



**NPC** NATIONAL PARK COLLEGE  
HIGH SCHOOL TECHNOLOGY CENTER

**2020 – 2021**  
**Secondary Student Handbook**

# **Secondary**

# **Student Handbook**

## **2020-2021**

## **Serving Area Public Schools**

### **Non-Discrimination and Section 504**

No student shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, gender or veteran status. Parents who have temporary or permanent disability may request the district/center to provide appropriate accommodations necessary for them to participate in essential instructional activities of their students. Students who are at least eighteen (18) years of age may submit their own requests.

It is the policy of National Park Technology Center (NPTC) to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district/center to ensure students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in National Park Technology Center. The National Park College (NPC) Dean of Students serves as the Coordinator of Section 504 and other equity issues for NPTC. The office of the Dean of Students is on the second floor of the Student Commons. The telephone number is (501) 760-4229.

# **National Park Technology Center**

National Park Technology Center is a secondary area career and technical center that provides training to high school students. The following programs of study are offered:

## **Automotive Service Technology**

## **Medical Professions**

## **Machine Tool Technology**

## **Pre-Engineering**

## **Wood Technology**

All instructors hold credentials in their respective areas of instruction and are experienced professionals in their fields.

### **Enrollment Information**

Eleventh and twelfth grade students are eligible to enroll in all training areas. Students may enroll in the center's programs by contacting their home school counselor or principal. All students, including returning students, must complete an enrollment application before being considered for admission in any of the training areas.

Priority in enrollment is given to students as follows:

1. returning, second year students (in the same program of study);
2. first year juniors;
3. first year seniors.

Enrollment is limited in each of the training areas. Due to space restrictions and safety concerns, students may be asked to choose an alternate training program or alternate time. In the event there are more applicants for a section than available seats additional enrollment criteria will be followed. Each program area has other specific guidelines that are used to determine enrollment. These guidelines are listed with the program descriptions. The final determination of enrollment in any of the programs will be at the discretion of the program instructor and the center director.

### **ID Badges**

All students enrolling in the secondary center programs will have a photo ID badge. Due to safety and security concerns all students are required to wear ID badges while on campus. There is no charge for the initial ID badge. Students needing a replacement badge are to report to the Pinkerton Building office. Replacement badges cost \$10 each.

### **Transfers**

A student may transfer from one program to another with approval from the program instructor(s), center director and the home school counselor and principal. Transfers will be limited to one per student and will not be approved after the first week of instruction in the fall semester.

A student currently enrolled in another area center or off campus class may transfer to a NPTC program if the transfer is not due to disciplinary or academic reasons. If a transfer student was dropped because of failure to adhere to the attendance policy, he/she may be considered for enrollment at NPTC after consultation with the course instructor, the center director and the high school counselor.

### **Calendar and Class Periods**

Students should follow their home school calendar, including holidays and breaks unless otherwise indicated on the NPTC calendar.

National Park Technology Center has three class periods per day. Times are listed below:

1. **8:00 A.M. - 9:20 A.M.**
2. **10:15 A.M. - 11:35 A.M.**
3. **12:35 P.M. - 1:55 P.M.**

### **Attendance Policy**

To maintain acceptable progress, regular and prompt attendance is expected. Students should make every effort to be in class on time and prepared to work. Absences and tardies are submitted daily by the program instructor to the center director's office and the home school.

National Park Technology Center follows the attendance policy of National Park College. The NPC attendance policy states that a student must be present 85% of the time in order to maintain satisfactory progress. Based on this policy, National Park Technology Center allows students a total of fourteen (14) absences each semester. NPTC does not recognize excused or unexcused absences. Home school closures do not count as student absences. Any absences over seven (7) days in a semester will result in the student losing the ability to be exempt from the final exam.

The student's parents/guardian and home school will receive a written notice from the center when a student reaches the seventh (7<sup>th</sup>) and (12<sup>th</sup>) absences of the semester. Parents are to contact the center director after notice of the (7<sup>th</sup>) absence. A second parent contact to the director is required when a student reaches twelve (12) absences. Students will be dismissed from the center on the fifteenth (15<sup>th</sup>) absence of a semester.

The parent and/or the student may appeal the attendance dismissal to the center director within three (3) business days of the student's fifteenth (15<sup>th</sup>) absence. The appeal must be submitted to the center director in writing along with any documentation to be considered. All information will be reviewed by the director in making a decision to uphold or overturn the dismissal. Students who are dismissed due to attendance may not return to the center the following semester unless approved by the director. Students suspended from their home school will also be suspended from National Park Technology Center.

