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DENT HANDBOOK
for
Career Preparation Programs
and
Healthcare Careers Programs



**CAPE GIRARDEAU
CAREER AND TECHNOLOGY CENTER
1080 S. Silver Springs Road
CAPE GIRARDEAU, MISSOURI 63703**

STUDENT HANDBOOK
for
Career Preparation Programs
and
Healthcare Careers Programs

**CAPE GIRARDEAU
CAREER AND TECHNOLOGY CENTER
CAPE GIRARDEAU, MISSOURI**

Contents of this Handbook:

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

Career Preparation Programs Include:

Automotive Collision, Automotive Technology, Aviation, Broadcast Production, Cabinetmaking, Computer Technology, Computer Aided/Design Drafting, Construction Technology, Culinary Arts, Electrical Trades, Electronics, Graphic Design, HVAC/R (day and evening), Marketing, Landscape Horticulture, Machine Tool, and Welding.

Healthcare Careers Programs Include:

EMT ó Paramedic
Practical Nursing (day and evening)
Respiratory Therapy

WHO TO CONTACT FOR INFORMATION:

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

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

SCHOOL AND COMMUNITY

Number of Students: 600-650 per year.

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



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Career and Technology Center is a part of the Cape Girardeau the jurisdiction of the Cape Girardeau Board of Education, are governed by the Board of Education Policies and have been approved by DESE.

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

Accreditation: In addition to individual program certifications and accreditations, the Cape Girardeau Career and Technology Center is accredited by the North Central Association/Commission on Accreditation and School Improvement.

ADMISSIONS

All programs listed herein have their own entrance requirements. Entrance tests for classes other than Practical Nursing (PN) and Emergency Medical Technician (EMT)-Paramedic serve as a placement and advising tool. ***All long-term programs require a high school diploma, GED, or appropriate Home School documentation (see details below).*** Foreign-born applicants whose native language is not English are required to take the TOEFL test.

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

Home Schooled Applicants Documentation Requirement:

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

Requirements for admission to the Practical Nursing Program:

- The minimum standards comply with those standards recommended by the Missouri State Board of Nursing.
- Be at least 17 years of age
- Return a completed application form with a **\$20.00 non-refundable** processing fee attached in the form of a check, money order, etc. (Please make payable to "Adult Education".)
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Provide official copies of all education transcripts/GED scores and health related certificates (current name must be on all forms).

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- Other requirements as stipulated.
- Furnish required immunization information upon admission to the program.

Requirements for admission to the EMT-Paramedic are:

- Return a completed application form with a **\$20.00 non-refundable** processing fee attached in the form of a check, money order, etc. (Please make payable to "Adult Education.")
- Be at least 18 years of age.
- Must be a currently licensed EMT.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Score satisfactorily on the pre-entrance test.
- Provide school with proof of good health upon selection to the program.
- Appear for personal interview with selection committee.
- Other requirements as stipulated.

Requirements for admission to the Respiratory Therapy Program are:

- Return a completed application form with a \$20.00 **non-refundable** processing fee attached in the form of a check, money order, etc. (Please make payable to "Adult Education.")
- Completion of pre-requisite courses as required by the Registrar's office at Mineral Area College, Park Hills, MO.
- Be at least 17 years of age.
- Be a high school graduate or have passed the GED examination (see Home Schooled Applicants Documentation Requirements listed above).
- Provide all pertinent transcripts.
- Provide school with proof of good health upon selection to the program.
- Appear for personal interview.
- Other requirements as stipulated.

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- are accepted year-round. Entrance testing is scheduled with the
- EMT-Paramedic applications are accepted year-round. Entrance testing is scheduled with the CTC Assessment Center.
 - Respiratory Therapy applications are accepted from the first school day in January through mid-August.
 - Career Preparation programs applications are accepted beginning the first school day of March. Applications are accepted until programs are filled or until the first Friday in August. A \$100.00 deposit (**\$20.00 non-refundable**) is required upon application. Balance must be paid in full or financial aid must be on file at least one week prior to the start of classes.

Start Dates:

- Practical Nursing program begins in late September.
- EMT-Paramedic program begins in early August, with pre-courses offered in June and July.
- Respiratory Therapy program begins in late August (pre-requisite courses are offered in the fall and spring semesters).
- Career Preparation programs begin in mid-August and follow the Cape Public Schools calendar.

ACCEPTANCE

For all Career Preparation programs students are accepted on a first-come, first-served basis until the class is filled providing all entrance requirements are met. For Career Preparation programs having adults and high school students co-enrolled, high school students are accepted first, with remaining openings available to qualified adults. Career Preparation program students will be notified of their enrollment status as soon as high school enrollment has closed.

All applicants are notified by mail of their acceptance for the Practical Nursing, Respiratory Therapy and Paramedic Programs.

FEES

Healthcare Careers:

Once notified of acceptance, Healthcare Career program students are required to make a \$200.00 deposit. A refund of 80% of this deposit is refundable if a student makes a request to withdraw prior to the start of classes.

