

PBTCC

The Gears of Success Are Turning at PBTCC

PBTCC Policies, Procedures, and Information

Certificate Programs, Course Offerings and Description Catalog

Poplar Bluff Technical Career Center

3202 Oak Grove Rd

Poplar Bluff, MO 63901

573-785-2248



Post-Secondary Catalog 2023-2024

Board Approved June 2023

The Poplar Bluff Technical Career Center is accredited by Missouri Department of Elementary and Secondary Education. Poplar Bluff Technical Career Center is accredited by the Commission of the Council on Occupational Education. The Cosmetology Program is licensed by the Missouri State Board of Cosmetology and Barber Examiners.

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LAWS & COMPLIANCE

Equality of Opportunity

The Poplar Bluff Technical Career Center is an Equal Opportunity Employer and operates educational programs which do not discriminate on the basis of age, race, color, creed, religion, nationality origin, sex or handicap. The School district is prohibited from discriminatory practices by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and various state laws and regulations.

Sexual Harassment*

The Poplar Bluff R-1 School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated. Details on sexual harassment policy are in each student handbook [School District Sexual Harassment Policy [ACA thru ACA-AF (9)]. Inquiries concerning any of the above-mentioned acts or any other matter concerning employment or educational bias should be made to: Mr. Michael Owen, 1110 Westwood Blvd., Poplar Bluff, MO 63901, (573) 785-7751.

[*Poplar Bluff School District Board Policy Manual](#)

Disclaimer

The provisions in this catalog are not to be regarded as a contract between the student and the Poplar Bluff Technical Career Center. The Poplar Bluff R-1 School District reserves the right to change any provisions or requirements when such action will serve the interest of the Technical Career Center or its students. The Technical Career Center further reserves the right to deny admission, cancel the registrations, or ask a student to withdraw when it considers such action to be in the best interest of the Technical Career Center. Students are responsible for meeting in full the requirements for completion of program as set forth in this catalog.

Counselors and faculty advisors assist in the planning of a program of study for each student, but the final responsibility for meeting the requirements for successful completion rests with the student. It is important that each student satisfy all financial obligations to the Poplar Bluff Technical Career Center. The Technical Career Center reserves and intends to exercise its right to withhold copies of educational records and/or to dis-enroll students who owe money to the Career Center. Information that the Technical Career Center is required to make available under the Student Right to Know and Campus Security Acts may be obtained from the Financial Aid/Adult Coordinator at (573)785-2248 or in writing at 3203 Oak Grove Road, Poplar Bluff, MO 63901.

Poplar Bluff R-I School District – Notice of Nondiscrimination [AC thru AC-AF (5)]*

The Poplar Bluff R-I School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, religion, disability or sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated. Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to: Mr. Michael Owen (District Compliance Officer) 1110 N. Westwood Blvd. Poplar Bluff, MO 63901 Telephone: 573-785-7751

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act. Office for Civil Rights U.S. Department of Education 8930 Ward Parkway, Suite 2037 Kansas City, MO 64114-3302 Telephone: 816-268-0550 Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII. Robert A. Young Federal Building 1222 Spruce Street Room 8.100 St. Louis, MO 63103 Telephone: 800-669-4000 Other agencies dealing with non-discrimination issues include: Missouri Commission for Human Rights U.S. Department of Justice Department of Labor and Industrial Relations 950 Pennsylvania Ave., NW P.O. Box 1129, 3315 W. Truman Blvd. Washington, DC 20530-0001 Telephone: 573-751-3325 Telephone: 202-353-1555

[*Poplar Bluff R-I School Public Notices Link](#)

POPLAR BLUFF SCHOOLS AND TCC ORGANIZATIONAL STRUCTURES

Poplar Bluff R-1 School Board

President: Kenneth Davis
 V-President: Roger Hanner
 Dave Elledge
 Tim Gaebler
 Dr. Cynthia Brown
 Dr. Mike Price
 Dr. Larry Kimbrow

Poplar Bluff R-1 Administrative Officers

Superintendent Dr. Aaron Cornman
 Asst. Supt. Business Charles Kinsey
 Asst. Supt. Personnel Michael Owen
 Asst. Supt. Curriculum Patty Robertson

Poplar Bluff Technical Career Center

Dr. Leigh Ann Cornman.....Director

PBTCC Staff Credentials

Boyer, Erin.....Cosmetology
 Carpenter, Chris... ..Welding
 Cochran, Jody.....Building Trades
 Crites, AbbyHealth Occupations
 Layman, Steve.....Automotive Technology
 Howard, Amanda Cosmetology Coordinator
 Barrett, Michael.....PLTW Computer Science
 Sullivan, Sarah.....Computer Maintenance & Repair
 Moon, BrandonCulinary Arts
 Nicolini, Robert (Alex).....Computer Graphics & P.T.

Parker, Dan(HVACR) Heating, Ventilation, Air Conditioning & Refrigeration
 White, DenniAutomotive Collision

Support Staff

Darnell, DeniceAdministrative Assistant
 McCrary, Don.....Custodian
 Lewis, MonicaCulinary Arts Aide
 Barriner, Larrie.....Embedded Credit/Basics Skills
 Barrett, Laura.....Administrative Assistant to the Director
 Deken, Tammy.....VRE/ Financial Aid

*Hyperlink to staff credentials and industrial experience information

GENERAL INFORMATION

Poplar Bluff Technical Career Center

The Poplar Bluff Technical Career Center (PBTCC) is located at 3203 Oak Grove Rd, Poplar Bluff, MO 63901. PBTCC is a public, non-profit, one-two year institution which provides area students state-of-the-art career training in a wide variety of occupational areas. The Technical Career Center is a non-degree granting, clock-hour institution. Students attend a required number of hours in addition to successful academic performance to meet program completion and certification status.

History

In 1957 the Poplar Bluff School District, the first public school system to do so, established a practical nursing program. The program was originally located in the Old Mark Twain School on Main Street. In 1968 the Practical Nursing Program relocated and with the inclusion of additional programs of study became the Poplar Bluff Area

Vocational School currently located on Oak Grove Road. At that time seven programs of study were offered primarily to secondary students from area high schools. As the service area's needs grew, new courses were developed and adult education opportunities were extended. In 1994, the name was changed to the Poplar Bluff Technical Career Center (PBTCC). In 2017, the sponsorship of the Practical Nursing Program was transferred to Three Rivers College. Career and Technical Education (CTE) classes continue to this day at PBTCC for Adult and High School Students serving several counties and ten local schools and their communities.

Mission Statement

The Poplar Bluff Technical Career Center will provide career and technical education for professional success within a curriculum framework that reflects the relevancy of our times, industry and needs of our community.

Objectives of the Poplar Bluff Technical Career Center

- Provide occupational and supplemental programs that support the economic growth of our community and promote lifelong learning.
- Provide academic services, learning resources, basic skills development and educational opportunities that maximize development of individual potential.
- Provide laboratory and collaborative work experiences that reflect current business and industrial practices in methodology, technology and practices.
- Provide student activities that develop leadership abilities needed in fulfilling occupational, social and civic responsibilities.
- Provide support and placement services that enhance individual growth and potential to aid in preparing students for immediate entry to, or advancement in, the workforce.

All programs in career and technical education are highly specialized. They are specifically designed to give the necessary training and skills required in various occupations. The school shall assist all students in finding employment upon successful completion of their chosen programs; however, the school cannot promise employment to anyone. The Poplar Bluff Technical Career Center anticipates the addition of additional programs in career and technical education as needed by the communities we serve.

Accreditation

The Poplar Bluff Technical Career Center is accredited by the Commission of the Council of Occupational Education. PBTCC is accredited by the Missouri State Department of Elementary and Secondary Education. This recognition of quality programs and accreditation assure students that work satisfactorily completed at the PBTCC will be recognized by colleges, professional schools, and certification entities. The Cosmetology Program is accredited by the Missouri State Board of Cosmetology.

Academic Calendar

The board-approved Poplar Bluff School calendar will also be the official calendar for the Poplar Bluff Technical Career Center.

- Technical-Industrial Programs - 1044-hour (up to 36 weeks) All programs begins in August and completes in May in accordance with the Poplar Bluff Public School calendar.
- Cosmetology - 1220-hour (up to 38 weeks) Fall Classes begin in August and end with student's completion of 1220 hours (May). Typically, all classes meet in accordance with the Poplar Bluff Public School calendar.
- Esthetician - 750-hour (30 weeks) Begins in August and ends with student's completion of 750 hours. Additional classes form when demand warrants at discretion of Director.

FACILITIES

The Poplar Bluff Technical Career Center is located at 3203 Oak Grove Road, Poplar Bluff, Missouri. It is adjacent to the Poplar Bluff R-1 High School. Mules Café, an extension campus that houses the PBTCC Culinary Arts program, is located at 1110 N. Westwood, Poplar Bluff, Missouri. The Café shares the same site as the Poplar Bluff R-1 Administrative Offices. The Café is open to the public several days a week. *The Mules Café campus will be relocated to the Main campus hopefully by the beginning of the 2023-2024 School year with a brand new-state of the art facility.*

ADMISSIONS

Ability-to-Benefit

The Poplar Bluff Technical Career Center strives to provide academic services, learning resources, basic skills development and educational opportunities that maximize the development of individual potential. All courses taught at PBTCC require a certain level of reading and mathematical ability in order to benefit from training. All students enrolling at PBTCC are required to complete a test assessing academic aptitude, especially reading and math skills. Adult students who do not demonstrate necessary competencies in these two academic areas will be recommended for remediation. Students seeking enrollment at PBTCC must demonstrate ability-to-benefit by possessing a high school diploma or equivalent (GED/HiSet).

Education and literacy/GED/HiSet classes are available to any post-secondary student who is in need of help with basic skills, English as a second language or preparation for taking the GED. Call your local school district for information on times of classes or call 1-800-521-READ for the Post-Secondary Learning Center nearest you. Students seeking enrollment at PBTCC must demonstrate the ability to benefit from all aspects and requirements necessary for their specific program of study. These aspects and requirements may include, but are not limited to, maintaining and establishing eligibility to participate in required internships and clinical experiences, maintain eligibility to receive and hold student licenses necessary to participate in clinical experiences, complete a criminal record check with acceptable results.

Personal Enrichment Courses

PBTCC cooperates with public agencies, civic groups, community organizations, business and industry, along with other area educational institutions to provide educational services for a variety of individuals. Many of our programs and courses are designed to provide people of all ages throughout Southeast Missouri access to career education opportunities. The facilities and personnel provide specialized services to meet the career educational needs of the community.

Personal enrichment courses are provided in response to community needs and interests. Courses and services may be initiated by individuals by contacting the PBTCC Adult Education Coordinator. These courses are designed to serve the cultural and educational needs of the community and provide self-improvement. The courses are short-term, non-credit. Course offerings are determined by public interest through a number of participants. Refer to the PBTCC Office, the school webpage, and Facebook page for announcements on enrichment courses.

Academic Aptitude Testing

PBTCC requires all prospective students to complete an academic aptitude assessment. The assessments evaluate basic academic, judgment and comprehension, and vocational adjustment abilities. Results of the tests will be utilized to determine eligibility for program admission, and/or to determine academic readiness for program specific coursework. Test results are confidential.

- Cosmetology applicants and Trade and Industry applicants are required to take the Work Keys Assessments necessary to achieve the National Career Readiness Certificate (Applied Math, Graphic Literacy and Workplace Documents – WorkKeysNCRC). These assessments can be taken at the Missouri

Job Center by calling 573-840-9595 to set an appointment – more information on the exams can be found here: <https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/ncrc.html>

Admission Procedures

1. Complete an Application for Your Desired Program of Study
 - a. Complete an application form and submit it (with applicable fees) to PBTCC. Application forms can be completed on or downloaded from the Poplar Bluff R-1 PBTCC website - www.poplarbluffschoools.net, under the “Student Resources” drop down tab.
2. Request Your Transcripts
 - a. Call your high school and college to request that your official transcripts be sent to PBTCC or request your GED/HiSet scores be sent to PBTCC. Official transcripts or GED/HiSet scores must be received directly from the granting source. Student copies, or transcripts and GED/HiSet scores delivered by students to PBTCC are not acceptable.
3. Assess Your Academic Ability
 - a. Upon receiving your completed application and fee you will be contacted to arrange a time and date for an academic assessment. Refer to Website for most up-to-date information.
4. Receive your Acceptance Letter
5. Finance your Education
 - a. The Poplar Bluff Technical Career Center offers financial aid in the form of grants, scholarships, and student loans. The majority of funds are provided through federal and state programs. Completion of the Free Application for Federal Student Aid or FAFSA is the first step in seeking financial aid. Applications can be accessed or downloaded at the FAFSA website, www.FAFSA.org. High school counselors or the PBTCC Financial Aid Coordinator can answer questions regarding the process of completion of a FAFSA. Use the PBTCC Federal School Code **013683** when completing financial aid forms. Call the PBTCC Financial Aid Coordinator at 573-785-2248 for further information.
6. Pay Your Tuition
 - a. Tuition and fees can be paid at the PBTCC main office according to the section “Tuition and Fees” in this Handbook. Arrangements for the payment of tuition and fees must be made five business days prior to the first scheduled day of classes.
7. Attend Your Orientation
 - a. You will receive information regarding the date of your program’s orientation meeting. It is essential you attend this meeting.
8. Begin Your Classes

Failure to complete admission requirements by specific program cutoff dates may result in non-consideration for admission. No student will be considered as officially enrolled until all admission requirements are met. *No student will receive financial aid distributions until all admissions requirements are met and an official acceptance letter has been issued by the Director.* Refer to the Cosmetology handbook for additional program specific admission requirements.

Admission to Specific Programs

The number of students enrolled in specific programs is limited to the number of available openings and/or pre-set number of allowable students per program of study. Students applying to PBTCC programs are accepted according to the approved selection process as outlined in each program’s section. PBTCC programs are clock hour non-continuous enrollment. No student will be admitted to or allowed to begin a program five days after the first scheduled class, unless special consideration is given by the Director. Upon approval for admission, the student will receive a letter of acceptance with instructions regarding the next steps in the process to secure enrollment. It is vital

these instructions are followed in the prescribed timeframe. Failure to do so may forfeit the student's enrollment in the program. For further information contact the specific program coordinator or the Adult Education Coordinator.

Criminal History/Background Checks

Criminal History Background Checks are required, and 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). Final acceptance into all programs is contingent upon results of the background check as determined by the PBTCC 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 PBTCC program.

In making a determination, PBTCC administration will also consider • Date of the offense • Successful completion of probation / parole • Age at the date of the offense.