Students who are more than twenty (20) minutes late to class or who leave class more than twenty (20) minutes early will be considered absent for that day. Students who attend classes at the center on a day when their home school is not in session may earn a day to replace an absence.

Policies for make-up assignments will be at the discretion of the individual program instructors. Instructors will provide students with a written policy for make-up assignments at the beginning of the school year. NPTC will follow the home school's policy regarding work missed that is a result of discipline by that school.

### **Tardy Policy**

Students are expected to be in class on time and ready to work. The following tardy policy will be followed:

- 3 tardies – Verbal warning from teacher
- 5 tardies – Conference with NPTC Director or Assistant Director / student driving privileges may be revoked
- 7 tardies – No exemption from the final exam / home school contacted and their tardy policy enforced

### **Standards of Progress**

The following grading system will be utilized to evaluate students at NPTC:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Student records are maintained by the instructor and are submitted to the home school for the student's permanent record.

## **On-Line Learning**

NPTC believes in the use of technology in the learning environment. All students will be required to use technology, on-line learning platforms and the internet during their courses at NPTC.

## **Computer/internet use policy**

Students will have access to computers and the internet to enhance their training experience. In addition to the computers in the secondary programs, students have access to the college's open computer labs. Responsible use of NPTC's technology is expected of all students. Students will adhere to National Park College's Open Computer Lab Rules and Student Acceptable Use Policies as stated on the college's website. Any violation of these policies by a secondary center student will result in dismissal from the center. View the full acceptable use policy at: [np.edu/about/board-policies/8-500-computer-acceptable-use.aspx](http://np.edu/about/board-policies/8-500-computer-acceptable-use.aspx)

## **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices can be disruptive to the learning process and therefore should not be used during class times unless specifically indicated by the classroom instructor.

Students who disrupt class with the use of cell phones or other electronic devices may have them confiscated. The device will not be returned to the student until a parent or guardian meets with the center director or assistant director.

## **Out Of Class/Independent Learning**

NPTC strives to provide a quality education to the students it serves. Within these efforts is the recognition that learning must occur beyond the classroom and outside the school day. Independent learning is defined as related work that is done outside of the normal classroom hours. Independent learning assignments will vary between programs.

## **Student Organizations**

Through career and technical student organizations, students are provided with opportunities for leadership and skills training, competition, networking with business and industry, and contact with other career and technical students across the state. Students participating in these organizations are responsible for all dues associated with membership in the organizations. The two primary student organizations on campus are SkillsUSA and HOSA. SkillsUSA seeks "to empower members to become world-class workers, leaders and responsible American citizens." HOSA seeks "to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program."

## **Accidents**

National Park Technology Center is not responsible for accidents or injuries that occur on campus or during school related activities. When an accident or injury of any kind occurs, the Health Services nurse and the center director should be notified immediately. Transportation for and costs of medical treatment are the responsibility of the student and/or student's parent/guardian. National Park Technology Center does not provide insurance coverage for students.

## **Student Parking and Traffic Regulations**

The speed limit on campus of five (5) MPH will be strictly enforced. It will be left up to the sending school to determine if driving is allowed. Loud music is prohibited and all vehicles driven to NPTC by students must have parking decals. The decals are available in the office in the Pinkerton Building and are no charge. If parking or traffic regulations are not followed, driving privileges can be suspended or removed.

Students with handicaps or injuries resulting in difficulty walking should meet with the center director regarding a pass for parking in handicapped spaces.

## **Drug and Alcohol Awareness**

NPTC students should be aware of the extremely dangerous health risks associated with the use of drugs and alcohol. All students are strictly forbidden to possess, use and/or distribute drugs and alcohol on campus or as any part of activities sponsored by NPTC. NPC is a tobacco free campus. Students are prohibited from smoking or using smokeless tobacco while on campus. This policy includes the use of e-cigarettes, vapes and any other smoking products.

Students found in violation of the NPTC drug and alcohol policy will be subject to immediate suspension and/or dismissal. Prosecution by local, state and federal authorities is possible. NPTC adheres to Public Law 101-226 as mandated by the U.S. Department of Education governing drug and alcohol possession and distribution.

### **Leaving Class Early**

Students may not leave center classes early without permission. Students who need to leave campus early must sign out in the Pinkerton Building office. Failure to sign out prior to leaving campus will result in the student being counted absent for the day and may result in suspension or dismissal from the center. Students should bring documentation from the home school and/or parent when they check out.

