

McLennan Community College

1400 College Drive
Waco, Texas 76708
254-299-8000

Alternative Teacher Certification Program

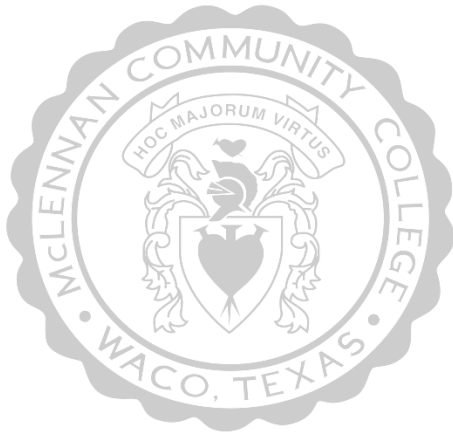
Student Handbook

Accredited by the Texas Education Agency/State Board for Certified Teachers

McLennan Community College provides equal educational opportunity for all qualified students and does not discriminate on the basis of gender, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972 and the Age Discrimination Act of 1978.

This handbook was prepared on the basis of the best information available at the time of printing; however, all information is subject to change without notice or obligation.

April 15, 2009



McLennan Community College

1400 College Drive
Waco, Texas 76708
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I agree to abide by all the policies, procedures, rules, and regulations of McLennan Community College for teaching, learning, and professional development set forth in the Student Handbook. I understand that failure to comply with policies and procedures set forth in the ATCP Student Handbook will result in dismissal from the McLennan Community College Alternative Teacher Certification Program.

Print Name _____

Sign Name _____

Date _____

<http://www.mclennan.edu/teach>

April 15, 2009

**MESSAGE FROM THE ALTERNATIVE TEACHER CERTIFICATION DIRECTOR,
MRS. FAY GUTIERREZ:**

Welcome to McLennan Community College's Alternative Teacher Certification Program. You are at the beginning of the preparation stage of becoming a certified teacher in the State of Texas. Your career will be both rewarding and challenging. Over the past several years our program has grown from a meager beginning of 7 students to well over 200 students in over 20 areas of certification. These students are currently employed in 40 school districts across the state. It is our sincere wish your experience here is rewarding and that success will follow you in your new career. Feel free to contact the office if we may be of assistance to you.

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MISSION OF THE COLLEGE

McLennan Community College affirms its mission to provide a comprehensive range of educational programs and services for students and a dynamic, multicultural community. The College is committed to excellence in all of its educational programs. McLennan Community College endorses the concept of open admissions and provides support designed to assist students to succeed in their educational goals.

EQUAL OPPORTUNITY

McLennan Community College provides equal educational opportunity for all qualified students and does not discriminate on the basis of gender, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs activities, or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, and the Age Discrimination Act of 1978.

DISABILITIES/ADA

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107 (a), MCC's designated ADA co-coordinators shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Marc Sweatt, Disability Specialist, at 299-8122 or msweatt@mclennan.edu.

STATE BOARD OF EDUCATOR CERTIFICATION APPROVED

McLennan Community College's Alternative Teacher Certification Program is accredited by the State Board for Educator Certification/Texas Education Agency.

ALTERNATIVE TEACHER CERTIFICATION ADVISORY COMMITTEE

The Alternative Teacher Certification Advisory Committee will assist McLennan Community College in maintaining the Alternative Teacher Certification program current in order to meet the teacher labor market demands for this region and the needs of the students. The broad purposes of the committee are 1) to help the college document the need for the Alternative Teacher Certification program; and 2) to ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of private and public independent school districts.

Functions of an advisory committee include:

1. Evaluating the goals and objectives of the program curriculum;
2. Establishing workplace competencies for the program ;
3. Suggesting program revisions as needed;
4. Evaluating the adequacy of existing college facilities and equipment;
5. Advising college personnel on the selection and acquisition of new equipment;
6. Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities;
7. Assisting in the professional development of the faculty and students;
8. Assisting in promoting and publicizing the program to the community and to business and industry; and
9. Representing the needs of students from special populations.

The Advisory Committee shall be composed of persons who broadly represent the demographics, including the ethnic and gender diversity, of the college's service area as well as the demographics of the teacher education field. Committee members should be knowledgeable about the skills used in the teaching field for which they are providing information and guidance.

Full-time staff of the college offering the program will serve in an ex-officio capacity of the Advisory Committee.

The Advisory Committee must meet in person a minimum of two times a year and should, if possible, have a quorum present. However, contact with the members shall be maintained throughout the year via e-mail, fax, phone, or videoconference.

A meeting agenda will be provided at the beginning of each meeting. Official minutes will be recorded on paper of all meetings.

The minutes must include:

1. Identification of committee members (name, title, and affiliation);
2. An indication of the committee members' presence or absence from the meeting;
3. The names and titles of others present at the meeting;
4. Summary of meeting discussion; and
5. The signature of the recorder.

