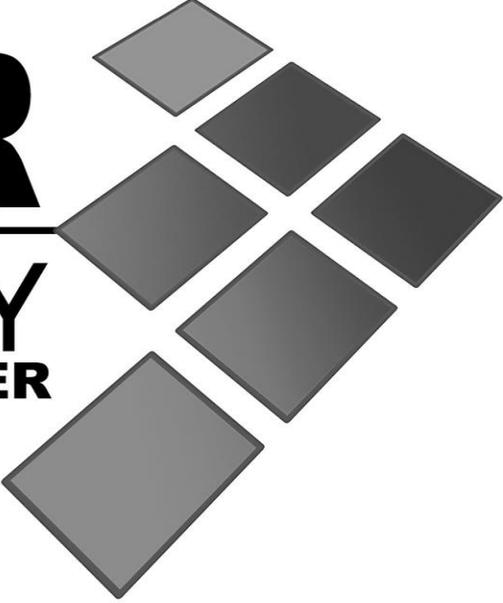


CAPE GIRARDEAU
CAREER
TECHNOLOGY
CENTER



Adult Student Handbook
2016 - 2017

1080 South Silver Springs Road
Cape Girardeau, MO 63703
(573) 334-0826
www.capectc.org

Contents of this Handbook:

This handbook has been prepared to provide a convenient and concise listing of policies as they apply to Career Preparation and Healthcare Careers programs offered at the Cape Girardeau Career and Technology Center (CTC). At times, you will be referred to the program specific handbook for the Healthcare Careers programs, as specific program policies may differ.

Career Preparation Programs Include:

Automotive Collision, Automotive Technology, Business Technology, Digital Media, Computer & Networking Technology, Construction Technology, Culinary Arts, Electrical Trades, Graphic Design, HVAC/R, Industrial Systems Technician, Landscape Horticulture, Machine Tool, Marketing, Welding and Wood Design & Manufacturing.

Healthcare Careers Programs Include:

EMT – Paramedic
Clinical Medical Assistant
Practical Nursing (day and evening)
Respiratory Therapy
Physical Therapist Assistant

WHO TO CONTACT FOR INFORMATION:

For admission and general information regarding Career Preparation & Healthcare Careers programs:

Assistant Director or Student Advisors
Cape Girardeau Career and Technology Center (CTC)
1080 S. Silver Springs Road
Cape Girardeau, MO 63703
(573) 334-0826



MISSION

The Cape Girardeau Career and Technology Center will provide high quality educational programs, resources, and practical experiences to meet the evolving needs of secondary students, post-secondary students, and area industry. Our Center will be a vital contributor to the continued economic development of the region.

VISION

The Cape Girardeau Career & Technology Center will provide an environment for students to make career connections through education and training.

VALUES

Design real-world experiences that allow students to achieve their highest potential.

Enable students to achieve 21st century skills through hands-on learning.

Stimulate the development of leadership qualities and team-building.

Foster the development of problem solving and continuous learning.

Encourage work standards of the highest ethics and integrity.

Develop and utilize appropriate occupational safety practices.

Provide direction for further education and employment.

2016–2017 Academic Calendar Cape Girardeau Career & Technology Center

August 11, 2016	First Day of School
August 18, 2016	Back-to-School Night (6:30 – 8:30 pm)
September 5, 2016	No School – Labor Day
September 22, 2016	CTC Parent Teacher Conference (4:00 – 7:30 pm)
September 26, 2016	No School for Students – Teacher PD
September 27, 2016	CTC Parent Teacher Conference (4:00 – 7:30 pm)
October 28, 2016	No School for Secondary Students
Nov. 23, 24, 25, 2016	No School - Thanksgiving Break
December 16, 2016	Half Day
Dec. 19, 2016 – Jan 2, 2017	No School - Christmas Break
January 3, 2017	No School for Students– Teacher Workday
Jan. 16, 2017	No School – Martin Luther King Jr. Day
Jan. 23, 2017	No School for Students – Teacher PD
Feb. 17, 2017	No School for Secondary Students
Feb. 20, 2017	No School – President’s Day
March 6, 2017	No School for Students – Teacher PD
March 17, 2017	No School for Secondary – District Music Contest
April 13*,14, & 17, 2017	No School – Spring Break
May 18, 2017*	Half Day – Students

Highlighted days may only effect 9-month Technical Courses. Healthcare students should reference individual program schedules.

*These dates are tentative depending upon inclement weather days. Make-up days will be April 13, May 19, 22, 23, 24, 25... as needed.

School Cancellation Policy:

The Cape Girardeau Career & Technology Center day-time classes will follow the school cancellation decision made by Cape Public Schools. Cancellations will be announced on KFVS12 television station and local radio stations.

Evening class closures will be announced separately on KFVS12.

SCHOOL AND COMMUNITY

Number of Students: 600-650 per year.

Community: The school is located in Cape Girardeau, Missouri population 35,464. It is easily accessible from Interstate 55 and U.S. 61. Cape Girardeau is about 110 miles south of St. Louis.

Affiliation: The Cape Girardeau Career and Technology Center is a part of the Cape Girardeau Public School System. It is under the jurisdiction of the Cape Girardeau Board of Education, District #63; therefore, all students are governed by the Board of Education Policies and Regulations. All programs herein have been approved by DESE.

Staff: All instructors meet or exceed specific certification requirements for their programs as outlined by the Missouri Department of Elementary and Secondary Education (DESE) or other relevant state agencies.