### **Standards of Conduct**

Arkansas secondary area centers have the privilege and responsibility of providing high school students with the training and skills needed for further education and/or employment and have a genuine concern for the dignity of all students enrolled. Acceptable conduct is expected during center activities on and off campus. Students should:

1. Be responsible for information made available through notices, announcements, general brochures, catalogs, or oral information provided by the instructor(s) or administration;
2. Help maintain a clean and orderly training environment;
3. Dress appropriately for their field of training;
4. Observe all parking and traffic regulations;
5. Refrain from the use of cell phones or other electronic devices unless permitted by the instructor;
6. Conduct business before or after class. Students are not to have visitors or receive phone calls unless it is an emergency;
7. Follow all safety rules and guidelines as indicated in classroom and lab areas;
8. Complete all out of class/independent learning assignments;
9. Makeup all assignments missed due to absences or tardies.

### **Grounds for Suspension/Dismissal**

For the benefit of all, NPTC policies must be observed. The safety, rights and feelings of others must be respected. A student may be suspended or dismissed for conduct or personal habits that are not in the best interest of that student, fellow students or the technology center. Continued enrollment in the center after a suspension or dismissal for either academic or discipline violations will be handled on an individual basis with a written agreement among the student, parent(s), NPTC staff and the center director.

NPTC will follow the home school's discipline policy in regard to rules infractions unless stated otherwise. Students suspended from their home school are considered to be suspended from classes at NPTC.

Grounds for dismissal include but are not limited to the following:

1. Negligent damage, destruction, loss, or disposal of NPTC property. Students will be charged for the full damage or loss and are subject to prosecution under state laws;
2. Stealing, gambling, verbal or physical abuse, fighting, possession of firearms or other dangerous weapons;
3. Failure to observe parking and driving regulations;
4. Violating drug and alcohol policy;
5. Academic cheating;
6. Possession of pornographic material or accessing it;
7. Being formally charged with a felony or misdemeanor involving the center, staff, or student property;
8. Terroristic threats including the threat of physical violence on staff or students;
9. Threatening behavior such as bullying;
10. Use of vulgar language and/or profanity including obscene gestures;
11. Sexual harassment;
12. Violation of the computer Acceptable Use Policies;
13. Continuous interruption, disturbance, or other misconduct that interferes with normal center operations or hinders the learning process;
14. Failure to obey instructor's or administrator's directions or failure to comply with any or all NPTC policies.

## **Inclement Weather**

NPTC follows the directives of the NPC administration. In the event that weather is so severe that NPC administration feels life and property may be in danger, classes may be canceled until conditions improve. School closings will be broadcast on local radio and television stations, and posted on the NPC website.

NPC is equipped with an emergency notification system. Students who wish to sign up for the emergency notification system may do so by following the directions at <https://np.bbcportal.com>

If the student's home school is closed due to inclement weather, the student will be excused from attending classes at the center. Students who attend center classes when their respective home school is closed may earn a day back on their total number of absences.

## **Student Center**

The Student Center is used for student group meetings and as a place for students that arrive early. Students who go to the Student Center are expected to respect the fact that classes and other activities also take place in that building. Cups, wrappers, and other waste materials should be placed in the trash containers provided. Recycling containers for plastic, aluminum and paper are available in front of the student center.

## **Visitors**

Parents, school officials and interested patrons are welcome to visit classroom and shop areas but only after arrangements are made through contacting the center director. Failure to schedule an appointment may result in individuals being asked to leave campus. All visitors must sign in at the Pinkerton Building and wear a visitor's ID badge while on campus. Visitors must sign out when leaving campus.

## **Scholarships**

NPC provides the National Park Promise Scholarship to students completing a two year program of study at NPTC. The National Park Promise covers 100% of the cost of tuition and fees after other student financial aid has been applied. A list of students that complete the two years at NPTC will be provided to the NPC Enrollment Services Office but students need to apply with that office for the scholarship during the spring semester prior to graduation. NPTC students may also qualify for other NPC scholarships.

## **College Credit**

All of the secondary center programs offer some college level credit. The number of credit hours vary within each program. Students should check with their instructor for the number of credit hours available and any requirements that must be met to obtain these hours. Students who wish to enroll in center classes for college credit must meet the requisite test score on the ACT or ACCUPLACER tests. Scores are to be submitted along with the Concurrent Enrollment Form to the Concurrent Credit Coordinator prior to the first day of the fall semester.