Advanced Placement

There is currently no mechanism in place to award advanced placement in the Poplar Bluff Technical Career Center programs of study.

Functional Abilities

In order to perform the duties required of the PBTCC programs of study and function upon completion in the chosen career field an applicant must be able to do, possess or be able to be taught the following skills:

- Possess Gross & Fine Motor Skills
- Physical Strength/Endurance Abilities
- Ease of Mobility
- Sensual Abilities (Hearing, Visual, Tactile)
- Maintain Emotional Stability
- Possess or Develop Reading & Mathematical Competence
- Possess and Develop Analytical & Critical Thinking Skills
- Possess and Develop Interpersonal & Communication Skills

More detailed descriptions of these abilities are available in specific program student handbooks (if available).

International Students

In addition to meeting all admission requirements listed in this catalog, the following items are required for all nonimmigrant international students seeking I-20 admission:

- Be eligible for an F-1 visa
- Submit the Statement of Financial Responsibility
- Submit acceptable results of the Woodcock-Munoz English Proficiency Assessment or Equivalent Test to establish the fact of proficiency in the English Language.

Applicants for whom English is a second language must take and achieve a proficient score on the Woodcock-Munoz English Proficiency Assessment or Equivalent Test. Arrangements to complete this test can be made with the Adult Education services in Poplar Bluff or seek testing help at TRC. Any fees associated with administering this test are the responsibility of the student.

Non-English-speaking Students

Non-English-speaking students will meet the same general admission and graduation/completion requirements as other students.

Transfer Policy

The Poplar Bluff Technical Career Center has a clearly defined policy on transfer of students between programs within the institution, transfer of students from other institutions, and transfer of credits and hours from another institution. These are handled on a case by case basis during the admission process.

Transfer requests are considered on an individual, student-by-student basis. A student wishing to transfer must first write a letter to the director of PBTCC stating his/her request. The student must then submit the following documents:

- Completed application for admission;
- Application fee applicable for program requesting;
- Documentation that the sending school was accredited by the appropriate accrediting agencies and/or institutions;
- Official transcript from the sending school stating specific coursework completed, grades, and attendance;
- Programmatic course descriptions and /or list of competencies completed by student up to the date of withdrawal from sending school, included in this information should be the total number of classroom and clinical/internship hours for each course; and
- A letter of recommendation from the sending school director, program coordinator or program instructor.

Admission of and acceptance of work completed and grades earned by a transfer student is dependent upon acceptability of the above listed documentation. Course curriculum content and competencies of comparable completed classes by student at a sending school must meet or exceed those of the corresponding PBTCC program. Academic grade policies of the sending school must be equal to or exceed those of PBTCC.

Student must be able to demonstrate that the completion of comparable coursework resulted in achieving grade levels as required by PBTCC and PB R-1 schools. Upon receiving approval and being granted admission, the student would be expected to meet the same requirements as do other members of the class to which they are admitted. Approval decisions for transfer student admission will be made by the PBTCC Director, Adult Education Coordinator, and Program Coordinator/Instructor.

TUITION AND FEES (Effective July 2023)

Institutional Fees *Application for Admission \$60.00 Transcript Fee \$5.00*

IN DISTRICT

OUT OF DISTRICT

Tech and Industry (T&I) Tuition	\$6191	Tech and Industry (T&I) Tuition	\$6501
T&I Textbook Fee	*	T&I Textbook Fee	*
T&I Specific Fees	*	T&I Specific Fees	*
Cosmetology Tuition	\$6985	Cosmetology Tuition	\$7285
Cosmetology Textbook Fee	\$350	Cosmetology Textbook Fee	\$350
Cosmetology Specific Fees	\$1275	Cosmetology Specific Fees	\$1275

Cosmo Additional 150 Hours	\$869	Cosmo Additional 150 Hours	\$869
Cosmo Additional 280 hours	\$1594	Cosmo Additional 280 hours	\$1675
Esthetician Tuition	\$4289	Esthetician Tuition	\$4599
Esthetician Textbook Fee	\$350	Esthetician Textbook Fee	\$350
Esthetician Specific Fees	\$1165	Esthetician Specific Fees	\$1165

*Vary According to Specific Program, and fees are set according to enrollment status of student for additional hours in Cosmetology Courses.

The Poplar Bluff Technical Career Center provides career education to a consortium of schools from the following districts: Poplar Bluff R-1, Dexter, East Carter, Greenville, Puxico, Southern Reynolds, Twin Rivers, Van Buren, Zalma, as well as Westwood Baptist Academy. In-District tuition applies to individuals residing within the boundaries of those districts at the time the application for enrollment is submitted. A graduate of any high school that is a member of the Poplar Bluff Technical Career Center consortium is eligible for In-District tuition.

Institutional (Program Specific) Fees* (Click here to see the 2022-2023 Specific Fees)

Institutional (Program Specific) student fees are those necessary to support expenses associated with providing specific services for the student. Fees may consist of, but are not limited to: transcript fee; graduation fee; state licensing fee; uniforms; kits; tools; equipment; consumables; lab fees; and professional development/membership fees. Fees are mandatory unless otherwise indicated. (The Director may make exceptions to certain fees if a written request is provided.) **Students may elect to take additional courses or enrichment courses and add the costs to their student accounts. Students acknowledge by doing so that their financial aid calculations may be subject to change and amounts and balances will adjust according to the elected cost amount of enrichments and additional classes.**

Payment of Fees

The total tuition amount due is divided by the number of payment periods during a program of study. Each billing period tuition amount is billed prior to the beginning class date of the payment period. Additional costs for books, fees, etc. are billed during the billing period in which they are incurred. **The account balance must be paid in full or a plan of payment must be in place with the PBTCC billing office five business days prior to the first day of a student’s scheduled class in each individual payment period.** The Poplar Bluff Technical Career Center accepts cash, checks and money orders as payment.

Financial Aid Award Payments

Financial Aid Award payments will be credited to a student’s account when payment from the granting institution is received by the Poplar Bluff Technical Career Center. Should financial aid payments not be available to meet institutional payment guidelines as stated above, the student will be responsible for payment of tuition and fees. Students will receive a refund should a student’s account result in a credit balance upon receipt of financial aid payments from the granting institution.

Agency or Employer Payments

Agency or Employer payments will be credited to a student’s account when payment from the granting institution is received by the Poplar Bluff Technical Career Center. Should Agency or Employer payments not be available to meet institutional payment guidelines as stated above, student will be responsible for payment of tuition and fees. Student will receive a refund should a student’s account result in a credit balance upon receipt of financial aid payments from the granting institution.

Should circumstances require third-party billing, payment arrangements must be made in advance of the payment deadline with the PBTCC billing office. Students must notify the Financial Aid Coordinator and provide approval documentation prior to the payment deadline date if they are eligible for payment of fees through special

government training/retraining programs. Financial arrangements are to be made five business days prior to the first day of a student's scheduled class or the student may be dropped from enrollment status.

Deferred Payment Plan

A deferred payment plan is available. Student must notify the PBTCC billing office to make arrangements for the deferred payment plan. Deferred payment plan procedure is as follows:

- Pay one fourth of tuition amount due at least five business days prior to the first day of a student's scheduled class.
- Pay program specific fees prior to specific deadlines noted in program sections in catalog.
- Remainder amount due will be divided into installments for the remaining months of the payment period.

A deferred payment plan must be on file five business days prior to the first day of a student's scheduled class of the payment period or student may be dropped from enrollment status.

Payment Due Dates

Account balance must be paid in full or a plan of payment must be in place with the PBTCC billing office five business days prior to the first day of a student's scheduled class in a payment period. Specific programs require a deposit upon acceptance into a program. Refer to program section to determine the amount and due date.

Final Payment Due Date

The deadline date for paying the remaining balance of the program fees is 45 days prior to the completion date of an individual's program of study. Failure to pay may result in termination of enrollment. The student is responsible for any remaining outstanding balances. A student transcript will be held until the outstanding balance is paid in full. Students will not be allowed to enroll in any other program until their balance is paid in full. Appropriate agencies will be notified of the student's outstanding debt. It is the student's responsibility to ensure all financial obligations to the school have been met.

FINANCIAL AID INFORMATION

The Poplar Bluff Technical Career Center provides financial assistance through grants, scholarships, and loans for qualified students. The primary purpose of financial aid is to help students enrolled in an educational program that leads to a career and technical certificate. It is intended as a supplement to the student's own resources. Therefore, the student's family is expected to contribute from their own income and assets to the extent they are able.

Most financial aid is based on student financial need. Student need is the difference between the cost of education and the family's ability to pay. Funding sources available may include federal or state grants, federal loans, scholarships, veterans' benefits, and vocational rehabilitation, A+ funding, WIOA, tuition assistance and other local agencies. The financial aid office will assist the student in meeting the unmet need through all available financial resources, federal, state or local. In order to determine eligibility, students MUST complete the Free Application for Student Aid (FAFSA).

Completion Rates – 2022/2023

Total Students Enrolled: 35

- Females: 27 (77%); Males: 8 (23%)
- Race: White 30 (86%) Black 4 (11%)
Hispanic 1 (3%) More than one race 0 (0%)

Student Completion Rate: 30 (86%)

- Females 24 (80%); Males: 6 (20%)
- Race: White 25 (86%) Black 4 (11%)
Hispanic 1 (3%) Mixed 0 (0%)

PBTCC Students Receiving Financial Aid - 91%

- Students receiving Pell 83%
- Students receiving Student Loans 46%

- Students receiving Missouri Aid 54%
- Students receiving Other Aid 26%

Financial Aid Processes and Procedures/Information

Financial Aid Terms and Definitions

- **Entrance Interview:** first time borrowers of Stafford Loans and Unsubsidized Stafford Loans must complete online Entrance counseling. Please use www.studentloans.gov Exit Interview: Federal Direct Student Loan borrowers must complete exit counseling online.
- **Selective Service:** Selective Service Law requires all men who are at least 18 years old and born after December 31, 1959 to register with Selective Service before financial
- **Taxable Aid:** Grants and scholarships are tax free only to the extent they are used for tuition, fees, books, course materials, school supplies and other items that are directly related to education. Any awards given for room, board and personal expenses are taxable. Students should keep record and receipts of all educational expenses.
- **Facilities:** All facilities at Poplar Bluff Technical Career Center are completely accessible to persons with disabilities
- **Accreditation:** Poplar Bluff Technical Career Center is fully accredited by the Department of Elementary and Secondary Education. Poplar Bluff Technical Career Center is accredited by the Commission of the Council on Occupational Education (COE). Documents describing accrediting and licensing procedures are on file in the Director's office and may be reviewed at any time.
- **Placement Rates:** Current job placement rates for each program area may be obtained from the Placement Office.
- **Procedures:** The procedures and forms for applying for financial assistance may be obtained from the Financial Aid Office.

Student Financial Aid Eligibility Requirements

The PBTCC is an approved institution for the disbursement of Title IV funds. The Financial Aid Officer is available to assist students in applying for financial aid to meet the costs of their training program. To be eligible for student aid, a student must meet certain requirements. He/she must:

- Be a US citizen or eligible non-citizen
- Be registered with Selective Service (if required)
- Attend a school that participates in the following program: Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans, Title VII, and Public Health Act Program
- Be working towards a degree or certificate
- Be making satisfactory academic progress
- Not owe a refund on a federal grant or be in default on a federal educational loan
- Have "financial need" as determined by the US Department of Education
- Not have a federal or state drug conviction while receiving Title IV aid

It is very important that all students understand the policies and procedures of financial aid at the Poplar Bluff Technical Career Center. The administration of financial aid is extremely complex because of all the federal, state, and local agencies that provide and regulate these resources. As a consumer of educational services and programs, you should fully understand the financial assistance to which you are entitled as a student of PBTCC. The forms you are asked to complete are absolutely necessary. All forms should be completed accurately and honestly. Information given is held in strict confidence.

Students Convicted of Possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for FSA funds. Convictions only count if they were an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as outlined in HEA Section 484(r) 34 CFR 668.40.

Student Rights and Responsibilities

Students have the right to ask:

1. What financial aid programs are available,
2. The deadlines for submitting applications for the programs available,
3. How the financial aid was determined,
4. How the refund and repayment policies work, and
5. How it is determined whether you are making satisfactory academic progress and what happens if you are not in compliance.

Student responsibilities:

1. Complete all applications accurately and submit them on time to PBTCC;
2. Provide correct information. [Reporting incorrect information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in indictment under the US Criminal Code];
3. Return all documentation, verification, and/or corrections requested by PBTCC within the given time frame;
4. Be responsible for reading and understanding all forms that you sign and for record keeping of all financial aid correspondence;
5. Make satisfactory academic progress in your program; and
6. Notify the PBTCC office of any change in name, address or phone number.

Financial Aid Procedures Summary

A summary of PBTCC financial aid disbursement procedures are that the student must:

1. File a FAFSA (Free Application for Federal Student Aid) to determine eligibility. Please use the PBTCC school code: **013683**
2. Review the Student Aid Report (SAR) and report any corrections to provide accurate information to the federal government
3. Provide documentation as requested by the Financial Aid & Adult Ed Coordinator. Without all required paperwork, NO awards will be processed
4. Return an award letter accepting the financial aid awards
5. Maintain satisfactory academic progress (at least a "C" average as defined by their program and 88.5% attendance*) * Dependent upon specific program

After all the required paperwork is in the student file and Satisfactory Academic Progress (SAP) is documented by the Adult Education Coordinator, Federal Pell and Federal Direct Student Loan monies will be ordered by the Financial Aid & Adult Education Coordinator. Once the Federal Pell and Federal Direct Student Loan funds are deposited into the financial aid account it may take up to 14 business days to gain all necessary signatures from the Poplar Bluff Public School administration staff and to produce a check if a credit balance is due to the student.

All financial aid, regardless of source, is applied to the student's account balance. A student's account must be paid in full before any money is refunded to the student. The student may be charged for ½ of tuition at the time of the first order of financial aid (approximately around the end of the first month of school); the remaining ½ of tuition may be charged at the time of the second order of financial aid (approximately half way through the academic year which is 450 hours). If the Title IV monies ordered by the end of the first month of school exceed the ½ of tuition costs at that time, an excess check will be issued to the student.

The Financial Aid & Adult Education Coordinator will contact the student, when financial aid funds are received and will discuss the steps necessary and where to go to obtain check (two forms of ID are required). When 900 hours are completed by a student they are considered completers of an academic year at PBTCC. Any loans Subsidized or Unsubsidized will start their 6-month grace period at that time. Students will begin repayment of their loans 6 months from the date they complete 900 program contact hours.

