

Pike-Lincoln Technical Center

Teaching Skills Today for Careers Tomorrow
Adult and Consumer Handbook

2011-2012

GO FOR YOUR FUTURE!



*Education and values to carry
with you through a lifetime.*

P.O. Box 38

Eolia, MO 63344

573-485-2900

www.pltc.k12.mo.us

e-mail: info@pltc.k12.mo.us

Serving Adults of Pike, Lincoln and Surrounding Counties

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PIKE-LINCOLN TECHNICAL CENTER

P.O. Box 38
Eolia, MO 63344
(573) 485-2900

*Accredited by the
Department of Elementary and Secondary Education,
North Central Association Commission on Accreditation and School Improvement
and Conditionally Approved by the Missouri State Board of Nursing

ADMINISTRATIVE PERSONNEL

Mark Harvey, Superintendent/Title IX & Section 504 Coordinator
Krista Flowers, Director of Career and Technical Education
Jerry Cox, Adult Education Supervisor

STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, employees and sources of referral of applicants for admission and employment are hereby notified the Pike-Lincoln Technical Center and Pike R-III School District have assured they do not discriminate on the basis of race, color, national origin, sex or disability in admission or access to, or treatment or employment in their programs and activities. Any person having inquiries concerning Pike-Lincoln Technical Center and Pike R-III School District compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact the Title IX and Section 504 Coordinator responsible for coordinating local efforts to comply with regulations implementing the Acts.

*Accreditation documents are available for review in the Pike-Lincoln Technical Center Administration Office.

NOTICE: All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. Any rules or regulations presented during the school year in bulletins or memoranda also represent school policy. The handbook is meant to be purely informational and does not serve as a contract or offer to contract with any student.

GENERAL INFORMATION

Welcome to Pike-Lincoln Technical Center. The Technical Center is an institution designed to offer career and technical education to area residents. The program is sponsored by the Pike County R-III School District. Serving as an Administrative Advisory Committee are the superintendents of schools from the following districts: Bowling Green, Clopton, Elsberry, Louisiana, Silex, Troy, and Winfield.

Mission

Pike-Lincoln Technical Center provides skilled technical education, career development, placement opportunities, and services to meet the needs of all students, employers and the community.

Vision

Pike-Lincoln Technical Center is an appealing state-of-art facility with appropriate space and current technology.

Pike-Lincoln Technical Center staff is cheerful, friendly, professionals and leaders who take great pride in providing quality career and technical education programs. Pike-Lincoln Technical Center has a pleasing, family-like atmosphere that feels like home.

Pike-Lincoln Technical Center students are responsible, productive, and take pride in their work. Our students have excellent work habits and attendance patterns. Pike-Lincoln Technical Center students become successful professionals working in our communities providing services and programs for students to be successful in the 21st century.

Pike-Lincoln Technical Center is a valued resource within the Pike and Lincoln County communities.

Local employers and community members are involved in our school as advisory committee members, instructors, students, and supporters.

Values and Beliefs

1. Students have the opportunity for a new start here which improves their self-esteem. Student here are seen as equals. They are all accepted and can contribute.
2. Education should meet the need of students, employers, and the community.
3. All students can be professional, productive, show personal responsibility, and take pride in their work.
4. Students are expected to have excellent attendance.
5. Everyone must show respect.
6. All students must be treated as individuals.
7. All students must see the connection between what they are doing and where they are going.
8. Students here learn positive work ethics and responsibility.
9. All students are responsible for their own learning and their own actions.
10. Learning here revolves around a hands-on approach.
11. Students who graduate from Pike-Lincoln Technical Center become productive members of our local communities.

Pike-Lincoln Technical Center 2011-2012 School Year Calendar

August 11	New Teachers Begin (In-Service)
August 15 & 16	Teacher In-Service
August 17	First Day of School
September 5	NO SCHOOL - Labor Day Holiday
September 14	First Quarter Mid-quarter (Progress Reports)
September 30	NO SCHOOL – Teacher In-Service
October 18	Open House 5:00pm – 8:00pm
October 21	NO SCHOOL
November 10	All-School Fall Advisory Meeting Professional Dress Day for Students
November 16	Second Quarter Mid-quarter (Progress Reports)
November 23	Dismiss at 1:05 p.m. Thanksgiving Break
November 24 & 25	NO SCHOOL - Thanksgiving Break
December 22 – January 2, 2012	NO SCHOOL - Winter Break
January 3	Students Return from Winter Break
January 16	NO SCHOOL (Martin Luther King's Birthday Observed)
February 1	Third Quarter Mid-quarter (Progress Reports)
February 16	All-School Fall Advisory Meeting Professional Dress Day for Students
February 17	NO SCHOOL – Teacher In-Service
February 20	NO SCHOOL - President's Day
March 12 thru 16	NO SCHOOL – Spring Break
April 6 – 9	NO SCHOOL Easter Break
April 18	Fourth Quarter Mid-quarter (Progress Reports)
April 19	Interview Day – Professional Dress Day for Students
April 26	Student Recognition Ceremony 7:00 pm
May 18	Last Day of School for Students Dismiss at 1:05

INCLEMENT WEATHER DAYS

The following days (in order) will be used as make up days if needed: December 22, December 23, January 2, January 16, February 17, February 20, March 12, 13, 14, April 9, May 22, May 23, May 24, May 25

NOTE: Professional development dates are subject to change. The last day of school is subject to change if school is closed due to unforeseen cause.

SCHOOL CANCELLATION

Pike-Lincoln Technical Center cancellation because of inclement weather will be announced on:

Warrenton	KWRE	AM: 73	KFAV	FM: 99.9
Louisiana	KJFM	FM: 102.1		
Mexico	KWWR	FM: 95.7		

Pike-Lincoln Technical Center
PRACTICAL NURSING
2011 – 2012 Calendar

July 25, 27, 29, 2011	Pre-req. Math for Nurses
August 1, 3, 5, 2011	Pre-req. Math for Nurses
August 8, 2011	PN Staff 1 st day
August 9 & 10, 2011	PN Staff Clinical Workshop
August 12, 2010	First Day of School
September 2, 2011	No School
September 5, 2011	No School (Labor Day)
October 25, 2011	Open House
October 29, 2010	No School
November 23, 24, & 25 2011	No School (Thanksgiving Break)
December 21 thru January 2, 2012 (classes resume January 3, 2012)	No School (Christmas Break)
January 16, 2012	No School (Martin Luther King Day)
February 16, 2012	Pinning
February 20, 2012	No School
May 28, 2012	No School (Memorial Day)
June 29, 2012	Graduation

**The following days may be used for make-up for inclement weather:

- Friday, December 9, 2011
- Friday, December 16, 2011
- Friday, January 20, 2012
- Friday, January 27, 2012
- Friday, February 3, 2012
- Friday, February 10, 2012
- Friday, February 24, 2012
- Friday, March 9, 2012
- Friday, March 23, 2012
- Friday, March 30, 2012

CLASS START DATES

Classes start in mid August. Class dates may be subject to change, and announcements will be made through local newspaper publications radio stations and via automated telephone calls.

CLASS SCHEDULE

Practical Nursing*	8:00 a.m. – 4:30 p.m.
Morning Session	8:15 a.m. – 11:15 a.m.
Afternoon Session	11:45 a.m. – 2:30 p.m.
Evening Classes**	6:00 p.m. – 9:00 p.m.