ADMISSIONS/APPLICATION PROCESS

Applicants seeking admissions must meet the following criteria before acceptance into the Alternative Teacher Certification Program at McLennan Community College:

- 1) hold a bachelor's degree from an accredited institution of higher learning;
- 2) Schedule meeting with Ronnie Massey, *Assistant Program Director*, to assess college transcripts, GPA and certification goals (*bring a copy of your final college transcript for review*). Potential graduates in their last semester of study may submit an application. If your bachelor's degree is from another country, you must pass the TOEFL. Foreign transcripts should be evaluated. A list of acceptable organizations which can evaluate foreign transcripts can be found at <http://www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp>.
- 3) 2.5 GPA on last 60 hours toward bachelor's degree or cumulative GPA
- 4) Passing scores on the **TEXAS SUCCESS INITIATIVE—THEA** (Reading – 230; Mathematics – 230; and Writing – 220), **ACCUPLACER** (Reading Comprehension – 78; Elementary Algebra – 63; Sentence Skills – 80; and Written Essay- 6) **ASSET**: (Reading Skills - 41; Elementary Algebra - 38; Writing Skills (objective) - 40; and Written Essay – 6); **COMPASS**: (Reading Skills - 81; Algebra - 39; Writing Skills (objective) - 59; and Written Essay – 6) or **being exempt from THEA** under the provisions of the Texas Success Initiative in 2002 or **passing the required State Content Exam**

The applicant who meets these criteria will need to complete the following:

- 1) application
- 2) official transcripts from all colleges and universities attended
- 3) non-refundable application fee (\$40)
- 4) three (3) professional references
- 5) interview (Students entering the bilingual certification will need to interview both in English and Spanish. The student must also pass the BTLPT test to be certified.)

Once the application has been completed, references checked, and all transcripts received and reviewed, an interview will be scheduled. However, meeting entry requirements does not guarantee an interview or acceptance into the MCC's Teacher Certification Program.

Note: Students may be required to take developmental courses in reading, math, and/or technology based on score reports and other evaluations.

Following are the courses offered through the MCC Alternative Teacher Certification Program:

Pedagogy and Professional Responsibilities EC-12—TCPP 1004

Content Area of Specialization:

Art EC-12 (TCAR 1004)
Bilingual Generalist Supplemental Content (and BTLPT test) (TCBS 1004)
Business Education 6-12 (TCBE 1003)
English As A Second Language Generalist Supplemental (TCES 1004)
English Language Arts & Reading 8-12 (TCEN 1003)
Family and Consumer Studies 6-12 (TCFC 1003)
Generalist EC-6 (TCGN 1006)
Generalist 4-8 (TCGN 1002)
Health Education EC-12 (TCHE 1004)
Health Science Technology Education 8-12 (TCHS 1003)
History 8-12 (TCHI 1003)
Journalism 8-12 (TCJR 1003)
Life Science 8-12 (TCLS 1003)
Mathematics 8-12 (TCMA 1003)
Music EC-12 (TCMU 1004)
Physical Education EC-12 (TCPE 1004)
Science 4-8 (TCSI 1002)
Science 8-12 (TCSI 1003)
Social Studies 4-8 (TCSS 1002)
Social Studies 8-12 (TCSS 1003)
Spanish EC-12 (LOTE test) (TCSA 1003)
Special Education EC-12 (TCSP 1004)
Speech Communication 8-12 (TCSC 1003)
Technology Application 8-12 (EDTC 1093)
Technology Education 6-12 (BIOM 1091.03)
Theater Arts EC-12 (TCTA 1003)
Trades and Industry Education 8-12 (TCIE 1003)
Internship I (TCIN 1004)
Internship II (TCIN 1004)
Internship III (TCIN 1006)

PROGRAM TIME LIMIT

Effective August 1, 2007, once an individual is accepted into the MCC Alternative Teacher Certification program, he/she has five years from the date of acceptance to complete the program. If the individual has not completed the certification program within the five years, he/she will need to reapply into the program. In addition, the Program Director can drop students from the program in less than the five-year period if the student is not demonstrating progress in his/her certification.

STUDENTS DROPPED FROM PROGRAM

Students dropped from MCC's ATC program for not meeting the five-year program requirement, not making adequate progress in the program, or for reasons determined by the Admissions, Discipline and Review Committee, will have to reapply for the program.

REGISTRATION DEADLINES

Registration deadlines exist for all Alternative Teacher Certification classes. These deadlines vary from year to year. If registration deadlines are not met, students will have to wait until the next available course offering to register for the class. It is highly recommended that registration be complete, with the appropriate payment made, before the class begins. Students will be informed of specific deadlines that exist.

PAYMENT DEADLINES

Students may use MCC's installment plan for content courses and PPR classes that are offered during the fall, spring, and summer semesters. All accounts must be settled before the student is recommended either for probationary or standard certification. These accounts must also be settled with the Business Office before the student is allowed to enroll in the next required class. Accounts must be settled before specific dates during course work or the student will be dropped from the class. These dates vary from one semester to the next.

FINANCIAL OBLIGATIONS

All records, grades, and other official documents of students with unpaid financial obligation(s) to the College will be held until such obligations have been met, and such students shall not be allowed to re-enroll without special approval of the Executive Vice President. There is a service charge of \$25 for each returned check.

PPR TESTING/CONTENT TESTING

Students must pass the state required pedagogy and content tests before they can be Standard Certified. Some areas of content require the passing of the content exam before a student is considered highly qualified to teach. If a student switches levels or areas of specialization during the program, additional course work will be required.

Students need to email the Program Director requesting approval to test in either content or pedagogy. The email must include the student's TEA number and the test that is being requested. Students may be encouraged to take a Practice Test before registering for the test. **All students are required to take their content and pedagogy courses before they can be Standard Certified.** Students may opt to test out of other state-approved content areas AFTER standard certification is achieved.