Dependent or Independent Student

The Reauthorization of the Higher Education Act requires implementation of a new definition of independent student. You are automatically considered an independent student if you:

- Be 24 years of age or older by December of the award year
- Have legal dependents other than a spouse
- Are an orphan or ward of the court
- Are a married student
- Are a veteran of the US Armed Forces or serving on active duty
- Homeless status
- Be a graduate or professional student
- You were a foster child after the age of 13
- You are an emancipated child as determined by court
- Received documented determination of independence by reason of unusual circumstances

How Financial Aid is Calculated

Cost of Education (CoE) – Expected Family Contribution (EFC) = Financial Need

Cost of Education

The cost of education (COE) is calculated by the amount of tuition, books, supplies, and miscellaneous expenses. The miscellaneous expenses include housing, transportation, and personal costs that are determined using surveys completed by students attending PBTCC programs from the previous year. The cost of education is always based on the cost of standard tuition and fees for a full-time student for a full academic year. Less than full time enrollment is adjusted by the federal payment schedule.

Expected Family Contribution (EFC)

Expected Family Contribution or EFC is determined for all the student and parent information submitted on the financial aid application. There is a single formula, as outlined by law, which produces the Expected Family Contribution (EFC). The EFC is used to award Federal Pell Grants, campus-based aid and Direct Loans.

How are the expected family contributions (EFCs) calculated? For a student who is dependent upon parents, these resources would include the parent's contribution and the student's contribution. For the independent student, the resources would include only student's contribution, and their spouse's, if any. The EFC is calculated by the federal government using a formula including income, number of dependents, and various other factors.

Financial Need

To determine the amount of a student's Federal Pell Grant, the financial aid officer applies the cost of attendance and the EFC to a payment schedule to determine the award. The lower the EFC, the higher the award should be. A student with an EFC of "0" has the most need and tends to receive the highest amount of Federal Pell Grant Funds. A student with an EFC greater than the cutoff is not eligible for a Federal Pell Grant.

Therefore, if a student's program indicates the total cost of education to be \$5000 and the expected family contribution is \$1000, the student could be eligible for \$4000 of financial aid. The Financial Aid & Adult Education Coordinator will print an award letter, including all financial aid a student is eligible for and will send this to the student to be signed, dated, and returned to the PBTCC office. NO financial aid award will be disbursed before the award letter is returned to the PBTCC office.

Sources of Financial Aid

The Poplar Bluff Technical Career Center distributes three types of financial aid: **grants, loans** and **scholarships**.

- **Federal Pell Grant** - This federal program provides grants (for which no repayment is required) to undergraduate students. The amount of the grant is based on the calculated financial need of the student's family.
- **Access Missouri Program** – This program is funded through the Missouri Coordinating Board of Higher Education. FAFSA application must be completed prior to April 1 and eligibility is based on the financial need of the student.
- **Veteran's Educational Benefits** - Veterans and Veterans' dependents may receive VA financial assistance while completing an eligible program of study at Poplar Bluff Technical Career Center. Please contact a Veterans Administration representative for more information at 1-888-442-4551
- **Workforce Investment Opportunity ACT (WIOA)** - Economically disadvantaged, unemployed or underemployed persons may qualify for this program.
- **Vocational Rehabilitation** - Individuals with disabilities that constitute a disability to employment may qualify for benefits such as tuition and fees, transportation and room and board if they qualify and meet the necessary financial guidelines. Individuals should contact their area Vocational Rehabilitation Center.
- **Trade Readjustment Act** - Available to persons who have lost their jobs and need retraining due to the closing of an American business to foreign industry. To apply, contact the local Job Service Agency.
- **A+ Program** - Tuition reimbursement for students graduating from an A+ school and fulfilling all the requirements. Your high school transcript must reflect this designation. A+ will pay for tuition only, no supplies, book cost or lab fee. The A+ Program will only pay a certain amount of money per clock hour; not necessarily the entire tuition (current clock hour tuition is \$4.60 per hour but subject to change).

If a student is eligible for a Federal Pell Grant or any other form of federal assistance that does not require repayment as determined by the FAFSA, these funds will be applied to the student's account first. Any covered costs that remain will be submitted to the A+ Program. If a student does not complete the required number of clock hours for the program and/or does not maintain at least a 2.5 grade point average he/she will lose eligibility for A+ funding. A+ funding is not guaranteed.

- **William D. Ford Federal Direct Loan Program** – Loan limits vary according to enrollment status. Loans must be repaid. There are two types of Direct Student Loans:
 - **Federal Direct Subsidized Student Loan**: must be repaid; interest on the loan will not accrue during the in-school period
 - **Federal Direct Unsubsidized Student Loan**: must be repaid; interest will accrue during the in-school period.
- **Direct Parent Loans for Undergraduate Student and Dependent Student (PLUS)** - Parents of dependent undergraduate students may obtain guaranteed loans. PLUS loans may not exceed the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be

awarded during the period of enrollment. Repayment of PLUS loans begins 30 days after the first disbursement.

Verification

In order to receive financial aid administered through Poplar Bluff Technical Career Center, a student may be required to furnish documentation to verify information provided on the financial aid application. Any student unable to provide this information will not receive financial aid. Students may be required to furnish items such as copies of non-taxable income, interest income, proof of assets, and Veteran's benefits. These items may be needed to substantiate information reported on the FAFSA as required by the US Department of Education.

Students must provide the Financial Aid & Adult Education Coordinator with documentation for the verification request prior to completion of any financial aid award letter and the disbursement of any Title IV monies. If the verification procedure discloses information that will change the award to be received, the student will be made aware and will sign a new award letter as necessary. At that time, the discrepancy will be discussed and the proper steps will be taken to correct the error(s). If applicable, the Financial Aid & Adult Education Coordinator may need to resubmit the SAR or ISIR for corrections. The students must take the responsibility to ensure the Financial Aid Coordinator has all the appropriate information. If the student has already applied for a Federal Direct Student Loan, the lender will be notified of the changes to the loan application.

Possible Required Verification Items:

- Household size (number of persons in the household)
- Number enrolled in post-secondary education (number of household members attending a post-secondary institution at least half-time)
- Adjusted gross income for the base year, or income earned from work if AGI has not been calculated
- Certain untaxed income and benefits for the base year such as:
 - Social Security benefits, if certain conditions apply
 - Child Support, if certain conditions apply
 - Untaxed payments to IRA and/or Keogh plans
 - Foreign income exclusions
 - Interest on tax-free bonds
 - Food stamp documentation

The Financial Aid & Adult Education Coordinator will notify the student of what documentation is necessary for each of the required verification items.

Award Notification

Students will be informed of the decision on their application for Federal Financial Aid as early as possible. However, no awards will be made until all documents have been received, the student has enrolled, and the actual cost determined, and a payment plan signed and agreed to for the cost of the program. Students must be admitted before they receive a financial award notice from PBTCC.

Poplar Bluff Technical Career Center's Refund Policy (Financial Aid)

In the event that a full-time student withdraws from school, the following refund policy shall apply to all students. Refunds will be based on tuition only. The law specifies how the Poplar Bluff Technical Career Center must determine the amount of Title IV program assistance that a student earns if they withdraw from school. The Title IV programs are Federal Direct Student Loans, PLUS Loans, and Federal Pell Grants. When you withdraw during your payment period or period of enrollment the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula on a prorated basis.

For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period

of enrollment, you earn all the assistance that you were scheduled to receive for that period. If you received less assistance than the amount you earned, you may be eligible to receive those additional funds. If you received more assistance than you earned the excess funds must be returned by PBTCC and/or you if a disbursement to you has been made. The amount of assistance you have earned is determined on prorated basis.

If you did not receive all of the funds that you earned, you may be due a post withdrawal disbursement. If your post withdrawal disbursement includes loan funds, PBTCC must get your permission before funds can be disbursed. You may choose to decline some or all of the Federal Direct Student Loan funds so that you don't incur additional debt. PBTCC may automatically use all or a portion of your post withdrawal disbursement of grant funds for tuition or fees. The school needs your permission to use the post withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Federal Direct Student Loan funds that you have received had you remained enrolled past the 30th day. The school must return all of the excess funds; you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy that PBTCC may have. Therefore, you may still owe funds to PBTCC to cover unpaid institutional charges. PBTCC may also charge you for any Title IV program funds that the school was required to return.

Institutional Refund Policy (PBTCC's Policy complies with COE guidelines)

1. A student who withdraws or cancels their enrollment on or before the first day of class will receive a refund of all tuition and fees paid, the institution retains no more than \$100.
2. A student who withdraws within the first five days of the instructional period for their program of study will receive a refund of 90% of the total program tuition. Any other assessed fees for supplies or books will be non-refundable after the first day of class.
3. For days beyond first five days of class, Title IV Financial Aid refund procedures will be followed by PBTCC. The Student is responsible for the total cost of program regardless of Financial Aid Status and enrollment status after the first five days of class.
4. Refunds, when due, shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or from the date the institution terminates the student or determines withdrawal by the student.
5. Refunds do not require a request from the student.
6. For Classes canceled by the Institution: If tuition and fees are collected in advance of the start date of the program, the institution will refund 100% of the tuition and fees within 45 days or less of the planned start date.
7. Refunds for students enrolled prior to visiting the institution: Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regular-scheduled orientation or following a tour of the facilities and inspection of the equipment.

8. Refunds for students enrolled in a Professional Development, Continuing Education, or Limited Contract Instruction. Programs, which are short-term, have a written policy or contract statement regarding whether or not fees and instructional charges are refundable when offered.
 - a. All programs under Professional Development, Continuing Education, or Limited Contract Instruction will be refunded fully in the event of cancellation before programs start and 100% of tuition and fees will be refunded.
 - b. Any student who cancels their enrollment on or before the first day of class will receive a refund of all tuition and fees paid, which will not exceed a total of \$100.
 - c. Refunds, when due shall be made within 45 days of last day of attendance and will not require a student to make a refund request.

Financial Responsibility

The Poplar Bluff Technical Career Center is not an open continuous enrollment institution. Students are responsible for the entire total cost of their program regardless of withdrawal or termination prior to full completion of program. Should a student withdraw or be terminated from program all remaining amounts due will become immediately due payable.

Transcripts, letters of recommendation, certificates of attendance, and other official documents will not be made available to students with financial indebtedness of any kind to the school. All financial obligations must be met prior to a student being granted readmission status should they withdraw or enrollment be terminated.

Entrance and Exit Counseling Sessions for Direct Student Loans

Students receiving Federal Financial Aid (Federal Direct Student Loan) while enrolled on a full-time basis must participate in an entrance session and complete and sign all necessary documents before receiving disbursement(s) and an exit session prior to graduation or at termination. This includes completing Entrance Counseling and Exit Counseling online. The websites for counseling sessions are:

- Entrance Counseling: www.studentaid.gov/entrance-counseling/
- Exit Counseling: www.studentaid.gov/exit-counseling/

There are two disbursements for a Federal Direct Student Loan that are disbursed directly into PBTCC's financial federal account by EFT (Electronic Funds Transfer). The student is notified several days in advance of each disbursement in case a student wishes to cancel the disbursement. Cancellation of a disbursement must be done in writing. If there is a credit balance on the student's account, the process for check disbursement will be completed **within 14 business days** of the Title IV monies being posted to the student's account. **Both the Direct subsidized and unsubsidized loan repayment begins 6 months after completion of 900 program hours.**

Forbearance or Deferment of Student Loans

If you are having temporary problems repaying your Federal Direct Student Loans, contact your loan servicer to see if you are eligible for forbearance. A forbearance or deferment allows you to temporarily stop making payments on your Federal Direct Student Loans. You are never charged a fee for applying for a forbearance or deferment on your Federal Direct Student loans. Note: interest will continue to be charged during the deferment or FFEL Unsubsidized and PLUS Loans. If you do not pay interest during the deferment, it will be capitalized at the end of the deferment period. You may qualify for deferment if you are (partial list more exceptions can be found at Federal Student Aid Webpage):

- Enrolled at least half time at an eligible postsecondary school,
- In a full-time course of study in a graduate fellowship program,

- In an approved full-time rehabilitation program for individuals with disabilities,
- Unemployed or unable to find full-time employment (for a maximum of three years),
- Experiencing an economic hardship (including Peace Corps service) as defined by federal regulations (for a maximum of three years),
- Serving on active duty during war or other military operation or national emergency,
- Performing qualified National Guard duty during a war or other military operation or national emergency, or
- A member of the National Guard or other reserve component of the US armed forces (current or retired) and you are called or ordered to active duty while you are enrolled (or within six months of having been enrolled) at least half time at an eligible school.

If you have Federal Direct Student Loans in default, or if you need information on deferring previous student loans while you are a student, please notify the Financial Aid & Adult Education Coordinator as soon as possible.

Payment Periods and Disbursement of Funds

The Poplar Bluff Technical Career Center will notify students who qualify for Title IV Financial Assistance (Federal Pell Grants and Federal Direct Student Loans). No funds can be awarded until a student's enrollment and attendance have begun and the financial aid file is complete. The student is responsible for returning all financial aid paperwork (verification forms, award letters, etc). All funds will be applied to the student's account first, and any credit balance at that point, will be awarded to the student for school-related expenses.

- **Federal Pell Grants:** One-half of the payment for a Federal Pell Grant will be processed after all the financial aid paperwork is completed. The second half of the Federal Pell Grant will be processed after a student has completed 450 program hours and Satisfactory Academic Progress is being met. **Processing may take 14 business days** for funds to be applied after being drawn down to student accounts and an additional 5 business days to affect balance owed by student.
- **Federal Direct Student Loans:** The first Federal Direct Student loan will not be distributed until a student has been in school for 30 days in order to determine enrollment of the student as well as to complete all necessary paperwork. The second half of the Federal Direct Student loan will be processed after a student has completed 450 program hours and Satisfactory Academic Progress is being met. **Processing may take 14 business days** for funds to be applied after being drawn down to student accounts and an additional 5 business days to affect balance owed by student.

Students receiving Federal Direct Student Loans have a right to decline or decrease the loan amount prior to or after the loan arrives. Please contact the Financial Aid & Adult Education Coordinator to make changes.

Reinstatement of Financial Aid Eligibility

Students terminated from receipt of financial aid for failure to maintain satisfactory academic progress must meet the minimum overall grade and attendance cumulative semester requirements before aid can be reinstated. Withdrawal from school has no effect on the student's satisfactory academic progress upon re-entering. A student whose aid is terminated in accordance with this policy may appeal the termination. A student must wait one academic year to re-enroll after being terminated for academic ineligibility.