*Practical Nursing schedule varies with clinical

**Hours vary with individual classes

Break times are determined and explained by the instructor

PROGRAM INSTRUCTORS

Administrative Business Technology	Lori Collins
Auto Collision Technology	Dennis Stewart
Automotive Services Technology	Chris Schaeffer
Building Trades Technology	Marshall Suddarth
Building Trades Technology - Troy	Gordon Downs
Diesel Technology	Charles "Buzz" Mendonsa
Digital Design	Suzanne Hall
Computer and Networking Technology	Dennis Hale
Health Sciences	Mary Jane Owens
Health Sciences Clinical Instructor	Debra Madigan
Practical Nursing Coordinator/Instructor	Pam Tipton
Practical Nursing Instructors	Gail Branstetter, Mary Cahalin, Amber Elliott and Stephanie Walker
Welding Technology	Neil Oberman

STUDENT SERVICES

Adult Education Supervisor/Financial Aid	Jerry Cox
Attendance Counselor	Pam Martin
Academic Skills Instructor	Andy Jolly
Counselor/VRE/Admissions	Sam Utterback
Placement	Kelly Hunt
College and Career Coordinator	Walter Logan

SUPPORT STAFF

Administrative Executive Assistant	Brenda Akers
Adult & Community Ed./Financial Aid Admin. Asst	Grace Davis
Building and Grounds Maintenance	Frank Cardinale
Nursing Administrative Assistant	Kelly Hunt
Instructional Aide	Mary Warren

2011 – 2012 COURSE INFORMATION

COURSE NAME	TOTAL CLOCK HOURS	TUITION COST	MONTHS TO COMPLETE	CREDIT TOTAL
Administrative Business Technology I	900	\$6410.00	9	Full-time
Administrative Business Technology II	1140	\$8119.00	11	Full-time
Administrative Business Technology III	1500	\$10,683.00	15	Full-time
Auto Collision Technology	900	\$6410.00	9	Full-time
Automotive Services Technology	900	\$6410.00	9	Full-time
Building Trades Technology	900	\$6410.00	9	Full-time
Computer and Networking Technology I	900	\$6410.00	9	Full-time
Computer and Networking Technology II	1350	\$9615.00	13 1/2	Full-time
Diesel Technology	900	\$6410.00	9	Full-time
Digital Design	900	\$6410.00	9	Full-time
Health Sciences	900	\$6410.00	9	Full-time
Paramedic	1200	\$4800.00	12	Full-time
Practical Nursing	1490	\$7838.00	11	Full-time
Welding Technology	900	\$6410.00	9	Full-time
Administrative Fee		\$100.00		ALL PROGRAMS

(see program descriptions on pages 10 & 11)

- A. A full-time student equals a 9 month school year, and 900 clock hours as full-time value in financial aid.
- B. A half-time student equals a 9 month school year, and 450 clock hours as half-time value in financial aid.
- C. Practical Nursing Program equals an 11 month school year, and 1490 clock hours as a full-time student which equals 1.66 value in total financial aid.

INSTRUCTIONAL PERIOD

- 900-clock hour programs consist of two 450-clock hour instructional periods.
- 1140-clock hour programs consist of two 450-clock hour instructional period and one 240-clock hour period during the summer session.
- 1350-clock hour Computer and Networking Technologies program consists of three 450-clock hour instructional periods.
- 1490-clock hour Practical Nursing program consists of one instructional period with the beginning date being the first day of instruction.
- 1500-clock hour programs consist of three 450-clock hour instructional periods plus one 150-clock hour instructional period.

Post-secondary students may be required to do an internship during their second semester of attendance. The number of hours for the internship will be determined by the Adult Education Supervisor in consultation with the attendance counselor and program instructor.

All programs are approved for Title IV financial aid to include Pell Grant, Federal Direct Loan, and Federal Plus Loan, as well as Access MO Grant, WIA, DVR, TRA, Veterans Educational Benefits, and some scholarships.

Eligibility is determined by student financial aid application and individual financial aid criteria.

COURSE DESCRIPTIONS

Administrative Business Technology

The Administrative Business Technology core curriculums are 9 month programs, designed to prepare you for the tasks of a constantly changing office environment. Fundamentals are incorporated with modern procedures and technology. Your professional goals and the advice of Pike-Lincoln Technical Center personnel will help you choose the program best suited to your needs. The electives allow you opportunity to specialize in additional certificate areas, or to pick additional classes to broaden your skills. Certificates are offered in the areas of: Accounting Clerk/Computer Operator, Administrative Office Assistant, Computer Applications Specialist and Medical Office Assistant.

Auto Collision Technology

The 2-year Auto Collision course at Pike-Lincoln is designed to prepare you for an entry-level position in the Auto Body field. The fundamentals and related information are covered in the classroom, and the remainder of the class time is spent working and perfecting skills in the shop. Much time is spent on surface preparation and painting. Paint mixing and tinting is also included. Classroom equipment includes spot and MIG welding, hand tools, and frame-straightening equipment and smaller tools and equipment. A spray booth with exhaust is utilized for most painting. An Auto Collision Technician repairs and refinishes vehicle bodies, removes dents, and replaces crumpled parts, tightens brackets and loose bolts, and makes other minor repairs. They use a variety of equipment and tools, including drills, riveters, welders, hammers, files, screwdrivers, sanders, measuring tools and power machinery. Some install customized equipment.

Automotive Services Technology

Automotive Services is a 2-year, highly technical program designed to prepare you with an extensive knowledge of automotive parts and their application, and entry into mechanically related occupations. High school students receive 3 credits per year, while adult students attend five hours per day and complete the curriculum in one year. In addition to training in shop skills, written and oral communications, internal services, and administrative procedures, you will learn how to operate various shop machines including the electronic analyzers, precision measuring devices, brake lathe, wheel alignment equipment, hydraulic press, and hand tools. You may also receive individualized specialized training in areas of special interest, such as diesel engines, service department, air conditioning specialist, small engine technician, and other related areas of interest.

Building Trades Technology

Building Trades is a field that involves construction of commercial and residential buildings. Persons taking this class may be interested in designing, architecture, carpentry, plumbing, or electrical. Building Trades is designed to prepare you for either entry-level employment in the construction field, or to continue your education. You will learn the basic skills and terminology of the construction field in the areas of carpentry, plumbing, electrical, exterior finishing, drywall, interior and exterior trim, roofing, bidding and estimating, and blueprint reading. The course will allow you to plan, layout, and build a complete residential home. You will have the hands-on experience of building plus the personal satisfaction from seeing people move into the house you helped build. Approximately 90% of the curriculum is a hands-on approach to learning. The curriculum is designed as a two-year program for high school students or as a one-year program for adult students who enroll on a full-time basis.

Computer and Networking Technology

The Computer and Networking Technology course is designed as a one or two year study of computer hardware, operating system software, and networking technologies. Students will learn how to install and perform repairs on computer hardware, software, and peripheral equipment during first year of the course and will have the opportunity to master competencies required for Comptia A+ Certification. During the second year, students will learn how to design, install, and troubleshoot computer networks and will have the opportunity to master competencies required for Comptia N+ Certification.

Diesel Technology

Diesel Technology is a 2-year, highly technical program designed to prepare students to use critical thinking skills to explore basic diesel technology and apply these skills in the service and maintenance of medium and heavy-duty trucks and similar equipment, including farm and construction equipment. Articulation with Linn State Technical College is planned so students can earn up to 15 credit hours toward an associate degree. Students will learn how to operate various equipment including electronic diagnostic analyzers, precision measuring devices, wheel alignment equipment, hydraulic presses, and cranes in a brand new state-of-the-art diesel lab.

