

GENERAL RULES AND PROCEDURES

Students enrolled at LTC Region 4 campuses are expected to demonstrate mature behavior and assume responsibility for their actions.

Class Requirements

All students are required to attend all scheduled classes. Students are expected to be on time and prepared to start promptly with all necessary books, supplies, tools, equipment, and uniforms required for the program. Students may be dismissed from class for not having required materials.

Missing Classes

Students should notify instructors if they will be missing class(es) and/or be absent from college. This can be done by calling the college campus and asking the receptionist to connect them with the instructor and/or his or her voice mail. Students will not be able to make up work missed due to unexcused absences.

I.D. Cards

All students are required to purchase an I.D. card upon enrollment and every fall thereafter. Students are required to wear the I.D. card at all times while on campus for security reasons. Students reporting to college without an I.D. card may not be allowed to attend class until it is obtained. Students will be marked absent for the hours missed in class. I.D. pictures are taken in the Student Affairs Office.

Visitors

Perspective applicants are allowed entry to the campus Office of Student Affairs without a visitor's pass. All other visitors/guests are welcome and invited to visit various departments of the college at any time; for safety and security purposes, these individuals are required to sign in and receive a visitor's pass. This pass can be obtained at the campus's administrative office area. The pass must be worn at all times during the visit and returned to the campus office when exiting the campus. Children are not allowed on campus except when accompanied by a parent or when enrolled in a Day Care Center operated by a campus. Visitors must adhere to college security policies.

Telephones

A pay telephone is provided for student use. ***Phone calls and messages will not be accepted for students. In cases of emergency, the student should have family members and others contact them by calling their cell phones or beepers.*** All family members and friends should be apprised of this policy and be prepared to follow this procedure when needing to contact a student.

Beepers or Cellular Phones on Campus

Beepers or cellular phones are allowed on campus. Phones and beepers **must be turned off or put on vibrate during class time.** Some instructors/programs may prohibit cell phones and beepers in classrooms. Students must abide by the classroom policy pertaining to these items. Students should not use phones in the hallways during class hours since loud talking is disruptive to classes in session. Calls should be made and taken in the break area outside the building.

Smoking

All buildings belonging to LTC Region 4 are **non-smoking.** Smoking is permitted outside of buildings at a distance of 25 feet from entrances, as per state law. Smoking at entrances to the building is prohibited. Receptacles are provided for disposal of smoking materials. Cigarette butts must **not** be thrown on the grounds. Students are reminded to be careful in the disposal of cigarettes as not to cause a safety hazard.

Parking

Parking is provided on college campuses. Students are not allowed to park in the following areas: handicap parking slots unless their vehicle has a handicap sticker or license plate, in areas reserved for staff, or in areas reserved for visitors/guests. Parking on the grass, along the curbs, or in restricted areas is prohibited. All students are required to register vehicles. Vehicles will be towed (at owner's expense) if they do not have the appropriate parking sticker and/or they are parked in a restricted area.

Lockers

Lockers are available for student use. Instructors will give details regarding their assignment.

Search and Seizure

Lockers and desks are the property of LTC Region 4; they are loaned to students for the purpose of assisting them in attaining an education. As the property of the college, they are subject to search for contraband at any time, upon the reasonable belief of the campus administrator that said lockers and desks may contain material which is not allowed on the college campus. Having a tool box and operating a motor vehicle on campus are privileges granted to students. The granting of these privileges is conditioned upon the agreement that these articles may be searched by the college administration if the student is suspected of having contraband materials such as weapons, illegal substances or drugs, alcoholic beverages, or other similar material. Local law enforcement authorities may be included in this process if the campus administrator determines a need for such involvement.

Drug-Free Workplace Policies & Procedures Memorandum

Effective March 1989, all institutions participating in the Title IV Federal Aid Program must provide a drug-free workplace as mandated by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Acts Amendments of 1989 (Public Law 101-226), and Revised statutes of the State of Louisiana.

Initial distribution of this policy and procedures memorandum shall be accomplished through faculty and student orientation processes. Annually, this policy and procedures memorandum shall be published in the LTC Region 4 online catalog and faculty handbook. Hard copies are available through the campus Office of Student Affairs.

As a member of Louisiana Community & Technical College System, LTC Region 4 will abide by LCTCS Policy #6.030 Drug Free Workplace as published on the LCTCS Website. This policy as established applies to all school personnel regardless of position or duration of employment.

LTC Region 4 is committed to maintaining a safe and healthy environment for maximum learning and to maintain drug-free campuses and student body. The following LTC Region 4 Drug-Free Workplace standards of conduct include any and all students enrolled in an LTC Region 4 campus whether in a full-time or part-time capacity.

