



2024 - 2025

# SECONDARY CAREER CENTER

STUDENT HANDBOOK



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

**STAFF**

Site Director.....Julie Rhodes  
Coordinator.....Kaytlynn Franklin

**AUTOMOTIVE & DIESEL SERVICE TECHNOLOGY**

De Queen Campus Instructor.....Justin Ellison

**MEDICAL PROFESSIONS EDUCATION**

De Queen Campus Instructor.....Waco Jackson  
De Queen Campus Instructor and Mentor.....Kathy Richards  
Nashville Campus Instructor.....Sydney Wright

**WELDING TECHNOLOGY**

DeQueen Campus Instructor.....Brandon Janes  
Nashville Campus Instructor.....Stuart Dufrene

**INDUSTRIAL TECHNOLOGY**

Lockesburg Campus Instructor.....Scott Surber  
Lockesburg Campus Instructor.....Sam Nutt



# Welcome to the Secondary Career Center

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

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

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

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

**Julie Rhodes,**

**Director of High School Programs**



## **SCC Mission Statement**

To prepare high school students for a technical career, accomplish academic goals, develop leadership abilities, and become responsible citizens of their communities.

### **NONDISCRIMINATION STATEMENT**

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

#### **Cossatot Community College of the University of Arkansas**

**183 College Drive, De Queen, AR 71832**

**Kelly Plunk**

Title IX/Chapter 28A.640 RCW Officer

870-584-1104

**Suzanne Ward**

Section 504/ADA Coordinator

870-584-1143

### **DECLARACIÓN DEL NONDISCRIMINACION**

El Centro Técnico, Vocacional y Secundario del área de De Queen-Mena en el Colegio Comunitario Cossatot de la Universidad de Arkansas se conforma con todas las reglas y regulaciones federales y estatales. No discrimina en base a grupo étnico, el color de piel, origen nacional, género



sexual o incapacidad. Esto es válido para todos estudiantes que están interesados en tomar parte en los programas educativos y/o las actividades fuera del programa de estudios de la escuela. Las indagaciones con respecto a procedimientos de conformidad y/o quejas pueden ser dirigidas al oficial del Título IX/Código 28A.640 RCW y/o al coordinador de la Sección 504/ADA.

**El Colegio Comunitario de Cossatot de la Universidad de Arkansas**

**183 College Drive, De Queen, AR 71832**

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## **Programs Offered**

**AUTOMOTIVE & DIESEL SERVICE TECHNOLOGY**

**MEDICAL PROFESSIONS EDUCATION**

**INDUSTRIAL TECHNOLOGY**

**WELDING TECHNOLOGY**

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



## **AUTOMOTIVE & DIESEL SERVICE TECHNOLOGY**

UA Cossatot's new program combines both Automotive Technology and Diesel Technology allowing students a broad area of study to increase employment opportunities. Students learn to work on brake systems, drive trains, electronic circuits, hydraulic systems, and diesel engines, all of which are valuable skills for a successful career. Additional coursework includes: automatic transmission and transaxles, heating & air conditioning systems, engine performance, and engine repair. These skills will allow individuals to be eligible for certifications as an automotive or diesel technician. The program will consist of stackable credentials beginning with Certificates of Proficiency in each discipline area, contributing to a Technical Certificate that includes each of the three discipline areas leading to an AAS degree in General Technology. The course is taught by a certified automotive technician. Grades 11 & 12.

## **MEDICAL PROFESSIONS EDUCATION**

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

## **INDUSTRIAL TECHNOLOGY**

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



## WELDING TECHNOLOGY

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

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## Reasons to Choose Secondary Career Center

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



## Responsibilities of the School Community

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

### A. Parents and/or Guardians should:

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

### B. Students Should:

- Be at school every day, on time, except for approved legitimate reasons.
- Be well groomed and appropriately dressed.
- Bring all school supplies and homework.
- Follow directions, listen to instructors, answer questions as

required, and do all assigned work.