Accreditation: In addition to individual program certifications and accreditations, the Cape Girardeau Career and Technology Center is accredited with the Council on Occupational Education.

ADMISSIONS

All programs listed herein have their own entrance requirements. All long-term programs require a high school diploma, GED, or appropriate Home School documentation, and acceptable entrance exam scores (see details below). Foreign-born applicants whose native language is not English are required to take the TOEFL test.

Criminal History Background Checks will be performed for all entering students. A student's criminal history may prohibit him or her from being admitted to the program of choice. Criminal history is reviewed on an individual basis, and requirements vary due to program requirements (such as access to clinical sites for Healthcare Careers students, and ability to be co-mingled with high school students in Career Preparation programs).

Home Schooled Applicants Documentation Requirement:

- A plan book, diary, daily log, or other written record indicating the subjects taught and the activities with which the student engaged.
- A portfolio containing samples of the student's academic work.
- A record of evaluation of the student's academic progress.
- Other written or credible evidence equivalent to the above.

Admission requirements for Practical Nursing, Respiratory Therapy, Physical Therapist Assistant, and Paramedic Programs differ and can be located in the individual program handbooks.

Requirements for admission to the Clinical Medical Assistant Program are:

- Achieve required WorkKeys scores (Applied Math = 4, Reading For Information = 4, Locating Information = 4)
- Return a completed application form with a \$100.00 deposit. Deposit is refundable minus any expenses incurred by the school on the student's behalf if a student makes a request to withdraw prior to the start of classes.
- Be at least 18 years of age.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).

Requirements for admission to Nine-Month Technical Programs:

- Achieve required WorkKeys scores (varies by program)
- Return a completed application form with a \$100.00 deposit. Deposit is refundable minus any expenses incurred by the school on the student's behalf if a student makes a request to withdraw prior to the start of classes.
- Be at least 18 years of age.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Provide proof of medical insurance or complete an insurance waiver
- A personal interview is required for admission to some programs.

Application Dates:

Practical Nursing applications are accepted year-round. Entrance testing is scheduled with the CTC Assessment Center.

EMT-Paramedic applications are accepted year-round. Entrance testing is scheduled with the CTC Assessment Center.

Respiratory Therapy applications are accepted from the first school day in January through mid-August.

Physical Therapist Assistant applications are accepted through May 1st.

Clinical Medical Assistant and Career Preparation programs applications are accepted beginning the first school day of May. Applications are accepted until programs are filled or until the first Friday in August. A \$100.00 deposit is required upon application. Balance must be paid in full or financial aid must be on file at least one week prior to the start of classes.

Start Dates:

Practical Nursing program begins in late September.

EMT-Paramedic program begins in early August, with pre-courses offered in June and July.

Respiratory Therapy program begins in late August (pre-requisite courses are offered in the fall and spring semesters).

Clinical Medical Assistant program begins in early September.

Physical Therapist Assistant program begins during Fall semester, normally early September.

Career Preparation programs begin in mid-August and follow the Cape Public Schools calendar.

ACCEPTANCE

All CTC Career Preparation & Healthcare programs are considered to be “occupational training” programs. Hence, student seeking enrollment into CTC program should intend to seek employment in the field of study following program completion. Individuals seeking to learn a skill as a hobby, and not for employment, are encouraged to explore the CTC community education personal enrichment course offerings.

For all Career Preparation programs, qualified students are accepted on a first-come, first-served basis once all entrance requirements are met, until the class is filled. Applications will be accepted OR placed on the waitlist once the applicant achieves required Work Keys scores and satisfies other admission tasks. For Career Preparation programs having adults and high school students co-enrolled, high school students are accepted first, with remaining openings available to qualified adults. Career Preparation program students will be notified of their enrollment status as soon as high school enrollment has closed. A criminal background check is required prior to final acceptance into a career preparation program.

Clinical Medical Assistant program, applications will be accepted once the applicant achieves required Work Keys scores and satisfies other admission tasks. Students are admitted on a first-come, first-served basis until the class is filled, providing all entrance requirements are met. All applicants are notified by mail of their acceptance for the Practical Nursing, Physical Therapist Assistant, Respiratory Therapy and Paramedic Programs.

Criminal Background Check: A criminal background check is required of all students. Final acceptance into all programs is contingent upon results of the background check as determined by the CTC administration. Conditions which could result in a denial of admissions include but are not limited to the following:

- Any offense which would prohibit a student from attending a public school in accordance with the Safe Schools Act.
- Incarceration for any offense within the past year.
- Any drug offense.
- Any violent offense.
- Any offense which could prohibit the students from receiving licensure or gaining employment in a field related to the CTC program.

In making a determination, CTC administration will also consider:

- Date of the offense
- Success completion of probation / parole
- Age at the date of the offense

TRANSFER STUDENTS / CREDITS

All certificate programs at the CGCTC are designed to serve a cohort of students. Students are expected to begin and progress through the program courses as a group. Therefore, students are required to complete all hours within a program in order to earn a certificate. Under unique circumstances an exception to this requirement could be made.

Student transfers from other institutions: Students from other institutions are expected to meet all entrance requirements and, if accepted, begin a program with the next cohort group.

Transfer of credit from another institution: CGCTC normally does not accept credit from other institutions to be applied toward program coursework. An example of an exception would be if a student came from a like program due to the unexpected closure of said program. These situations are considered individually and students are required to prove competency in the subject area before credit is granted. (Program-specific accrediting body guidelines and stipulations must be followed.) A student requesting the transfer of credit is required to provide transcripts, course syllabi, and other documentation requested by the review committee. The review committee will consist of the CTC Assistant Director, program faculty, and student advisor. Students will be notified of the committee decision in writing. If an exception is granted, the student is then placed at the appropriate point in an existing cohort and credit given for previous coursework. Previous coursework from other institutions is not considered in the cumulative grade calculation at the CGCTC.

