more information, visit [www.otc.edu/technology/loginHelp.php](http://www.otc.edu/technology/loginHelp.php)

## Student Computer Help Desk

Students may go to the Career Center office for assistance as needed. There is also a Student Computer Help Desk located in the center of the Information Commons building. Students can receive assistance with technology resource information, wireless Internet access, computer kiosk locations, campus maps and student accounts.

Visit [Motc.edu/helpdesk](http://Motc.edu/helpdesk) for hours of operation, or contact the Help Desk by phone at

417-447-7548. Upon verification of student information, passwords can be reset back to the default password. Students on the OTC Springfield Campus can visit the Student Computer Help Desk located in the IC Atrium for assistance. Photo I.D. is required for resetting a student’s password at the Student Computer Help Desk.

## MyOTC

MyOTC is a portal that offers fast and easy access to resources at OTC with a secure single login. To log in to MyOTC, students will need their OTC username and password. MyOTC can be accessed via the OTC home page at <http://www.otc.edu/> or directly at <https://my.otc.edu>.

**AccessOTC:** View and print academic records.

**Emergency Notification:** Access to sign up for OTC’s messaging system for alerts, emergencies and closings.

**Storage:** Allows storage of documents up to 20 MB.

**Resources:** Access to library research databases, and IT resources.

**Webmail:** Student e-mail  
(js001123@otc.edu – first initial of first name, first initial of last name, student ID number).

**Canvas:** OTC's online learning platform.

### **Wi-Fi Wireless Network and Wired Internet Access**

Wireless Internet access is available in the common areas of classroom buildings throughout the campus. Information and setup documentation are available at the Student Help Desk. It is the student's responsibility to know the terms and conditions outlined in the Computer Use Agreement before using OTC-WIFI to access the Internet. Before accessing the Internet, students should review [OTC's Computer Use Agreement](#).

### **Use of Social Media**

Online social media such as Facebook and Twitter offer students the opportunity to interact with and learn more about an extraordinary array of people. However, take great care in what you post; you have absolutely no expectation of privacy. You could expose yourself to someone who may not have the same values, assumptions about appropriate behavior, or who may put you 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, harassing or which violates any codes of conduct contained in the Career Center or college student handbooks.

## **MEDICAL/ACCIDENT/EMERGENCY PLAN**

Emergency medical information is kept on file for every Career Center student and can be updated by contacting the Career Center office at 417-447-8126.

Students must report injuries or illnesses immediately to their instructor, who will notify Safety and Security and Career Center administration. Students who are ill and intend to leave campus must notify their instructor and report to the Career Center office before leaving campus.

If an injury or illness is viewed requiring immediate treatment for a student's health and well-being, an ambulance may be summoned. Parents'/guardians' signature on the student enrollment form gives consent for OTC employees to seek medical assistance for medical emergency treatment. Every attempt will be made to notify the parent/guardian or emergency contact. The parent/guardian will be legally responsible for the cost of any medical service or care provided.

OTC personnel cannot dispense any medication to students.

### **Accident Insurance**

It is recommended that parents/guardians consider carrying an accident or medical policy on their students while they are enrolled in programs at OTC that require lab or clinical experiences. Students may be exposed to hand tools, power equipment, machinery, and contagious diseases.

Medical and accident insurance is the responsibility of the individual student and his/her parent/guardian.

### **Laboratory Equipment/Health Care Consent**

Students will be required to return a signed parent /guardian permission enrollment form prior to participation in any laboratory work. Failure to return a signed enrollment form could result in withdrawal from the program.

### **Emergency/Crisis Plans**

A comprehensive Crisis Management Plan has been developed that includes procedures to be followed in all types of emergencies/crises. Students are encouraged to sign up for the text message emergency notification system (see the “Emergency Notification” section for more information). For more information regarding the Crisis Management Plan, emergencies or injury reports, speak to your instructor or contact the College Director of Safety and Security at (417) 447-6911.

### **Emergency Notification System**

A messaging system is in place to alert students and staff of college emergencies and closings. The messages are sent to your cell phone via text. If your cell phone does not accept text messages, you can still receive the campus alerts via email. Participation in the messaging system is voluntary, but it is strongly recommended you sign up. 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.

## **SAFETY & SECURITY**

OTC provides trained and experienced Safety and Security officers who work closely with local law enforcement and are equipped with up-to-date equipment and communications capabilities for the protection of the students. Safety and Security officers are on call 24/7 for any emergency at all campuses and centers when the college is closed. In the event of any emergency threatening life, health or property, 911 should be called immediately. The Safety and Security Department can be reached by calling 447-6911 or emailing [safety@otc.edu](mailto:safety@otc.edu).

