



# 2023-2024 Poplar Bluff Technical Career Center Secondary Student Handbook

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*PBTCC... Where The Future Begins Now*

Career and Technical Education will provide an opportunity for every student to succeed as a life-long learner and become a productive citizen in our global economy. Our graduates will possess the knowledge and demonstrate the skills necessary to meet individual goals and future workforce needs.

Board Approved June 2023

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# Poplar Bluff R-1 District

## Mission

ACHIEVING EXCELLENCE THROUGH LEARNING:  
EVERY CHILD, EVERY HOUR, EVERY DAY

### SCHOOL PHILOSOPHY

Every successful endeavor starts with a plan; a road map that is referred to often. It's a guide and a framework that reveals the path that must be followed to stay true to what it is the endeavor is trying to achieve. In the case of the Poplar Bluff School District, it is the statement of and adherence to our mission, vision and goals. These words are not just words. They give all of us – teachers, administrators, students, parents and the community at large – a bearing point. They are our true north. Our children are the future. As a Professional Learning Community, we must challenge each other and ourselves every day to strive for excellence; excellence in nurturing and growing our youth through the foundation of education.

**The power is in “us.” Together we are stronger. We are interdependent. We are unified.**

Poplar Bluff Public Schools is a society of professional educators, learners and leaders of our youth who believe that graduation starts at the Early Childhood Center. We are dedicated to and dependent on each other to build a successful learning pathway along which we can nurture, encourage and inspire the youth in our community to grow and succeed.

**Poplar Bluff Technical Career Center**  
**3023 Oak Grove Road – Poplar Bluff, MO 63901**  
**573-785-2248 – 573-785-4168 (fax) – 573-785-6683 (Cosmetology)**

### Board of Education

Kenneth Davis, President  
Roger Hanner, Vice President  
Dave Elledge  
Dr. Larry Kimbrow  
Dr. Cynthia Brown  
Dr. Mike Price  
Tim Gaebler

### Administrative Offices

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

### Poplar Bluff Technical Career Center Staff Directory

Dr. Leigh Ann Cornman	Director	leighanncornman@pb.k12.mo.us
<u>Instructors</u>		
Chris Carpenter	Welding	chriscarpenter@pb.k12.mo.us
Amanda Howard	Cosmetology Coordinator	amandahoward@pb.k12.mo.us
Jody Cochran	Building Trades	jodycochran@pb.k12.mo.us
Steve Layman	Auto Technology	stevelayman@pb.k12.mo.us
Alex Nicolini	Computer Graphics & Print Tech	alexnicolini@pb.k12.mo.us
Dan Parker	HVACR	johnparker@pb.k12.mo.us
Abby Crites	Health Occupations	abbycrites@pb.k12.mo.us
Erin Boyer	Cosmetology	erinboyer@pb.k12.mo.us
Sarah Sullivan	Computer Maintenance Tech	sarahsullivan@pb.k12.mo.us
Brandon Moon	Culinary Arts	brandonmoon@pb.k12.mo.us
Larrie Barriner	Basic Skills/Embedded Credit	larriebarriner@pb.k12.mo.us
Denni White	Auto Collision & Repair Technology	denniwhite@pb.k12.mo.us
Michael Barrett	Project Lead The Way (PLTW) Computer Science	michaelbarrett@pb.k12.mo.us
<u>Support Staff</u>		
Don McCrary	Custodian	donmccrary@pb.k12.mo.us
Laura Barrett	Administrative Assistant	laurabarrett@pb.k12.mo.us
Tammy Deken	Vocational Resource Educator/Financial Aid	tammydeken@pb.k12.mo.us
Monica Lewis	Culinary Arts Aide	monicalewis@pb.k12.mo.us
Denise Darnell	Administrative Assistant	denisedarnell@pb.k12.mo.us

## Poplar Bluff R-I School District

### NOTICE OF NONDISCRIMINATION

**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:

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  
Department of Labor and Industrial Relations  
P.O. Box 1129, 3315 W. Truman Blvd.  
Telephone: 573-751-3325

U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
Telephone: 202-353-1555

## PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Poplar Bluff R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Poplar Bluff R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Poplar Bluff R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Poplar Bluff R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during school hours or at other times by appointment by contacting:

Mindy Garrett, Director of Special Services at Poplar Bluff Central Office, 1110 N. Westwood Blvd., Poplar Bluff, Missouri, (573) 785-5768.