Title IV Funds

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a student receiving Title IV grant or loan funds withdraws from Poplar Bluff Technical Career Center after beginning attendance, the amount of the Title IV grant or loan assistance earned is calculated according to the amount of time in program, up to the 60% point of the program. Unearned funds must be returned to the program they belong to if less than 60% of the program is attended. If the amount disbursed to the student is less than the amount the student earned, and for which the student

is otherwise eligible, s/he is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Return of Title IV Funds

Only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock hour program. For a clock hour program, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period. A student withdrawing from a clock-hour program earns 100% of his or her aid if the student's withdrawal date occurs after he or she has completed at least 60% of the scheduled hours in a payment period. The scheduled clock hours used for a student must be those established by the school prior to the student's beginning class date for the payment period or period of enrollment and is established in accordance with the requirements of the state of Missouri or PBTCC's accrediting agency. These hours are consistent with the published materials describing the PBTCC programs.

Order of Return of Title IV Funds

Poplar Bluff Technical Career Center must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a return of funds is required
- Iraq, Afghanistan Service Grant for which a return is required

Timeframes for the Return of Title IV Funds

The Poplar Bluff Technical Career Center must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. Poplar Bluff Technical Career Center will be considered to have returned funds timely if PBTCC does one of the following as soon as possible, no later than 45 days after the date it determines that the student withdrew:

- Deposits or transfers the funds into the school's federal funds bank account;
- Initiates an electronic funds transfer (EFT) to an account belonging to the student;
- Initiates electronic transaction that informs the FFEL or ED in the case of a Direct Loan, to adjust the borrower's loan account for the amount returned; or
- Issues a check.

Special Notices - Financial aid recipients will receive a detailed summary of their rights and responsibilities with their award letter.

ACADEMIC REGULATIONS

Academic Load

The normal academic load for a PBTCC student is enrollment in one program of study. The total number of clock hours required to fulfill completion requirements are program specific. Students enrolled in a T&I program of study may choose full or part-time status. A T&I student choosing to attend part-time will complete the necessary hours and curriculum for their chosen program of study over a period of two academic years. A T&I student choosing to attend full-time will complete the necessary hours and curriculum for their chosen program of study within one academic year. Due to the minimum requirements set forth by the governing state boards, the Cosmetology programs require full-time attendance.

Academic Progress

All students are expected to make satisfactory academic progress (SAP). Students' academic progress will be measured on a standard grading scale as noted in program specific student handbooks.

Academic Standing

The institutional minimum "C" - 2.0 grade point average is required to maintain good standing academic status. Failure to maintain good standing academically may adversely affect student enrollment status and any subsequent financial aid eligibility. Individual programs may require a higher grade point average to maintain good academic status in the program. Refer to program student handbook for additional information.

Academic Termination

The Poplar Bluff Technical Career Center reserves the right to terminate a student's enrollment for insufficient progress in grades, discipline, skills or attendance. Academic satisfactory progress may be program specific. Refer to program student handbook for additional information. Termination for insufficient progress may negatively impact financial aid eligibility. Termination from program will not relieve the student of financial obligations incurred. The student is responsible for all remaining unpaid charges.

Class Attendance

Daily attendance is required of all students. Grades and/or financial aid eligibility can be negatively affected by poor attendance and is part of Satisfactory Academic Progress (SAP). Student participation and involvement is a major component of the Technical Career Center course curriculum. Experience missed in the laboratory setting due to absences is extremely difficult to make-up. It is up to the student to arrange make-up work with the instructor because of legitimate class absences. Excessive absences may be cause for dismissal from a program of study. Anyone missing five consecutive days without notification to the school will be assumed to have dropped and enrollment may be terminated. Title IV attendance requirements as outlined in the Student Handbook must be followed. Attendance and tardy policies specific to an individual program of study can be found in the student handbook associated with the specific program of study.

Clock Hour

PBTCC is a clock hour institution. Students are required to attend a minimum number of hours in addition to meeting the academic and skill achievement requirements for successful completion of program. Refer to program section to determine hours of attendance for individual programs.

Grading Policy Evaluation of the quality of student work will be based on a standard grading scale as follows:

Grade	Quality of Work	Grade Points
• A	Excellent	4.0
• B	Above Average	3.0
• C	Average	2.0
• D	Below Average	1.0
• F	Failing	0.0

Media Policy/Photo Consent Opt-Out Form

If a parent, guardian, person acting as a student's parent in absence of a parent/guardian, or the student (if 18 or older) does not want the district to release information listed in the Family Educational Rights and Privacy Act (FERPA), they must complete the 'Photo Consent Opt-Out Form'. This can be found under the 'News Bureau' tab of our school district website, www.poplarbluffschoools.net, within ten (10) days of receiving this handbook to indicate what information they do not want released. The building principal should be notified if the form cannot be accessed online.

STUDENT AFFAIRS AND SERVICES

Military Active Duty

PBTCC students who are current members of an area/regional military reserve unit called to active duty status during a semester must present a copy of the active duty orders to the Adult Education Coordinator. The student's registration will be put on hold as of the date student is required to report to active duty. The student will be allowed to continue program of study at the conclusion of Active Duty Service with a future class, space permitting. Student will not be charged the reapplication fee but will be required to meet all remaining readmission requirements as stated for the specific program.

Privacy Rights of Students

The transcript is the student's official record. The PBTCC Administrative Assistant in the billing office is responsible for sending copies of transcripts to other institutions, agencies, and persons when authorized. Students needing a transcript copy must submit a written request with the billing office. Directory information may be released by the Technical Career Center to interested parties unless the student files a written request with the Director of PBTCC. Directory information may include the following: Student's name, address, telephone listing, date and place of birth, program of study, participation in recognized activities, dates of attendance, and certifications of completion and awards earned.

Program Completion

Each student receives a "Certificate of Completion" upon successful completion of a prescribed course of instruction. Successful completion requires:

- A minimum "C" - 2.0 grade point average on the standard grading scale
- Mastering 80% of the course competencies
- Satisfactory completion of internship/clinical experiences
- Completion of an outcomes assessment.

Certain programs may have additional completion requirements to meet state licensing standards. Additional tests may be required to obtain specific licenses or certifications.

Delinquent Accounts

A student will not receive transcripts and may be terminated from a program due to non-payment of financial obligations. Termination from program due to non-payment of financial obligations will not relieve the student of financial obligations incurred. The student is responsible for all remaining unpaid charges.

Student Affairs Policy

Student Affairs at PBTCC are supportive of the goals and objectives of the instructional programs offered. Expectations of students and services available to students respond to student needs and foster student development to aid in the fulfillment of their personal educational goals. Services include entry services, support services and transitional services. Entry services assist students with learning of and meeting entry requirements of the Technical Career Center. Support services include personal, educational and developmental support while attending the Technical Career Center. Transitional services assist the student in moving from PBTCC to employment or continuing education in higher level educational institution. Services can be accessed by visiting the support personnel in the main office of PBTCC.

Emergency Procedures

Each instructor and program has a copy of the PBTCC Emergency and Crisis Management Manual in their rooms. The manual has more in-depth procedures for a variety of occurrences that may happen on campus. This manual is available for viewing by students, visitors and guests in the Director's Office. The signal for fire and earthquake,

and intruder will be a tone over the building intercoms if possible. As a safety precaution, and in accordance with the Missouri State School laws, safety drills for fire, earthquake, and tornadoes will be held several times a year.

Emergency Health Services

Each instructor and program area has a copy of the PBTCC Emergency and Crisis Management Manual. The manual has more in depth procedures for a variety of occurrences that may happen on campus. This manual is available for viewing by students, visitors and guests in the Director's Office. The Director and Adult Education Coordinator should be notified if a student requires emergency health care. Emergency assistance (911) will be called upon in the event of a serious injury or illness taking place on campus. An accident report will be filed in all cases of injury or emergency. Costs associated with necessary transportation or health care treatment at a health care facility are the sole responsibility of the person transported.

Housing

No dormitory facilities are operated by the school. Students are responsible for their own accommodations.

Immunizations

In accordance with Poplar Bluff R-1 Board Policy [JHCB: 11/19/2020] all students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements may result in exclusion from school until proof of compliance is provided. (Immunization waivers must follow board approved procedures, speak to the PBTCC office about those procedures)

Insurance

The Technical Career Center does not provide an insurance program for students. Due to the nature of PBTCC programs of study, students are required to obtain insurance coverage through the duration of their program of study and provide proof if requested during the course of enrollment. Students are required to sign a declaration of this policy upon beginning of classes.

Accident/Health Insurance

PBTCC students are encouraged to have accident insurance that will cover them while engaged in an occupational training program. Usually the student or his/her family's current insurance covers them while they are in class.

Internship/Clinical Experiences

Application of instructional theory is vital to insure mastery of skills associated with a student's program of study. In addition to laboratory and shop experiences students will complete internship and/or clinical experiences in an appropriate business setting.

Orientation

Orientation takes place prior to the beginning of a program or on day one of a program (if student did not attend earlier orientation). Attendance at your designated orientation meeting is mandatory as the Adult Education Coordinator and individual instructors will discuss and counsel students on many aspects and services including Financial Aid counseling offered by the Technical Career Center. Students will receive communication regarding the date and time of their orientation meeting.

Outcomes Assessment

Prior to the end of a program of study, students will participate in an outcomes assessment. The assessment will measure student achievement in academic and skills associated with their specific program of study. Results of the assessment are utilized to measure quality of educational programs and student achievement.

Placement service

The school does not assume the responsibility for placement of graduates. Listings of job openings are placed on bulletin board located near placement services office. The PBTCC Adult Coordinator is available to assist graduates seeking employment. The Division of Workforce Development Missouri Career Center can also provide assistance. Their offices are located at: 1903 Northwood Drive Poplar Bluff, Missouri 63901 573-840-9595. A 180-day follow-up after graduation is conducted to provide placement data required by State and Federal governments. Job files are maintained and the staff strives to develop new employment opportunities through aggressive employer contacts and community involvement.

Smoke Free Campus

Poplar Bluff R-1 schools are tobacco free [Policy AH]. It is in the intent of the Board of Education to eliminate the use of tobacco products (including “look alike” substances) on all campuses of the Poplar Bluff Public Schools by students and employees. This rule is observed as a benefit to the health of the students and employees and as a precaution against danger of fire. Therefore the use, sale, transfer and possession of tobacco products at school and at school activities is prohibited.

Special Services

The Vocational Resource Educator can arrange for accommodations due to physical handicaps or learning disabilities to enhance the educational opportunities of the students attending the Poplar Bluff Technical Career Center. Students requiring such assistance should contact the Vocational Resource Counselor as soon as possible upon being granted admission.

Student Organizations

Students are highly encouraged to join and participate in the activities associated with the following student organizations. Membership and participation in such organizations develops leadership skills, academic and employability skills and encourages personal development. Membership in student organizations may fulfill the leadership requirement of articulation agreements with various educational institutions.

SkillsUSA

SkillsUSA is a national youth organization designed for students in technical skilled and service careers, including the health careers. SkillsUSA encourages the development of a student into a well-rounded person with technical, academic and employability skills. These skills not only help students acquire employment but also lead successful careers. SkillsUSA members develop the ability to plan together, organize, and carry out worthwhile activities through the use of the democratic process. In every chapter meeting, contest, leadership conference and activity, students will be building these skills. Students also learn how to participate in meetings and become a leader in the school and community.

Student Responsibility

It is the aim of the PBTCC to maintain an environment similar to that encountered in the world of work. On the job behavior and appearance are as important to job retention as is professional competency. While training, each student is expected to follow the rules of conduct accepted as proper for his /her chosen occupation.

Transcripts

The PBTCC will release a transcript only on written authorization (or digital request) of the student. Financial obligation and admission requirements must be met before a transcript is released. Requests for transcripts are filed with the billing office of the PBTCC. The fee for each transcript is \$5. Fees are due at the time of the request.

One Year Certificate Programs

The Poplar Bluff Technical Career Center offers programs of study leading to one-year certificates upon completion of required coursework. The requirements for the certificate are as follows:

- Students must complete all coursework in the prescribed curriculum and have an overall grade point average of 2.0 or higher upon the completion of the course.
- Students must complete internship requirements associated with program.
- Students must complete an outcomes assessment.

Admission Criteria (complete list)

- Completed Application Form (online or hardcopy)
- Application Fee - \$60 (additional fees and requirements may be required for Cosmetology) Application fee covers cost of aptitude test and background check. Applications received without the appropriate fee are considered incomplete.
- Final High School Transcript (partial is acceptable if applicant has not completed high school at the time of application) or GED/HiSet Certificate. These documents must be forwarded to PBTCC from the granting institution. Copies delivered by students are not acceptable.
- Official transcripts of previously completed college credit;
- Copy of birth certificate or driver's license
- Pre-entrance Test
 - Applicants are required to take the WorkKeys NCRC at the Missouri Job Center, schedule by calling 573-840-9595. Test date will be scheduled after receiving an application for admission.
 - Applicants may be required to complete a pre-entrance essay.
- Missouri State Highway Patrol Criminal Background Check
 - Do not send additional money for background check. This fee is included in your admission fee.
- Proof of up-to-date immunizations and health insurance coverage will be required upon acceptance to the program.
- \$100 Non-Refundable Enrollment deposit is required upon acceptance to the program to secure enrollment in class.

Articulation Credit

Student's successful completion of a program of study at PBTCC may be eligible for articulated credit with various Missouri community colleges and state technical schools. Articulation agreements with these educational institutions allow students to earn college credit, free of charge, for coursework completed at PBTCC that aligns with curriculum of the same or similar class at a Missouri community college or state technical school. The criteria for earning this credit and the amount of credit granted varies slightly among the educational institutions. The Vocational Resource Educator at PBTCC can provide assistance and information regarding the schools PBTCC shares such agreements. When pursuing additional educational opportunities after PBTCC ask about and inform admissions counselors your eligibility for articulated credit.

Selection

Applicants admission materials will be reviewed. Students will be selected for admission based on indications for potential achievement. Upon being selected for a class student will be notified by mail. This notification will

provide additional information regarding required fees for enrollment deposit and deadline dates. It is vital that a student fulfill these requirements as stated. Failure to do so may result in student forfeiting enrollment in class.

Required fees payable upon notification of acceptance:

- **\$100 Non-Refundable Enrollment deposit**

Payment of these fees secures your place in the class and is applied to your student account for payment of tuition. At this time student should begin making arrangements for payment of remaining tuition and fees. The Financial Aid/Adult Education Coordinator can assist with planning and arranging for payment of educational costs. Students are encouraged to meet with the Financial Aid/Adult Education Coordinator as soon as possible following notification of acceptance.

[PBTCC Combined Annual Security & Fire Safety Report*](#)

As required by VAWA and other state laws a current statistical report as well as link to PBTCC's policies and procedures is attached in the above hyperlink (*). All forms are available @ the office or through a counselor and our website. This report is emailed to students once a year and attached in the yearly catalog which is published for all students and stakeholder input.