Digital Design

Digital Design is a one or two year program designed to offer training in the areas of desktop publishing, web page design, presentations, and digital video. High school students receive 3 credits per year, while adult students may attend five hours per day. The course is designed to teach you the elements of design, which will allow you to create marketing/advertising materials, such as brochures, flyers, booklets, etc. You will also create web pages, and a digital video using a state-of-the-art iMac computer.

Paramedic

The Paramedic Education Program runs approximately twelve months in duration, consisting of a didactic (classroom and lab) phase, a clinical phase, and a field internship. Students are provided with a challenging, comprehensive education with true field and hospital experience. Students will complete a total of 1,200 “clock hours” for all three phases.

Practical Nursing

The Practical Nursing program is an 11 month program, including holidays and vacation time. Classes meet 5 days a week, 6-8 hours a day. The purpose of practical nurse education is to help the student acquire those attitudes, skills and knowledge essential to the role of a competent practical nurse. The scope of practice for the Licensed Practical Nurse focuses on meeting the health care needs of patients/clients in hospitals, long term care facilities, clinics, doctor’s offices and in the home. Licensed Practical Nurses work under the direction of the professional registered nurse and/or a licensed physician. The program is fully approved by the Missouri State Board of Nursing and approved by the State Department of Education. After successful completion of the program, the graduate is eligible to apply to write the State of Missouri Licensure for Practical Nurses (NCLEX_PN).

Welding Technology

The Welding course is designed to cover the theory, fundamentals, and basic processes, along with the practical application that builds skills and techniques for welders. Students are prepared to enter entry-level employment, or to continue their education leading toward journeyman level. A welding technologist uses hand-held or stand alone welding equipment and torches to join or cut metal or plastics. They may fuse together plastic sheets, weld metal parts, or trim metal from objects as well as follow blueprints and work orders. Specialized training is also available for the skilled welder who wants specialized training in the area of MIG, TIG, and plasma cutting. The welding training is geared to the realities of the job market in the surrounding area. Students interested in related careers can learn the foundations in this program. The curriculum is designed to be taught as a two-year program for high school students or as a one-year program for adults who attend as full-time students.

PIKE-LINCOLN ADMISSION REQUIREMENTS

Pike-Lincoln Technical Center admits as regular adult students only persons having a high school diploma, a recognized equivalence or GED. Students who are home-schooled will be required to have a GED or an ACT score of 19 or above and a home-schooled diploma to be considered for application to adult programs. These students are also required to meet all of other admission requirements of the program in which they are enrolling.

All applicants are required to attend an admission workshop scheduled for the second Thursday of each month. Workshops are from 1:00 p.m. – 3:00 p.m., and include aptitude testing, achievement testing, and financial aid information. Following the admission workshop, applicants schedule an appointment to complete an admission interview. Applicants meeting minimum entrance guidelines, and whose admission file is complete may enroll on an open-entry/open-exit basis on the first Monday of each month on a space available basis during the regular school year of September through March (exception-only one time per year entrance for Practical Nursing).

CRIMINAL BACKGROUND CHECK

All adult students will be required to have a Missouri State Highway Patrol background check. Anyone not residing in the State of Missouri for the past five years, must submit background checks from their previous state(s) of residence. In addition, all Practical Nursing students will have fingerprint background checks conducted through their program.

ADMISSIONS

Adult applicants with felony convictions may be denied admission to programs. The specifics of the felony such as background, charges filed and date of occurrence will be reviewed by the administration. Any convictions in violation of the Safe Schools Act may be cause to deny admission. Examples of such convictions include assault, use or distribution of controlled substances, or weapons offenses. The administration must consider any potential risks to the safety or welfare of students and staff when making admission decisions. The administration may deny admission, admit the applicant, or admit the applicant with certain conditions.

FOREIGN STUDENTS

Applicants whose native language is not English must document their English language proficiency at the time of application. Applicants may satisfy this requirement by submitting current and official Test of English as a Foreign Language (TOEFL) scores. Pike-Lincoln Technical Center requirement is:

- 210 on the computer-based test
- 550 on the paper-based test
- 78 on the internet-based TOEFL (iBT)

This requirement is subject to change. Certain students may be exempt for the TOEFL:

- Nonnative speakers who hold degrees or diplomas from post secondary institutions in English-speaking countries (e.g. the United States, Canada, England, Ireland, Australia, New Zealand)
- Nonnative speakers who have earned the required score on the TOEFL within the past two years.

To access TOEFL information please see: <http://www.ets.org/toefl>

HOW TO APPLY

Pike-Lincoln Technical Center enrollment procedure consists of the following steps. These steps **MUST** be followed in order.

A. Regular Programs

1. Make contact with Pike-Lincoln Technical Center	6. Complete application
2. Schedule to attend Admission Workshop	7. Fill out FAFSA
3. Attend Admission Workshop	8. Make Deposit
4. Complete Aptitude Interest Values Test	9. Complete enrollment
5. Schedule Appointment to review test scores	10. Begin Class

Practical Nursing Procedures

1. Make contact with Pike-Lincoln Technical Center	6. Attend orientation and receive admission packet
2. Schedule to attend Admission Workshop	7. Complete admission file and meeting
3. Attend Admission Workshop	8. Fill out FAFSA
4. Complete Practical Nursing Exam	9. Make Deposit Complete Enrollment
5. Schedule Appointment to review test scores	10. Begin Class

Failure to complete the above steps will result in student being dropped from the program and the deposit will not be refunded.

B. Acceptance

1. A written class schedule and acceptance letter will be used to notify you of acceptance.

C. Program Change

1. Students desiring to change from one training program to another must:
 - a. Provide in writing the reason for request to current instructor and to admission officer.
 - b. Have satisfactory progress in current program.
 - c. Secure letter of recommendation from current instructor.

(Only one (1) program change is permitted for students receiving Title IV Financial Aid)

The above procedures have been developed in order to accept only qualified students. These procedures provide the applicant with several opportunities to ask questions and secure facts before making a decision to enroll. We want fully-informed students--students who fully understand their responsibilities and the demands of the school.

FINANCIAL AID

What Is It? Financial Aid is monetary assistance to help cover the cost of post-secondary education. Financial Aid is intended to supplement the family and student contribution. Financial Aid includes gift aid (grants and scholarships) which do not need to be repaid. Also included are low interest government guaranteed loans, which must be repaid, generally after the student has completed training and been in the workforce for a period of time. Financial Aid is used to cover the cost of tuition, books, and normal fees. Students eligible for aid that exceeds the school's cost may receive aid for personal educational expenses. To receive aid for personal educational expenses all tuition, book cost, and fees must be paid to the school and the student must have completed 60% of his or her total hours enrolled for the payment period & enrollment period. Usually the required hours to be completed are equal to 270 for a 450 clock hour program and 540 for a 900 clock hour program. Students having Financial Aid concerns should direct questions to the Adult Education Supervisor.

How Financial Aid Is Determined? The amount of aid received is generally based upon "need". Financial aid is the difference between your education expenses and the amount of money you and your family are

expected to contribute. Need is determined by the Free Application for Federal Student Aid. Information on how to apply is available from the financial aid office. **REMEMBER – ALL ADULT STUDENTS MUST FILE a FAFSA regardless of Financing**

Who Gets Aid? The majority of students are determined eligible for and receive some financial aid.