### **Traffic and Parking Regulations**

Students must operate vehicles in a safe manner and follow all parking regulations, municipal ordinance and state laws. Students should register their vehicles with the Safety and Security office by completing the following steps.

- Log in to MyOTC
- Click on the down arrow by your name
- Select Vehicle Registration

### **Violations of Traffic Regulations**

Students found in violation of campus policies regarding the operation of vehicles and parking will be issued a citation and levied a fine. Traffic regulations are described in detail

at <https://catalog.otc.edu/content.php?catoid=7&navoid=778> or can be found by clicking here for the [2018-2019 OTC Student Handbook](#).

Failure to comply with a lawful directive of any one charged with the responsibility of enforcement of the traffic regulations, or failure to pay any fines owed, will result in the following penalties being imposed:

- The college may prohibit a student from enrolling for classes for the next term.
- The college may withhold official transcripts.

### **Law Enforcement**

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, a designated OTC official and Career Center administrator will be present. The interview will be conducted in private.

## **STANDARDS OF STUDENT CONDUCT**

OTC students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work.

### **Students Rights/Responsibilities**

OTC students should demonstrate conduct which upholds 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 Career Center and OTC college student handbooks. Instructors will provide a course syllabus and will include instructors' classroom policies, attendance standard, conference hours, office phone numbers and email addresses. The following is an excerpt from the Board of Trustee's Policy 5.15, Standards of Student Conduct. The policy can be viewed in its entirety by selecting [Standards of Student Conduct](#) here or at the following link: <https://about.otc.edu/policies/article-v-student-services/5-15-standards-of-student-conduct/0>).

#### **Purpose**

To describe the standards of conduct to which students and organizations must adhere.

#### **Policy**

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 chancellor, 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.

### **Procedures**

#### **Inherent Authority**

The succeeding regulations describe offenses for which disciplinary proceedings may be initiated. The college expects all students and student organizations 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 and to support the mission of the college. When a college administrator receives a report that a student's or organization's behavior off-campus potentially poses significant danger to the college community, or would otherwise disrupt the campus environment or adversely affect the college, appropriate action as outlined in this code may be taken. Complaints about off-campus behavior will be considered on a case-by-case basis to determine whether they merit review within the Student Conduct system. To the extent feasible and practical, disciplinary regulations at the college are in writing in order to provide students general notice of prohibited conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

### **Cell Phone Use**

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. If a student does not respond to the direction of the teacher, it may become necessary to be referred for disciplinary action.

### **Proper Use of Computer Technology**

Users are not to submit, publish, view, or display any defamatory, abusive, obscene, profane, sexually oriented, or illegal material. The OTC Computer Use Agreement is based on common sense, common decency and civility. The link to the Computer Use Agreement is <https://helpdesk.otc.edu/TDClient/KB/ArticleDet?ID=232>. The use of the computer is a

privilege and acceptance of the agreement assumes responsible, ethical and legal conduct by the user. Any abuse of the privilege can result in appropriate disciplinary action and flagrant cases can result in dismissal.

### **Off Campus Conduct Expectations**

The Career Center expects students to conduct themselves off campus during Career Center related activities with the same standards as are expected when they are on campus.

### **Public Display of Affection**

Inappropriate displays of affection, such as kissing, may be offensive to other people and are, 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.

### **Classroom/Lab/Shop Conduct**

Inattentiveness to safety procedures as established by instructors, including horseplay, willful misconduct or neglect in a classroom/laboratory/shop setting 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/shop area prepared to work with all necessary materials (textbooks, supplies, safety gear, etc.) and proper attire. Students who are not prepared for class will see a reduction in their course grade and will likely not return to the Career Center for the next semester or school year.

All students are expected to be in their assigned class area at all times. Students who leave their assigned area (for example to go to restroom, water fountain, or take a break) should do so only with the permission of the instructor. Students who leave their assigned area or the OTC campus without instructor and the Career Center office permission shall be subject to disciplinary action.

### **Safety and Attire**

Proper equipment/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. Students who do not wear proper attire will be prohibited from participating in the laboratory/shop environment and course grade can be affected.

Career Center students are provided one pair of safety glasses for participating in labs and work areas that require safety glasses. Students may opt to purchase their own. Students are responsible for the glasses and the cost of replacement for lost glasses. Damaged glasses will be replaced at no cost by the Career Center office. Students will not be allowed to participate in labs and earn points 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 Career Center. In some programs, students will be required to wear assigned uniforms in lab settings. It is the responsibility of the student to properly

care for his/her uniform. If replacement becomes necessary, it will be at the student's expense.