- Obey all school and classroom rules.
- Put forth best effort each day.
- Keep parents informed regarding school supplies needed and written information sent from the school to the home.
- Maintain an attitude of respect for others and for the authority of instructors and administrators.

**C. Instructors Should:**

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

**D. Career Center Site Director Should:**

- Establish a school climate for learning which is conducive to



good teacher performance and maximum student growth.

- Implement a positive discipline framework for all students.
- Strive to assist students to perform in a socially acceptable manner.
- Serve as the leader for the instructional program.
- Work to assure that physical surroundings are conducive to a learning environment.
- Manage human and physical resources in a manner that supports the overall goals of the educational program.
- Appear at school in a well-groomed and appropriately dressed manner.
- Make every attempt to contact schools concerning questionable absences.
- Be receptive to constructive criticism.



# General Information

## Attendance/Absences

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

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

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

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

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



## Academic Probation/Suspension

Students must maintain a GPA of 2.5 or higher at the high school and at UA Cossatot. Failure to meet a 2.5 GPA will result in Academic Suspension.

**NOTE:** If a student does not make the appropriate grade or qualifying GPA at the end of the semester, they may request permission from Vice Chancellor of Academics to take an \*online, non-SCC course the following semester to raise their GPA. If they are able to raise their GPA after the following semester, they may re-enroll in the SCC the next year. \*Students must meet test score requirements in order to enroll in online classes.

## Cell Phones/Listening Devices

In compliance with classroom and lab safety:

There will be no cell phone, ear buds, headphones or any other distracting electronics in the classrooms or labs at any time.

- **1st offense** – Warning and documentation of offense sent to the Division Chair/Director of High School Programs
- **2nd offense** – Student will be dismissed for the remainder of the class which will result in an absence
- **3rd offense** – Dismissal from the class for the remainder of the semester.

## Leaving Class Early

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



## Make-Up Work

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

## Secondary Grade Reports

Secondary students' grade reports for each course are submitted to the office of High School Programs by Secondary Career Center instructors and high school faculty teaching concurrent credit on high school campuses at the close of each term. Once a grade has been reported it becomes part of the student's permanent record and can be changed only by the faculty member through the grade change process and must receive approval from the Vice Chancellor of Academics.

Traditional high school students choosing to enroll in college course prior to high school graduation are considered college students by UA Cossatot. Grades are the property of the student and the college. Release of grade information must follow the process of the student requesting a UAC transcript be sent to the high school or the student releasing their grade information to the high school. UAC will not release information to the school unless requested by the student.

A student who seeks grade information before the end of a term must request the information from the course instructor.

All grades are submitted as letter grades and not as numeric percentages.

# Conduct and Discipline Standards

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

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

1. All students are equal at the Secondary Career Center. They should be treated with respect and dignity and treat others in like manner.
2. Attendance is necessary for success on the job; therefore, attendance is one of the workplace skills taught as part of the instructional units for all secondary career and technical students.
3. Students shall not possess or use illegal drugs, drug paraphernalia, or alcohol. School officials will cooperate fully with law enforcement agencies and judicial bodies in the investigation and resolution of drug- related or alcohol-related cases involving students. (UA Cossatot Student Handbook)
4. **DRESS CODE:** Dress for students should reflect respect for oneself, for others, and for safety. Students shall not wear clothing or accessories that promote or identify themselves with gangs, secret societies, secret organizations, or subversive groups of any kind. T-shirts or other clothing having vulgar, obscene, offensive or suggestive pictures, emblems, or words on them shall not be worn to school. Sunglasses are not to be worn in school buildings unless

prescribed by a physician. Instructors will set rules for their classrooms to reflect safety rules and business/industry expectations.

**NOTE:** Closed-toe shoes are required – no exceptions. If a student does not wear the proper work clothes, there will be a 10 point deduction from their grade, each day they choose not to comply. Work clothes include long pants and closed-toe shoes.