HOW TO APPLY: Applying for Government grants administered through Pike-Lincoln Technical Center may be done online by accessing www.fafsa.gov (use only this link as any other link will charge you needlessly for this service). Your IRS tax form filed for the previous calendar year and a current bank statement is required when filling this out. A sheet explaining the online process and listing Pike-Lincoln Technical Center's code number as **013785** is available. Forms for grants offered by Pike-Lincoln Technical Center and administered through another agency are available online or from the financial aid office. Most grants are income-based and have deadline dates. In order to receive the maximum benefit in securing these grants the FAFSA or applications should be filed as quickly as possible (before April 1). Applications for Stafford loans offered through Pike-Lincoln Technical Center are available in the financial aid office. If you have difficulty with your FAFSA online application process, the financial aid office will assist you during normal business hours.

STUDENT ELIGIBILITY: Any student accepted for admission, or currently enrolled in an eligible program may be considered to receive financial aid. The student must also meet certain eligibility requirements:

- *be a U.S. citizen
- *not in default on prior Title IV loans
- *not owe payback on previous loan or grant
- *be registered under the Selective Service Act
- *be enrolled in certified program
- *demonstrate need
- *maintain satisfactory progress and satisfactory attendance

NON-DISCRIMINATORY POLICY: The non-discriminatory policy of the school provides equal financial aid opportunity to all persons without regard to race, sex, creed, color, national origin or disability.

POLICY OF MISREPRESENTATION & FRAUD: Submitting fraudulent information, or misrepresentation of facts relevant to your aid application, requires the school to initiate follow-up action which may result in punishment by fine and/or imprisonment by the U.S. Department of Education.

FEDERAL GRANTS AND LOANS

A grant is not a loan and does not have to be paid back if meeting all grant requirements. Pike-Lincoln Technical Center participates in the Federal Pell Grant Program.

Pell Grant: Provides qualified students with student grants up to \$5550 a year. Students may utilize the “Free” application for federal student aid form at www.fafsa.gov. The student or parent's most recent IRS form 1040 information is needed to complete the application. The grant is paid in two disbursements. These are usually at the beginning of the course and approximately at the half-way point in completing the program.

Loans differ from grants in that they must be repaid. However, most educational loans allow you to finish school before starting to make payments. To qualify for a loan you must be: 1) enrolled or accepted for enrollment on at least a half-time basis and 2) be a citizen or permanent resident of the United States. After you receive financial aid, you have the responsibility of maintaining a minimum of a (C) average and

maintaining satisfactory progress at all times in areas of attendance and student conduct. Pike-Lincoln Technical Center is approved for the following loans.

Federal Subsidized Direct Loan: The subsidized Federal Stafford Loan is based on financial need, which is determined by using a federal formula. A loan is "subsidized" when the federal government pays the interest for you:

- ✓ While you are enrolled in school at least half time,
- ✓ During your six-month grace period (after you stop attending school at least half time) and
- ✓ During authorized deferment periods.

Federal Unsubsidized Direct Loan: The unsubsidized Federal Stafford Loan is not based on financial need and is available to all students regardless of income (as long as your total expected financial assistance does not exceed your cost of attending school). Because this loan is not subsidized by the federal government, you are responsible for paying all interest that accrues during in-school, grace, deferment and forbearance periods. You can make interest payments while in school, or you can defer (and accumulate) the interest until you stop attending school at least half time and begin repayment. *Deferring interest payments will cost you more in the long run.*

Direct Loan Annual Borrowing Limits			
Dependent Students		Independent Students	
<u>Annual Limit</u> (Sub + Unsub)	<u>Base Amount</u> (Sub + Unsub)	<u>Additional</u> \$6,000	<u>Annual Limit</u> Total Sub + UnSub
\$5,500 prorated	\$3,500 prorated		\$9,500 prorated

Federal PLUS Program: is available to independent students or parents of dependent students who have a large family contribution and are unable to borrow the Federal Stafford Loan. The Federal PLUS loan is at a variable rate of interest not to exceed 9%. The Federal PLUS loan is usually disbursed in two checks to the school. Parent borrower generally goes into repayment within 60 days. Applicants should contact school Adult Education Supervisor.

STATE GRANTS AND LOANS

Access MO: Students applying for Access MO may do so when applying for the Pell Grant by completing the appropriate parts of the application. Application filing deadline for the Access MO is April 1 each year. Students must be enrolled on a full-time basis and making satisfactory progress at the time of grant disbursement.

WIA (Workforce Investment Act): Offers individual training accounts to eligible customers. Individuals must meet eligibility guidelines to receive an individual training account. For Lincoln, Warren and Montgomery County residents to determine eligibility please call Missouri Career Center in Warrenton 636-456-9467 or 1-800-264-5872. For Pike County residents, please contact Sherry Ward at the Hannibal Career Center 573-248-2520.

Missouri Career Center: Warrenton, 1-800-264-5872. Mexico, 573-581-4576 or 573-582-7864. Hannibal, 573-248-2520, or visit the State website, www.missouricareersource.com. You may also call the National Call Center at 1-888-728-5627.

Gamm: Gamm, Inc. may provide tuition assistance to eligible students who meet age, residency, and income requirements. All applicants must undergo a vocational assessment to determine interests, aptitudes, and basic skills achievement. Gamm, Inc. may provide additional supportive services to eligible applicants, such as travel and child care assistance. For additional information please contact Gamm, Inc. office in LaBelle at 1-800-866-9021.

Worker Re-entry: This grant provides retraining funds for persons who are displaced workers. Eligible persons must first be certified by their local WIA office. Lincoln, Warren and Montgomery County's residents should contact Boonslick Regional Planning 1-800-264-5872. Pike County residents should contact Gamm Inc., 1-800-866-9021.

Division of Vocational Rehabilitation (DVR): This grant is designed to assist individuals needing to train or retrain due to disability conditions preventing them from having employment successes at their current level of training. Pike County residents should contact Amy Bowen, Counselor, 112 Jaycee Drive, Hannibal, MO 63401; 573-248-2410 or 877-222-8960. Lincoln and Warren County's residents should contact Division of Vocational Rehabilitation, 636-940-3300.

Division of Family Services/Self-Sufficiency: The DFS/Self-Sufficiency program executes "welfare reform" duties in the State of Missouri. Self-Sufficiency is available to those students who are currently "cash" recipients of Temporary Assistance for Needy Families (TANF). The Self-Sufficiency Case Manager helps program participants recognize and develop strengths, skills, and abilities; identify, secure, and sustain resources-their own as well as general; and identify and overcome barriers-known and unknown-to their success so that they can become self-supporting by obtaining employment in a timely fashion. Support services such as child care and attendance assistance are directly available through Self-Sufficiency.

VETERANS

Veterans: Veterans eligible for education benefits should contact their local Veterans Administration for a letter of eligibility. The school will then complete the Certification of Enrollment (VA Form 22 1999). 1-888-442-4551

SCHOLARSHIPS

A scholarship is granted to a student meeting guidelines for that particular scholarship. Pike-Lincoln Technical Center works with the following Scholarship programs.

Pike-Lincoln Technical Center: \$1000 tuition wavier may be applied for by seniors who are currently attending Pike-Lincoln Technical Center and are wishing to return to Pike-Lincoln Technical Center as full-time students. Student applicants must meet all admission requirements. Applications are available in the Financial Aid or Counselor's Office.