Transfer between CGCTC programs: Students requesting to transfer between CGCTC programs must make this request within the first week of class. Transferring students must meet all entrance requirements of the new program and are subject to availability and waitlist in the same manner as new applicants.

FEES

Healthcare Careers:

Once notified of acceptance, Healthcare Career program students are required to make a \$200.00 deposit (Medical Assistant has a \$100.00 deposit). If a student makes a request to withdraw prior to the start of classes, the deposit is refundable minus any expenses incurred by the school on the student's behalf.

All refunds will be processed through the central accounting office. A check will be drawn and made payable to the individual who submitted the tuition payment. Refund checks could take up to six weeks to process. Refund requests must be made in person. This process requires the completion of a signed refund request form obtained at the CTC main office.

Fee schedules are provided to applicants upon request. Anticipated fees are published in the school's Course Offerings Brochures. Fees are subject to change without notice.

Fees must be paid in full or financial aid on file one week prior to the start of classes to avoid being dropped from a program. Refunds are made in accordance with the refund policy stated in this handbook.

Career Preparation:

Students are required to place a \$100 deposit when turning in an application. If a student makes a request to withdraw prior to the start of classes, the deposit is refundable minus any expenses incurred by the school on the student's behalf.

Fee schedules are provided to applicants upon request. Anticipated fees are published in the school's Course Offerings Brochures.

All refunds will be processed through the central accounting office. A check will be drawn and made payable to the individual who submitted the tuition payment. Refund checks could take up to six weeks to process. Refund requests must be made in person. This process requires the completion of a signed refund request form obtained at the CTC main office.

Fees must be paid in full or financial aid on file one week prior to the start of classes to avoid being dropped from a program. Refunds are made in accordance with the refund policy stated in this handbook.

Licensure Fees:

Testing fees and licensure fees, to become state and nation certified/licensed, are the responsibility of the student.

FINANCIAL AID

The Cape Girardeau Career & Technology Center is approved to process Title IV financial aid (Pell Grant, Federal Direct Student Loan), Missouri financial aid (A+, Access Missouri Grant), WIA, Vocational Rehabilitation, and Veterans Benefits. Individual program must meet the requirement of each financial aid program. Details can be obtained from a CTC Student Advisor.

Students wishing to apply for financial aid must complete the FAFSA application. Once a FAFSA application has been completed and the student has been accepted into a CTC program, the student should make an appointment to meet with a Student Advisor.

Disbursement of Financial Aid:

Those qualifying for Title IV Financial Assistance will be informed of the amount of their eligibility. Students who have been awarded a Federal Pell Grant or Federal Direct Student Loan will have those funds applied to their accounts. All sources of financial aid will be credited to the students' account for payment of tuition and fees for the payment period. A refund of excess funds during that payment period will be given to the student as soon as possible (the financial aid office will notify students). Each disbursement will take place no sooner than thirty attendance days after the payment period begins.

A student taking out a Federal Direct Student Loan must sign a master promissory note, participate in entrance counseling and exit counseling upon leaving a program.

Verification:

A process required of this institution to determine the validity of certain information necessary for the proper awarding of financial aid. Certain financial and other pertinent information will be gathered from you before any financial aid can be awarded, disbursed or credited to your account at this institution.

Items that may be verified include but are not limited to the following:

- Use of the IRS Data Retrieval Tool when filing out the FAFSA. If the IRS Data Retrieval Tool isn't used, a Tax Return Transcript must be provided to verify adjusted gross income, U.S. income tax paid, education credits and certain other taxable and non-taxable income, deductions and benefits.
- W2's if a non- tax filer
- Number of family members in the household and number of those family member attending college at least half time.
- Child Support Paid
- High School Completion Status
- Identity/Statement of Education Purpose

Applicants should have all verification information on file before the starting date of his/her program if he or she is depending on financial aid for school attendance. Should the requested information not be supplied, financial aid will not be processed.

When a financial aid award is made based on preliminary data and it changes due to verification, the applicant will be personally notified in the most prompt fashion to correct the data or financial aid will be withheld or suspended.

VETERANS ADMINISTRATION

Eligibility:

Students eligible for Veterans Education Benefits must provide a current copy of the Certificate of Eligibility, and other documents related to his or her specific eligibility and enrollment.

Students must inform the CTC School Certifying Official (SCO) if he or she has utilized Educational Benefits at a previous school, or are currently using Educational Benefits at another school.

Program Classifications:

For purposes of Veterans Educational Benefits, the following normally applies:

Full-time Career Preparation	Full Benefits
Practical Nursing Day	Full Benefits
Respiratory Therapy (Year 1)	Full Benefits
EMT-Paramedic	Full Benefits
Medical Assistant	Full Benefits
Physical Therapist Assistant	Full Benefits
Half-time Career Preparation	½ Benefits
Practical Nursing Evening	¾ Benefits
Respiratory Therapy (Year 2)	Full Benefits

It is the student's responsibility to inform the SCO if he or she withdraws.

ACCOMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

Notification and Assessment Requirements:

Students requesting accommodations for special needs must notify the school of their needs. The student must provide current (less than one year old) assessments identifying their needs. The assessment is to be accompanied with recommendations for accommodations that are made by the agency performing the assessment. Such assessments are at the student's expense.