PROGRAMS OF STUDY

TECHNICAL AND INDUSTRY (T&I Programs)

Auto Collision – 1044 clock hours

Auto Collision is for persons planning to enter the Auto Body Repair profession. This course will provide the training necessary to succeed in the field of Auto Body repair and in the specific areas of tool usage, metal preparation, color selection, paint finishing and conventional and uni-body frame repair. Students will train on the most up-to-date equipment and tools in the profession of Auto Body Repair. Classroom instruction will involve technical information while the lab experience will be the practical application of that technical information. Student will have the opportunity to study design, construction, and specialized operation of automobile units. In addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

Units of Study

Exterior and Interior Trim - 22 hours (7 hours classroom; 15 hours shop)

The student will learn how to remove or replace trim and glass parts as well as identify different plastics.

Introduction to Auto Collision - 22 hours (7 hours classroom, 15 hours shop)

The student will gain an understanding of the workings of a shop including safety, tools, equipment and their proper use. Prior to beginning all units or courses of study, students must successfully demonstrate general safety and power tool safety.

Mechanical Service - 100 hours (33-hour classroom, 67 hours shop)

The student will become familiar with the mechanical workings of an automobile including electrical, suspensions, cooling and drive trains.

Painting and Refinishing - 300 hours (150 hours classroom; 150 hours shop)

The student will learn the proper use and applying techniques for using single stage and basecoat clearcoat finishes.

Panel Repair and Replacement - 200 hours (66 hours classroom, 134 hours shop)

The student will cover the basic repair and replacement of steel, aluminum, fiberglass and plastic panels used on vehicles today.

Structural Repair - 200 hours (66 hours classroom 134 hours shop)

The student will learn to diagnose and repair or replace structural panels on frame type vehicles as well as today's unibody and conventional frame constructed autos.

Welding - 200 hours (66 hours classroom; 134 shop)

Students will learn the proper use of the mig- and oxy-acetylene welder to repair and replace structural and cosmetic panels safely.

Automotive Technology - 1044 Clock Hours

This course will provide the training necessary to enter and succeed in the field of auto repair, maintenance, and service. Students will train on the most up-to-date test equipment and tools in the profession of Auto Mechanics. Classroom instruction will involve technical information while the shop experience will be the practical application of that technical information. Students will have the opportunity to study design, construction, and operation of automobile units. In addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

Automatic Transmissions and Transaxles - 87 hours

The drive train transfers turning force from the engine crankshaft to the drive wheels. In this section we will examine the automatic transmissions of the drive train. This section will help students pass ASE certification test A2 Standard/Automatic Transmissions & Transaxles.

Brakes - 87 hours

The brake system enables the driver to stop the vehicle. In this section we will examine the differences between discs and drum brakes; also we will cover power and antilock brake systems. This section will help students pass ASE certification test A5.

Electrical - 174 hours

Almost every system in a vehicle uses some type of electrical or electronic components. In this section we will begin with basic electrical theory and continue with major electrical systems (starting & charging). We will finish with computer diagnostic of computer systems. This section will help students pass ASE certification test A6.

Engine Performance - 174 hours

Peak engine performance provides maximum engine power, but is also essential to reducing engine-related emissions. This section will describe common engine performance problems, detailing their causes and explain how each can be corrected. This section will help students with ASE certification test A6.

Engine Repair - 174 hours

Engine mechanical problems usually result from abuse or prolonged service. This section will give students skills needed to properly troubleshoot and rebuild automotive engines. This section will help student with ASE certification test A1

Heating and Air Conditioning - 87 hours

Heating and air conditioning are vital to most vehicle owners. This section will explain the operation and service and repair of heating and air conditioning systems. This section will help students with ASE certification test A7.

Introduction to Mechanics - 87 hours

This section will be a general overview of all the areas covered by automotive technicians. Specialty areas will be introduced in this section.

Manual Drivetrains and Axles - 87 hours

The drive train transfers turning force from the engine crankshaft to the drive wheels. In this section we will examine the manual transmission and transaxles of the drive train. This section will help students pass ASE certification test A3.

Suspension and Steering - 87 hours

The suspension and steering systems take a pounding. During the life of a vehicle the suspension will go over thousands of bumps and holes in the road surface. This section will examine the different types of suspensions and steering. This section will help students with ASE certification test A4.

Building Trades - 1044 Clock Hours

The Building Trades program is designed to prepare students for entry level jobs in the building trades. The program concentrates on residential construction; designing and building of a family dwelling is the primary method of instruction. Home maintenance, repair, and alteration also are stressed. The class includes training in the fundamentals of hand tools and power equipment; and instruction in and familiarization of concrete, electrical wiring, construction costs and estimating, site work, building permits, and landscaping. In addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

Building and Installing Forms - 60 hours

Techniques involved in forming footings and foundation walls are taught during this unit of study. Students will apply knowledge in a residential construction. Learning of and meeting building codes around general region is an integral learning objective in this course.

Electrical Trade Exploration - 90 hours

Course objective include residential wiring meeting NEC requirements and using tools and materials to perform tasks commonly used in residential wiring. Students will apply knowledge in a residential construction.

Floor Layout and Framing - 250 hours

Conventional framing for all aspects of a residential construction are taught in this unit of study. Techniques and performance to meet building code requirements are integral learning objectives.

Installing Exterior Finishing - 50 hours

Students learn finishing techniques involving concrete slabs, decks and stairs, and siding materials. Students will apply knowledge in a residential construction.

Installing Interior Finishes - 300 hours

Students learn and apply knowledge of installation of interior finishes necessary to finish out a residential construction. Specific techniques covered are: trim and doors, paint and wall finishes, cabinets, and floor coverings; hang, tape and texture sheetrock, general finish carpentry, installation of factory cabinets and tops, installation of wood laminate flooring, carpet, and ceramic tile.

Installing Roofing and Components - 75 hours

Students learn and apply knowledge regarding installation of a residential construction roof. Specific learning objectives include installing metal edging, vents, composite shingles, and underlayment.

Masonry Exploration - 90 hours

Students learn techniques of laying masonry block walls and corners for residential construction.

Planning for Construction - 25 hours

Interpreting blueprints, building codes, zoning laws, and identifying materials and fasteners are the objective of this unit of study.

Plumbing Exploration - 70 hours

Students learn residential plumbing basics: waste, supply, and vents and will work with PVC and sweating copper in a residential construction setting.

Preparing the Site - 25 hours

At a residential construction site students, will complete a building layout, square it up, and use leveling instruments to establish grades.

Safety and Basic Skills - 9 hours

Prior to beginning all units or courses of study, students must successfully demonstrate general safety and power tool safety.

Computer Graphics & Print Technology - 1044 Clock Hours

This program is designed for students with an interest in offset printing, who plan to enter the field of graphic communications. It includes all arts and processes that give the information by means of images printed on surfaces. The main purpose of the graphic arts industry is to create products that communicate visually. People use graphic materials to communicate in their daily lives. Newspapers, books, magazines, advertisements, letters, and many other printed products are everywhere. The student will have a choice of working in a small company and working in many areas of the industry or maybe specialize in one area for a larger company.

Some of the areas they may be working are: Computer Typesetting, Paste-Up work, Image Assembly, Press work, Bindery work and others. With two years training in Graphic Arts, students will know the fundamentals required to gain employment in the different areas of Offset Printing. Program Specific Fees in addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

Bindery Operation - 180 hours

Student will learn techniques and steps involved in machine set up and performance of machines that automatically perform one or more bindery operations such as folding, cutting, drilling or stitching and using measuring instruments.

Computer Page Layout - 216 hours

The desktop publishing process is analyzed as it relates to the printing industry. Terminology, input/output considerations, current trends and hands-on projects using each of the three major graphic software programs, Adobe Illustrator, InDesign and Photoshop are primary instructional objectives.

Introduction to the Macintosh Computer - 144 hours

Students will learn the filing structure and systematic operation of the Macintosh environment. Instructional methods include introductory word processing assignments.

Prepress Imaging - 216 hours

Students will learn terminology, materials, equipment and methods used in the electronic prepress system of operation. Specific course learning objectives include proper usage of: file formats, fonts, imposition, Postscript and PDF, preflight workflow options, proofing and computer to plate operations.

Press Operation - 216 hours

Students will be exposed to and will have the opportunity to learn the fundamental skills required to set up and operate an offset press. Emphasis is placed on setup, press operation, and troubleshooting of single color jobs on various paper stock.

Printing Safety - 72 hours

Prior to beginning all units or courses of study, students must successfully demonstrate knowledge of equipment and use of appropriate safety precautions when working with all equipment available to the student in the graphic communications and printing program of study.

Computer Maintenance and Repair - 1044 Clock Hours

The Computer Maintenance and Repair program prepares students to become CompTIA A+ certified repair technicians. Students will learn to build, install, upgrade, also learn to install and configure computer software. In addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

A+ Certification Exam - 494 hours.

Students will prepare for the CompTIA A+ Certification exam A+ Essentials and practical application through interactive computer learning modules and class room lectures.

Basic Printers - 40 hours.

Identify printer technologies, interfaces, and options, upgrades. Recognize common printer problems and techniques used to resolve them.

Basic Networking - 70 hours

Identify the common types of network cables, their characteristics, and connectors. Identify basic network concepts, common topologies, and how a network works.

Hardware Diagnosis and Troubleshooting - 80 hours.

Recognize common problems associated with each module and their symptoms.

Hardware Installation, Configuration/Upgrading - 60 hours.

Identify names, purpose and characteristics of system modules. Identify basic procedures for adding and removing field replaceable modules for desktop systems.

Hardware Motherboards, Processors/Memory - 60 hours

Distinguish between the popular CPU chips in terms of their basic characteristics. Identify RAM, motherboards, form factors, and operational characteristics.

Hardware Preventive Maintenance - 60 hours.

Identify various types of preventative maintenance measures, products, and procedures and when to use them. Identify various safety measures and environmental protection procedures.

Network Operating Systems - 60 hours.

Identify the networking capabilities of Windows. Identify the basic internet protocols, and terminologies.

Operating Systems Fundamentals - 60 hours.

Identify the major desktop components and interfaces, and their functions. Differentiate the characteristics of different Windows versions.

Operating System Diagnosis and Troubleshooting - 60 hours.

Recognize and interpret the meaning of common error codes and startup messages from the boot sequence and identify steps to correct the problems.

Culinary Arts (located at 1110 North Westwood Blvd, Poplar Bluff Missouri) – Mules Cafe
1044 Clock Hours

The Culinary Arts Program at Poplar Bluff Technical Career Center is a course which includes instructional and on-the-job performance. In the first year, each student will study production, service, and cashier techniques. They will also have the opportunity to perform the duties of each work station in the full -service restaurant operated by the program. Each student in the second year will study management techniques. During that time the student will have the opportunity to perform the duties of Kitchen Supervisor, Dining Room Supervisor, and Restaurant Manager in the full-service restaurant. Food Service work is the fastest growing job market in the foreseeable future. Food Service operations are generally well designed and well equipped. Working in food service is a team effort and requires working cooperatively with others. In addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

Accident Prevention and Crisis Management - 100 hours

Students will be trained in proper usage of common commercial kitchen equipment and how to react to common kitchen accidents such as cuts, burns and falls.

Dining Room Management - 160 hours

Students will rotate through different stations in the working in-house restaurant including waiter, server, bus person, and cashier. This will allow them a working knowledge of several different real-world dining room jobs and how to effectively manage dining room staff.

Food Service Cost Control/Management - 160 hours

Students will be involved in cost control issues that vary from menu design to available product utilization, allowing them to effectively manage food costs and menu production.

Food Service Nutrition - 100 hours

Students will be involved in the nutritional aspect of menu design to include proteins, starches, vegetables, and desserts.

Food Service Sanitation - 100 hours

Students will understand basic sanitation rules to include receiving, storage, labeling, cooking, and holding of foods that will be used in everyday life in the commercial kitchen.

Introduction to Food Preparation - 160 hours

Students will rotate through different back of the house jobs to include production, preparation, plating, and presentation of food items in the working in-house restaurant.

Orientation to Culinary Arts - 100 hours

Students will be exposed to the history of Culinary Arts and the classical brigade system. Safety, sanitation, attitude, and proper personal presentation will also be covered.

Personnel Management - 160 hours

Second year students will be given the opportunity to be sous chefs, or second in charge of the kitchen. This will present an opportunity to guide newer students and give them real world management responsibilities.

Heating, Ventilation, Air Conditioning, & Refrigeration (HVACR) - 1044 Clock Hours

HVACR is designed to provide basic skills and technical knowledge in the field of air conditioning, heating and refrigeration. The practical aspects of refrigeration and air conditioning will be stressed throughout the course program with emphasis on installing, maintaining, repairing, and servicing refrigeration and air conditioning systems. Comprehensive coverage will be given to electrical systems, controls, and wiring so that students will have the necessary knowledge for entry-level positions in the field of heating, ventilation, air conditioning, and refrigeration. In addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

Air Conditioning - 50 hours

Students will examine different systems and methods used in the process of comfort cooling. Students will receive hands on training as well as classroom. After completing this section the students will be able to define the process of air-conditioning, design an air conditioning system for a residential structure, perform a load analysis using computer based software, and troubleshoot air-conditioning system problems.

Basic Electricity - 160 hours

Students will examine the electrical systems used in the HVAC/R industry. After studying this section a student will be able to define electricity, differentiate between A/C and D/C current, use ohms and watts law, demonstrate proper use of test instruments, identify parallel, series and series parallel circuits, read and interpret schematic diagrams, select proper wire size and type, select proper circuit breakers and fuses, and demonstrate safe working practices when working with electricity.

Commercial Refrigeration - 50 hours

Students will examine machines used in the preservation of goods. Students will have hands on experience working on a variety of refrigeration equipment including walk in coolers and freezers, reach in refrigerators, water fountains, ice machines, and other refrigerating equipment.

Controls - 50 hours

Students will examine different electromechanical and flow control devices used in the HVAC/R industry.

Gas Fired and Electric Furnaces - 50 hours

Students will examine heating systems utilizing fossil fuels as well as electrical energy for the purpose of comfort heating. Students will gain heating theory as well as hands on training on mid and high efficiency gas furnaces, gas fired boilers, venting requirements, electric resistance heating, as well as various other heating systems.

Electric Motors - 50 hours

Students will examine different types of motors used in the HVAC/R industry such as Shaded pole, Permanent split capacitance, Capacitor start capacitor run, Capacitor start induction run, electrically commutated motors, three phase, and dual voltage motors.