This notice will be provided in native languages as appropriate.

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

## **MOCAP Notice**

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in policy IGCD. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

## **Introduction**

Poplar Bluff Technical Career Center (PBTCC) is located at 3203 Oak Grove Road, Poplar Bluff, MO 63901. The Missouri State Department of Elementary and Secondary Education, and the Missouri State Board of Cosmetology and The Council on Occupational Education accredit PBTCC. Consumer information, employment and graduation statistics are located in the office of the Financial Aid/Adult Coordinator as well as on our website.

## **PBTCC 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.

## **Philosophy**

If a society is to succeed, it will be necessary for each individual to formulate certain ideas, practices and beliefs in order to make a contribution to our culture. A realistic concept must be developed which will enable each individual to function effectively in society. It is under the premise that we accept the responsibility to provide state-of-the-art career education and to provide a curriculum that reflects the relevancy of our times and the needs of our community.

## **Equal Opportunity Employer**

The Poplar Bluff R-1 School District is an Equal Opportunity Employer and operates educational programs which do not discriminate on the basis of age, race, color, creed, religion, national origin, sex or marital status with regard to public assistance of disability or handicap. Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act, and Title II of Americans with Disabilities Act of 1990 prohibit the school district from discriminatory practices.

## **504 Public Notice**

The Poplar Bluff School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Poplar Bluff School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Poplar Bluff School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during normal business hours by contacting the Poplar Bluff R-1 School District Superintendent, 1110 North Westwood Blvd., Poplar Bluff, MO, 573 785-7751.

This notice will be provided in native languages as appropriate.

## **Admission Policy**

Enrollment procedures for secondary sending school students are initiated at the sending school. All secondary students must submit a PBTCC application for enrollment with their school counselor in the spring of the year to be considered for fall enrollment. Secondary students must be enrolled in a sending school as a junior or senior and must be 16 years of age by the first day of class. Secondary students must meet the same competencies as regular adult students to be eligible for articulation agreements.

The admission policy is in compliance with the U.S. Department of Education regulations for the Title IV Federal Financial Aid and DESE, the accrediting agency for PBTCC. Post-secondary students can be admitted to the Trade and Industrial programs as space permits and upon meeting admission criteria for the post-secondary student. The cosmetology program is open to a limited number of secondary students. Students must be seniors in high school or post-secondary students to apply. (See Cosmetology Handbook for details on admission policy.) The Practical Nursing program admits only post-secondary students. Information regarding the post-secondary admission process can be obtained by contacting the Financial Aid/Adult Coordinator or the Cosmetology and Practical Nursing program coordinators.

Technical and Industrial (T&I) classes have a student-teacher ratio of 15:1 Secondary and post-secondary students are expected to follow the same rules and regulations as outlined in the student handbooks.

## **Services Available**

PBTCC is equipped to provide financial aid, job placement, vocational education resources (VRE), and remedial 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.

A Workplace Development Specialist is available for assistance in job placement services. The Workforce Development Specialist instructs students in job seeking skills and registers all students with the Missouri Career Center. A 180-day follow-up after graduation is conducted to provide placement data required by State and Federal guidelines.

## School Objectives

1. To provide career-technical programs to meet the needs of our community.
2. To maintain curriculum that provides each student with the basic skills essential to the maximum development of their potential.
3. To provide laboratory and work experiences that reflect current industrial/business practices in safety, methodology and operation of equipment.
4. To provide the student with pre-employment and job-seeking skills training.
5. To provide the student with assistance in securing employment.

## Calendar

The 1044-hour (36 weeks-40 weeks) Technical-Industrial courses follow the school year calendar of the Poplar Bluff Public Schools.

The 1220-hour (38 weeks-40 weeks) Cosmetology course has its own 38 week calendar that ends with the student's completion of 1220 hours. See Cosmetology Handbook for details.

## Ability-To-Benefit Policy and Procedures

All courses taught at PBTCC require an adequate level of reading and mathematical ability in order to benefit from training. All students enrolling at PBTCC will be given the Test of Adult Basic Education (TABE) to assess reading and math skills. Students who do not demonstrate necessary competencies in these two academic areas will be provided with remediation.