### **Sales on Campus**

Nothing may be sold on campus by any individual or organization unless through approved distribution channels such as the bookstore or food service, or unless specifically approved of by the Vice Chancellor for Administrative Services. Students are prohibited from canvassing other students or staff members for the purpose of sale.

### **Tobacco-Free Campus**

OTC is committed to providing its students and employees a safe and healthy environment. In view of this commitment, the college is a tobacco-free institution. No consumption of tobacco or use of e-cigarettes will be allowed on college property.

### **Drug & Alcohol**

OTC prohibits the unlawful possession, use, distribution and sale of alcohol and illicit drugs on college owned or controlled property and at events sponsored by OTC. For more information, see Policy 5.37 Drug and Alcohol Prevention, available at this link:

<https://about.otc.edu/policies/article-v-student-services/5-37-drug-and-alcohol-prevention/>.

Students who attend classes, laboratories or any college function under the influence of alcohol or illicit drugs shall be subject to strong disciplinary actions. Students in possession of or under the influence of alcohol or illicit drugs may be withdrawn or placed on suspension from the Career Center. In the event of an extended out-of-school suspension (OSS), Career Center administration will contact the sending high school principal, parent/guardian, the College Director of Safety and Security and the appropriate law enforcement agency.

Any Career Center student may contact the Career Center counselor or Career Center assistant director for crisis intervention or for information about available community resources and referral assistance for drug or alcohol counseling, treatment, rehabilitation.

### **Student Misconduct**

The college prohibits acts of violence and weapons possession. Violent behavior includes, but is not limited to, the following:

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 RSMo 160.261, subsection 2 to include, but not limited to:
  - Harassment
  - Stalking
  - Sexual assault, sexual misconduct or sexual abuse
  - First or second degree assault
  - First degree robbery, first or second degree burglary
  - Distribution of drugs
  - First degree property damage
  - First degree arson
  - Weapons possession\*

\*"...the term 'weapon' shall mean...a blackjack, a concealable firearm, an explosive weapon, a firearm, 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... but may also include other weapons. Weapons are not allowed on the OTC campus or property. 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 2-1/2 inches) or other weapon, concealed or visible, on the property or in a vehicle owned, leased or used by the college for classes or activities.

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.

Students who commit threatening or dangerous acts can expect an immediate suspension of up to ten days with a possible recommendation for withdrawal from classes at OTC. Students accused of an act of misconduct of this nature will be afforded due process. A hearing will be conducted to determine if conditions warrant the return of a suspended student.

### **Disruptive Behavior**

Any activity which interrupts the scheduled classroom activities or processes of education may be classified as disruptive. Examples of disruptive behavior include but are not limited to the following:

- Inciting others to violence and/or participating in violent behavior, e.g., assault, loud or vulgar language spoken publicly or any form of behavior acted out for the purpose of inciting and influencing others toward violent behavior.
- Behavior inside or outside the classroom that disrupts the learning environment, and infringes on the rights and/or safety of other students or staff.

In the event of a classroom disruption, the instructor will deal with the issue in the confines of the classroom. If a student does not respond to the direction of the instructor, it may become necessary to refer the student to Career Center administration for discipline. The student's sending high school principal, assistant principal, counselor and parent/guardian may be contacted.

### **Abusive Language**

All students have a right to attend college 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.

### **Defiant Behavior**

All students who attend the 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 acting in the performance of their duties is subject to suspension or dismissal.

### **Violations of Academic Integrity**

Dishonesty, cheating, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offences and are not condoned or tolerated at OTC. The penalty may be failing the course or dismissal from college after proper due process proceedings. Students assume full responsibility for the content and integrity of the course work they submit. 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. Link to Academic Integrity Resources at

<https://academics.otc.edu/academicservices/academic-integrity-resources/#1461344199640-467143c0-bef0>.

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.

### **Fighting and Verbal or Physical Abuse**

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

### **Theft or Extortion**

Stealing college property, personal property of students or staff, or any item(s) on or associated with college owned, rented, or leased facilities shall not be tolerated. A student who steals or extorts shall be subject to suspension or expulsion from the program.

## **Vandalism**

It is important that all students utilize the equipment and facilities in the proper manner. Damaging, defacing or destroying college property or the property of a member of the college community or campus visitor shall be looked upon as a serious matter. Any student who is found to have willfully engaged in vandalism shall be required to make restitution and shall be subject to disciplinary action.