Americans with Disabilities Act of 1990:

If you have special needs as addressed by ADA, please discuss this with your instructor once you are accepted to your program of study. Reasonable efforts will be made to accommodate your special needs. Questions concerning special services available to students may be directed to the Central Administrative Offices located at 301 N. Clark Avenue, Cape Girardeau MO. Telephone is (573) 335-1867.

NOTICE OF NONDISCRIMINATION

The Cape Girardeau Public School System is committed to the concept of equal opportunity for all individuals, regardless of race, color, national origin, sex or handicap as defined by Section 504, P.L. 92-112, in its employment procedures and in its operation of education programs and activities. The Cape Girardeau Public School System is required by Title IX of the Education Amendments, Public Law 92-318 not to discriminate on the basis of sex in above mentioned areas.

Persons who feel they have been discriminated against in violation of this policy may appeal to the Compliance Official responsible, 301 N. Clark Avenue, Cape Girardeau, MO 63701. Telephone (573) 335-1867.

THE CRIME AWARENESS AND CAMPUS SECURITY ACT

"The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Such data can be obtained upon request or found on the school website.

Violence Against Women Act (VAWA)

The VAWA of 2013 added the requirement that schools provide information regarding incidence of domestic violence, dating violence, sexual assault, and stalking that occurred on or near campus.

The Cape Girardeau CTC, as a part of the Cape Public Schools #63, prohibits all discrimination, harassment, & retaliation, including all sexual misconduct. District policy can be found at <https://eboard.eboardsolutions.com/ePolicy/Policy.aspx?S=69&Sch=69&PC=AC&revNo=1.31&srch=sexual+misconduct&ktype=Exact> This policy includes definitions, interim measures, consequences, investigation procedures, grievance process, and reporting protocol. The CGPS compliance officers is :
Assistant Superintendent of Administrative Services
301 North Clark Street
Cape Girardeau, MO 63701
Phone: 573-335-1867
Fax: 573-335-1820

Should you have any questions regarding campus safety, or the policies and procedures that safeguard our students, please contact the Assistant Director of the Cape Girardeau CTC.

REPORTING CRIME OR SECURITY CONCERNS

Crime Reporting:

In the event that you witness a crime or become a victim of a crime on the Cape Girardeau CTC campus, immediately report this to your instructor or a Cape Girardeau CTC administrator. Administration will then be responsible for reporting this to the appropriate authorities.

Security Concerns:

If you should observe something that you feel is a security concern or a potential security problem, report this immediately to your instructor or a Cape Girardeau CTC administrator so that appropriate action can be taken to correct the issue.

DRUG POLICY

Illegal Drug Policy:

Illegal drugs will not be permitted on the grounds or inside the buildings operated by the Cape Girardeau CTC. This extends to any location at which a student is involved in a school activity. Any violation of such policy will result in immediate disciplinary action and involvement of area law enforcement.

Medications:

Adult students are permitted to have in their possession, prescription and over-the-counter medications in an amount that shall not exceed their daily dosage. Prescription medications must be within the prescription container. Adults must not share any forms of medication (over-the-counter or prescription) with others.

DRUG AND ALCOHOL ABUSE

The Cape Girardeau School District No 63 is concerned with the health, welfare and safety of the students and guests. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school or clinical site property. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip, where students are under the jurisdiction of the school district and/or are representing the his/her program of study. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812 (c).

Students may only be in possession of their own prescription or nonprescription medication as detailed in the Cape Girardeau School Board Policy.

The school administration shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with the Cape Girardeau School Board Policy. Upon discovery of any prohibited substance, the local law enforcement agency will be notified.

Students are subject to alcohol and/or drug screening when there is reasonable suspicion that student may be under the influence of alcohol and/or drugs. Refusal to submit to testing or positive test results will result in dismissal from his/her program of study. Cape Girardeau School District reserves the right to select the alcohol/drug screening lab.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate termination from the his/her program of study and

referral for prosecution. Strict compliance is mandatory. The faculty shall immediately report all incidents involving a controlled substance to the Director and/or Assistant Director of the Career & Technology Center who will in turn notify the local law enforcement agency and the Superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be subject to the same disciplinary action as any other student in accordance with the Cape Girardeau School Board Policy.

TOBACCO USE:

Smoking or the use of tobacco in any manner is not allowed in any part of the building, on any school grounds or while being transported in a school provided vehicle.

Standards of Conduct:

Students of the Cape Girardeau Career & Technology Center (CTC) are considered mature men and women by the faculty and administration. Any immature behavior on the part of a student discredits the school as well as the particular individual involved. Therefore, students will be expected to conduct themselves with the utmost consideration of the rights and property of others. Students are expected to comply with all CTC and classroom policies. Failure to comply with conduct guidelines, policies, or reasonable requests of CTC staff will be grounds for disciplinary action and possible dismissal from the CTC program.

Teachers shall be responsible for securing and maintaining order and discipline in their classrooms in order to promote a safe atmosphere conducive for learning. Students are not allowed in another teacher's classroom or shop unless invited into the room by that teacher.

Trustworthiness and honesty are characteristics that are expected of all students. This applies to academic honesty – cheating will not be tolerated. Students are trusted with handling expensive and potentially dangerous equipment, and sensitive information. This responsibility should be taken seriously.