TESTING APPROVAL PROCEDURE

Once the student has met the requirements for testing, he/she will email the Program Director, Fay Gutierrez, at fgutierrez@mclennan.edu listing the assigned TEA ID number and the name of the test that the student is requesting to take. The student may register for the test online at <http://www.texas.ets.org> after the Director posts the approval on the SBEC Website.

ATTENDANCE/ABSENCES POLICY

Regular and punctual attendance is expected of all students, and each instructor shall maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Although students are strongly encouraged to attend all their classes, students are allowed to miss one (1) internship class with no penalty assessed. Students who miss two (2) internship classes for any reason will be required to attend a make up session to receive credit for the class. Students who miss three (3) or more internship classes for any reason will receive a grade of "F" in the class and the course will be repeated at the student's expense. Instructors will notify the student at the first class meeting as to how many absences are allowed in the content courses, usually it is two class periods in the fall and spring and one class period in the summer.

TARDY POLICY

Students are strongly encouraged to be in class on time. In internship courses, students who are fifteen (15) minutes late to class will receive a tardy. In addition, if a student leaves class fifteen (15) minutes before class is dismissed, he/she will also receive a tardy. Three (3) tardies will be counted as an absence. If a student is thirty (30) minutes or more late to class, he/she will receive an absence for that class meeting. In addition, if a student leaves class thirty (30) minutes or more before class is dismissed, he/she will receive an absence. Teachers in content courses will notify the students at the beginning of their class their policy for counting a student tardy.

Each student in the program must sign the following Candidate Agreement:

CANDIDATE AGREEMENT

1. I understand I must submit the non-refundable application fee for my file to be considered by the MCC Alternative Certification Program.
2. I agree to meet all testing requirements and to turn in an official passing exam score.
3. I confirm the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me on the application or during the application process shall be grounds for refusal to be admitted to the MCC Alternative Teacher Certification Program.
4. I understand that I will be subject to a criminal background check by the State Board for Teacher Certification before being issued a Teaching Certificate. A criminal background check will also be done by the employing school district.
5. I hereby authorize McLennan Community College to investigate, through whatever means deemed appropriate by the college, any information included in this application and facts resulting from the investigation unless otherwise noted. MCC is also authorized to use any information obtained from its investigations to determine my suitability for entrance into the Alternative Teacher Certification Program at MCC. I release MCC from any liability in connection with the investigation.
6. I understand that individuals may be asked for clarification regarding their application information or status with their past teaching experience to help both parties make the best decision for all concerned. The information will be kept confidential.
7. I hereby authorize any former employers or any other persons given as references (unless otherwise noted) to answer any questions that may be asked.
8. I understand that I will perform my internship in the content specialization area that I have chosen.
9. I understand that to be eligible for probationary certification through MCC's Alternative Teacher Certification Program, I must meet the "Highly Qualified" status of the "No Child Left Behind" law.
10. I understand that I must pay MCC in full before I can be recommended to SBEC for full certification.

If accepted, I agree to abide by the policies, procedures, rules, and regulations of the MCC Alternative Certification Program.

Signature of Applicant _____

Date _____

TEACHER INTERNSHIP (ALL LEVELS)

Once the student obtains a position as a teacher, MCC will continue to provide assistance and guidance throughout the first year of teaching in a Texas school. Internship begins after the student has accepted a teaching position with an accredited school district. Over the course of a full school year, the student (Intern) will work with the campus principal, an assigned School Mentor, and a Field Supervisor. The Intern will attend the Internship classes at MCC, Internship I (TCIN 1004), Internship II (TCIN 1005), or Internship III (TCIN 1006). The clinically supervised intern class experience is designed to help the new teacher by providing assistance and guidance while the Intern is actually teaching. McLennan Community College's Alternative Certification Program is a highly supervised experience for all interns. *(Students must inform MCC as soon as they accept a teaching position).*

All Alternative Teacher Certification students must take the internship as soon as possible after they accept a teaching position. The Internship must preferably be taken in consecutive semesters. Students approximately teach/work 183 days x 7 hours = 1,281 hours a year or 640.5 each semester; plus, the internship classes meet 15 contact hours a semester (total of 30 semester hours).

MCC will continue to provide support for internship students after a full year of internship if:

- Standard Certification is not attained;
- Poor observation/evaluations by Field Supervisor and/or appropriate school personnel was received; or
- Recommendation by appropriate school personnel and/or MCC personnel that another semester/year of internship would benefit the intern.

Students who fall into one or more of the categories listed above will be required to re-enroll for an additional semester/year of internship at the student's expense. Support services will be provided for students enrolling in TCIN 1006. Interns having difficulty in passing their state exams may be required to attend tutorial sessions before another approval to test will be given.

CERTIFICATION/FINGERPRINTING

As soon as a student secures a teaching position, they must apply for probationary certification by going online to the State Board for Educator's Certifications (SBEC) website at www.sbec.state.tx.us. The student must also complete the fingerprinting process. The fingerprinting requirement must be complete before a valid certificate is issued. The probationary status on the certificate must be removed within 3 years of issuance or the student will never be eligible to teach in the state of Texas. Application for Standard Certification will follow as soon as the student has completed and passed all the state required exams. The probationary certificate must be renewed/extended each year with SBEC until a standard certificate is issued.