- All LTC Region 4 students are required to abide by the Drug-Free Workplace Act of 1988.
- The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace, on or about any Region 4 campus, or as part of any of its activities is prohibited. This prohibition includes the possession or use of any illegal drug related to paraphernalia or alcoholic beverage.
- Students receiving any federal financial aid are required to sign a statement certifying that they will not engage in any of the aforementioned illegal activities before financial aid is approved. Disciplinary actions apply as well as a potential refunding by the student of any financial monies received to date following a conviction of any drug related offense.
- At the time of initial enrollment/orientation, each student must acknowledge receipt and compliance of this policy and procedures memorandum as mandated in the Drug-Free Workplace Act of 1988.

State Law & Sanctions for the Unlawful Possession or Distribution of Illicit Drugs or Alcohol: The items below are a summary of the legal sections from the Louisiana Criminal code Revised Statutes which refers to the

illegal possession, manufacture or distribution of illicit drugs or alcohol. These statutes affect both students and employees of this educational facility.

Louisiana Revised Statutes 40:964

Composition of Schedules

Schedule I	A. Opiates B. Opium Derivatives C. Hallucinogenic Substances D. Depressants
Schedule II	A. Substances of Vegetable origin or Chemical Synthesis B. Opiates C. Stimulants D. Depressants E. Immediate Precursors
Schedule III	A. Stimulants B. Depressants C. Nalorphine D. Limited Narcotic Drugs E. Anabolic Steroids & Muscle Building Substance
Schedule IV	Barbiturates, etc.
Schedule V	A. Narcotic Drugs Containing Non-narcotic Active Medical Ingredients B. Narcotic Drugs

Louisiana Revised Statutes 40:967 through 40:970 - Prohibited acts and penalties for Schedule II, III, IV, and V violation(s). Refer to statute description for details.

Louisiana Revised Statutes 14:91.13 - Illegal use of controlled dangerous substances in the presence of persons under seventeen years of age:

- A. It shall be unlawful for any person over the age of seventeen, while in the presence of any person under the age of seventeen and when there is an age difference of greater than two years between the two persons, to use, consume, possess, or distribute any controlled dangerous substance in violation of the Uniform Controlled Dangerous Substance Act.
- B. Whoever violates the provision of this Section shall be fined not more than five hundred dollars or imprisoned for more than six months, or both.

Louisiana Revised Statutes 14:98 - Details conditions and penalties for operating a vehicle while intoxicated.

Though not listed specifically in the above-mentioned statutes, the consumption or possession of alcohol or alcoholic beverages is expressly prohibited on property owned or controlled by the institute or at such other locations in the community which affect the institute's interest as an educational facility.

LTC Region 4 Disciplinary Sanctions: LTC Region 4 will impose disciplinary sanctions on students consistent with local, state and federal law, up to and including expulsion or termination and referral for prosecution for violations of the standards of conduct.

- Any student reporting to college under the influence of and/or impaired by controlled substances or alcohol will be suspended from college until such time as written proof of rehabilitation from a state licensed rehabilitation agency has been provided. A list of rehabilitation agencies and assistance in seeking help with a problem can be obtained from the Campus Student Services Office. The student will be readmitted

to the institute at the discretion of the Discipline Committee. All students will be afforded the right of due process as specified by policy.

- Any student found using, possessing, dispensing, distributing, manufacturing, or selling drugs on or about any LTC Region 4 campus will be referred to the proper agency for enforcement of the law.

Health Risks Related to Alcohol and/or Drug Abuse*

Marijuana	Involved in illegal activity, poor judgment, jeopardizing physical relationships, Smoke damage to pulmonary systems: memory deficits; possible decreased female fertility. Lung cancer, impaired judgment.
Stimulants/ Cocaine	Involved in illegal activity, paranoid thinking, severe weight loss, financial overdosing, psychosis, cardiac disturbances, seizures, anxiety, suicidal depression, possible brain damage, associated dangers of IV use. Lethargy, prolonged drowsiness, dysphoria, irregular heartbeat, and possible suicidal depression.
Amphetamines, Speed, Crack, Crystal Meth, Etc.	Same as above.
Alcohol:	Blackouts (no memory of intoxicated behaviors), poor judgments, alienation of co-workers, friends, and family; physical deterioration and organ disease. Reliance on alcohol to reduce discomfort of increased resolved personal problems. Increased blood pressure, heart rate, temperature, hallucination; marked sleep disorders; disorientation; convulsions. Physical addiction likely.

*The above information is a partial listing of information about Commonly Abused Drugs. Please see the campus Office of Student Affairs for additional information.

Sources for Drug Rehabilitation and Counseling

Hotlines

National Institute On Drug Cocaine Hotline: 1-800-662-HELP(4357)

Cocaine Help: 1-800-COCAINE (262-2463)

Alcohol Hotline: 1-800-ALCOHOL (252-6465)

State Referral Services

Office of Prevention and Recovery from Alcohol and Drug Abuse – Baton Rouge (504-922-2781)

State Licensed Rehabilitation Agencies: The campus office of Student Affairs will assist personnel with contact information for these agencies.