Pike-Lincoln Technical Center: \$500 tuition wavier may be applied for by seniors from the Bowling Green, Louisiana, Elsberry, Clopton, Silex, Troy, and Winfield High Schools who are not currently attending Pike-Lincoln Technical Center, but are wishing to attend Pike-Lincoln Technical Center as a full time student. Applications are available at the above mentioned high schools counselor's offices or the Financial Aid Office at Pike- Lincoln Technical Center.

Pike-Lincoln Technical Center: \$250 tuition wavier may be applied for by for by seniors from the Montgomery City, Wellsville-Middletown, Van Far, and Community R-6 Schools who are wishing to attend Pike-Lincoln Technical Center as a full time student. Applications are available at the above mentioned high schools counselor's offices or the Financial Aid Office at Pike- Lincoln Technical Center.

Pike-Lincoln Technical Center: A tuition wavier not to exceed \$100 may be applied for by seniors who are wishing to enroll in the EMT-Basic or Phlebotomy programs offered at Pike-Lincoln Technical Center. Students must be currently enrolled in the Health Science program. Applications are available from the Financial Aid Office.

Burkhalter Scholarship: Funds set aside for graduates of Louisiana High School or long term Louisiana District Residents. Eligibility is based on need. Application must be made by contacting the Chairman, Board of Trustees, First Baptist Church, Louisiana, MO 63353.

Hardin Scholarship: Funds set aside for graduates of Louisiana High School or long term Louisiana District Residents. Eligibility is based on need. Application must be made by contacting the Counselor at Louisiana High School.

Coordinating Board of Higher Education Academic Scholarship: Eligibility criteria--Missouri resident, current year graduate, attending full-time at participating Missouri post-secondary institution, have composite score on ACT or SAT test in top three percent for current year. Applications may be obtained from local high schools.

Marguerite Ross Barnett Memorial Scholarship: Eligibility criteria--Missouri resident, 18 years of age or older, enrolled or accepted for enrollment as a part-time undergraduate student, is employed twenty hours or more per week and establishes financial need. Deadline is July 31.

Pike or Lincoln Counties Nursing Association: Applicants should be enrolled in the Practical Nursing program, and should contact Director of Nurses at Pike County Hospital if Pike County resident, and Director of Nurses at Lincoln County Hospital if a Lincoln County resident.

Lincoln County Medical Center: A \$1000.00 scholarship will be awarded to a Practical Nursing student living in Lincoln County. Applications are available in the Financial Aid Office.

Cuivre River Electric Cooperative: See www.cuivre.com or call 1-800-392-3709 for more information.

Louisiana Business & Professional Women's Foundation Award: Applicants must be 25 years of age or older, a Pike County resident and currently enrolled or accepted for the summer or fall semester. Applications may be obtained from Pike-Lincoln financial aid office and must be received by a BPW representative by August 1.

The Obed Hall Rotary Vocational Service Scholarship: Applicants must be or have been married with children, have a Bowling Green Zip Code, meet the financial aid need criteria, receiving education to enhance vocational skills, enrolled in a program leading to Certificate or Associate Degree, targeting new career or change in career and plan to work or live in Pike County.

Additional local scholarships may be available from some local agencies or businesses.

COORDINATION OF FINANCIAL AID

Coordination of Aid To Prevent an Over-award: All aid, regardless of source, must be coordinated in the financial aid office to prevent an over-award. Should an over-award occur, the student is responsible to reimburse the amount of the over-award to the school and/or The Department of Education (DE). In no instance may a student receive more in aid than the total budget.

Aid a student receives is determined by utilizing information provided by the need analysis system report (the free Federal Student Aid Application). Need is determined by subtracting the student/family contribution (EFC) from the budget. Formula is:

$$\text{Cost of Education Budget} - \text{EFC} = \text{Need.}$$

Verification: By law, 30% of all applications must be verified before aid is figured. This process is to confirm the information provided to Department of Education on the application for financial aid form. Verification will require a copy of the students' and/or parents' IRS 1040, W-2 and proof of other income sources. You will also need to provide a copy of two (2) of the following: Drivers License, Social Security Card, or Birth Certificate. Additional information requested by the school Adult Education Supervisor must be submitted within a 30 day time-frame to be considered for aid. No aid can be disbursed or loan applications certified until the requested information is provided and reviewed. Pike-Lincoln Technical Center requires **all** adult students to provide verification information.

SATISFACTORY OF PROGRESS

Standard of Satisfactory Progress and Eligibility for Financial Aid

Pike-Lincoln Technical Center has established qualitative and quantitative measures for evaluating the efforts of financial aid recipients to achieve an educational goal, degree or certificate. An assessment of these efforts will occur each quarter.

Satisfactory Progress is necessary in order to maintain eligibility for Title IV assistance programs. Students in all programs except Practical Nursing (see nursing guideline below) must maintain a minimum of 70% grade average and follow the school's 95% attendance policy in order to be considered maintaining satisfactory progress. Satisfactory progress will be measured in quarterly increments. The Financial Aid Department will coordinate with student's individual instructors to monitor satisfactory progress throughout the quarter. If the student is below 70% average academically or has absences or tardies beyond the 95% attendance policy, the student will be placed on probation and will not receive additional aid during this probation period. At the end of thirty (30) calendar days probation, if satisfactory progress is not being maintained, the student's financial aid will be terminated.

A student who fails to maintain the standards for financial aid eligibility may enroll at his/her own expense (except in the nursing program). The student may again become eligible for financial aid when he or she has demonstrated satisfactory progress for a minimum of a one quarter increment.

The maximum time frame for a student to complete a program of study must be no longer than 150 percent of the published length of the educational program. A full-time student in a one year program must complete the program in 1 ½ years. A half-time student in a one year program must complete the program in 3 years.

PRACTICAL NURSING: Satisfactory Progress is necessary in order to maintain eligibility for Title IV assistance programs. Students in the Practical Nursing program must maintain a minimum of 82% grade average, pass clinical rotations and follow the program's 95% attendance policy in order to be considered maintaining satisfactory progress. Satisfactory progress will be measured in quarterly increments. The Financial Aid Department will coordinate with the Practical Nursing instructors to monitor satisfactory progress throughout the quarter. If the student is below 82% average academically, fails clinicals, or has absences or tardies beyond the 95% attendance policy, the student will be placed on probation and will not receive additional financial aid during this probation period. At the end of thirty (30) calendar day probation, if satisfactory progress is not being maintained, the student's financial aid will be terminated.

A student may appeal the denial of financial aid by writing a letter to the Administrator of Financial Aid documenting all extenuating circumstances. The appeal shall be reviewed by the Financial Aid Administrator and Pike-Lincoln Technical Center Director with the Superintendent of Schools decision being final.

EVALUATION AND RECORDS

Each student will receive quarterly evaluation in addition to periodic reviews with the instructor. Progression records consist of the instructors' records of class assignments, tests, projects, and attendance. Quarterly records are kept on file in the office.

ACADEMIC GRADING SCALE

All Programs except P.N.				Practical Nursing Program			
A	96-100%	C	74-77%	A+	100, 99, 98	B-	89, 88
A-	92-95%	C-	70-73%	A	97, 96	C+	87, 86
B+	89-91%	D+	67-69%	A-	95, 94	C	85, 84
B	85-88%	D	63-66%	B+	93, 92	C-	83, 82
B-	82-84%	D-	60-62%	B	91, 90	F	Below 82
C+	78-81%	F	59 & below				

Practical Nursing requires 82% or higher in any subject and pass clinical performance to maintain above failing scores.