Electronic Device Policy: The CTC understands that cell phones are a necessity for many students. However, CTC students are expected to minimize use during instructional time as requested by the instructor. Clinical settings have varying policies regarding the possession or use of cell phones. At all times, CTC students are expected to adhere to the policies and requests of instructors and supervisors.

Computer Usage: The CTC believes that the use of instructional technology (including computers and the internet) offers unique resources for students and teachers. The CTC's goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. All CTC computer/internet users are required to abide by the terms and conditions of all related Cape Girardeau Public School District policies. The District does not authorize any technology use that is not conducted strictly in compliance with the District agreement. All students must complete the computer usage agreement. Students that violate the terms of this agreement may have computer use privileges revoked or even be dismissed from the CTC program.

Transportation, Driving and Parking: Student parking is on the front parking lot only – traffic behind the building is restricted.

Student Standard of Dress: The goal of the CTC is to prepare students for the workplace. Therefore we expect that student dress would reflect the expectations of the work environment. Students should not expose the midriff or wear clothing which depicts alcohol, drugs, tobacco, sex or violence by words, pictures or symbols. Hats should not be worn in the building. Shorts or sandals are not allowed in most shop areas. Each instructor will share specific instructions regarding the appropriate attire for their program.

Safety Equipment: All students, teachers and visitors are required to wear industrial quality eye protection when participating or observing shop classes. Students will be provided the first pair of glasses. Replacement cost is \$5 for each pair. Glasses may be purchased at the front offices. Some programs may require other safety equipment or clothing. The specifics will be communicated by the program instructor.

School Photo ID: All students are expected to have a school photo identification card in their possession while in attendance. The first card will be provided by the school with replacements at the student's expense.

Insurance: Accident insurance coverage is required for all shop/lab students. This coverage may be provided through a family policy or you may purchase a school coverage policy. Forms for school coverage policies may be obtained from your instructor or from the CTC office. Adult students may sign an insurance waiver – see the front office for the proper form.

ATTENDANCE and LEAVE OF ABSENCE (Career Preparation Only)

NOTE: For Healthcare Careers programs, see the specific program's handbook regarding attendance policies.

Every effort is made to provide the best possible skill training available to adult students enrolled in programs at the Cape Girardeau CTC. It is expected that each adult student is committed to making the most of this opportunity. Attendance and punctuality are two very important factors in this commitment. The responsibility for class, lab, and shop attendance rests with the student. Students are responsible to contact their instructor for work missed during absences.

Additionally, students will lose their eligibility for financial aid if excessive absences are accumulated (see Satisfactory Academic Progress policy in this handbook).

Attendance Policy:

Profits lost from employee absenteeism can never be recovered by an employer. The same applies to class attendance – a day of missed instruction may be lost forever. Due to the hands-on, lab-based nature of most CTC courses it is especially important that students attend regularly. Progress in a course, including your attendance habits, will become a part of your competency profile. Attendance is the one item of information most often requested by future employers. When students find it necessary to be absent from class, the following policies will apply.

For the 9-Month Career Preparation programs, students are allowed 4 days of absences each semester (4 days in the fall semester, and 4 days in the spring semester). Students are requested to provide documentation to verify the need for these absences. For courses meeting for 3 hours each day, this would equal a maximum of 12 hours absence each semester.

If a student is tardy by 25 minutes or more, or leaves early by 25 minutes or more, one hour of absence will be recorded for that student.

When a student has exceeded the 4 days of absences in any semester, a letter will be issued informing the student that he or she will be exited from the program due to excessive absences unless a successful appeal is made.

If a student exceeds the 4 days in a semester, he or she may make an appeal in writing to the school's Director. An appeal will not be accepted until the 4 days allowed has been exceeded and the student has submitted a written appeal to the school's Director. Appeals must be made within 5 school days from the time that the attendance policy was exceeded.

Total absences (including those "approved" upon an appeal to the CTC Director) of more than 10% in any semester shall be grounds for dismissal and non-issuance of

a certificate. A student receiving financial aid is also in jeopardy of becoming ineligible for continued financial aid if absent more than 10%. In the 9-month Career Preparations programs, 10% is to be considered 8 days in any semester.

If approved upon appeal, a student may be granted permission to make-up missed time and work. However, any time that is made-up will not deduct from the 10% maximum in any semester.

Students are encouraged to make-up any missed time and work. However, some activities are too difficult to recreate and cannot be duplicated. Make-up time and work must be approved by the school's Director and the program's instructor upon an appeal.

Leave of Absence:

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA may be granted in such instances as hospitalization, or activation for military duty. An LOA can only be granted if the school has a reasonable expectation that the student will return from the LOA.

Students are to contact the school's Assistant Director to make a formal written request for an LOA. Approval of an LOA does not assure a student that he or she will have adequate time remaining in a term to successfully complete a unit of study. A student is to make written application in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few days to recover before returning to school, the student would not have been able to request the LOA in advance. The school's administration may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The school will request documents from the student to confirm the circumstances.

A student granted an LOA is not considered to have withdrawn, and the school is not required to perform a return of Federal Student Aid. Upon the student's return from the leave, he or she continues to earn any Federal Student Aid previously awarded for the payment period. Should the student fail to return from an LOA, the CTC must return any unearned Federal Student Aid.

During an LOA, the CTC may not assess the student any additional institutional charges, and the student is not eligible for any additional Federal Student Aid.

WITHDRAWAL OR DISMISSAL

Notification Required:

If for some reason you must drop the course before completion, please notify the office. Any student who misses 5 consecutive school days without contacting the Attendance Office, will be administratively dropped from his or her program.