## **Student Expenses**

Each program at NPTC has costs associated with materials, supplies, uniforms, certifications, etc. Costs to students vary from program to program. Instructors will provide students with a list of expenses at the beginning of the school year.

## **Certifications**

Some of the programs at NPTC have national industry related certification exams associated with them. Students are encouraged to take advantage of these certifications. To further encourage students, NPTC will reimburse the student for the cost of taking a certification exam if proof of payment for the exam (cancelled check or official receipt) and proof of a passing score (actual certification card or certificate) is provided.

## **OTHER**

National Park Technology Center is sponsored by National Park College and NPTC students fall under the rules and regulations that govern the college. Items that are not addressed in this student handbook will be referred to the college catalog and/or policies and procedures manual for decision.

# **NPTC PROGRAMS**

<b>AUTOMOTIVE SERVICE TECHNOLOGY</b>	<b>PG. 9</b>
<b>MACHINE TOOL TECHNOLOGY</b>	<b>PG. 10</b>
<b>MEDICAL PROFESSIONS</b>	<b>PG. 11</b>
<b>PRE-ENGINEERING</b>	<b>PG. 12</b>
<b>WOOD TECHNOLOGY</b>	<b>PG. 13</b>



# **Automotive Service Technology**

## **Class Limit: 15 students per section**

It is the mission of high school Automotive Service Technology at National Park Technology Center to instruct students to be competitive in the work force and succeed in the 21<sup>st</sup> century.

The course is certified by the National Automotive Technicians Education Foundation (NATEF) and introduces the student to the fundamentals of diagnosis, repair, and maintenance of today's automobiles. Upon completion of the course, a student may work in a variety of positions in the automotive industry, or may enter the post-secondary course for further training.

## **Program Content:**

### **Automotive Service I**

Students in this course are trained in routine service practices and general vehicle maintenance. They learn to identify and repair brakes, both drum and disc, and hydraulic systems. Students are also trained to diagnose and repair automobile engines.

### **Automotive Service II**

Students in this course are introduced to basic electrical systems and diagnostics. They are taught to diagnose and repair suspension and steering systems. Students are also trained in automotive air conditioning and heating systems.

### **Enrollment Criteria**

All programs in the technical center have three class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

1. Minimum math level of tenth grade (Algebra and Geometry);
2. Minimum sixth grade reading level;
3. Minimum 2.0 GPA;
4. Student interview.

Final determination will be at the discretion of the instructor and the center director.

# **Machine Tool Technology**

## **Class Limit: 15 students per section**

The mission of the Machine Tool Technology program is to introduce students to the field of precision machining. This program prepares students to shape parts on machines such as lathes, grinders, drill presses and mills. Students will receive training that can lead to employment as machinists, tool and die makers, CNC operators, machine operators, production planners and production control schedulers.

## **Program Content:**

### **Machine Tool I**

Students in this course complete OSHA 10 Hour Construction Safety training as well as the NCCER Core Curriculum. They learn to use appropriate tools and safely operate equipment. A strong emphasis is placed on industrial safety, environment protection, job planning and management, general maintenance, inspection and quality assurance, job execution, and career management and employment relations.

### **Machine Tool II**

Students gain knowledge in metals, layout, machine operations, and CNC programming. They also gain skills through hands-on shop experience.

### **Enrollment Criteria**

All programs in the technical center have three class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

1. Minimum sixth grade reading level;
2. Minimum sixth grade math level;
3. Minimum 2.0 GPA;
4. Successful completion (C or above) of one or more credits in an approved computer course;
5. Ability to lift objects up to 50 pounds;
6. Student interview.

Final determination will be at the discretion of the instructor and the center director.

# **Medical Professions**

## **Class Limit: 30 students per section**

The mission of this program is to give students a broad understanding and occupational awareness of professions within the medical field. Instruction includes theory and laboratory activities in medical terminology, health and disease, medical procedures, medical professions, and other health related courses. Medical specialization is a component of the Level II program. Twenty (20) community service hours are expected per school year (due to Covid-19 this is not a requirement for the 2020-2021 school year). Community service activities may be completed through the home school, community organizations, and/or NPTC.