EMPLOYEE TRAITS PROGRESS REPORT/RATING INSTRUMENT SCALE

This evaluation is used to provide each student feedback regarding workplace expectations. It is completed by the instructor once a quarter.

PASSPORT OUTSTANDING ACHIEVEMENT AWARD

This award recognizes students who demonstrate outstanding achievement in the following areas: academic and skill performance, leadership, and attendance. To receive the Gold Level Passport Outstanding Achievement Award, students must maintain a 95% academic average, demonstrate leadership skills, positive work habits, good character, maintain a 98% attendance average, and must qualify for a certificate. To receive the Silver Level Passport Outstanding Achievement Award, students must maintain a 90% academic average, demonstrate leadership skills, positive work habits, good character, maintain a 95% attendance average, and must qualify for a certificate. Recommendation for each award is by the student's instructor and approved by the Director.

GRADUATION/CERTIFICATE REQUIREMENTS

1. A student must complete 80% of all minimal program competencies in the area in which he/she is enrolled. Minimal competencies are those necessary for an entry level position in that career area and according to the certificate guidelines for each program, and include pre-employment competencies.
2. A student must be enrolled in a program a minimum of 450 clock hours for half-day student or 900 clock hours for a full-day student, demonstrate mastery of program competencies, and be recommended by their instructor. (1490 hours are required for Practical Nursing and 1200 hours are required for Paramedic)
3. A student must have a minimum grade average of 70%. Practical Nursing students must have 82% academic and pass clinical and have maintained satisfactory progress in academic, clinical and attendance performance.
4. A student must maintain a 95 % attendance.
5. All fees and tuition owed Pike-Lincoln Technical Center must be paid in full by May 1st.

REFUND POLICY

Refunds will not be made to any student whose date of withdrawal is after the 60 percent point in the time of the payment period or period of enrollment for which the student has been charged. After completing 60 percent of the payment period, a student's account will be charged the full tuition for that payment period.

Refunds to a student or funding agency will be calculated using the "Return to Title IV" process. Refund of charges assessed to the student by the institution, will not exceed the portion of the payment period for which the student has been enrolled and remains unused on the last day of recorded attendance by the student. Refunds will be rounded downward to the nearest 10 percent of that period less any unpaid charges owed by the student for the payment period for which the student has been enrolled, and less an administrative fee of \$100.00. Refunds will not be made before a minimum of 30 days after withdrawal or last scheduled day of attendance.

Students will not be charged for books, supplies or fees for which cost have not been incurred, if the books are returned to the program unused, and in excellent condition, within 10 days of withdrawal from the program.

Refunds will be credited to the Title IV programs in the following order:

- Federal Direct Loans
- Federal Pell Grants
- FFEL Plus Loans

ATTENDANCE

The achievement attained by any student is directly related to his/her pattern of attendance. It is very difficult to duplicate the instructions missed due to absences from class. In addition, the mission of Pike-Lincoln Technical Center is to prepare each student in the proper skills and attitudes necessary for success in his/her chosen field. Employers consider regular attendance as the first step in becoming a successful employee. Because of this expectation, Pike-Lincoln Technical Center maintains an attendance expectation similar to that of business and industry. Therefore, students are expected to maintain an attendance rate of 95% or higher. Students who fall below the minimum level or who have two or more unexcused absences in a quarter are subject to attendance probation and cannot participate in school activities.

TARDY POLICY

Adult Students except P.N.:

Class roll call will begin at 8:15am for class. The students are allowed 30 minutes for lunch. At 11:45am roll will be taken again.

- 3 Tardies = unexcused absence
- 6 Tardies = attendance probation and an additional unexcused absence.
- 9 Tardies = Immediate dismissal

Practical Nursing Students:

Class roll call will begin at 8:10am for class. The students are allowed 30 minutes for lunch. After lunch roll will be taken again.

- 1 Tardy =1 hour
- 3 Tardies = 7 hours off or time missed whichever is greater
- 6 Tardies = professional probation and an additional 7 hours off or time missed whichever is greater
- 9 Tardies = Immediate dismissal

NO CALL POLICY

Pike-Lincoln Technical Center not only strives to teach the skills necessary to get a good job or to continue one's education, but to work habits necessary to obtain and keep a good job.

NO CALLS

A "no call" is recorded in the attendance record when an adult student does not call the school prior to an absence.

Once a student has accumulated 3 "no calls", the student will be dismissed.

MAKE UP TIME

Students will not be allowed to make up time unless their attendance is below 95%. The attendance counselor will verify the attendance percentage for the students and staff. Exceptions to this rule will be considered on a case-by-case basis and must be pre-approved by the Director.

Any student who wants to make up time must complete a *Makeup Time Attendance Improvement Plan* and be pre-approved to make up time by the Attendance Counselor.

A student will only be allowed to make up 30 hours of time during any one calendar year.

Make up time must be supervised by the instructor. Alternate supervision arrangements will be considered on a case-by-case basis and must be pre-approved by the Director.

AWARDS

The Perfect Attendance Award will only be issued to students who have achieved 100% attendance during the regular school day. The Passport Outstanding Achievement Awards will only be issued to students who earn the required attendance percentages during the regular school day.

We expect all students to try very hard to be here every day as we do. Employers also expect excellent attendance.

LEAVE OF ABSENCE

In some extreme cases a student may temporarily leave school with intention of resuming the program. A student requesting a leave of absence must:

1. Request leave of absence in writing utilizing the school's leave of absence form
2. State requested length of time
3. State reason for the request

The request for leave of absence will be reviewed by a committee composed of the student's instructor, the guidance counselor, and the director. Approval will be determined. The Attendance Counselor will be notified. It is most likely students will be counseled to terminate their training and reapply for admission at which time they are able to concentrate their time toward successful completion. A leave of absence will be granted only under extreme circumstances.

The school will not charge the student for the leave of absence. A leave of absence should be kept to a minimal length of time but never to exceed 60 calendar days except in extreme cases which a doctor's written request would require an additional period of time not to exceed 180 calendar days. In such cases, if it is determined by the committee that a student will most likely not be able to return and make satisfactory progress, a student may be counseled to withdraw, and then seek re-enrollment at the next semester. If a student fails to return from the leave of absence, the student is considered to have withdrawn from school as of the first day of the leave of absence. Financial aid refunds, if applicable, will be made to appropriate agencies within 30 calendar days after the date the school determines a student withdrew.

One leave of absence per program length is allowed. (Not applicable in the Practical Nursing Program)

EXITING OR EARLY WITHDRAWAL

Students exiting (whether completing, or from early withdrawal) must complete all exiting forms. Students exiting prior to completion of a program must notify the school in writing plus complete the same forms as completers. All fees and tuition must be paid, and all books returned. Students exiting and not completing proper forms will have grades, references and services withheld until such forms are completed. Exiting forms include:

1. School and Classroom Exiting Forms from the program instructor (this includes payment of all fees within the class) and becomes a part of your permanent file.
2. Financial Aid Exiting Form (Adults only.)

ADULT STUDENT EXIT POLICY

Adult students who have received Federal Financial Aid and who drop out for unexplained reasons put the school at risk of being noncompliant with federal regulations. Often the school has received Federal funds to cover the cost of attendance. If the student stops attending, the school is not entitled to the money. This money must be returned to the government or the lending agency within 30 days.