## Truancy Court

The 36<sup>th</sup> Judicial Circuit Court Juvenile Division has initiated a Truancy Court beginning August 1, 2010 to address the problem of attendance for children with a history of excessive absenteeism. The Poplar Bluff R-I School District is fully participating in this Truancy Court and will be making referrals to the Butler/Ripley County Juvenile Office of those students who violate the attendance policy.

## Attendance Policy

Daily attendance is required of all students. *SENIOR HIGH - For attendance purposes, each period will count 1/7 of a school day. Total absences exceeding six (6) days per semester will be considered a violation of the school attendance policy and may result in loss of credit for the course/courses affected. Subsequent absences may result in the parent/legal guardian being served with a notice of warning. Continued absences may result in charges being filed by the Juvenile Office for non-compliance of Missouri Compulsory Attendance Law 167.031 or 12 referral to the Division of Social Services, Children's Division, for educational neglect by way of the hotline.* 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 student's responsibility to request make-up work. It is the responsibility of the student and/or their home high school attendance office 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.

Secondary Cosmetology students must adhere to the attendance policy set forth in their handbook as well as the program standards.

**Perfect Attendance** – Accomplished when student doesn't miss any school (not one minute).

## Tardiness

Tardiness to class will be counted on a semester basis. Each student will be allowed two per class per semester. The third and following tardy will result in an office referral. Referrals for tardiness, which are



sent to the office, will accumulate per student, not per class. Students who miss the bus at their sending school are to check in at the Attendance Center of their sending schools and request instructions on transportation to the PBTCC. Students are not permitted to drive to the PBTCC without pre-approval of the PBTCC instructor, PBTCC director, and sending school principal.

## **Academic Progress Policy**

Grades will be determined from a three-part grading system to include: tests over academic information, skill tests, and laboratory assignments. Grade reports will be sent to each secondary student's home school and will appear on that school's report card. This information is for the purpose of informing both the student and parents of the progress shown. Secondary students receive quarter grades, which is a mid-semester report. The semester grade is the final permanent grade. Mid-quarter deficiency slips will be mailed each term to the sending school principals.

## **Grading Scale Policy**

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

A	96-100	C+	77-79
A-	90-95	C	73-76
B+	87-89	C-	70-72
B	83-86	D+	67-39
B-	80-82	D	63-66
		D-	60-62
		F	59 & above

Incomplete (I) – This mark is given when the work is incomplete because of unexcused absences immediately preceding grade time. Make up work must be arranged by the student with the instructor and completed within the number of days with verified excuses.

IEP students will be graded on a grading scale determined by his/her IEP committee and recorded on the student's IEP. Cosmetology students will be graded on the grading scale established by the program and found in the Cosmetology Handbook.

## **Embedded Courses**

Course options (or other suitable product) are available to PBTCC secondary students via an internet based system to aid in meeting high school graduation requirements. Should a student discover they need credit in any of the offered courses to meet their school's graduation requirements they should contact their school's counselor and/or the vocational resource educator at PBTCC to arrange for enrollment in one of these courses. An agreement between the sending school and PBTCC will be arranged and upon completion of the coursework the student will be granted credit from their home school for course.

## **Certificates of Completion**

A Certificate of Completion will be awarded to students who meet the following requirements:

- Meet or exceed the current grade percentage needed to pass a course as set forth by the Board of Education for all four semesters of the course.
- Master 80% or more of course objectives
- Meet attendance and/or hourly requirements of the Career Technical Education program.

A Certificate of Completion with Honors (Career Portfolio) will be awarded to students who meet the following requirements:

- Attain an overall grade average of "B Minus" or above for their Career Technical Education program

- Attained 95% or above attendance record for the entirety of the program
- Obtain a recommendation from the program instructor
- Master a minimum of 80% of course competencies
- Achieve a passing score on the end of program Technical Skills Assessment
- Maintain membership in SkillsUSA through the entirety of their program

## **Discipline** [Click here for board policy](#)

The Poplar Bluff School District R-I Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the School District. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in District instructional and support programs, as well as at school-sponsored activities.

