



A Great Place to Start...

Texarkana College

...Or Start Over

Texarkana College Diesel Technology

Program Procedures

I, (student's name) _____ understand the following:

1. Class **BEGINS** at **8:00 A.M.** sharp and ends at **3:00 P.M.**
2. Each day when the student arrives, he/she must clock in at the diesel technology office and take his/her seat in the classroom, unless otherwise instructed. Students must clock in and out for lunch and at the end of the day.
3. Students arriving to class between 8:01 A.M. and 8:15 A.M. will be counted tardy. Students arriving after 8:15 A.M. without the prior approval of the staff/instructor will be required to log double the amount of time missed at the discretion of the instructor. (3 tardies equal an absence) (After 8:15 A.M., student will be considered absent pending circumstances.) Exceptions may be made, at the lead instructor's discretion, due to documented incident (car wreck, ticket, ER visit with dependent/spouse, etc.)
4. Texarkana College Diesel Technology has a five (5) day absentee policy. Students will be considered dropped on the sixth (6th) absence during the semester.
5. **Before** roll call begins, each student is to have displayed before them, in plain view of the instructor:
 - Textbook
 - Workbook
 - Something to write with
 - Something to write on
 - Safety glasses**ANY student lacking ANY one of the 5 items listed will be sent home and counted absent for that class.**
6. Students are to purchase and bring to class the required textbooks, workbooks, and other class materials required in the course syllabus by the **3rd** day of class.

Revised August 20, 2012

7. New students **MUST** have the required tool kit in lab by the end of the Introduction/Shop Safety and Procedures course (approximately 2-3 weeks from the beginning of class). Returning students will have a tool audit to verify tool compliance by the end of the 2nd week of the new semester.
8. Any student not acting in accordance with the Diesel Technology Policy and Procedures may, at the lead instructor's discretion, be counseled and receive a **Disciplinary Action Form**.

9. Students are allowed three (3) disciplinary action form instances per semester with the student being dropped on the fourth (4th) occurrence. Actions that will result in disciplinary action form write-up include but are **NOT** limited to:
- Multiple dress code violations
 - Any act of insubordination toward staff or instructor
 - Any act of disrespect toward staff or instructor
 - Multiple instances of failure to engage as directed by staff
 - Multiple instances of failure to stay on task
 - Any student that arrives for class unprepared for that day's assignment and/or fails to provide documentation of scheduled homework will be sent home and counted as absent.
 - Academic dishonesty and/or theft will not be tolerated. The student will be dropped from the program.
 - Students caught sleeping, including sitting upright with eyes closed, during any part of class will be considered "absent of mind". The student will be sent home and counted absent for that class.
 - Students must be in proper shop attire. Safety glasses and protective gear must be worn when cutting, grinding, welding, under a vehicle or during any other hazardous activity.
 - Students may not wear unapproved apparel in the Shop. Examples of unapproved apparel are shorts, miniskirts, open-toed shoes, flip-flops, frayed jeans or jeans with large holes exposing excessive amounts of skin, baggy pants, etc. **No exceptions.** Unapproved apparel is up to the discretion of the instructor. Steel-toed shoes are **HIGHLY** recommended. Students arriving in unapproved apparel will be counted absent and sent home.
 - No hand jewelry; no earrings, bracelets, necklaces, or visible facial piercings of any kind are allowed.
 - Students are not to leave the classroom without the instructor's knowledge or permission.
 - No cellular phones are allowed in the class or lab. **NO EXCEPTIONS.**
 - MP3 players and portable computing devices of any kind are not allowed in class or the lab.
- Revised August 20, 2012
- Horseplay will result in immediate dismissal from the shop; the student will be counted absent for that class.
 - The use of any tobacco product is strictly prohibited.
 - Drug use of any kind (including prescription drugs without prior instructor approval) is strictly prohibited while on campus or before returning to class. If drug use is suspected, **no warnings** will be given and the **campus police will be contacted**. Safety is our number one concern, and intoxicated students are not safe.
 - Prescription drug use needs to be brought to the instructor's attention. Bring a doctor's note or prescription page to indicate what medications you are taking. Not at any time will any student be allowed to work in the shop under the influence of intoxicating prescriptions (opiates, synthetic opiates, barbiturates, tranquilizers, downers, etc.)

10. Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

11. Make-up Work – Scheduled written assignments and exams are due the day upon return. Lab work missed must be logged at the instructor's discretion and timetable. Other assignments are due the next day after return.
12. Academic dishonesty policy see student handbook page 40 paragraph E.
13. Required uniforms and patches are available in the bookstore
14. Students must attend any job readiness event provided by T C and instructed to do so. Grades will be given for attendance and participation.
15. Dailey clean up is required by all students including but not limited to classrooms, restrooms, and lab shop.



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Policies and Procedures

Signature Page

A **Disciplinary Action Form** (see attached sample) will be created for any infraction listed on the Policies and Procedures Page. According to Texarkana College policy, students are dropped from the class on the fourth write-up.

TC campus police will be notified if infractions are serious, or situations cannot be controlled in the classroom.

All policies in the Texarkana College Student Handbook will be enforced. It is up to the student to review this handbook online.

--If you think you cannot maintain the demands of this class, please do not sign up for it. We take these policies and procedures very seriously.--

I've read and understand the Diesel Technology Policies and Procedures Page. I agree to abide by these policies and procedures.

Student Name: _____

Student Signature: _____

Date: _____

This policy is subject to change as deemed necessary by the Texarkana College Administration Office and/or the TC Police Department.

ALL ABOUT YOU

Name _____

Address _____

Email _____

Home Phone _____

Cell Phone _____

Emergency Contacts:

1. Name _____

Phone _____

2. Name _____

Phone _____

Student I.D. _____

What is one thing you would like me to know about you that will be beneficial in our student/teacher relationship?



STUDENT INCIDENT FORM

Student Name: _____ Date _____ Time _____

- Failure to follow procedures/policies
- Poor personal appearance
- Disruptive behavior
- Refusal to perform services
- Lack of cooperation with instructor
- Tardiness
- Violation of safety/sanitation guidelines
- Improper attire
- Unprofessional behavior
- Leaving without permission
- Other (Specify)

Comments _____

I have read this report: Student signature _____

Person reporting incident _____ Date _____

❖ The above offense(s) have been noted and are made a part of the above student's official record as of this date. Date _____ Instructor _____

INCIDENT # 1 2 3 4