To make sure the school stays in compliance, the following internal operating policy will be put into effect:

The Instructor, Attendance Counselor, the Counselor, and Adult Education Supervisor will monitor adult student attendance and will discuss the status of any adult student who is absent for a week without contacting the school. A determination of the student's status will be made. If it is determined that the student will not return, an exit form will be initiated by the Attendance Counselor. The Attendance

Counselor and the Instructor will complete the exit form. This will be returned to the Adult Education Supervisor within 10 days of the student's last date of attendance.

The Adult Education Supervisor is accountable for making sure the Federal deadlines are met.

FINANCIAL AID COUNSELING

Students receiving financial aids while enrolled at Pike-Lincoln Technical Center on either a full or part-time basis participate in a financial aid exiting interview prior to graduation or termination of enrollment. Students must go to www.mapping-your-future.org to complete the financial aid counseling process.

STUDENT COUNSELING

Students may seek counseling services from the Counselor in helping them find solutions to academic, personal, and career and technical problems. Testing to determine interests, aptitudes, and abilities in career areas is available. Coordination of their abilities and experiences with industry needs is also available.

If a student is having difficulty maintaining satisfactory progress, or if other problems should arise, additional counseling sessions may be scheduled. All members of the administrative staff are available to any student needing assistance with personal, academic, career and technical and/or financial problems at all times. It is Pike-Lincoln's goal to assist each student realize their fullest potential as a student and as a productive employee in the community.

PLACEMENT SERVICE

Placement services are available for current students and past graduates. Placement is approached from a team approach at the Technical Center utilizing placement personnel, instructors, and a representative from Missouri Division of Workforce Development. Students are referred for job consideration after the student's skills and abilities have been reviewed to determine if these factors match the employers requested need.

Some programs have clinical, internship, and work experience as a part of a student's curriculum. This type of instruction allows students to transfer textbook information to employment settings while allowing the employer to observe the student. These often lead to employment.

In preparation for employment, students are assisted in preparation of resumes, applications, and job correspondence letters, plus provided with practice interview experiences.

(See page 30 for Placement Statistics)

STUDENT RECORDS

Records of attendance and academic competency progress are kept on file in the Administrative Office. The student's signature is required before information can be released to potential employers. A student may review his/her file by appointment. Student records will not be released until a student's account is clear of all unpaid charges.

RIGHT TO PRIVACY

Under the authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files, records, or documents maintained by the school which pertain to them. The school must permit students to examine such records within forty-five days after submission of a written request. Students may request that the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their rights of privacy. In the event that the school refuses to so amend the records, students may after complying with the school's complaint procedure, request a hearing.

GRIEVANCE PROCEDURE

1. Complaints and grievances are to be handled at the lowest level possible. Where it is reasonable, verbal communication of the problem is to be made with the individual directly involved.
2. Unresolved complaints may be taken to the Director or the Adult Education Supervisor no later than ten (10) days after the alleged problem.
3. Complaints not resolved may be filed as formal or written grievances under the following procedures:

Student may present complaints in writing to the school director not later than thirty (30) days after the alleged problem. Written complaints must contain the date of filing, description of problem, and names of school staff involved. Upon receipt of the written complaint/grievance, the Director will first notify the Superintendent and then make a decision no later than ten (10) days following the filing of the complaint/grievance.

4. Beyond this, appeals may be filed to the Superintendent of Pike R-III Schools and then to the Pike R-III Board of Education. The Board of Education reserves the right to refuse to hear anyone who does not follow the proper procedures outlined in steps 1-4.
5. If the Board decides to hear the appeal, the complainant will be notified of the hearing date, time and place. The written decision of the Board will be final.
6. Financial Aid, WIA, and the Practical Nursing program, each have a grievance procedure. In all cases, steps one and two of this procedure are to be followed before filing any grievance action.

The school requires the student to immediately provide the school with a written notice if the student believes the training is inappropriate or inadequate.

APPROPRIATE DRESS

Career and technical education is designed as preparation for job entry, so a student's hygiene, grooming, and clothing should always be neat and clean in appearance as this will play a large part in securing a job. Guests, including employers and the general public tour the class laboratories regularly, so daily attention to appropriate dress is expected. Specific items of clothing may be required for student safety and professionalism. Students will be expected to abide by individual class requirements in regards to dress codes. In all cases, clothing considered non-professional for the instructional area will not be permitted. Offensive language or pictures on clothing are unacceptable and will not be tolerated.

TOBACCO FREE CAMPUS

Pike-Lincoln Technical Center prohibits the use of any tobacco products. Infraction of this policy will result in disciplinary action.

SEARCHES

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars will be conducted in accordance with district policy and the law.

DRUG-FREE WORKPLACE

Pike-Lincoln Technical Center is committed to having a drug free working environment for both students and faculty. Staff members as well as students are expected to report to work and school on time and in appropriate mental and physical condition for work. The Technical Center's Drug policy follows the guidelines of the Drug-Free Workplace Act of 1988, as well as all guidelines for financial aid Title IV benefits. Each student will be required to read the school drug policy. This policy includes sanctions that may occur as a result of drug use and lists assistance programs. Students must then sign a statement stating they have read and understand the school drug policy.

CRIME POLICY

Pike-Lincoln Technical Center is committed to having a crime free campus for both students and faculty. Staff members and students are expected to work cooperatively to provide this type of atmosphere. Policies regarding crime and security will be reviewed with students during student orientation following student enrollment.

See page 31 for Crime Report Statistics

SEXUAL AND DISABILITY HARASSMENT

The school district is committed to ensuring equal educational opportunities for all students and is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Disability harassment is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in receipt of benefits, services, or opportunities in a school's programs. Harassment by an employee, student or other person in the district against any person is prohibited. Allegation of harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Any student who believes they have been the victim of or witnesses' sexual harassment shall bring the harassment to the attention of any teacher, guidance counselor or school administrator by complaining orally or in writing in a timely manner. The staff member who receives the complaint shall promptly inform the building administrator, or the next level administrator who is not the subject of the complaint.

SERVICES FOR STUDENTS WITH DISABILITIES

The Counselor/Vocational Resource Educator and the Academic Skills Instructor will be available to assist students with disabilities, and to assist instructors who have students with disabilities enrolled in their classes. Such assistance will include development of student's career and technical objectives, curriculum and equipment modification, acting as a liaison with agencies, and assisting in placement. The educational facility is disability accessible.

ACADEMIC SKILLS

An Academic Skills Instructor is on staff to assist students whose initial Admission Workshop testing scores indicate their academic basic skills need upgrading, and to assist students already enrolled who are experiencing academic difficulty. Referrals are made during the admission procedures for applicants, and by individual instructors for students already enrolled.

ARTICULATION AGREEMENTS

Articulation agreements allow students to gain free college credit for skills mastered while attending Pike-Lincoln Technical Center that are also a part of a program of instruction at another technical school or community college. Pike-Lincoln has several of these agreements in place. Interested students should contact the Counselor's office to determine how they may benefit from these articulation agreements.

Articulation agreements are updated annually with each institution. Pike-Lincoln Technical Center has articulation agreements with the following schools/apprenticeship programs:

- St. Charles Community College
- Linn State Technical College
- Associated General Contractors Carpenters Joint Apprenticeship Program

ADDITIONAL POLICY STATEMENTS

STUDENT ORGANIZATIONS: FBLA (Future Business Leaders of America), SKILLS USA, PBL (Phi Beta Lambda) and the Practical Nursing Student Organization are student organizations which play an important part in the career and technical education delivery system. Experiences learned in your club can complement the success you experience in your future endeavors. Student organizations teach leadership, good work habits, and school and community service. Participation in these student organizations is an integral part of each program curriculum. Each student is required to participate in an organization.