Records Held:

No academic transcript information will be released to any outside agency until all financial obligations have been settled between this school and the student.

Conduct:

Adult students attending classes are considered mature men and women by the faculty and administration. Any immature behavior on the part of a student discredits the school as well as the particular individual concerned. Therefore, students will be expected to conduct themselves with the utmost consideration of the rights and property of others. Failure to comply with conduct guidelines shall be grounds for dismissal.

SATISFACTORY ACADEMIC PROGRESS

Requirements for Satisfactory Academic Progress:

Satisfactory Academic Progress (SAP) means a student must be proceeding in a positive manner toward fulfilling program requirements in a specific length of time. Students must be in good standing and making satisfactory progress according to the institutional standards before receiving Federal Financial Aid (Title IV) assistance. Good standing means that the student is capable of enrollment or continued enrollment established in criteria for each program at the Cape Girardeau Career and Technology Center (CGCTC).

Federal regulations require that students meet certain academic standards to be eligible for financial aid programs. The basic standards are:

1. Students are expected to maintain satisfactory cumulative grades.
2. Students are expected to successfully complete the clock hours that they are enrolled in each period.
3. Students are expected to complete their program in a timely manner.
4. Students must also be working on their first certificate (unless approval is granted on appeal).

All coursework is evaluated for financial aid purposes whether or not financial aid was received for that work. These standards will be evaluated at the end of each payment period. The following provides more information on these standards.

Qualitative: Cumulative Grades

Students must meet the standards of the Cape Girardeau Career and Technology Center in order to retain eligibility and remain in good standing. The qualitative component includes grades, work projects completed, or other comparable factors that are measurable against a norm. The CGCTC uses a student's cumulative grade to determine compliance with the qualitative component of SAP. A student must maintain a minimum cumulative grade of "C" at the end of each payment period to meet this standard.

Each student's cumulative grade will be reviewed by the financial aid staff at the completion of each payment period.

Nine-Month Technical Programs use the following grading scale:

Grading Scale:

A	96 – 100%	A-	92 – 95		
B+	89 – 91	B	85 – 88	B-	82 – 84
C+	78 – 81	C	74 – 77	C-	70 – 73
D+	67 – 69	D	63 – 66	D-	60 – 62
F	0 – 59				

All adult-only healthcare courses use grading scales that differ from above. See individual program handbook for specifics.

Quantitative: Hours Completed for Period

Students must complete 90% or more of the clock hours for which they are enrolled during each enrollment period (coincides with payment period) to meet SAP. Some programs have more stringent requirements for attendance in order to remain enrolled in those programs. Students must meet those requirements in order to remain enrolled in the program.

To remain eligible for Federal Financial Aid the student may be absent no more than 10% in a payment period. This policy is distributed to students upon enrollment. The first disbursement of Title IV funds for first time entering students at CGCTC requires no progress check provided the first disbursement is issued during the payment period of training for a new student. At the end of their first payment period students must be making satisfactory progress.

Pace: Maximum Time to Complete a Certificate Program

Pace of program completion is an additional quantitative standard of Satisfactory Academic Progress. Students may take up to 50% longer than the normal time of their program to complete that Program and still be regarded as being in good standing. However, a student will NOT BE ELIGIBLE for Title IV federal financial aid

once he/she has received aid for the number of hours in the program.

Example: A student is enrolled in a 900 hour program/major. The maximum time a student can attend CGCTC in that 900 hour program is 1350 clock hours. An eligible student would receive Title IV aid for the 900 clock hours, but the student could take an extra 450 clock hours to complete the program if the student was not able to complete it in 900 clock hours (provided that space is available in the class). However, that student WILL NOT receive Federal Financial Aid for the addition 450 clock hours. The student would be subject to tuition and fees for the additional hours.

Warning:

Students who do not meet the standards to retain financial aid eligibility will automatically be placed on financial aid warning and may continue to receive financial aid for one payment period. A student who meets the standards while on warning status will return to good financial aid standing.

Probation:

The status of Financial Aid Probation will be assigned to a student who fails to meet the standards for Satisfactory Academic Progress and who has appealed and has had eligibility for financial aid reinstated. Conditions may be imposed for a student's continued eligibility to receive financial aid. During this time, the student may receive aid for one payment period. During the period of enrollment of Financial Aid Probation, the student must be making Satisfactory Academic Progress or successfully following an academic plan. If not, the student will be suspended from financial aid. A student suspended from financial aid (other than the maximum time limit) may re-establish eligibility by attending at their own expense until they meet the minimum standards.

Appeal Process:

The appeal is the process by which a student who is not meeting the Satisfactory Academic Progress standards petitions for reconsideration of eligibility for aid. In some cases, a student's failure to be in compliance with one or more of these requirements is due to events totally beyond the student's control. If such extreme circumstances can be documented for the specific periods of enrollment when the deficiencies occurred, the student may submit an appeal that will be considered by the Appeals Committee. Appeals will only be considered for documented extreme circumstances. Examples of situations that may be considered beyond a student's control include: the death of a relative, an injury or illness of the student, or other special circumstances. An appeal request must be submitted in writing to the Assistant Director of the CGCTC accompanied by appropriate supporting documents, which may include documents requested by the Financial Aid Appeals Committee. The Financial Aid Appeals Committee makes recommendations to the CGCTC's Director.

A student wishing to appeal should submit a written appeal to the Assistant Director

of the Cape Career and Technology Center within five calendar days from date of notification of loss of financial aid eligibility. The appeal must include why the student failed to meet the Satisfactory Academic Progress standards and what has changed that will allow the student meet the Satisfactory Academic Progress at the end of the next term or a designated point in time.