SCHOOL MENTORS

Each campus principal will assign a School Mentor to students enrolled in the internship class, once they have secured a teaching position. It is the responsibility of the School Mentor to do the necessary evaluations, paperwork and hold the necessary conferences with the intern. These mentors serve the interns for a period of two semesters and provide valuable feedback and suggestions while enrolled in the internship class. The department pays a stipend for School Mentors to assist interns on a daily basis. The School Mentor does monthly evaluations and conferences with the intern as well as monthly checklist to monitor intern's progress. Interns are required to observe their School Mentor once a month. Both of these monthly visits are documented and the documentation is turned in to the Internship Instructor each month. School Mentors must complete the necessary paperwork for McLennan Community College so payment to the School Mentor can be made. School Mentors may be changed during the year when these requirements are not met.

FIELD SUPERVISORS

Field Supervisors are required to conference with administrators and School Mentors as they complete a year-end certification recommendation. MCC has experience in working with interns who have failed to show signs of improvement in their classroom during the internship year and Interns identified as needing an Intervention Plan or Professional Growth Plan that outlines areas in need of improvement with a timeline for implementation. This area where improvement is needed will be shared with the school mentor so they can further support the intern in the improvement process.

DEFICIENCY PLANS

McLennan Community College's Alternative Teacher Certification may provide a Deficiency Plan for an individual who seeks certification while teaching in a school. The Program Director will prepare a Deficiency Plan using the following guidelines:

- 1) The applicant has been accepted as a student in the Alternative Teacher Certification Program;
- 2) The applicant is working on making progress in completing the PPR and Content classes and passing both State required tests in their content area; and,
- 3) The applicant does not owe any financial obligations to the college.

FMLA STATEMENT

During Internship, an eligible Intern Teacher may take up to 12 weeks of unpaid family/medical leave within a 12-month period for certain family and medical reasons as specified under the Family and Medical Leave Act (FMLA) of 1993.

An eligible Intern Teacher is entitled to FMLA leave under the following circumstances:

1. for the birth of a child, and to care for the newborn child;
2. for placement with the employee of a child for adoption or foster care;
3. to care for the employee's spouse, child(ren) or parent with a serious health condition; and
4. because of a serious health condition that makes the employee unable to perform the functions of the employee's job.

Leave must be worked out between the Intern Teacher and the employing school district. The Intern Teacher must file a letter informing the MCC ATC office prior to the leave.

TRANSFER STUDENTS

A student will be accepted into McLennan Community College's Alternative Teacher Certification program as a transfer student after proof is shown that he/she is released from the previous alternative program and documentation for all prior course work, up-to-date assessment tests, State tests, certification/permit and/or other teaching history, contract information, etc., while being a student in the previous program is provided to the ATC office. However, a Student Completer from another certification program cannot transfer according to SBEC policy.

COURSE SYLLABUS

A syllabus is given to students by their instructors at the beginning of each course. The syllabus outlines the objectives of the course, the assignments, special projects, grading policy, and any other important information the instructor feels students need.

GRADE APPEAL POLICY

A student may appeal a grade within a period of one year from the day the class ends. Questions regarding potential grade errors should be directed to the Alternative Teacher Certification Program Director. Grade changes may be made by the instructor of record only, or, in the absence of the instructor, the Program Director. Grade appeals will not be considered after one year.

TRANSCRIPT REQUESTS

Requests for official McLennan Community College transcripts must be in writing, using one of the following options:

- Filling out a request form at the Student Records counter, which is located in the Student Services Building

- Mailing the request to: MCC Student Records, 1400 College Drive, Waco TX 76708
- Faxing the request to Student Records at 299-8694

If the official MCC transcript is to be mailed to another college or university, transcript requests can also be made by going to the MCC Web site at www.mclennan.edu and clicking on WebAdvisor and then clicking on WebAdvisor for Students.

Requests for official transcripts must contain the following five items of information:

- Student's name and Social Security Number
- Student's current address and telephone number
- Number of transcript copies desired
- Complete address, including ZIP code, where each copy should be mailed
- Student's signature

Students may request 25 official transcripts before being charged. After the first 25 copies, each official copy of a transcript is \$3. Transcript requests are processed within 24 hours, except during peak request periods (at the end of each long semester). During peak request periods, the processing time changes to 48 hours due to the increase in the number of requests.

Certain holds on a student's record will prevent a transcript being printed and released. Students who have holds on their record that will prevent their transcript from being printed will be notified by mail. The following is a list of holds that must be removed before transcripts can be printed and released:

- Business Office holds (returned checks, loan payment default, etc.)
- Library holds (library fines, books not returned, etc.)
- Parking fines
- Financial Aid holds (Stafford Loan default, over payment of grants, etc.)
- Health/Physical Education holds (equipment not returned)
- Failing to submit official copies of high school or college transcripts during the admission process

Students should call the Transcript Request Information telephone line at 299-8732 or the Student Records Office at 299-8507 if they have any questions or need additional information.

CLASS-RELATED PROBLEMS

A student having problems directly related to a class should first talk with the instructor. If the problem is not resolved, the student may talk to the program director, then to the Vice President, Program Development.