## **Firearms and Weapons in School** [Click here for board policy](#)

The purpose of establishing this policy is to insure a safe environment for all students and employees of the Poplar Bluff R-I School District.

## **Applicability to Students with Disabilities**

If the student with a disability under the Individuals with Disabilities Education Act carries or possesses a weapon, as defined by 18 U.S.C. § 930(g)(2), to or at school, on school premises, or to or at a school function under the District's authority, school administrators may remove that student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. If a school administrator removes a student with an IDEA disability to an interim alternative educational placement, the District must convene the student's multidisciplinary and/or IEP team to conduct a manifestation determination within the statutory time frame and the student's IEP team must determine the interim alternative educational placement and the services that the student will be provided in order to receive a free appropriate public education and access to the general curriculum.

## **Student Use of Tobacco, Alcohol and Drugs**

### [Click here for Board Policy](#)

Students will be disciplined for the use of Tobacco, Alcohol and Drugs in accordance with School Board Policy and state laws

## **Due Process Hearing**

Students who are being denied credit, admission to school, or facing expulsion are allowed a due process hearing if they so choose. Students must see a principal if they are having any type of problem so the principal can evaluate if a due process hearing is considered necessary.

**\*Suspension or expulsion from school also means suspension from all school functions!**

## **Bullying** [Click here for Board Policy](#)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context.

## **School/Student Searches and Inspections** [Click here for Board Policy](#)

School lockers and desks are the property of the Board of Education and are provided for the convenience

of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

### **Breathalyzer Test**

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

### **Student Records - Provisions and Guidelines**

[Click here for Board Policy](#)

Educational records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

### **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 under #5 in the Family Educational Rights and Privacy Act (FERPA) under the STUDENT RECORDS portion of this handbook, they must complete the ‘Photo Consent Opt-Out Form’ under the ‘News Bureau’ tab of our school district website, [www.poplarbluffschoools.net](http://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.

### **Employee-Student Communication**

[Click here for Board Policy](#)

#### **General**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

### **Internet Usage/Safety**

[Click here for Board Policy](#)

The Poplar Bluff School District R-I 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.

## **Student Complaint and Grievance Procedures**

### **COMPLAINT PROCEDURES**

District patrons are encouraged to question decisions or policies they feel are not in the best interest of children. The Board of Education has established a procedure for hearing disagreement, with the intent to have issues resolved at the lowest level possible. The grievance should be initiated at the building level with the teacher as the first contact, and the building administrator as the second contact. If the issue cannot

be resolved at the building level, the following chain of administration should be used: the assistance superintendent-personnel, the superintendent of schools, and the Board of Education as the final contact. If any of these steps is bypassed, the issue is referred back to the appropriate level for resolution.

## **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION Standard Complaint Resolution Procedure For Improving America's Schools Act Programs**

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). [DESE Grievance Policy and FAQ's Link](#)

### **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. 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.

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](#).

*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. Complete PBTCC Building Safety Policies and Procedures available upon request.

### **Accident 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. PBTCC does not provide this coverage to students but does have information as to how

an accident policy may be obtained at a minimal cost. This information will be available at the beginning of each school year. Most sending schools offer accident insurance at the beginning of each year to secondary students.

### **Fire-Earthquake-Tornado and Intruder Drills**

Drills or actual emergencies will be announced over the loud speakers (if possible in the event of emergencies), classroom instructors will instruct the class on further actions after the drill has begun.

### **Emergency Preparedness Procedures**

Full set of Emergency Preparedness Procedures is available with your instructor or in the office at PBTCC, for more detailed plans and procedures refer to Poplar Bluff Technical Career Centers Emergency and Crisis Management Procedures Manual.

### **Transportation/Parking**

Secondary students are required to ride the bus to and from their sending school campus. A student will be allowed to drive his/her personal vehicle only with a car pass signed by the instructor, PBTCC Director, and the home school principal, or by making arrangements with Director and their instructor. Only the driver is allowed in the vehicle. Secondary students may not ride in vehicles with post-secondary students. PBHS students are to walk directly to TCC when their class time is set to begin and directly back to PBHS unless otherwise indicated or prior approval is given (driving passes, notes, etc..) Students who are allowed to drive on a regular basis should follow these rules.

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.

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.