TELEPHONE USE & CELL PHONE: A card calling telephone is provided in the adult break-room for students' convenience. Students may be allowed, under certain conditions, to use the school's business phones to schedule interviews related to their training program. Emergency messages will be delivered immediately to students, but other messages for students will be delivered at break time, or after class. Cell phone use will not be permitted during the instructional day.

DISCIPLINE PROCEDURES: All students must abide by the rules and regulations outlined in the Student Handbook and are subject to the discipline procedures outlined therein.

DRUG OR ALCOHOL USE: The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

CONCEALED WEAPONS: Weapons are not allowed in Pike-Lincoln Technical Center facilities, on school grounds, or at school activity.

STUDENT PARKING: Student parking is reserved for the West and North sides of the parking lot, and designated areas in the center of the lot. No students are allowed to park in front of the building or in no parking zones. Designated bus parking slots must remain vacant to allow for bus parking. **ALL drivers must remain in the parking lot until buses are loaded and have departed this includes the transportation building.**

ADULT and COMMUNITY EDUCATION

COMMUNITY EDUCATION: Pike-Lincoln Technical Center offers short term evening courses each semester. Additional classes, workshops, seminars, and contract training is also offered when sufficient student interest in an area is determined. Persons who have special skills they wish to share with others should contact the school to discuss forming a new class. Requirements include a skilled qualified teacher willing to lead the class and interest in the subject from a sufficient number of students, preferably ten.

It is the goal of community education to serve the needs of the service area and surrounding community. To provide informative evening classes that allow students to learn new skills they may use for personal satisfaction or careers, or to upgrade old ones while maintaining their current life-styles. Daytime students may use the evening classes to enhance their daytime classes.

DISCLAIMER

All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. This handbook is meant to be purely informational and does not serve as contract or offer to contract with any student.

FIND A MISTAKE?

Since some people like to find errors, we regularly include a few in our publications to meet this need.

***Graduate Placement Report
2009 – 2010 Graduates***

PROGRAM AREA	# of Actual Graduates	# Employed	%	Employed Related	%	Continuing Education and/or Military	%	Not-Placed/ Not Found	%
Administrative Business	8	4	50	4	50	4	50	0	0
Auto Collision	15	4	26	2	13	8	59	2	14
Automotive Services	23	13	56	9	39	8	39	1	4
Building Trades	14	9	65	5	36	4	36	0	0
Computer & Networking	15	5	34	4	27	11	26	6	40
Digital Design	26	3	12	2	8	7	61	7	27
Diesel Technology	11	4	36	4	36		63	0	0
Health Sciences	29	9	31	5	17	11	62	2	7
Practical Nursing	23	22	96	22	96	1	0	1	4
Welding	22	11	50	7	38	32	50	3	14

PRACTICAL NURSING PROGRAM COMPLETER INFORMATION

<u>CLASS</u>	<u>ENROLLED</u>	<u>GRADUATED</u>	<u>%</u>	State Board Results	
				<u>PASSED</u>	<u>%</u>
1974	11	10	91%	10	100%
1975	11	11	100%	11	100%
1976	12	12	100%	12	100%
1977	18	17	94%	14	82%
1978	18	17	94%	17	100%
1979	18	13	72%	13	100%
1980	18	17	94%	17	100%
1981	18	16	89%	16	100%
1982	24	21	88%	20	95%
1983	24	19	79%	19	100%
1984	23	20	87%	20	100%
1985	17	12	71%	12	100%
1986	17	11	65%	11	100%
1987	16	11	69%	11	100%
1988	13	13	100%	13	100%
1989	14	12	86%	12	100%
1990	23	18	78%	17	94%
1991	25	18	72%	16	89%
1992	25	21	84%	21	100%
1993	25	20	80%	20	100%

*Testing option has been changed; graduate is able to pick test date.

				<u>Attempted</u>	<u>Passed 1st Attempt</u>	
*1993-94	25	22	88%	19	18	95%
*1994-95	25	20	80%	19	18	95%
*1995-96	25	19	76%	19	19	100%
*1996-97	23	13	57%	13	12	92%
*1997-98	12	8	67%	8	8	100%
*1998-99	25	17	68%	17	15	88%
*1999-00	24	19	79%	19	18	95%
*2000-01	21	17	81%	16	14	88%
*2001-02	25	19	76%	19	16	84%
*2002-03	25	21	84%	21	20	95%
*2003-04	25	23	92%	23	22	96%
*2004-05	25	23	92%	23	23	100%
*2005-06	25	23	92%	23	21	91%
*2006-07	26	23	88%	23	21	91%
*2007-08	26	19	73%	19	19	100%
*2008-09	26	22	84%	22	21	94.45%
*2009-2010	26	22	84%	22	17	77.27%

OVERALL AVERAGE:	<u>Enrolled</u> 21	<u>Graduated</u> 17	<u>%</u> 81%	<u>*Attempted</u> 19	<u>Passed</u> 16	<u>%</u> 96%
OVERALL TOTAL:	779	639			604	95%

CRIME AWARENESS and CAMPUS SECURITY

Disclosure Statement

THE STUDENT'S RIGHT TO KNOW

The following statistics indicate the number of reported criminal actions committed against students or faculty and reported to legal authorities:

	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Murder	#0	0	0	0	0	0
Rape	#0	0	0	0	0	0
Robbery	#0	0	0	0	0	0
Aggravated Assault	#0	0	0	0	0	0
Burglary	#0	0	0	0	0	0
Motor Vehicle Theft	#1	0	0	0	0	0
Theft	#1	0	0	1	1	0

There are no off-campus student organizations.

The following statistics indicate the number of arrests for the following crimes occurring on campus:

Liquor Law Violations	#0	0	0	1	0	0
Drug Abuse Violations	#0	0	1	0	0	0
Weapon Possessions	#0	0	0	0	0	0



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ADULT STUDENT HANDBOOK ACKNOWLEDGEMENT

Dear Student:

The student handbook provides an overview of our education programs at Pike-Lincoln Technical Center. It will prove to be helpful to you as we progress through the 2011 – 2012 school year.

In any good organization, rules and regulations are important for efficient operation. This handbook is designed to help the student obtain a general understanding of the school and its activities, regulations, and curriculum. Students should keep this booklet, read it carefully, and refer to it throughout the school year. With each student's help, this can be one of the most successful school years in the history of our school.

However, please remember that all policies are subject to revision. The policy handbook may not be all inclusive! Any policy within this handbook or presented during the school year in student bulletins, etc., also represent school policy.

Thank you for reviewing the contents of the handbook.

I understand that I am to participate in a manner that is acceptable in the school setting. I acknowledge that I need to comply with the specific rules and requirements, all District policies and procedures, and the rules of conduct set forth in the Student Handbook and Student Discipline Policies.

By signing this form, I hereby release the District, as well as its directors, officers, administrators, employees, volunteers, and other agents from all liability for any and all injuries arising out of my participation in the activity. I further agree to indemnify and hold harmless the District, as well as its directors, officers, administrators, employees, and other agents, against any claims asserted by me as a result of my participation in the activity.

I have reviewed the content of the Adult and Consumer Handbook and the Student Handbook. I agree to the above.

Student Name (Print)

Student Signature

Date

Notes:

GO FOR YOUR FUTURE!



www.pltc.k12.mo.us or info@pltc.k12.mo.us