DRESS POLICY

Students of the College, while on campus and/or participating in any function or activity of the College, are expected to meet acceptable standards of dress and personal hygiene.

A student's dress or personal hygiene shall be considered unacceptable if it inhibits or interferes with the educational responsibility of the college community or if it disrupts the administrative functions of the College, including social-educational activities.

LOST AND FOUND

The Lost and Found is located in Career Development Services located on the ground floor of the Student Center. If an article is found, it should be sent to the Career Development office. Articles turned in to Lost and Found will be kept until claimed or disposed of after one semester.

CAMPUS POLICE/EMERGENCIES – 8911

MCC is concerned about the safety and welfare of all people on campus and is committed to providing a safe environment. The MCC Police Department employs six police officers commissioned by the Board of Trustees pursuant to Section 51.212 of the Texas Education Code. To quickly access the campus police from any campus phone, dial 8911 or call 0 for the operator who has direct contact with the campus police. Emergency call boxes are located at various places on campus.

FITNESS TO TEACH CRITERIA

In addition to entry criteria into the program, all ATC students will be screened throughout their program according to the criteria addressed in this policy. If the criteria is not met satisfactorily, candidates may be denied full standard certification or the opportunity to teach as an intern. Without successful completion of these requirements, MCC does not recommend interns for Texas Teacher Certification. The criteria is listed below:

Academic Requirements

1. Scholastic Integrity – the teacher candidate must demonstrate honesty and integrity by being tactful about background, experiences, and qualifications; doing one's own work; giving credit for the ideas of others; and providing proper citation of source materials.
2. Communication Skills – the teacher candidate must demonstrate sufficient written and oral skills to comprehend information and communicate ideas and feelings.

3. Written Skills – writes clearly, uses correct grammar and spelling; demonstrates sufficient skills, in written English, to understand content presented in the program and the ability to complete adequately all written assignments as specified by the faculty.
4. Oral Skills – communicates effectively with other students, faculty, staff, and administration. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates sufficient skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field placement experiences, as specified by the faculty.

Personal and Professional Requirements

1. An ATC candidate must not reveal confidential information concerning students unless disclosure serves professional purposes or is required by law.
2. An ATC candidate must demonstrate interpersonal skills that are required for successful professional teaching. These skills include openness to accepting and testing unfamiliar ways of teaching, the ability to accept and act upon reasonable criticism, maintain enthusiasm for working collegially, have the ability to understand others' perspective about teaching and have the ability to separate professional and personal issues.
3. An ATC candidate should display a positive attitude toward faculty, colleagues and students and maintain proper disposition to always act for the benefit of all students.
4. An ATC candidate must not sexually harass others, make verbal or physical threats, become involved in sexual relationships with students, supervisors or faculty or abuse others in physical, emotional, verbal or sexual ways.
5. An ATC candidate must attend class and all field experiences as expected. Punctuality is expected at all times.
6. An ATC candidate must demonstrate positive personal hygiene habits dress appropriately for their content area following school standards for dress and adhere to the Code of Ethics and Standard Practices for Texas Educators.

Cultural and Social Attitudes and Behaviors

1. An ATC candidate must exhibit respect for superiors, peers and children and youth.
2. An ATC candidate should appreciate the value of diversity and look beyond self in interactions with others; respect differences of race, ethnicity, religion, social

class, national allegiance, and cultural heritage. Candidates must not impose personal, religious, sexual, and/or cultural values on others.

3. An ATC candidate must exhibit acceptance of and provide accommodations for exceptional learners.
4. An ATC candidate must be able to work together with peers, speak in a manner appropriate to context of the classroom and demonstrate positive social skills in professional and social interactions with faculty, colleagues, parents and students.

Emotional and Mental Abilities

1. Stress Management – the teacher must demonstrate the ability to deal with current life stressors through the use of appropriate coping mechanisms. The candidate must handle stress effectively by using appropriate self – care and developing supportive relationships with colleagues, peers and others.
2. Emotional and Mental Capabilities – the teacher must use sound judgment, must seek and effectively use help for medical or emotional problems that interfere with scholastic and professional performance.
3. Cognitive Dispositions – the teacher must think analytically about educational issues, be thoroughly reflective about their practices. They must be reflective about their practices, be open to new ideas, and be willing to modify their practices for the betterment of students and must question and test their assumptions about teaching.

Physical Skills

1. The ATC candidate must exhibit motor and sensory abilities to attend and participate in class and internship placements.
2. No otherwise qualified ATC candidate shall, on the basis of a disability, be subjected to discrimination or excluded from participation in the program.
3. An ATC candidate with a disability may be protected under Section 504 of the Vocational Rehabilitation Act and the Americans with Disabilities Act. Candidates may be eligible for reasonable accommodations that will provide and equal opportunity to meet the academic criteria related to professional behavior and scholastic performance.

ADMISSIONS/DISCIPLINE/REVIEW COMMITTEE

The Admissions/Discipline/Review Committee will be responsible for assisting in decisions regarding admission, discipline, and program review issues that occur. The following individuals compose the committee:

Vacant, Vice President, Student Services
Ms. Brenda Atchison, Instructor, Business Department
Dr. Bill Matta, Director, Language, Literature, & Communication
Mr. Al Pollard, Vice President, Program Development
Ms. Lorraine Stansel, Instructor of Reading and ParaProfessional Course

STUDENT GRIEVANCE PROCEDURES

These procedures are established to provide the individual student with an opportunity to be heard in grievances involving unlawful discrimination, selective program admission, or other alleged violations of law or college policies. Complaints alleging sexual harassment will be handled in accordance with policy F-V-k, 1.