Heat Pumps - 50 hours

Students will learn heat pump theory and gain hands on training with water source and air source heat pumps.

Installation and Preventive Maintenance - 50 hours

Students will learn proper techniques in the installation and servicing of various types of HVAC/R equipment.

Piping Principles and Practices - 160 hours

Students will learn to work with different types of materials used in the construction and installation of HVAC/R equipment including, copper, steel, and aluminum tubing, different soldering and brazing techniques, proper use and setup of an oxy-acetylene torch, use and setup of air-acetylene torch, cutting, reaming, threading, and installing gas piping, identify fittings, select proper alloys used for soldering and brazing operations.

Psychometrics - 30 hours

Students will study the physical properties of air at different pressures, temperatures, and humidity levels

Refrigeration Principles and Practices - 160 hours

Students will study heat transfer theory, pressure temperature relationships, gas laws, properties of refrigerants, types of refrigerants, types of oils, refrigeration system components, basic refrigeration cycle, EPA rules and regulations concerning regulated refrigerants, refrigeration service techniques, refrigeration system troubleshooting.

Safety - 30 hours

Students will study safety and how it applies to the HVAC/R trade. Topics will include electrical safety, proper workplace attire, proper setup and use of ladders, tools, fires, and first aid.

Sheet Metal Layout and Duct Design - 154 hours

Students will study techniques that will enable them to size and assemble ductwork. Students will use traditional methods as well as computer-based plasma cutting of duct fittings.

Welding - 1044 Clock Hours

The welding program is designed to prepare the student to enter a wide range of occupations, including all phases of Welding and Metal Fabrication. Upon completion of the program a student should be ready to enter the field of welding as an apprentice. More skills will need to be acquired either through experience or further training for advancement to higher paying jobs. Classroom instruction will involve technical information while the shop experience will be the practical application. In addition to tuition, Program Specific fees associated with this course will be for required assessments, tools, uniforms and professional development/membership fees. The amount due for any additional fees will be made available upon notification of acceptance to the program.

Gas Metal Arc Welding (MIG) - 120 hours (20 hours classroom—100 hours shop)

The student will learn how to properly set up the equipment and gases used to make quality welds. Also the student will learn how to make quality welds in flat, horizontal, vertical, and overhead.

Gas Tungsten Arc Welding (TIG) - 200 hours (40 hours class room—160 hours shop)

The student will learn how to set up the equipment and gases used to make quality welds. The student will make quality fillet and groove welds on carbon steel, and quality fillet welds on 4043 aluminum.

Oxy Fuel Cutting and Welding - 80 hours (20 hours classroom - 60 shop)

Student will be able to produce quality fillet welds and produce clean smooth cuts on carbon steel.

Print Reading Layout and Fit Up - 100 hours (80 hours classroom—20 hours shop)

The student will learn how to read, interpret and draw welding symbols.

Safety - 100 hours (80 hours classroom—20 hours shop)

Student will learn about the hazards of arc welding and how to safely use machinery and equipment used in the welding industry.

Shielded Metal Arc Welding - 400 hours (100 hours classroom—300 hours shop)

The student will be able to produce quality multi-pass groove welds on 3/8" mild steel in flat, vertical, horizontal and overhead positions.

Welding Tools and Proper Use - 44 hours (14 hours classroom—30 hours shop)

The student will learn the proper names and uses for various hand tools used in the welding and fabrication environment.

SCHOOL OF COSMETOLOGY

All courses of study in the Poplar Bluff Technical Career Center School of Cosmetology are designed and structured to not only focus on customer care, but incorporate elements that enhance the quality of care delivered. It is vital that the cosmetologist develop critical thinking and problem-solving skills in order to provide effective, individualized care. Learning experiences are coordinated with curriculum and planned with consideration of individual and group needs. Students will complete theory and practical hours in the classroom prior to beginning clinical hours. Students will complete clinical experiences in the PBTCC School of Cosmetology salon working with actual customers. This course requires the student display professionalism, responsibility, maturity, self-motivation, and the ability to accept corrective criticism.

Cosmetology Admission Criteria *

To become an eligible applicant, each individual must have the following submitted to the PBTCC no later than the posted deadline dates – see Admission Criteria

Application Deadlines*

- Fall Cosmetology Class (June 1st) Fall class which begins in August with the PBR-1 School Year*
- Winter Cosmetology/Esthetician Class (October 1st) Winter Class which begins early January*

Beginning the 2023-2024 School Year Cosmetology and Esthetician will only have a Fall Class with deadline for applications being June 1st for that year.

***Director May Extend or Modify Deadlines**

Selection

Applicants admission materials will be reviewed by a selection committee. Students will be selected for admission based on indications for potential achievement. Upon being selected for a class student will be notified by mail or email. This notification will provide additional information regarding required fees for enrollment deposit, and deadline dates. It is vital that a student fulfill these requirements as stated. Failure to do so may result in student forfeiting enrollment in class.

Required fees payable upon notification of acceptance:

- \$100 Non-Refundable Enrollment deposit
- Student License fee: \$5
 - Student license fee is paid directly to the Board of Cosmetology and Barber Examiners and secures the license enabling you to practice as a student.

Payment of these fees secures your place in the class and is applied to your student account for payment of tuition. At this time student should begin making arrangements for payment of remaining tuition and fees. The Financial Aid/Adult Education Coordinator can assist with planning and arranging for payment of educational costs. Students are encouraged to meet with the Financial Aid/Adult Education Coordinator as soon as possible following notification of acceptance.

Cosmetology 1220 Clock Hours

The cosmetology course includes the study of hair and hair care, skin and skin care, nails and nail care, chemistry, bacteriology and infection control, State Rules and Regulations of Cosmetology, work ethics, and salon management. Upon successful completion of the course, including the required 1220 hours of attendance, the student will meet qualifications necessary to take the State Board of Cosmetology and Barber Examiners Exam for their Missouri Cosmetology License. In addition to tuition, Program Specific fees associated with this course are \$1145 for such items as instructional resources and equipment, clinical consumable supplies, and professional development/membership fees.

Anatomy - 20 hours

Students will learn the functions of the body systems, identify the major bones, muscles, nerves, and blood vessels of the head, face, arm and hand; and understand the importance of this knowledge to proper facial and massage treatments in a cosmetology setting.

Comb Outs and Hair Styling Techniques - 105 hours

Students will learn basic comb out techniques, teasing, relaxing the style with proper brush out techniques, and learn control, balance and form and how they relate to hair styling.

Scalp treatment and scalp diseases - 30 hours

Students will learn to identify scalp disorders and diseases, procedures for scalp treatments for normal scalp, dry scalp, and oily scalp; including use of high frequency current.

Cosmetic Chemistry - 25 hours

Students will define chemistry, identify the physical properties of matter, describe differences in compounds, mixtures, suspensions and solutions; and describe the pH scale and how it relates to hair and chemical services cosmetologists perform.

Facials, Eyebrows, and Lash Dyes and Arches - 40 hours

Students will learn basic facial, including skin analysis, facial cleansing, facial steaming, facial massage, mask/pack application and removal, and moisturizing. They will learn to properly shape eyebrows, arch eyebrows with tweezers or wax, and learn procedures for lash and brow tint.

Hair Coloring, Bleaching, and Rinses - 130 hours

Students will study the law of color, color theory, different types of hair colors, corrective color, identify safety measures in hair coloring, and demonstrate correct procedures for color application. They will also study hair lightening, learn the types of lightening products, identify safety measures in hair lightening, and demonstrate correct procedures for highlighting with a cap and with foils/papers.

Hair Cutting and Shaping - 130 hours

Students will learn basic hair cutting procedures for a long-layered haircut, a graduated haircut, a blunt haircut, a uniform layered haircut, a men's clipper cut, and a men's layered haircut with shears. They will learn and demonstrate proper use of the shears, clippers, edgers, and razor.

Hair Setting, Pin Curls, Finger Waves, Thermal Curl - 230 hours

Students will learn to set hair with different roller placements, learn sculptured pincurls, learn full stem, half stem, and no stem pin curls, barrel curls, skip waves, and finger waves. They will also learn to style hair with a blow dryer and brush, learn thermal curling with a marcel curling iron, demonstrate spiral and croquignole curling with a marcel curling iron, and demonstrate use of a flat iron and pressing comb.

Manicuring Hand, Arm Massage, Nail Treatment - 110 hours

Students will identify implements for manicuring; arrange implements and materials properly, demonstrate how to sanitize implements; perform a plain manicure; perform a hot oil manicure; repair a broken natural nail; apply a sculptured nail; give an arm and hand massage; identify safety measures in manicuring; apply a nail tip; and perform a nail wrap.

Miscellaneous Lectures and Test Review - 160 hours

These hours will be used for overall review preparation for the State Board Exam, and will be individually adapted to subject areas in which the students are weakest.

Permanent Waving and Relaxing - 150 hours

Students will learn to section and wrap a head of hair for a perm, differentiate between the types of permanent wave lotions, determine appropriate rod size to be use, apply solution, and perform a test curl. They will also learn to section hair for a chemical relaxer, study the differences between types of relaxers, determine the proper product to use, and demonstrate application procedures for a chemical relaxer.

Salesmanship and Shop Management - 30 hours

Students will describe procedures to open and operate a salon; identify regulations and applicable laws; demonstrate methods of advertising and techniques for managing a salon; perform procedures for appointment booking; demonstrate good telephone communication skills and how to sell services and products; and keep client records.

Sanitation and Sterilization - 30 hours

Students will learn the three methods of decontamination, know their differences and when each is required, and demonstrate proper decontamination in a salon setting.

Shampooing of All Kinds - 40 hours

Students will study the pH of shampoos, differentiate among types of shampoos, demonstrate proper shampoo procedures and proper use of conditioners

State Law - 10 hours

Students will explain the purpose of state law regarding cosmetology; read state law requirements and regulations; demonstrate adherence to current state laws and pass state law test with at least 75% success

Cosmetology/Manicure Additional Hours Training - 150 Clock Hours

This is a continuation of the Cosmetology/Manicure course designed to meet the needs of those individuals planning to expand their licensing options. In addition to tuition, Program Specific fees associated with this course will be \$600 for such items as instructional resources and equipment, clinical consumable supplies, and professional development/membership fees for the student who is not a completer of the PBTCC Cosmetology/Manicure program or has completed the PBTCC program but not within thirty days prior to application. For the student continuing immediately upon completion of the 1220 hour Cosmetology/Manicure program there are no additional Program Specific fees in addition to the state required student license fee of \$5.

Cosmetology/Manicure Additional Hours Training 280 Clock Hours

This is a continuation of the Cosmetology/Manicure course designed to meet the needs of those individuals planning to expand their licensing options. In addition to tuition, Program Specific fees associated with this course will be \$600 for such items as instructional resources and equipment, clinical consumable supplies, and professional development/membership fees for the student who is not a completer of the PBTCC Cosmetology/Manicure program or has completed the PBTCC program but not within thirty days prior to application. For the student continuing immediately upon completion of the 1220 hour Cosmetology/Manicure program there are no additional Program Specific fees in addition to the state required student license fee of \$5.

Esthetician 750 Clock Hours

The esthetician program focus is the study of skin. Students learn care of the skin, disorders associated with the skin and the treatments that provide beautification and therapeutic services for the skin. In addition to tuition, Program Specific fees associated with this course are for such items as instructional resources and equipment, clinical consumable supplies, and professional development/membership fees.

Units of Study

Facial cleansing, toning, and massaging 120 hours	Body Treatments, Aromatherapy, Wraps 120 hours	Cosmetic chemistry, products, ingredients 75 hours	Sanitation, sterilization, safety 45 hours
Makeup application, all phases 100 hours	Reflexology 35 hours	Salon management, salesmanship 55 hours	State Law 10 hours
Hair Removal 30 hours	Cosmetic sciences, structure, condition, disorders 85 hours		Miscellaneous Lectures and Test Review 75 hours

Poplar Bluff Technical Career Center

2023-2024

Post-Secondary Student Handbook (Catalog Insert)



Board Approved June 2023

Internship

T & I postsecondary students are required to complete an unpaid 261-hour internship during the last quarter of their program of study. The instructor will assist in placing the student with a cooperating employer and training site. Consideration will be given to student's place of residence and if at all possible student will be placed in training sites within the vicinity of home. Students will not be placed in a training site where a family member would serve as the cooperating supervisor. During the internship, the student will: complete a minimum of 32 and maximum 50 contact hours per week at the internship work site; maintain cooperating employer's policies and regulations; and submit necessary weekly documentation of internship with instructor on a timely basis.

A student's internship grade will be based on attendance, meeting the minimum numbers of internship hours and the cooperating supervisor's evaluation. The purpose of the Internship Experience is to provide the student with practical instruction and work experiences in a supervised on-the-job location. Internship supervisor volunteers collaborate with PBTCC instructors to provide work experiences that coordinate with the program's specific curriculum elements and requirements. Thus, providing the student with work experience and knowledge to enhance employability options for the student.

The Director reserves the right to adjust the internship experience for extenuating circumstances.

School Closings / Inclement Weather Notices

The PBTCC will follow the Poplar Bluff Public School policy in regards to dismissals/closures due to weather. Absences due to unforeseen events which do not cause the Poplar Bluff school system to close are not considered excused. This information is relayed through the following media: TV-KFVS, KPOB; Radio- KCLR (94.5), KJEX (95.5), KLID (104.3). **Unscheduled School Closings** In the event of situations which require the closing of Poplar Bluff Public Schools and the Poplar Bluff Technical Career Center, the Superintendent will advise local radio and TV stations and public announcements will be made. The individual PBTCC programs will not be listed. Time missed due to unscheduled closing will be made up as necessary and per the Poplar Bluff Public Schools make-up day policies.

Attendance Policy

Daily attendance is required of all students. It is extremely difficult to make up work missed in a laboratory setting. All students should make every attempt to be in attendance daily. Students will be able to make up written assignments, which occur during an excused absence. It is the responsibility of the student to request make-up work and to provide proof of excused absences. Failure to do so will result in no grade for missed assignments. Anyone missing five consecutive days without notification to the school will be assumed to have dropped and may be terminated. Post-secondary students must follow the Title IV attendance requirements or face consequences with financial aid. PBTCC is a clock hour institution. Full time attendance for all T & I students consists of 1044 hours of instruction. The academic year consists of four equal quarters of 261 hours each. Students must meet both academic and attendance policies to be considered completers of a T & I program. In order to receive academic credit a student must attend a minimum of 231 hours per quarter. If a post-secondary student is absent more than five (5) days or thirty (30) hours a quarter they will receive no academic credit for that academic time period and will be placed on attendance probation which may affect financial aid eligibility. At the point a post-secondary T & I student accumulates thirty (30) hours, an equivalency of five (5) days, of absences a conference will be held with the Financial Aid/Adult Coordinator. The student will receive a warning letter at this time and placed on attendance probation. Attendance probation may adversely affect a student's financial aid eligibility. At the point a student accumulates sixty (60) hours, an equivalency of ten (10) days, of absences they will be subject to termination from PBTCC. Cosmetology students must adhere to the attendance policy set forth in their respective handbook.