Refunds of more than one hundred (\$100) dollars will be processed through the central accounting office. A check will be drawn and made payable to that individual who submitted the tuition payment. In all cases, refund requests must be made in person. This process requires the completion of a signed refund request form obtained at the CTC main office. For tuition paid by personal check, a copy of the canceled check must accompany the signed refund request form. Fee schedules are provided to applicants upon request. Anticipated fees are published in the



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es. Fees are subject to change without notice.

al aid on file one week prior to the start of classes to avoid being are made in accordance with the refund policy stated in this

handbook.

Career Preparation:

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

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

Refunds of more than one hundred (\$100) dollars will be processed through the central accounting office. A check will be drawn and made payable to that individual who submitted the tuition payment. In all cases, refund requests must be made in person. This process requires the completion of a signed refund request form obtained at the CTC main office. For tuition paid by personal check, a copy of the canceled check must accompany the signed refund request form.

Licensure Fees:

In the case of State and National licensing requirements, graduates are responsible for his or her testing fees and licensure fees.

FINANCIAL AID

Healthcare Careers Programs:

Eligible for Pell Grant, Federal Stafford Student Loans, Access Missouri Grant, WIA, Vocational Rehabilitation, A+, and Veterans Benefits.

Career Preparation Programs Full-time:

Eligible for Pell Grant, Federal Stafford Student Loans, Access Missouri Grant, WIA, Vocational Rehabilitation, A+, and Veterans Benefits.

Career Preparation Programs Half-time:

Eligible for the Federal Stafford Student Loan Program Loan Program, WIA, Vocational Rehabilitation and Veterans Benefits.

Disbursement of Financial Aid:

Students who have been awarded a Federal Pell Grant or Federal Stafford Student Loan will have those funds applied to their accounts in two equal disbursements (one in each payment period). All sources of financial aid will be credited to the student's accounts for payment of tuition and fees for the payment period.

A refund of excess funds during that payment period will be given to the student as soon as



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Full Benefits
Full Benefits
½ Benefits
½ Benefits
½ Benefits

- Respiratory Therapy (Year 2)

ACCOMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

Notification and Assessment Requirements:

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

Americans with Disabilities Act of 1990:

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

NOTICE OF NONDISCRIMINATION

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

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

THE CRIME AWARENESS AND CAMPUS SECURITY ACT

In 1990, Congress enacted the Crime Awareness and Campus Security Act. This act required all postsecondary institutions participating in Title IV financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported and disseminated to the campus community and are also submitted to the United States Department of Education. This is intended to provide students and their families with accurate, complete and timely information about safety on campus so that they can make informed decisions.

Should you have any questions regarding campus safety, or the policies and procedures that

contact the Assistant Director of the Cape Girardeau CTC.

Career and Technology Center:

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The information listed below is to assure that students and employees are made aware of past crimes committed (as defined in The Handbook for Campus Crime Reporting form the U.S. Department of Education).

Crimes---- Years	2005	2006	2007	Totals
Murder	0	0	0	0
Sex Offense	0	0	1	1
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	2	1	0	3
Motor Vehicle Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Law Violation	0	1	0	1
Weapons Possession	0	0	0	0
Hate Crime	0	0	0	0
Arson	0	0	0	0

REPORTING CRIME OR SECURITY CONCERNS

Crime Reporting:

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

Security Concerns:

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

DRUG POLICY

Illegal Drug Policy:

Illegal drugs will not be permitted on the grounds or inside the buildings operated by the Cape Girardeau CTC. Any violation of such policy will result in immediate disciplinary action and involvement of area law enforcement.

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have on their person, prescription and over-the-counter shall not exceed their daily dosage. Prescription medications must be within the prescription container. Adults must not share any forms of medication (over-the-counter or prescription) with other students.

DRUG AND ALCOHOL ABUSE

The CTC Guidance Counselor is the designated individual for providing information concerning drug and alcohol abuse prevention. This individual is also responsible for referring those needing and wishing treatment to the appropriate agency. Telephone number is (573) 334-0826. The school's complete policy for a Drug Free Workplace is kept on file and available for inspection during regular business hours.

Being under the influence of or the possession or usage of alcohol or non-prescribed drugs on school premises shall be cause for immediate dismissal or suspension.

SMOKING

Smoking or the use of tobacco in any manner is not allowed in any part of the building or on any school grounds.

ATTENDANCE and LEAVE OF ABSENCE (Career Preparation Programs Only)

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

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

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

Attendance Policy:

For the 9-Month Career Preparation programs, students are limited to a maximum of 8 days of absences for the 9-month term (for courses meeting for 3 hours each day, this would equal 24 hours).

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

If a student exceeds the 8 day maximum, he or she may make appeal in writing to the school's Director. An appeal will not be accepted, nor will any absences be considered excused until the 8-day maximum has been exceeded and the student has submitted a written appeal to the



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t be made within 5 school days.