All student grievances will be handled through regular administrative organizational channels or in accordance with other formal policies of the College.

In attempting to resolve a student grievance, the following procedures are to be followed:

Procedure for Informal Grievance:

1. A student should first discuss his/her grievance with the teacher, administrator, or other individuals directly and immediately involved in the grievance.
2. If after consulting with the individual involved, the student feels that the grievance is still unresolved, he/she may discuss it with the immediate supervisor of the individual involved in the complaint.
3. In the event that resolution of the grievance has not been achieved through use of Steps 1 and 2, the grievance may be discussed with the appropriate Dean or Vice President.
4. If the student has completed the informal procedure and the grievance still exists, he/she may initiate the formal grievance procedure.

Procedure for Formal Grievance:

1. To initiate the formal procedure, the student must submit a request in writing to the President of the College to have the grievance considered by a formal Grievance Committee. The request shall include a description of the nature of the grievance and the redress sought.
2. The President will either approve or disapprove the request. If the request is disapproved, reason for the disapproval will be communicated to the aggrieved

student in writing. If it is approved, the President will appoint a Grievance Committee to meet promptly to hear the grievance. The Committee shall be composed of five members, two of whom shall be students currently enrolled at the College. Each of the other three members may be either faculty or staff members of the College. The Chairman of the Committee shall be appointed by the President.

3. The Chairman of the Grievance Committee shall call a meeting as soon as possible to hear the grievance matter and to arrive at a recommendation(s) to the President of the College. Participation in the hearing shall be limited to the committee members, the committee secretary and advisors, the student and any person against whom the grievance has been filed, and to witnesses and legal counsel who may be called or used by either party. The student and the party against whom the grievance was filed shall be afforded the opportunity to call witnesses and cross examine adverse witnesses. The President may appoint a representative of the College who may also, personally or through counsel, introduce evidence and call and cross examine witnesses. All parties shall submit all evidence relating to the alleged discrimination to the Committee prior to or no later than the time of the hearing. The Committee will prepare a full written report of the proceedings, its findings and recommendation(s), and copies of the report will be sent to the President and to the person bringing the grievance. A tape recording of the testimony shall be made and included with the written report of the proceedings forwarded to the President.
4. The President shall accept or reject the recommendation(s) of the Committee or may propose an alternative solution. The President's response shall be made in writing to the grievant.
5. In the event the decision of the President is not acceptable to the grievant, he/she may request a review of the case by the Board of Trustees of the College. Such a request shall be made in writing through the President. The matter will be *placed upon the Board's agenda and the student may address the Board in accordance with the Board's policies. The record of the proceedings shall be made available to the Board for its review prior to the meeting. The Board shall advise the President and grievant of its decision either orally or in writing or of further proceedings or actions, if any, desired by the Board.*

If the Board takes no action, the decision of the President shall be final. Any decision or action of the Board of Trustees shall be final.

**PRIVACY RIGHTS OF PARENTS AND STUDENTS
(PUBLIC LAW 93-380 AS IT RELATES TO MCC – POLICY AND PROCEDURES G-
XIX)**

A student's permanent record may include demographic information, admission information, residency certificate, immunization information, date of enrollment,

complete academic history, standardized achievement and placement test scores, credits transferred from other institutions, degrees, certificates, honors and awards, membership and positions held in campus clubs and organizations, membership in Phi Theta Kappa, and date(s) of graduation. In accordance with the Family Education Rights and Privacy Act (FERPA), any student having attended McLennan Community College has the right to inspect, review, and obtain copies of any and all official records, files, and data directly related to herself/himself. Access to the student's records may be obtained in the following manner:

- A. Students may make requests in person or in writing to the Office of Student Records.
- B. The appropriate officer of the College will make the designated records available within a reasonable period of time, but in no case more than 45 days after the request.
- C. Copies of records will be provided at the current prevailing cost.
- D. Exceptions:
 - 1. Financial records of the parents of the student or any information contained therein.
 - 2. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.
 - 3. If the student signs a waiver of his/her right of access to the following information:
 - a. Confidential recommendations for admission
 - b. Confidential recommendations for employment
 - c. Confidential recommendations for honor recognitionsProvided, however, that the student, upon request, be notified of the names of all persons making confidential recommendations and such recommendations be used solely for the purpose for which they were specifically intended.
 - 4. Records of a physician, psychiatrist, psychologist, or other recognized professional or Para-professional, provided the records are created and used only in connection with treatment of the student, and such records are available only to those providing such treatment.
 - 5. Education records containing information about more than one student; however, in such cases the institution will permit access to the part of the record which pertains only to the inquiring student.

Accuracy of Records

Any student having attended McLennan Community College will have an opportunity to challenge and have corrected inaccurate, misleading, and inappropriate data.

A. Informal Review

Make a request in person or in writing to the Office of Student Records. The student may be required to complete a "Request to Inspect and Review Educational Records" form.

B. Formal Review

If the information review does not clarify the question of accuracy of recordkeeping, the student may request a formal review. The Vice President, Student Services will chair and appoint a committee to hear challenges concerning student records.