An appeal following a period of Financial Aid Probation must be accompanied by an academic plan signed by program instructor which outlines how the student will be able to get back on track for successful completion by the end of the next period of enrollment or by a specific point in time.

The Financial Aid Appeals Committee will review the appeal and the academic plan and approve or disapprove the reinstatement of aid. If the student fails to follow the approved academic plan or the appeal is not approved, all aid will stop until the student has re-established eligibility at his/her own expense.

Failure to meet Satisfactory Academic Progress standards results in the loss of eligibility to receive federal financial aid which includes grants and loans.

CERTIFICATES:

In order to be issued a Program Certificate in 9-Month Career Preparation programs, students must achieve a minimum grade of 80% on 80% of the required competencies for the 9-month term.

PLACEMENT

The school's administration, guidance counselor, and teachers work very closely with those businesses and industries who hire our graduates. Everything possible will be done to assist the student in finding a suitable position including help in setting up job interviews and preparation of resumes. Placement services by outside placement professionals are available to students within the CTC facility.

REFUND POLICY for Healthcare Career and Career Preparation Programs

It is intended that a fair and equitable pro rata refund be made to those students who find it necessary to withdraw or fail to maintain pre-determined requirements and minimum performance standards as stipulated in each program.

The following refund policy has been structured to both support a reasonable and cost-effective tuition base and at the same time render a fair and equitable refund to the student.

Deposit:

Students are required to make a deposit when registering for classes. If a student withdraws before classes begin, a full refund will be issued minus any expenses incurred by the CTC on the behalf of the student (example: the cost of the required background check if already performed).

Tuition:

Refunds to a student's account will be granted to students leaving a Career Preparation program with up to 40% of the days remaining in the term. After 60% of the term has elapsed no tuition refunds will be made.

Books and Fees:

Where possible, refunds will be made to a student's account for books and fees.

Tuition Refund Determination:

During the first 60% of a payment period, refunds of tuition will be made to a student's account based simply on the percentage of days completed for that payment period. For example, a student's account will receive a 90% refund of tuition for a payment period in which the student exited from the program after only 10% of the payment period. After 60% of the term has passed, the student will be responsible for all applicable tuition and fees.

Those students receiving federal and/or state financial assistance should understand that non-completion of a program could result in having received unearned financial aid funds. As a result, the student will be held directly responsible for the repayment of those funds. Unearned funds will be calculated using the pro-rata refund guidelines and policies as set forth by the U.S. Department of Education.

Refund processing takes up to six (6) weeks.

Refunds due shall be applied in the following order:

1. Direct Student Loan (Title IV)
2. Pell Grant (Title IV)
3. A+
4. Workforce Investment Act (WIA) or other agency

5. Access Missouri Grant
6. Private Scholarships
7. Personal Funds

STUDENT FINANCIAL AID FILE

Students may view the contents of their financial aid file by contacting the Assistant Director of the Career and Technology Center. Students are not allowed to make copies of items within their financial aid file. All items contained within the financial aid file are property of the school.

STUDENT RECORDS ACCESS / FERPA

CGCTC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, CGCTC has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA.

Permitted exceptions under the law include disclosures to: school officials and personnel who have a legitimate educational interest, officials of other institutions in which a student seeks enrollment, representatives of agencies or organizations from which a student has received financial assistance and certain federal and state officials.

CGCTC does not produce a student directory of adult students; therefore personal student information will not be disclosed.

Students will be provided annual notification of their right to inspect, review and request an amendment to their educational records. The student then has the right to request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Inquiries concerning policies, procedures or compliance with federal and state regulations and guidelines may be addressed to the Assistant Director. Students may request copies of their records, for personal use or to be forwarded to others, by completing a request form with a CTC Student Advisor.

COMPLAINT RESOLUTION PROCESS

INSTITUTIONAL PROCESS:

Disciplinary Action: The Program Director (or Program Instructor for programs without a Director), shall recommend disciplinary actions, including but not limited to dismissal from a program, to the school's Assistant Director. The Assistant Director may accept, reject, or modify the recommended disciplinary action.

If a student does not agree with a disciplinary action, including but not limited to dismissal from a program, the student can appeal the decision by submitting a letter to the school's Director. A student has five school days to submit the appeal. Otherwise, the student will be expected to abide by the terms of the disciplinary action.

Appeals Process:

If an appeal is requested, the school's Director will convene the Review Committee, and will act as the chair of the Review Committee. The Review Committee will review all appropriate records pertaining to the disciplinary action and may interview appropriate individuals including but not limited to the student being disciplined. The Review Committee members will each provide an individual recommendation regarding the appeal to the school's Director. The final decision will be rendered by the school's Director.

The Review Committee will meet within five school days of the receipt of the student's appeal. The final decision will be put in writing and a copy will be mailed to the student, or the student may be notified of the final decision by phone or in person.

Review Committee: Members of the committee will include:

- School's Director
- School's Assistant Director (or Director of Student Services)
- The Program Director (or Program Instructor for programs without a Director)
- One additional instructor from the student's Program of Study or Department
- One instructor from outside the student's Program of Study or Department

FURTHER COMPLAINT RESOLUTION PROCESS:

Individuals with a complaint concerning the Cape Girardeau CTC are ask to submit the complaint in writing to the Assistant Director if resolution cannot be achieved with the staff member most directly involved. Face-to-face discussion of the matter or other informal means is the preferred starting point. If resolution is not achieved individuals should follow the listed institutional chain of command (CTC Assistant Director, CTC Director, CGPS Superintendent). Once all institutional processes are exhausted, complainants should follow the CBHE (Coordinating Board of Higher Education) Policy on Complaint Resolution found below.