% in any course shall be grounds for dismissal and non issuance

Upon the accumulation of five absences, the student will be issued a warning letter. When a student has exceeded the maximum 8 days of absences, a letter will be issued informing the student that he or she will be exited from the program due to excessive absences unless a successful appeal is made.

Leave of Absence Policy:

Should a student find it necessary to temporarily withdraw from this institution a formal written request must be submitted to the Assistant Director. After reviewing the letter and consulting with the Director of the School a decision will be rendered. Should an individual be granted this leave all appropriate agencies involved will be notified as to when the student will withdraw and when the student is to be reinstated.

WITHDRAWAL OR DISMISSAL

Notification Required:

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

Records Held:

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

Conduct:

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

SATISFACTORY ACADEMIC PROGRESS (Career Preparation Programs Only)

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

Basic Requirements:

There are two criteria that must be met each semester in order to achieve Satisfactory Academic Progress for that semester. The requirements are good attendance and good grades as described below.



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Academic Progress:

of 80% or above. The grading system is as follows:

- A=92% or above
- B=82-91%
- C=70-81%
- D=60-69%
- F=Less than 60%

Attendance Requirement for Satisfactory Academic Progress:

As explained elsewhere in this handbook (in greater detail), a student must not exceed 8 days of absence for a 9-month term.

Certificates and Financial Aid Eligibility:

In order to be issued a Program Certificate, and to remain eligible for financial aid, students must maintain Satisfactory Academic Progress each semester.

If a student fails to achieve Satisfactory Academic Progress in any given semester, the student loses eligibility for financial aid for the following semester.

PLACEMENT

The school's placement officer, guidance counselor and teachers work very closely with those businesses and industries who hire our graduates. Everything possible will be done to assist the student in finding a suitable position including help in setting up job interviews and preparation of resumes.

REFUND POLICY for Healthcare Career and Career Preparation Programs

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

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

Tuition:

Refunds to a student's account will be granted to students leaving a Career Preparation program with up to 70% of the days remaining in the term. After 30% of the term has elapsed no refunds will be made.

Books and Fees:

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



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...d, refunds of tuition will be made to a student's account based on the amount of tuition collected for that payment period. For example, a student's account will receive a 90% refund of tuition for a payment period in which the student exited from the program after only 10% of the payment period.

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

Refund processing takes approximately two (2) weeks.

Refunds due shall be applied in the following order:

1. Federal Stafford Guaranteed Student Loan (Title IV)
2. Pell Grant (Title IV)
3. Workforce Investment Act (WIA) or other agency
4. Access Missouri Grant
5. Private Scholarships
6. Personal Funds

STUDENT FINANCIAL AID FILE

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

DIRECTORY INFORMATION

Student enrollment information will not be made available to anyone making such a request without prior written consent from the student.

APPEALS PROCESS

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

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

Appeals Process: If an appeal is requested, the school's Director will convene the Review Committee, and will act as the chair of the Review Committee. The Review Committee will review all appropriate records pertaining to the disciplinary action and may interview appropriate

mitted to the student being disciplined.

ers will each provide an individual recommendation regarding the
The final decision will be rendered by the school's Director.

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

Review Committee: Members of the committee will include-

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

ADMINISTRATION and STUDENT SERVICES PERSONNEL

Richard Payne, Director
Dean Whitlow, Assistant Director/Financial Aid Officer
Libby Guilliams, Director of Student Services
David Dickey, Adult Education Evening Supervisor
Kathleen Clayton, Supervisor of Workforce Development
Kristy Unger, Guidance & Placement Counselor
Mary Gray, Vocational Resource Educator
Laurie Guffey and Beth Brunkhorst, Assessment Center Technicians
Pat Bratton, Financial Aid/Admissions Counselors

Career Preparation Program Instructors:



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.....	Ron Baker
.....	Ron Schaefer
	Dale McCraw
Aviation.....	Don Grossheider
Broadcast Production.....	Randy McWilson
Cabinetry.....	Jr. Eckley
Computer Aided/Design Drafting.....	Collin Sheridan
Computer Programming.....	Rachel Gray
Computer Technology.....	Bill Link
Construction Technology.....	Sid Gerlach
Culinary Arts.....	Staff
Electrical Trades.....	Tim Mayfield
Electronics.....	David Papendick
Graphic Design í í í í í í í í í í	Lance Brooks
HVAC/R.....	Fred Brown
Landscape Horticulture.....	Harry Bertrand
Machine Toolí í í ..í .í í í í í í í í í í í ..	Bob Sink
Marketingí í	Michael Baremore
Welding.....	Brandon Bradshaw

Healthcare Careers Program Instructors:

EMT- Paramedic.....	Randy Everett
Practical Nursing í í	Donna Johnson
	Sherri Patterson
	Sandy Schnicker
	Rebecca Thornsberry
	Kim Wilke
Respiratory Therapy.....	Ken Pfau
	Pete Darnell
	Kelley Sims