Directory/General Information

This is information which may be released to the general public without the written consent of the student. A student may request that all or any part of the Directory Information be withheld from the public by completing a "Withhold Information" form at the Office of Student Records or the Office of Student Admissions during the first 12 class days of a fall or spring semester or the first 4 class days of a summer term. The following are included as Directory Information:

- A. Name
- B. Student's address
- C. Parents' names and address
- D. Telephone number
- E. Major Field of study
- F. Classification
- G. Participation in officially recognized activities and sports
- H. Weight and height of members of athletic teams
- I. Dates of attendance
- J. Degrees, awards, and date(s) received
- K. All previous educational agencies or institutions attended
- L. Photographs that may be used in MCC publications, videos, advertisements, or Internet sites.
- M. Honors
- N. E-mail address
- O. Enrollment status (full-time or part-time)

Students who request that the College withhold directory information should be aware that nondisclosure stipulations stay in effect until removed by the student. Students who choose not to release directory information will not be included in the public release of the Honors List and directory information will not be released to potential employers and other interested parties.

Authorized Access to Student Records

As provided in PL 93-380, the following will be provided access to a student's record without prior consent from the student, and no record thereof will be maintained.

- A. School officials of McLennan Community College who have authorized college-related interest in the student's record or officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institution(s) if they so desire. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel); a person or company with whom the College has contracted (such as a attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official

- committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- B. Individuals needing the information in connection with a student's application for receipt of financial aid.
 - C. State or local officials to which educational data must be reported.
 - D. Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been complete.
 - E. Accrediting agencies.
 - F. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
 - G. In compliance with judicial order pursuant to any lawfully issued subpoena.
 - H. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state educational authorities.
 - I. Emergency situations when the information is necessary to protect the health or safety of some person. All other individuals, agencies, or organizations which request or obtain access to a student's records must have prior written consent of the student involved.

Record of Access

- A. McLennan Community College will maintain a record, kept with the education records of each student, which will indicate all individuals, agencies, or organizations which have requested or obtained access to a student's records (excepting those described in A-J).
- B. The record must indicate specifically the legitimate interest for viewing the record. It must:
 - 1. Be signed and dated by the person giving such consent.
 - 2. Specify the records to be released.
 - 3. State the reasons for such release.
 - 4. List the names of the parties to whom such records will be released.

Areas in which Student Records are Maintained

- A. Academic Records
 - 1. Offices of Student Admissions and Student Records
 - 2. Programs, Departments, Faculty, and Administrative Offices
- B. Student Services Records
 - 1. Career Development
 - 2. Student Support Services
- C. Financial Records
 - 1. Business Office
 - 2. Office of Financial Aid

The Vice President, Student Services is responsible for the supervision of student records and the implementation of the policy.

Complaints concerning failure to comply with the Family Educational Rights and Privacy Act (FERPA) may be made in writing to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

SEXUAL ASSAULT POLICY
(POLICIES AND PROCEDURES: E-XXVIII-A)

Sex offenses, including rape, acquaintance rape, and other sex offenses (forcible or non-forcible), against any student or employee are prohibited and will not be tolerated. Sex crime victims are encouraged to report such offenses to designated campus officials and/or local law enforcement agencies. The assistance of campus authorities is available to the victim of sexual assault who reports the offense to local law enforcement agencies.

Procedures

- A. Complaint—Victims of sexual assault are encouraged to report the offense immediately to the appropriate campus official and/or local law enforcement officials. Appropriate campus officials include, but are not limited to:
1. Campus police officers
 2. Director of Human Resources
 3. Counseling specialist
- The campus official receiving the report shall advise the victim of the importance of preserving evidence of the assault or shall involve an appropriate official to do so. The victim will at all times be offered campus assistance in the reporting process and will be offered anonymity if requested. Complaints of sexual assault may be withdrawn by the victim at any time. Complaints and disciplinary actions, unless otherwise provided, are considered confidential and are subject to the provisions of the Family Educational Rights and Privacy Act (Public Law 93-389).
- B. Faculty—A complaint filed against a faculty member shall be directed to the program or division director and the appropriate dean, who shall notify the faculty member charged within three working days of receipt of the complaint. However, if law enforcement officials are also involved in the investigation, then notice to the faculty member charged shall be made by the appropriate law enforcement officials. The dean shall then appoint an investigator to determine whether or not the alleged assault occurred. The dean, in consultation with the Vice President, Instruction, shall either dismiss the complaint or institute appropriate disciplinary procedures within 12 working days of notice to the faculty member. Disciplinary procedures shall follow institutional policy.
- C. Staff (including student employees)—A complaint filed against a staff member shall be directed to the supervisor and the Director of Human Resources. The Director of Human Resources shall notify the staff member charged within three working days of receipt of the complaint. However, if law enforcement officials are also involved in the

investigation, then notice to the staff member charged shall be made by the appropriate law enforcement officials. The appropriate vice president shall then appoint an investigator to determine whether or not the alleged assault occurred. The appropriate vice president shall either dismiss the complaint or institute appropriate disciplinary procedures within 12 working days of notice to the staff member. Disciplinary procedures shall follow institutional policy.

- D. Students—A complaint against a student shall be directed to the Counseling Specialist (Career Development Services) who shall either dismiss the complaint or initiate disciplinary proceedings pursuant to the Student Conduct Policy.