Students must submit to random drug screenings at their expense, purchase uniforms and non-canvas/non-mesh white tennis shoes, have transportation to and from job shadowing/internship locations, provide proof of TB Skin Test, Hepatitis B vaccination (3), MMR (at least one) and Influenza vaccination before the end of the first quarter of the fall semester. To be eligible to participate in clinical internships students must maintain a "C" average in each fall nine week grading period, and may not exceed six (6) absences in the fall semester of Level II and four (4) absences in the third quarter.

## **Program Content:**

### **Foundations of Health Care**

This course is designed to introduce students to medical professions and basic foundational skills for first aid and the treatment of patients.

### **Human Body Systems (Anatomy/Physiology)**

This course is focused on the anatomical and physiological systems of the body as well as the diseases of those systems.

### **Medical Procedures Expanded**

Specific skills needed in the different areas of healthcare are expanded in this course.

### **Medical Terminology**

Students in this course are assisted in developing the language used for communication in the healthcare professions.

### **Medical Lab**

This is the capstone course of the program. It includes hands-on experiences in the classroom and lab. Students that qualify may also participate in internship experiences at local clinics, hospitals and other medical service provider locations.

### **Enrollment Criteria**

All programs in the technical center have three class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

1. Minimum sixth grade reading level;
2. Minimum sixth grade math level;
3. Minimum 2.0 GPA;
4. Student interview.

Final determination will be at the discretion of the instructor and the center director.

# **Pre-Engineering PLTW**

## **Class Limit: 20 students per section**

The Pre-Engineering program is offered in association with Project Lead the Way (PLTW) which is designed to be thought provoking, develop critical thinking and leadership skills, and to prepare students to compete in a global economy.

The mission of the Pre-Engineering program is to guide students in an exploration of the opportunities within the engineering profession and to solve engineering problems. Students will go beyond engineering theory and make application to real world challenges. Students will learn to explain their processes and present their projects to an outside review panel.

Students will develop time management skills and self-discipline in order to meet project deadlines. Students must have basic computer skills, an ability to read and follow written instructions, and the ability to work independently or in groups.

## **Program Content:**

### **Engineering and TECHNOLOGY I**

Students dig deep into the engineering design process, applying math, science, and engineering standards to hands-on projects. They work both individually and in teams to design solutions to a variety of problems using 3D modeling software, and use an engineering notebook to document their work

### **Principles of Engineering**

Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of structures and materials, and automation. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

### **Aerospace Engineering**

This course propels students' learning in the fundamentals of atmospheric and space flight. As they explore the physics of flight, students bring the concepts to life by designing an airfoil, propulsion system, and rockets. They learn basic orbital mechanics using industry-standard software. They also explore robot systems through projects such as remotely operated vehicles.

### **Engineering Design and Development**

The knowledge and skills students acquire throughout PLTW Engineering come together in Engineering Design and Development (EDD) as they identify an issue and then research, design, and test a solution, ultimately presenting their solution to a panel of engineers. Students apply the professional skills they have developed to document a design process to standards, completing EDD ready to take on any post-secondary program or career.

### **Enrollment Criteria**

All programs in the technical center have three class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

1. Minimum sixth grade reading level;
2. Minimum sixth grade math level;
3. Minimum 2.0 GPA;
4. Successful completion (C or above) of one or more credits in an approved computer course;
5. Student interview.

Final determination will be at the discretion of the instructor and the center director.

# **Wood Technology**

## **Class Limit: 15 Students per Section**

Wood Technology focuses on the safe use of machines and tools used to fashion wood into usable objects. Students receive industry level training and credentials recognized by OSHA and NCCER. Theory and fundamentals of woodworking are incorporated into the course that has as its purpose teaching students how to safely and accurately use woodworking machines and tools. Students who have little or no knowledge of woodworking are taught how to plan projects and are taught the shop skills needed to complete the projects.

## **Program Content:**

### **Wood Tech I**

Students in this course complete OSHA 10 Hour Construction Safety training as well as the NCCER Core Curriculum. Safely operating and using tools and equipment is emphasized along with blueprint reading, measurement, general finishing, and using mechanical fasteners.

### **Wood Tech II**

The focus this year is on using the skills learned in Wood Tech I through designing furniture and cabinets, CNC programming, construction of designs, and developing advanced woodworking techniques.

### **Enrollment Criteria**

All programs in the technical center have three class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

1. Minimum sixth grade reading level;
2. Minimum sixth grade math level;
3. Minimum 2.0 GPA;
4. Successful completion (C or above) of one or more credits in approved Mathematics, Science and/or Art classes;
5. Student interview.

Final determination will be at the discretion of the instructor and the center director.