5. Language will be appropriate and inoffensive.
6. Displays of affection are not appropriate on campus.
7. All reasonable directions and instructions from faculty and staff will be followed.
8. Pride in care for school property reflects the reputation of our school and its students, both now and in the future; therefore, students will be expected to take proper care of school property. Students who negligently damage, destroy, lose, sell, or otherwise dispose of school property entrusted to them will be charged to the fullest extent for the damage or loss and will be subject to disciplinary action by the school and prosecution under State laws.
9. Violence will not be tolerated.
10. Damage, destruction, or theft of private or public property will not be permitted. The damaged or stolen property will be paid for by the student and suitable punishment will be administered.
11. Possession of any weapon, knife, gun, instrument, or any article that might be injurious to a person or property will not be permitted.
12. The Secondary Career Center does not provide protective clothing or lab jackets. Students are advised to take steps to



protect their clothing.

13. Students who engage in stealing, gambling, profanity, personal combat, and/or possession of firearms and other dangerous weapons make themselves liable to disciplinary action.
14. Smoking and/or use of tobacco or tobacco products is PROHIBITED at all times on school property. Students who engage in smoking or use of tobacco product make themselves liable to disciplinary action. This is a law punishable by a \$500 fine.
15. Students are expected to make use of the disposal containers located throughout the school buildings. Littering is not acceptable.
16. Vehicles must be driven in and out of the parking areas at a reasonable speed at all times. On-campus speed limit is five (5) miles per hour. Vehicle radios must not be played loudly. Offenders will be subject to disciplinary action.

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

## **Student Auto Repair Projects**

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



## Suspension

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

## Textbooks

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

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# Plagiarism

### Definitions of plagiarism:

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

proper acknowledgement.

6. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
7. Paraphrasing materials from a source text without appropriate documentation.

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

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

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

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

**Fourth offense:** Student will be suspended from attending UAC.

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



# Use of Computers and the Internet

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

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

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

1. Use the internet only with the permission of the instructors.
2. Use the internet only for legitimate educational pursuits as directed by an instructor. Use of the Internet for accessing inappropriate material such as sexually explicit documents is prohibited.
3. Use appropriate means to protect college computers, computer peripherals, networks, and software.
4. Inform substitute teachers that they are not to use the network or allow student access. Long-term substitutes can receive special permission to use network resources from the appropriate building administrator.



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

Reference: College Policy 530 UAC Handbook for more information.

## **UAC Transcripts**

In order to obtain an official transcript from UA Cossatot, students must complete the online form found on the college website. Official transcripts will only be released if the student has graduated from high school, and has sent their official high school transcript to UA Cossatot. Unofficial UAC transcripts may be requested through High School Programs.



# FALL 2024 SCC ACADEMIC CALENDAR

## AUGUST

Monday	August 19	Courses Begin
Friday	August 30	11 <sup>th</sup> class day/last day to drop

## SEPTEMBER

Monday	September 2	<i>College Closed: Labor Day Holiday</i>
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## OCTOBER

Thursday	October 3	SCC Mid Term Grades Due
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## NOVEMBER

Monday	November 11	Last Day to Withdraw with a 'W'
Monday-Friday	November 25-29	<i>No SCC classes: Thanksgiving Break</i>
Thursday-Friday	November 28-29	<i>All Campuses Closed: Thanksgiving</i>

## DECEMBER

Monday-Thursday	December 9-12	Finals
Thursday	December 12	All Final Grades Due



# SPRING 2025 SCC ACADEMIC CALENDAR

## JANUARY

Monday	January 6	Courses Begin
Monday	January 20	<i>College Closed: Martin Luther King Jr. Day</i>
<b>Friday</b>	January 24	11 <sup>th</sup> class day/last day to drop

## FEBRUARY

Thursday - Monday	February 13-17	SCC Closed: Winter Break
<b>Thursday</b>	February 28	SCC Mid Term Grades Due

## MARCH

<b>Monday-Friday</b>	March 17-21	No classes: Spring Break
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## APRIL

<b>Monday</b>	April 14	Last Day to Withdraw with a 'W'
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## MAY

Monday-Thursday	May 5-8	Finals
<b>Thursday</b>	May 8	All Final Grades Due