Campus Security/Crime on Campus

The following policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542) and Crime on Campus:

1. LTC Region 4 campuses include buildings, parking lots, and vacant land.
2. The college does not have campus security personnel and relies on the local law enforcement agencies in case of any emergencies.
3. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the administration, who will then contact local law enforcement authorities. A report will be written and maintained on file.
4. Records shall also be maintained of any illegal acts which occur during any off-campus, college-sponsored activities.
5. LTC Region 4 campuses are drug-free workplaces and offer drug and alcohol counseling information to students and staff.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2, by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful. The law is defined as “possession of any firearm or dangerous weapon on one’s person, at any time while on a school campus, on school transportation, or at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.” LTC Region 4 campuses enforce this law.

Conduct

Students are expected to conduct themselves at all times in a manner acceptable to standards prescribed by society and the college. Each student is responsible for his/her own actions while enrolled and in attendance at any LTC Region 4 campus. Students will be dropped or suspended from college for acts detrimental to the welfare of other individuals or the college. Class work and tests scheduled during the suspension period cannot be made up by the suspended student. Reasons for suspension include, but are not limited to, the following:

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.
2. Unauthorized entry into or unauthorized occupation of any college facility.
3. Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person.
4. Theft or damage to personal property or to the property of the college.
5. Intentional interference with the right of access to college facilities or with any lawful right of any person on the campus.
6. Setting a fire on campus without proper authority.
7. Unauthorized use or possession of fire arms, ammunition, or other dangerous weapons, substances, or materials on the campus.
8. Academic dishonesty, such as cheating or plagiarism.
9. Knowingly furnishing false information to the college.
10. Forgery, alteration, or misuse of college documents, records, or identification.
11. Use, possession, or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law.
12. Failure to comply with the directives of campus officials and law enforcement officers acting in performance of their duties, or to identify oneself to these officers when requested to do so.
13. Conduct which adversely affects the student’s suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct).
14. Aiding or inciting others to commit any act set forth above.
15. Smoking in any college facility.
16. Gambling in any form on college property.
17. Use of possession of any alcoholic beverage on campus except at functions as approved by the campus administrator.
18. Misuse or Abuse of computer equipment, programs, or data: Includes, but not limited to unauthorized use of resources; accessing, transporting, or copying resources belonging to the college or another user without permission; attempting to breach security or deprive use to others; knowingly or carelessly performing an act that will interfere with normal operations; using resources for personal or financial gain; allowing non-college personnel access to resources; displaying obscene, lewd, or sexually harassing images or text in use of college computing services; attempting to destroy or modify resources belonging to the college or other personnel.

Reference: LTC Policy No. SA1930.229 Judicial Code, Disciplinary Procedures, and Student Due Process. Academic Dishonesty is fully described in this policy.

Dress/Grooming

Individuals are being educated for employment; thus students are required to dress appropriately. Employers from

business and industry consider a good appearance and good personal hygiene prerequisites for employment. Personal hygiene should be a daily practice. Dress codes for shop areas are to be consistent with safety standards. Specific instructions concerning attire will be provided to each student by the program instructor.

Live-Work Projects for Training Purposes

As part of training, students may be involved in actual “live-work” projects in which competency skills are taught. The college maintains the policy below for work done on this campus:

All live work must fall within the parameters of the curriculum and objectives for the course in which the student is enrolled, regardless of whether these services are performed on or off campus. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum.

The instructor has the responsibility of ensuring that State Board policies are adhered to in each live work situation. The instructor shall ensure that the **Live Work Agreement form** is signed by all customers, including employees and students of this institution, before accepting property for live work. If the Live Work Agreement form is not signed as directed by this policy, the instructor accepting live work property will be personally responsible for errors and omissions regarding this property.

There is no charge for labor since students perform all work as a learning experience. The cost of all materials and supplies for work to be performed are the responsibility of the person receiving the service or the owner.

Live work projects that are performed off campus are limited to work for non-profit groups or agencies. Live work projects cannot be performed on property involved in insurance claims.

The instructor will complete a work order if applicable for every live work project. The Instructor and Campus Administrator must approve all live work assignments.

The Louisiana Technical College (LTC) utilizes live work experiences to enhance skills and training for the course and assumes no liability for live work projects.

Live work is accepted from students and staff only to meet specific needs of components of the curriculum. For the following programs, the instructor may vary from this practice and accept work from the outside public if practice work is not available from students and staff: Barber Styling, Care and Development of Young Children, Cosmetology, Culinary Arts and Occupations, Graphic Communications.

Tools and Equipment

All students using any tools or equipment are responsible for the proper use and care of those tools and equipment. Students are also responsible for maintaining clean work areas by removing debris resulting from their work on any given day.