SEXUAL HARASSMENT POLICY **(POLICIES AND PROCEDURES: F-V-K, 1)**

Sexual harassment is reprehensible and will not be tolerated by McLennan Community College. All members of the college community (including, but not necessarily limited to, the Board of Trustees, the administration, the faculty/staff, students, and members of the public while on campus) are expected to conduct themselves in a manner that will provide an atmosphere free from sexual harassment.

Prohibited Acts

No member of the college community shall engage in sexual harassment.

Definition of Sexual Harassment

For the purposes of this policy, “sexual harassment” is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or status in a course, program, or activity;
- b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Informal Complaint Procedure

- a. At the complainant’s option, an informal complaint alleging that any provision of this policy has been violated may be brought to one of the following: the Director of Human Resources, the EEO Officer, the Vice President, Instruction; the Vice President, Student Services; or the Executive Vice President.
- b. The administrator to whom an informal complaint is brought will counsel the complainant as to the options available under this policy and, at the complainant’s request, may help the complainant resolve to draft a formal complaint if the complainant decides to follow that route.

Formal Complaint Procedure

- a. A person wishing to make a formal complaint alleging a violation of this policy must do so in writing by filing the formal complaint with the EEO officer. The formal complaint must be detailed and specific enough that a proper investigation may be conducted based on the formal complaint, and the formal complaint must contain the

complainant's consent to an investigation into the allegations contained in the formal complaint. The EEO officer will consult with the appropriate vice president to determine the method by which the investigation will be conducted and the appropriate administrator to conduct the investigation.

- b. An investigation of a formal complaint is for the purpose of establishing whether there is a reasonable basis for believing that an alleged violation of this policy has occurred.
- c. The administrator who is conducting the investigation may interview the person who filed the formal complaint, the person accused, and any other person believed to have knowledge of relevant facts and may take any other action necessary to reasonably and properly investigate the formal complaint. At all times, the administrator conducting the investigation will take steps to insure confidentiality, to the extent possible. The administrator conducting the investigation shall afford any person accused by formal complaint of a violation of this policy a full opportunity to respond to the allegations.
- d. After an investigation into a formal complaint is complete, the appropriate vice president may:
 - i. conclude that there is not a reasonable basis for believing that an alleged violation of this policy occurred;
 - ii. negotiate a resolution of the formal complaint, without reaching a conclusion as to whether or not there was a reasonable basis for believing that an alleged violation of this policy occurred; or
 - iii. institute formal action as described in the Section entitled "Process of Taking Formal Action" of this policy.

Process of Taking Formal Action

- a. If a negotiated resolution of a formal complaint cannot be reached and the appropriate vice president has concluded that there is a reasonable basis for believing that an alleged violation of this policy has occurred, then formal action will be taken.
- b. In cases in which a faculty/staff member has been accused by formal complaint of violating this policy, the vice president responsible for the unit employing the person accused and the EEO officer shall be responsible for making decisions regarding formal action. In cases in which a student has been accused by formal complaint of violating this policy, the Vice President, Student Services and the EEO officer will be responsible for making decisions regarding formal action.

Formal Action

- a. Except as specifically modified by other provisions of this policy, formal action involving allegations of:
 - i. violations of this policy by faculty and staff members will be governed by the *McLennan Community College Personnel Handbook*.
 - ii. violations of this policy by students will be governed by the *Highlander Guide*.
- b. The president, upon the recommendation of the appropriate vice president and EEO officer, shall decide if a hearing will be conducted and the process to be used. If the hearing process is utilized, the following rules will be followed. Upon motion from one of the parties made before the start of the hearing process, the hearing panel shall close all or part of any hearing held under this policy. Upon motion from one of the

parties after the hearing has started or from some other interested party, the hearing panel may close all or part of a hearing under this procedure.

- c. Disciplinary action against faculty and staff members will be recommended to the President by the vice president of the unit employing the accused staff member in conjunction with the EEO officer.
- d. Disciplinary action against students will be governed by the *Highlander Guide*.

Protection of Complainant and Others

- a. The complainant will, to the extent possible, be informed fully of steps taken during the investigation.
- b. All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the formal complaint or any investigation or other proceeding arising out of the formal complaint.

Protection of the Accused

- a. At the time an investigation into a formal complaint commences, the accused will be provided a copy of the formal complaint and informed of the allegations, the identity of the complainant, and the facts surrounding the allegations.
- b. In the event the conclusion is reached that there is not a reasonable basis for believing that an alleged violation of this policy occurred, all reasonable steps will be taken to restore the reputation of the accused, if it was damaged by the formal complaint or any investigation or other proceeding arising out of the formal complaint.
- c. A complainant found to have been intentionally dishonest in making an informal complaint or formal complaint or to have made an informal complaint or formal complaint maliciously is subject to college discipline.

Protecting Both Parties

- a. To the extent possible, an investigation into a formal complaint and any other proceedings arising out of a formal complaint will be conducted in a way calculated to protect the confidentiality interests of both parties.
- b. After an investigation of a formal complaint, the parties will be informed of the facts developed in the course of the investigation.
- c. The parties will be informed promptly about the outcome of any proceedings arising out of a formal complaint.
- d. The College reserves the right to investigate any/all complaints, written or unwritten, with or without the consent of the complainant.