### **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 (ie. 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**

Clothing should in no way distract from regular classroom work and school activities. Tank tops are inappropriate dress and are not to be worn to school. Clothing with insinuating wording or design is not allowed. Sunglasses (unless prescription), 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 and follow the Cosmetology Handbook.

## **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.

## **Withdrawal from School**

Students withdrawing should notify the office of the PBTCC Director and/or the Department Coordinator

with a written statement. Students who have incurred debts while enrolled at PBTCC, or who owe tuition will need to resolve these issues before leaving. Sending schools will be notified of withdrawals and of any balances owed to PBTCC

## **Professional Organizations**

### **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.

**Membership in SkillsUSA is required to fulfill the leadership component of the TRC AAS Diversified Technology articulated degree.**

### **FBLA**

Future Business Leaders of America (FBLA) is a national organization that is available through the business department. It is the largest student business organization in the world with 250,000 members. Missouri ranks fifth in the nation for membership. FBLA is open to students in grades 9-12, enrolled in a business or business-related course. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

FBLA provides innovative leadership and career development programs that bring business and education together in a positive working relationship to achieve results. Members gain the competitive edge for college and career success. Competition is available at the district, state and national levels. FBLA membership gives distinction when one applies for scholarships, colleges, and career opportunities.

### **FFA**

The FFA Organization is the organization of, by, and for students enrolled in agricultural education programs. The purpose of FFA is:

- ◆ To be an integral part of the organized instructional programs in agricultural education which prepare students for a wide range of careers in agricultures, agribusiness, and other agriculture-related occupations.
- ◆ To strengthen the confidence of students and develop desirable work habits and the effective usage of their time by learning to assume responsibility; develop competencies in communications, human relations, and other social abilities leading to the intelligent choice of a career and successful employment or entrepreneurship in the agricultural industry.
- ◆ To provide agriculture-related programs and activities which will improve the economic, environmental, recreational, and human resources of the community.
- ◆ To encourage and recognize achievement in supervised agricultural experience programs, scholarship, leadership and other individual and group activities by providing awards to deserving members and chapters.

### **DECA**

DECA is a national association of marketing education students which provides teachers and members with educational and leadership development activities to merge with the classroom instructional program. DECA is not extracurricular; it is an integral part of the classroom instructional program. DECA chapters attract students who are interested in preparing for entrepreneurial, marketing or management careers.

While DECA membership consists primarily of students in marketing programs, membership extends also to alumni and to professionals in marketing education and in marketing teacher education. Working hand-in-hand with the education and business communities. DECA’s goal is for its student members to develop a “career success kit” to carry into their business and personal lives after graduation. One that includes:

- ◆ Occupational competencies needed for careers in marketing, management and entrepreneurship
- ◆ Leadership abilities

- ◆ Social and business etiquette
- ◆ Understanding and appreciation of civic responsibility
- ◆ Ethical behavior in personal and business relationships
- ◆ Understanding the role of our free enterprise system in the global economy

### **NTHS**

A national honor society for Technical Career Students which provides students with recognition of hard work and scholastic achievement while studying at PBTCC. Students must carry a 8.00 Cumulative Non-Weighted Grade Point Average on all high school coursework, a 9.00 Cumulative Grade Point Average on All PBTCC Courses, 95% attendance at PBTCC, an exemplary record of good citizenship.

### **Conservation and Bass Fishing Club**

A new club offered at the Technical Career Center grades 7-12. See Mr. White for more information.

### **Other Clubs and Organizations**

PBTCC may develop and organize clubs that meet the interests of the students of our schools. These clubs and organizations must have a staff sponsor and be approved by the Director and possibly other members of administration for Poplar Bluff R-1 Schools.





## 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 Skills USA 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 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	Automotive Technology
Building Trades	HVACR
Cosmetology (Barbering/Esthetician)	Computer Graphics & Print Tech
Health Occupations	Project Lead The Way (Com Sci)
Computer Maint. & Repair	Culinary Arts
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 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.*

# Poplar Bluff Technical Career Center Student Internet User and Handbook Agreement 2023-2024

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.

My signature below also demonstrates receipt of 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 \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

The district may use 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  
(573) 782-2248 office or (573) 785-4168 fax

Director: Dr. Leigh Ann Comman