## **Sexual Misconduct**

In accordance with Title IX and the Violence Against Women Act (VAWA), OTC has a policy and set of procedures related to sex discrimination, sexual harassment, sexual violence (including sexual assault), dating violence, domestic violence, and stalking (collectively referred to as "sexual misconduct"). This policy and set of procedures govern all reports of sexual misconduct made to the college.

To make a report of sexual misconduct, or to ask questions about the policy and procedures or available resources, please contact the Career Center administration or counselor.

For more information, see Policy 4.06 Sexual Misconduct (available at: <https://about.otc.edu/policies/article-iv-operations/4-06-sexual-misconduct/>).

## **Bullying (including cyberbullying)**

Bullying, whether physical or verbal will not be tolerated. These behaviors interfere with an individual's performance and create an intimidating, hostile or offensive environment. Students found to be doing so will be subject to disciplinary actions.

## **Disciplinary Procedures**

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

Types of Consequences:

- administrative conference
- parental notification
- suspension or restrictions from activities or privileges
- restitution
- confiscation of property
- notification of College Director of Safety and Security and/or appropriate law enforcement agency
- academic or disciplinary probation □ contract for continued enrollment
- withdrawal from the Career Center, which would result in loss of course grade or credit

### **Contract for Continued Enrollment**

Students may be placed on a contract for continued enrollment by the director or the assistant director at the time of admission or during the school year for failure to meet disciplinary standards.

Career Center administration has the authority to implement appropriate consequences as needed for failure to meet standards of behavior, including placing a student on contract for continued enrollment or recommendation for dismissal from the program. Failure to improve during probation would require parent/guardian and student to confer with Career Center administrators as to circumstances and/or could result in OSS or dismissal from OTC during the current school year and rejection of future enrollment.

The first behavioral referral serves as a notice of need for the student to modify behavior. A serious offense could result in immediate probation or even suspension. Students will receive coaching by Career Center staff to encourage adult-like behavior consistent with the expectations of the college. In the case of a student with an IEP or 504 Plan, the Vocational Resource Educator (VRE) and sending high school IEP team will be notified and will meet, if necessary. The duration of the contract for continued enrollment is at the discretion of the Career Center administration. Stipulations of the contract for continued enrollment will be outlined in communication with the student, the parent/guardian and the sending high school administration.

### **In-School Suspension**

Students who are placed in in-school suspension (ISS) by their sending high school may be eligible to attend OTC during their time of ISS suspension if agreed upon by sending high school administrators and the Career Center administrators.

### **Out of School Suspension (OSS) from Sending High School or OTC Career Center**

Any student who has been suspended out of school (OSS) from his/her sending high school is also suspended and counted absent from the Career Center.

One of the consequences of suspension from school is the lost opportunity for learning. Students may lose credit for missed work, and are not allowed to attend classes due to suspension, unless arrangements have been made between the sending high school administration and the OTC Career Center.

### **Career Center Suspension**

The Career Center administration can assign a suspension to a student as part of disciplinary action for failure to meet disciplinary standards.

The Career Center suspension procedures are as follows:

1. When Career Center administration receives information that a student has allegedly violated a board policy, college procedure or administrative rule, the director or assistant director shall investigate the alleged violation.
2. The Career Center administration or college official will investigate the alleged violations and conduct a conference with the student to discuss the alleged violations. 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, Career Center administration or college official may dismiss the allegations, or if a violation of policy exists, the Career Center office will notify the student's sending high school administration and parents/guardians regarding the rule violation(s). A recommendation regarding length of suspension will be made to the sending high school's administration. During the time of suspension, the student will not be allowed on the OTC campus. In extreme cases, Career Center administration or a college official will recommend immediate dismissal from the Career Center. 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. Students have the right to appeal suspensions in excess of 10 days. Suspensions are administered in collaboration with sending high schools. Appeals should be directed to the appropriate sending high school administrator who will contact the Career Center director.
5. Upon return to OTC, the student may be placed on a contract for continued enrollment for the remainder of the school year.

### **Summary of Student Expectations**

Our goal is to prepare students for college and career readiness. Students achieve more when they understand the expectations. This summary should be used as a reference and students and parents/guardians should review the handbook in its entirety.

- Good attendance will help students succeed; show up to class daily and on time.
- Communicate with instructor(s); it is vital to student success.
- Regularly check OTC email; this is OTC's main method of communication.
- Seek out assistance when help is needed; Career Center staff and instructors are here to help students succeed.
- Safety in labs, classrooms and parking lots is necessary for everyone.
- Treat yourself with dignity and respect; you are representing yourself, your high school, OTC and the Career Center.
- Treat others with dignity and respect.
- Be honest and take responsibility for your actions.
- Take responsibility for your education; college courses normally require more study time.