Tardiness

T&I post-secondary students who are tardy from five (5) to fifteen (15) minutes will be considered tardy. Adults with excessive tardies may be counseled up to three times. If improvement is not seen students may be subject to termination for the student's lack of adherence to the discipline policy. Any consequences not included in Board Policy may result in disciplinary consequences as determined by the Director. Any offense which constitutes a "serious violation of the district's discipline policy as defined in Board Policy will be documented in the student's discipline record.

Withdrawal Policy

Students who find it impossible to remain enrolled in a program after classes have begun are instructed to withdraw to remain in good standing. An official withdrawal will not penalize a student for future consideration of re-admission and completion of program or continued financial aid eligibility. To officially withdraw, contact the Adult Education Coordinator. The effective date of withdrawal is the day in which the withdrawal process was initiated if it is last date of attendance in the program. Students must withdraw by submitting a request for withdrawal in writing to the Adult Ed Coordinator or Director.

It is the responsibility of the student to inform the Technical Career Center of intentions to withdraw. The student is also responsible for all remaining unpaid charges and must have an exit meeting with the Financial Aid/Adult Ed Coordinator before withdrawal is complete. To rescind a withdrawal, a written statement requesting reinstatement must be filed in the office of the Director of PBTCC. Due to the length and nature of the Adult Education Programs, leave of absences are not available unless it is recommended and approved by a physician. If a student must leave the program for whatever reason, and leaves in good standing with the Poplar Bluff Technical Career Center, they may reapply for the program in the future.

Please see "Refund and Cancellation Policy" to see how any Federal Financial Aid will be handled if the student leaves/withdraws from the program.

- A student may voluntarily withdraw from the school. The student shall submit a letter of withdrawal to the Adult Education Coordinator or Director and have a personal conference with the Coordinator or Director. Records will be marked as "Incomplete" for any course work not finished and as "withdrawn".
- A student who does not follow the withdrawal procedure or contact the Adult Education Coordinator or Director within five (5) working days of last attended class will be automatically terminated. Records will be marked "Incomplete" for any unfinished coursework and "Terminated".

Leave of Absence Policy

Due to the nature of the attendance requirements for clock hour institutions, leave of absences are extremely difficult to arrange. Circumstances meriting a leave of absence may include:

1. Illness of student.
2. Illness of immediate family member (parent, spouse, child)
3. Death of immediate family member that requires prolonged travel.
4. Other Considerations outside of the students control or with prior approval of the Director.

It should be noted that no leave of absence may exceed the number of days of absence allowed by the program attendance policy (unless approval is given by the Director). Students may apply for up to two leave of absences during a program's duration, hours missed must be made up in order to complete the program. Students recognize the time constraint leaves may place on T&I and Cosmo program completion and understand those repercussions.

Student Code of Conduct

The Poplar Bluff R-1 Board of Education has the legal authority and shall exercise full legislative rule and management authority for the District by adopting policy and directing all procedures necessary for the governance of District educational and administrative responsibilities. One such policy, the Student Code of Conduct adopted by the Board of the Poplar Bluff R-1 School District and found in the Poplar Bluff Public Schools Board Policy sets forth disciplinary policies that are designed to foster student responsibility, respect for the rights of others, and to ensure a safe and orderly atmosphere. All policies, in addition to the above-mentioned policy, as set forth by the Poplar Bluff R-1 School Board Policy Manual govern all students attending the Poplar Bluff Technical Career Center. The Poplar Bluff R-1 Board of Education has the legal authority to suspend or expel a student for conduct which is prejudicial to policies, rules and regulations. Off- campus misconduct, which is not school-related and which may adversely affect the educational climate, will also be subject to these policies.

Student Code of Conduct Procedures:

- First Offence- Student will be counseled by Teacher /Financial Aid Director for first student code of conduct offence.
- Second Offence- Student will be counseled by Teacher and Financial Aid Director or Director for second student code of conduct offence.
- Third Offence- Student will be counseled with by Director and will be subject to termination.
 - If at any point during the previous steps the Director deems it appropriate a student may be subject to (10 days) suspension or termination from their program.

School/Student Searches and Inspections

To help ensure a safe and healthy environment for learning, Poplar Bluff R-I Schools reserve the right to search any person and personal property of any student at any time while on the school premises or enroute by school transportation for illegal and unauthorized drugs, drug paraphernalia, controlled substances, alcoholic beverages, and unauthorized weapons. Weapons shall include, but not be limited to, any type of firearm, any knife, mace, stun-type weapons, or any weapon whose design and intent is to strike the body (such as a police baton). Such searches may include, but are not limited to, automobiles, book bags, lunch kits, purses, desks, and other property under the control of the student.

Searches and inspections will be performed with concern for the individual's privacy, dignity, and confidentiality. Illegal substances, drugs, and other prohibited items discovered through these searches and inspections will be performed with the concern for the individual's privacy, dignity, and confidentiality. Law enforcement authorities being advised and summoned. Any form of strip search is expressly forbidden. Law enforcement officials will be contacted if the Director reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his/her clothing and the student refuses to surrender such items. The superintendent may make use of the narcotic inspection team (drug-sniffing dog) any time deemed needed in the best interest of the district.

Driving & Parking Cars and Other Vehicles

Students who drive to school must park in the "STUDENT PARKING" lots. Students are not permitted to sit in parked cars. It is suggested that car windows be closed and doors locked. Driving of cars or vehicles in a careless or reckless manner on the school grounds shall be strictly forbidden. Once a student has driven on the school property, he is expected to park the car until leaving after school or until such time that he has permission to leave. Students are required to purchase a parking permit for \$10.00 in order to park on campus. Students desiring to purchase a parking permit must have a valid driver's license and proof of insurance in order to purchase the permit. Permits will be issued at the discretion of the administration. Students who violate driving or parking regulations will be issued a ticket. It is to be paid within 5 days otherwise there will be a consultation with the Director. Failure to pay within 14 days may cause parking privileges to be revoked. Secondary students may not ride in vehicles with post-secondary students.

Failure to comply with school rules concerning parking on campus will result in disciplinary action.

Cost of Receiving Driving/Parking Tickets

1st Ticket - \$3.00

2nd Ticket - \$5.00

3rd Ticket - \$10.00

4th Ticket – Revocation of driving privileges. Vehicle may be towed at this point and any cost incurred will be the responsibility of the vehicle owner. Every ticket thereafter will be \$10.00.

Breathalyzer Test

Note: All students are subject to a Breathalyzer test upon “reasonable suspicion” during school or at school sanctioned events.

Gun-Free/Drug-Free Schools

Be advised that the Poplar Bluff R-1 Board of Education adopted a resolution designating all Poplar Bluff R-1 Public School properties and all properties within 1000 feet as gun-free/drug-free school zones. Appropriate signs designating these areas as gun-free/drug-free school zones are posted. Any violation of this resolution shall be prosecuted to the extent of the law by both federal and state statutes as appropriate. In accordance with Title IV regulations, post-secondary students are required to sign an anti-drug abuse certification statement that they will not engage in the unlawful manufacture, distribution, possession or use of a controlled substance. Post-secondary students are also required to attend a seminar regarding drug education and providing information on available rehabilitative services.

Technology Usage Policy

The Poplar Bluff R-1 School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district’s technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board of Education, and increased engagement of the students’ families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district’s technology resources. Development of students’ personal responsibility is itself an expected benefit of the district technology program. It is highly recommended students at PBTCC have access to internet and computer with operating systems conducive to that of the PBTCC during time of enrollment. Instructional information and school updates may be delivered electronically.

User Identification and Network Security

The district technology resources may be used by authorized students, employees, Board of Education members and other persons such as consultants, legal counsel and independent contractors. Use of the district’s technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk by the superintendent or designee. Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuses of the district’s technology resources to an administrator or teacher.

User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. In addition, users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with email access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in her or her User Agreement.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by the law. The district's web page will provide information about the school district, but will not be used as an open forum. The district web page may include the district's address, telephone number.

Definitions For the purpose of this policy and related regulations, procedures and forms, the following terms are defined:

- User-any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, Board of Education members and agents of the school district.
- User Identification (ID)-any identifier which would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.
- Password-a unique word, phrase or combination of alphabetic, numeric and non- alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

The Board of Education directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed. The Board of Education directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology. Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on district technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

Right of Appeal and Student Complaint and Grievance Procedures

Grievance procedures are in place should a student feel he/she has received unfair treatment from a school employee. The first step in resolving the issue is to discuss the problem with the person whom you feel has caused the unfair treatment. Alleged acts of unfairness or any decision made by school personnel deemed to be unjust or in violation of pertinent policies of the Board or individual school rules may be appealed according to the grievance policy. If a student feels that their attendance or grades have been affected by extenuating circumstances, the student may appeal. Extenuating circumstances, such as a death of a relative, an injury or illness to the student, or other special circumstances that may arise are examples of what may be appealed. If a student has a grievance about grades, attendance policy, procedures, and/or personnel matters, they must follow this informal protocol:

1. Contact the program instructor(s) within three working days of the origin of the matter; if the grievance is with the program instructor, please contact the Director.
2. If not resolved after contacting the program instructor, contact the Director after three working days.
3. If a resolution is not yet made, contact the Superintendent within three working days.

All students must adhere to the following formal grievance/complaint/appeal procedure:

1. Verbal communication of alleged discrimination shall be made to the classroom teacher and/or Director of Vocational/Technical School.
2. Unresolved complaints/grievance/appeal will adhere to the formal complaint/grievance/appeal process.
3. Complaint/grievance/appeal not resolved may be filed as formal written grievances under the following procedures:
 - a. Students present their complaint/grievance/appeal in writing to the PBTCC Director. This must include the filing date, description of alleged complaint/grievance/appeal, name of school staff involved and the student's signature. (Suspension or expulsion order may be appealed to the Superintendent by written request of the student to the Director within three (3) working days after the suspension or expulsion order has been received.)
 - b. Upon receipt of a written complaint/grievance/appeal, the Director will:
 - i. Notify the Assistant Superintendent-Personnel or other designee;
 - ii. Make a decision no later than five (5) days following the filing of the formal complaint;
 - iii. Provide the complainant with a resolution in writing within five (5) school days.
4. If a complaint/grievance/appeal is not resolved satisfactorily to all parties, the student has the opportunity to request a hearing with the Board of Education. A Civil Rights Grievance may be appealed directly to the U.S. Office for Civil Rights. Contact information will be provided upon request.

Program Termination Appeals Procedure A student wishing to appeal must notify the PBTCC Director in writing within 5 days.

- The student will be given the opportunity to defend himself/herself in the presence of the Director, Coordinator and program instructor and/or pertinent staff. This committee may render a decision of acquittal, probation, or expulsion based on the facts provided.
- The student has the prerogative of appealing this decision to the Poplar Bluff R-1 School District's Office of the Superintendent of Schools within two (2) days for reconsideration of the decision of the Committee.
- The Superintendent's decision shall be rendered within five (5) days.
- The student may appeal the Superintendent's decision to the Board of Education. Such requests must be made in writing. Both parties may be represented at the hearing.

- The Board will hold such a hearing with due consideration of all aspects before finalizing their decision.

Institutional Grievance Process

Students may also file a grievance with Missouri DESE [Complaint Procedures](#) or at MO Department of High Ed at: [CBHE Policy on Complaint Resolution \(LINK\)](#) or The Missouri Division of Professional Registration (Board of Cosmetology and Barber Examiners) [Uniform Complaint Report](#) or by mail at Board of Cosmetology and Barber Examiners 3605 Missouri Boulevard, P.O. Box 1062 Jefferson City, MO 65102-1062 or at 573-751-1052 or 866-762-9432 (toll free) or The Council on Occupational Education procedure is as follows: The Commission reviews all written, signed complaints (that are addressed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, and include complainant's mailing address) that allege non-compliant activities and practices of applicant, candidate, or accredited institutions [COE FAQ on Complaints](#).
<https://council.org/>

These reviews may involve obtaining from the complainant (student) a certification that all available institutional remedies have been exhausted or a statement documenting reasons why these remedies have not been sought. The Complaint is then sent to the institution.

Safety Policy

Each skill area requires all students to follow strict safety guidelines. All students receive 100% mastery of the safety test before beginning any technical program. Protective devices will be provided and students will be required to wear these devices for mandated courses. Teachers will implement this safety policy.

Visitors

All visitors to PBTCC should report their presence to the office of the PBTCC Director prior to entering any PBTCC facility.

Transportation

Students are responsible for their own transportation. Reliable transportation is a necessity to travel to school, clinical or internship sites. At no time are adult students to transport secondary students to or from school. Secondary students may not ride in vehicles with post-secondary students. Post-secondary students are responsible for their own transportation. Parking is available in the front parking lot. For the safety of all students, post-secondary students and secondary students who have permission to drive are not permitted to leave the parking area until all buses have left. The school retains the authority to search the interior of a student's vehicle while parked on school premises and the Director has reasonable suspicion that illegal, unauthorized or contraband items are contained inside.

Vehicle Repairs & Shop Projects

If a customer desires to utilize the Poplar Bluff Technical Career Center for vehicle repairs or for project construction in any shop they must have a work order filed with a \$5 application fee. These forms must be handed into the PBTCC Director's office or alternative means of program approval (i.e. Teacher permission to begin). If alternative means are used a form must be filled out and filled by Instructor within one week of the beginning of the project. The application will be used to determine work schedules and to align projects with student curriculum and are in no way considered a guarantee that work will be performed.

Teachers or their representatives will make the selections and you will be notified of availability for work requested to be completed. Student projects will be given priority in most cases and no time frame for completion of work can be set for projects, customers are encouraged to discuss timeframes with the teacher before completing an application. In addition, any customer (student/or another person) must realize this is a learning environment, and the Poplar Bluff R-1 Schools along with the Poplar Bluff Technical Career Center are not responsible for accidents

or damage that may happen or occur while the project/vehicle is on campus, customers enter into these agreements with that understanding and agree to hold harmless at PBTCC and PBR-I Staff and Students.