CBHE POLICY ON COMPLAINT RESOLUTION

Introduction

In order for institutions of higher education to participate in the federal student aid programs authorized by Title IV of the Higher Education Act of 1965, an institution must be legally authorized to provide post-secondary educational programs within the state in which it is located. By rule promulgated by the U.S. Department of Education, part of this “state authorization” requirement is that the state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws” 34 C.F.R. § 600.9(a)(1). For its part, the institution must “provide students or prospective students with information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle the student’s complaint.” *Id.* at §668.43(b).

The Coordinating Board has determined that from the perspective of the institutions and of students and prospective students, it is preferable to have a simplified process with a central clearinghouse for addressing complaints rather than a complex matrix of contact points that might not cover every possible complaint and might also easily become outdated. Therefore, this policy sets out a process by which the Missouri Department of Higher Education will serve as the clearinghouse for complaints concerning colleges and universities authorized to operate in the State of Missouri, acting on those within its purview and forwarding those that are not to other entities for their appropriate action.

Complaints Not Covered

Complaints concerning laws not applicable to a state institution of higher education are not covered by this policy. Complaints of criminal misconduct should be filed directly with local law enforcement authorities. Complaints relating to violations of Federal law should be filed directly with the Federal agency having cognizance over the matter in question (e.g., violations of the Family Educational Rights and Privacy Act with the U.S. Department of Education).

Exhaustion of Remedies at the Institutional Level

Many issues fall within areas that generally are within the sole purview of an institution and its governing board. Examples include, but may not be limited to, complaints related to student life (such as, student housing, dining facilities, or student activities and organizations) and certain academic affairs (such as the assignment of grades). Moreover, issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution. Face-to-face discussion of the matter through open door policies or other informal means is the preferred starting point. Should that fail, the complainant should use formal dispute resolution mechanisms provided by the institution. Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE pursuant to this policy.

Process

If a mutually agreeable resolution cannot be reached at the institutional level, the student or prospective student may proceed with the MDHE's formal complaint process. The complaint must be submitted in writing, using a complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email. Such acknowledgment, however, will not constitute a determination that the complaint addresses a law applicable to the institution or otherwise is a complaint covered by the policy. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose.

Filing a complaint pursuant to this policy cannot, and does not, extend or satisfy any statutory deadlines that may apply to filing particular complaints with any other state or federal agency having jurisdiction over such matters.

Complaints that fall within the jurisdiction of the CBHE will be investigated and resolved as appropriate by the relevant unit of the MDHE. Complaints that fall within the jurisdiction of another State agency or are within the purview of an institution's accrediting body will be forwarded to that agency for appropriate investigation and resolution. The agency to which the complaint is forwarded will keep the MDHE apprised of on-going status and final disposition of the complaint. All parties to the complaint will be notified of its resolution by mail.

The MDHE will keep a log of all complaints and record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, the agency addressing the complaint, and the date and nature of its disposition.

Note: Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose.

Once all institutional processes are exhausted, complainants may also be forward to the institutional accrediting agency, Commission on Occupational Education. Mail to: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Or by calling: 800-917-2081.

ADMINISTRATION and STUDENT SERVICES PERSONNEL

Richard Payne, Director
 Libby Guilliams, Assistant Director/Financial Aid Officer
 Kristy Unger, Secondary Assistant Director
 David Dickey, Adult Education Evening Supervisor
 Kathleen Clayton, Supervisor of Workforce Development
 Guidance & Placement Counselor
 Mary Gray, Vocational Resource Educator
 Laurie Guffey, Assessment Center Technician
 Dan Martin & Jeanna Lohman, Financial Aid/Admissions Counselor
 Emily Lanpher, Default Prevention Specialist
 Heidi Hitt, Healthcare Administrative Assistant
 Beth Salyer, Administrative Assistant / Attendance

Career Preparation Program Instructors:

- *Auto Collision Technology*.....Josh Carlisle
- *Automotive Technology*.....Ron Schaefer
Don Schaefer
- *Business Technology*.....Amber Prasanphanich
- *Computer Technology*.....Debbie Wright
- *Construction Technology*.....Sid Gerlach
- *Culinary Arts*.....Dennis “Doc” Cain
- *Digital Media*.....Randy McWilson
- *Electrical Trades*.....Tim Mayfield
- *Graphic Design*.....Lance Brooks
- *HVAC/R*..... Phil Berry
- *Industrial Systems Technician*Richard Groves
- *Landscape Horticulture*.....Bill Geiger
- *Machine Tool*.....Bob Sink
- *Marketing*.....Michael Baremore
- *Welding*.....Brandon Bradshaw
- *Wood Design & Manufacturing*.....Jr. Eckley

Healthcare Careers Program Instructors:

- *EMT- Paramedic*.....Brian Wilcox
- *CCMA*Emily Lanpher & Rita Becker
- *Practical Nursing*Donna Johnson, Sandy Schnicker, Pat Lester,
Robin Goehman, Sherri Patterson, Angie Moses
Rebekah Thornsberry
- *Respiratory Therapy*.....Pete Darnell
Kyle Kern, Keri Vandeven
- *Physical Therapist Assistant*Danette Neikirk & Leslie Helman