Customers are encouraged to bring their own materials/parts and as a last resort purchase them through the school (at 20% mark-up to cover consumables). Materials furnished by the school must be paid for in the office before the project is removed unless arrangements are made in advance with the Director. Replaced parts including automobile tires must be removed from the premises by the student or project owner. Students will be charged \$10.00 per item for tires and parts left at PBTCC. Semester grades will be held if money is owed to the school. Although every effort will be made to safeguard vehicles and other personal property while on the PBTCC premises, PBTCC or any employee of PBTCC is not responsible for the loss of or damage to any property left at PBTCC. Any student or community member having work or services done on their vehicle or changing tires on any vehicle may be asked to make a deposit or reclaiming fee prior to beginning work. This deposit or reclaiming fee must be paid in the main office and will go toward the final bill for work completed.

Dress and Grooming Guidelines

Students are expected to conform to what is considered a socially acceptable form of dress appropriate for the educational setting. Governing factors such as safety, sanitation, working conditions, activities performed, customer contact, employer desires and degree of professionalism attained will influence attire worn in the classroom and laboratory setting. The Technical Career Center shall determine the apparel worn in each class. Some courses require coveralls, shop coats or uniforms. Hair style requirements and piercing regulations also vary by occupational training area. Uniform(s) or apparel necessary for participation in specific programs are not supplied by the Technical Career Center. It is the responsibility of the student to provide such items.

As per Poplar Bluff R-1 School Board Policies [JFCA-AP (1)] any form of attire demonstrating or promoting disparaging or demeaning language, disrespectful conduct or speech may result in disciplinary actions. Clothing should in no way distract from regular classroom work and school activities. Clothing with insinuating wording or design is not allowed. Sunglasses (unless prescription), caps, or similar head gear are not to be worn in the buildings. Students must wear shoes at all times. In pursuit of a higher education standard, "no clothing or accessories that promote or advertise alcohol, gangs, tobacco, or illegal drug use will be allowed on campus or during any school sponsored activity."

Individual teachers may need to enforce other reasonable regulations in regard to safety depending on the individual class or laboratory setting. Teachers have the authority to remove any student from class who because of poor taste in dress and/or grooming, interferes with the normal process of education. These students will be sent to the office of the Director. The Director will follow the guidelines set by the dress code of the Poplar Bluff Senior High and adopted by the Poplar Bluff R-1 School District Board. Cosmetology students will be required to wear designated clothing.

Electronic Devices

Cell phones, beepers, radios, laser pointers, cameras, etc. are not allowed on campus or in the classrooms unless specifically authorized by the classroom teacher for classroom use. Unauthorized devices will be confiscated and may not be picked up until 3:00 pm from the office of the Director. A second offense will result in a disciplinary matter.

Telephone Use

Only in cases of emergency will a student be called to the telephone during class periods. The office telephone is for school business. Requests for use of the telephone should be made only when absolutely necessary.

Lost & Found

Items that are found should be turned into the office. In the case of lost items, inquire at the office as soon as possible.

SkillsUSA

SkillsUSA is a national youth organization designed for students in technical skilled and service careers, including health careers. SkillsUSA encourages the development of a student into a well- rounded person with technical, academic and “employability” skills that not only help individuals get a job but also have a successful career. SkillsUSA members develop the ability to plan together, organize, and carry out worthwhile activities through the use of the democratic process. In every chapter meeting, contest, leadership conference and activity these skills are built. Students also learn how to participate in meetings and become school and community leaders. All PBTCC teachers are members of this organization and serve as sponsors and co- sponsors. **Active membership in SkillsUSA is required to fulfill the leadership component of the TRCC AAS Diversified Technology articulated degree.**

STUDENT’S DISCIPLINE POLICY

The Poplar Bluff Technical Career Center is required by law to disclose the following Crime Statistics for our campuses. The Information required for post-secondary students collected for the 2019-2021 school years.

- *During the required years of reporting 2019, 2020 and 2021 there was no Criminal Offenses On Campus, Non Campus, Public Property according to the definitions provided by the Annual Campus Safety and Security Survey and our records.*
- *There were no hate crimes reported for the years 2019, 2020, and 2021.*
- *During the previous three years there were no reported Clery crimes investigated by law enforcement authorities and found to be false or baseless and therefore “unfounded”.*

Program Re-Admission Policy

A post-secondary student who has withdrawn from a post-secondary program, (excluding cosmetology) in satisfactory academic and clinical standing may submit a written request for readmission to the coordinator. Readmission is granted on the basis of space available and for one time only. A fee of \$250 will be assessed for reinstatement. The amount of tuition and fees due will be assessed by subtracting the amount previously paid from the current total program cost. Any student readmitted may be required to take an exam in any course already completed to demonstrate knowledge retention or must repeat the class. They will be required to complete the class if the exams are not passed with a score of 80% or above. Readmission to Cosmetology must be sanctioned by the State Board of Cosmetology.

Program Dismissal/Termination

The Poplar Bluff Technical Career Center reserves the right to terminate a student’s enrollment for insufficient progress in grades, discipline, skills or attendance. Academic satisfactory progress may be program specific. Refer to program student handbook for additional information. Termination for insufficient progress may negatively impact financial aid eligibility. Termination from program will not relieve the student of financial obligations incurred. The student is responsible for all remaining unpaid charges.

Academic Grades and Pace of Completion

Students are expected to maintain a cumulative grade of C. Failure to maintain at least a C average at the end of each semester or payment period will result in academic warning. The student will have until the end of the next semester or payment period to have their grade at a C or better. A student must complete the program within the school year or projected program length for what he or she started unless special circumstances warrant changes. An 88.5% attendance rate may be required. If a student cannot fulfill the requirements of the program, such as attendance or grades, they may reapply for admission in the future. However, they must start the program over from the beginning.

The PBTCC does not accept incompletes from previous years or transfer of credits from previous years unless previously approved by the Director. When grades fall below a cumulative “C” average, and the student has been on academic warning, the student will automatically be placed on academic probation and will not be able to continue in the program. The student would have until the end of the next semester or payment period to have their grades back to a cumulative “C” average and be off of academic warning.

Academic Probation

If a student’s grade falls below a “C” average, and the student has been on academic warning, the student will be placed on academic probation. The student will be notified in person or in writing. If a student is placed on academic probation and feels there are extenuating circumstances, he/she must appeal the result within three (3) days. In the appeal, the student must explain why he/she failed to make the required grade and what extenuating circumstances (injury or illness of student, death of a relative, or other special circumstances) have prevented the student from the required grade. The student must include documentation (doctors’ excuses, obituaries, etc) in his/her appeal as well as provide information regarding what conditions have changed that would demonstrate that the student could regain good academic standing. The student would have until the end of the next semester or payment period to have their grades back to a cumulative “C” average.

Pre-Employment Counseling and Placement Assistance

Career counseling, assessment and placement assistance is available to all students. It is the responsibility of the student to ask for assistance with job finding, referral to employers, resume preparation and any relevant concerns that may present barriers to their subsequent employment or ability to benefit from the training. **The Poplar Bluff Technical Career Center does not guarantee employment.**

Employment Services Available

PBTCC is equipped to provide financial aid, job placement, vocational education resources (VRE), and basic skills instruction to serve the needs of our students. Students requiring special consideration regarding health, educational or special needs must notify the office of the PBTCC director in writing. The Poplar Bluff Technical Career Center Adult Coordinator is available to assist graduates seeking employment. The Division of workforce Development Missouri Career Center can also provide assistance. Their offices are located at: **2080 Three Rivers Blvd, Harry Crisp Building Room 110, Poplar Bluff, Missouri 63901 573-840-9595.**

Satisfactory Academic Progress

Financial Aid Satisfactory Academic Progress Policy

Student achievement will be measured on a 4.0 grading scale. At the end of each Payment Period. Grades will be derived from a three-part grading system to include: tests over academic information, skill tests, and laboratory assignments. Post-secondary students will be given grade reports in writing and be required to sign documentation that he/she received the report. At least a 2.0 grade point average is required in the chosen area of study. Post-secondary students with less than a 2.0 average for the first semester (522 hours) will be placed on financial aid probation for the second semester. A grade report and attendance record is filed by the instructor in the office of the Director each quarter. This report will be used to verify eligibility for financial aid. Financial Aid Warning: A student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive assistance under the title IV, HEA programs. Refer to your specific program handbook for satisfactory academic progress policies relating to your program of study. Accrediting and/or licensing governing bodies may have a stricter satisfactory academic progress policy than that of financial aid satisfactory academic progress regulations. A student must meet the program satisfactory academic

progress policy in order to successfully complete the program and/or be recommended to a licensing board for certification assessment.

T&I Grading Scale Policy

Secondary and T&I Post-Secondary students will be graded on the standing grading scale as follows:

A	96-100	C	73-76
A-	90-95	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 & below

COSMETOLOGY students will be graded on the grading scale established by the program and found in the Cosmetology Handbook.

All Students regardless of Financial Aid Status are expected to adhere to the Satisfactory Academic Progress policy. Student progress will be reviewed by the institution monthly by their instructors to determine if a student may be at risk regarding satisfactory academic progress. Satisfactory academic progress (SAP) means a student must be proceeding in a positive manner towards fulfilling program requirements in a specific length of time. The SAP will be reviewed to determine Federal Financial Aid once a student has completed 450 of the program hours for their program and 16 of the required weeks of their program. Satisfactory academic progress is made up of both academics/grades (qualitative) and attendance (quantitative). Both academics/grades and attendance are formally reviewed before Title IV funds are processed (at the end of a payment period).

- **Attendance** requirement is that a student maintains a cumulative attendance of 88.5%* or better. It is figured as: **Cumulative clock hours of actual attendance as of the evaluation date *Dependent upon specific program**
- **Cumulative clock hours of scheduled attendance as of the evaluation date**
- **Academic/grades:** A student must maintain at least a “C” average, cumulative. A “C” average is defined as a 73% or better overall grade. Each Program has specific Academic requirements refer to program specific handbooks for more information.

Students, who meet the attendance and academic standards, will be considered to be making satisfactory academic progress. All periods of enrollment count when assessing progress, even periods in which the student did not receive FSA funds. Incompletes are counted as “zero” until they are made up. If a student withdraws from the program, his/her cumulative grade will be figured as of their official drop date. If a student wishes to repeat the course, they must do so by re-applying for the program and being admitted.

Transfer grades from other schools will be figured into the cumulative grade of the student at PBTCC. Students who do not meet the SAP at the end of the first payment period will be placed on financial aid warning (SAP will be checked at 8-10 weeks). Students who fail to maintain the academics/grades or attendance policy of their program, will be placed on financial aid suspension and terminated from the program according to the PBTCC policy (SAP warning status students checked again at 16 weeks). Failure to achieve or maintain minimum academic standards will also result in the notification of the lender and/or Federal Aid Program if applicable.



Poplar Bluff R-I School District 2023-2024 Academic Calendar



JULY 2023 <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>4 Independence Day</p> <p>Capturing Kids Hearts</p>	<p>1-3 No School</p> <p>15 M.L King Jr.'s Birthday – No School</p> <p>16-17 Collaboration Day – No Classes</p>	JANUARY 2024 <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p style="text-align: center; font-size: x-small;">17 Days</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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DECEMBER 2023 <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center; font-size: x-small;">14 Days</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>20 2nd Quarter Ends (39 Days) Grades 4-12</p> <p>21-22 Christmas Break – No School</p> <p>25-29 Christmas Break - No School</p>	<p>1st Qtr. - 39 days 1st Trimester – 55 days 2nd Qtr. - 39 days 2nd Trimester – 55 days 3rd Qtr. - 42 days 3rd Trimester - 51 days 4th Qtr. - 41 days Year Total - 161 Days</p> <p>19 Juneteenth Day</p>	JUNE 2024 <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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If more hours are missed for weather-related events than have been built into the calendar, the following days will be available as potential make-up days: January 16, 17, February 20 & April 02. Teachers may be required to make up the collaboration day(s) when school is not in session due to weather. This calendar is subject to change by board vote as a result of inclement weather, school activities, or any emergency that may occur.

Board Approved 01-19-2023

Earn College Credit While Attending PBTCC

Students can earn college credit for coursework completed while attending the Poplar Bluff Technical Career Center. To insure you are eligible to receive college credit the following conditions must be met:

- Maintain a 95% attendance rate throughout the entirety of your program of study.
- Maintain a B– average for all semesters of your program of study.
- Be a member of SkillsUSA throughout the entirety of your program of study.
- Master a minimum of 80% of your course competencies.
- Earn a recommendation from your program instructor.
- Enroll in a community college (Three Rivers Community College) or technical career school. (Inform the admissions office that you have completed a technical career program and may be eligible for articulated credit.)

PBTCC Programs Eligible*:

Auto Collision	Computer Graphics and Print Technology	Esthetician
Automotive Technology	Computer Maintenance and Repair	Culinary Arts
Building Trades	Cosmetology	HVACR
		Welding

Have questions??? Talk with your instructor or the PBTCC Vocational Resource Educator.

*Dependent on Agreements in place at time of enrollment and completion of program.

The Poplar Bluff Technical Career Center provides career education opportunities for students from Dexter, East Carter, Greenville, Poplar Bluff, Puxico, Southern Reynolds County, Twin Rivers, Van Buren, Westwood Baptist Academy and Zalma High Schools as well as Westwood Baptist Academy.

Poplar Bluff Technical Career Center Student Internet User Agreement 2023-2024 & Poplar Bluff Technical Career Center Adult Student (Post-Secondary) Student Handbook statement

I have read the Poplar Bluff R-1 School District Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, email logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I certify that I have read and understand the student handbook/catalog furnished by the Poplar Bluff School District R-1 Technical Career Center. The Handbook is located at <http://tcc.poplarbluffschoools.net/> My signature below demonstrates I know where to review the student handbook including district policies and that I agree to comply with the standards and rules set forth therein. I understand that failure to comply with the policies established and set forth by the Poplar Bluff R-1 Board of Education may result in disciplinary action and/or dismissal from the Poplar Bluff Technical Career Center programs of study.

Disciplinary, technology usage, and attendance policies are found within the handbook.

Please Print Student Name

Grade Level

Signature of Student

Date

The district may use your or your student's image in either photographs or video clips to publicize events taking place at the school or may provide this information to media sources to publicize your student's participation, awards and accomplishments in school events. Should you object to the Poplar Bluff R-1 School district and/or the Poplar Bluff Technical Career Center using your child's image or voice in this manner **please notify the Poplar Bluff Technical Career Center in writing.**

Poplar
Bluff
Technical
Career
Center

Contact us at:

Poplar Bluff Technical Career Center 3203 Oak Grove Road

Poplar Bluff, MO 63901

Director: Dr. Leigh Ann Cornman

Financial Aid Director / VRE: Tammy Deken

(573) 782-2248 office or (573) 785-4168 fax