

*Get with the program.*

**FRANKLIN TECHNOLOGY CENTER  
2023 – 2024 Student Handbook**

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## **SCHOOL INFORMATION**

***Franklin Technology Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.***

### **Career Education**

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Franklin Technology Center, otherwise known as FTC, recognizes that career education is a developmental process designed to help students prepare for life roles in the family, the community, occupations and vocations. FTC also recognizes that the development of career education enables students of all ages to examine attitudes, interests, aptitudes and abilities in order to relate them to career opportunities, and to make valid decisions regarding further education and future endeavors.

Efforts will be made to keep vocational programs relevant to job requirements, and reflective of area needs, as well as being geared to the current and future technological and economic conditions. These programs shall provide students with the basic skills to enter the workforce, to obtain additional vocational skills and/or to continue their formal education.

FTC vocational programs shall meet all federal and state guidelines and requirements. Advisory councils will be utilized in all vocational programs.

### **Philosophy**

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Careers of today and tomorrow demand increased technical skills requiring extended training and education. Since 1937, Franklin Technology Center has provided the quality education and skills training that business and industry expect in their employees. FTC students are prepared with the skills, academic foundation, leadership, and flexibility to be competitive. The workforce of tomorrow needs to be ready to adapt to a constantly changing world of rapid technological advances and new ideas. FTC education also prepares students for skilled employment and lifelong learning.

Qualified instructors use industry standards and advanced training equipment to prepare students for numerous career options. Academic preparation is a critical component of the FTC student's career development plan. Success and upward mobility in careers are highly dependent upon the ability to be both academically and technically proficient. A strong academic foundation is important in learning the increasingly complex technical skills required by today's workforce. Student learning styles differ and call for a variety of strategies to successfully teach/learn academic and technical subject matter.

Instructors and staff at Franklin Technology Center will strive to set an example and foster leadership, service, and teamwork for every student.

### **Mission Statement**

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The mission of Franklin Technology Center is to provide outstanding career and technical educational programs that offer students the opportunity to develop knowledge, skills and attitudes essential for employment in increasingly complex work settings.

Franklin Technology Center's primary objective is to offer technical programs that prepare students for rewarding careers. The faculty and staff of FTC emphasize quality teaching and learning as

cornerstones of the institution. Hands-on experience is incorporated into each program to further ensure success for each student and to provide the skills needed in the workplace.

## **Objectives**

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In accordance with Franklin Technology Center's mission, we will:

- Provide the opportunity for adult students to develop academic skills and occupational competencies necessary for gaining entry level employment or to upgrade existing skills.
- Provide the necessary equipment, teaching aids, and facilities to maintain a hands-on vocational program.
- Encourage students to develop a desirable work ethic, attitude, initiative, and a sense of responsibility.
- Promote students' awareness and understanding of business and industry (including occupational requirements, work conditions, opportunities, and advancement).
- Provide opportunities for students to develop an appreciation for work and knowledge of occupational safety habits.

## **Vision Statement**

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To ensure that Franklin Technology Center maintains and improves its mission, we have adopted the following vision statement:

By working in partnership with labor and management, we will provide a stimulating learning environment in which a team of highly-trained staff provide quality instruction in well-resourced buildings to address the needs of the community and provide students with values including honesty, integrity, character, good judgment and a respect for others.

## **Administration and Support Staff**

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Director, FTC Adult Education (FT)	Penny Williams
Financial Aid Coordinator (FT)	Lori Clouse
Staff Accountant (FT)	Gwen Haase
Effectiveness Coordinator (FT)	Nikki Medley

## **Instructional Staff**

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To be considered for a faculty position, the member must provide recent experience in their specialized career field.

### **Practical Nursing**

Program Coordinator (FT)	Katie Bozarth
Instructor (FT)	Jodi Stewart
Instructor (FT)	Amy Price
Instructor (FT)	Amanda Jones

### **Medical Programs**

Coordinator (FT)	Leisa Harris
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### **AS in Respiratory Care**

Program Coordinator (FT)	Alyssa Taylor
Instructor (FT)	Janice Dunaway
Instructor (PT Adjunct)	Meredith Moritz
Instructor (PT Adjunct)	Sarah McReynolds

**Dental Assistant**

Program Coordinator (FT)     Diana Warden  
and Instructor

**Automotive Technology**

Instructor (PT)                 Shawn Buffalo  
Instructor (PT)                 Wendy Garrison

**Collision Repair**

Instructor (PT)                 TBD

**HVAC**

Instructor (PT)                 Jim Stewart

**Welding**

Instructor (PT)                 Kyle Daggett

**Certified Nursing Assistant**

Instructor (PT)                 Jodi Stewart

**Phlebotomy Technician**

Instructor (PT)                 LeAnn Cummins

If any person has a special need or accommodation, please contact the program coordinator to ensure your rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

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**Administration and Staff Contact Numbers, 810 S. Wall Avenue, Joplin, MO 64801**

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**Penny Williams**                 Director, FTC Adult Education  
417-680-0004, ext. 2061

**Lori Clouse**                       Financial Aid Coordinator  
417-680-0004, ext. 2062

**Gwen Haase**                     Staff Accountant  
417-680-0004, ext. 2063

**Nikki Medley**                   Effectiveness Coordinator  
417-680-0004

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**Programs**

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Franklin Technology Center serves students in post-secondary programs designed to provide basic knowledge of skills required for entry-level employment. Most programs begin in the fall; Phlebotomy Technician and Certified Nursing Assistant have several different start dates throughout the year. It is the intention of FTC to provide the education and skills needed for gainful employment in each program offered. Each program is designed to provide practical education on an intensive basis so as to allow the graduate the opportunity to become employable after completion of the course of study. All programs are designed to be completed in less than one year, with the exception of AS in Respiratory Care which is a 2-year associates degree program.

### ***Health & Medical Programs\****

<b>Programs</b>	<b>Locations</b>	<b>Faculty</b>	<b>Clock Hours</b>
Certified Nursing Assistant	FTC, Main Campus 810 S. Wall Ave. Joplin, MO	LeAnn Cummins, Coordinator Jodi Stewart, Instructor	175
Phlebotomy Technician	FTC, Main Campus 810 S. Wall Ave. Joplin, MO	Leisa Harris, Coordinator LeAnn Cummins, Instructor	60
Dental Assistant	FTC-MSSU, Extension 3950 E. Newman Rd. Joplin, MO,	Diana Warden, Coordinator & Instructor	900
Practical Nursing	FTC, Main Campus 810 S. Wall Ave. Joplin, MO	Katie Bozarth, Coordinator Jodi Stewart, Instructor Amy Price, Instructor Amanda Jones, Instructor	1232
AS in Respiratory Care	FTC-MSSU, Extension 3950 E. Newman Rd. Joplin, MO	Alyssa Taylor, Coordinator Janice Dunaway, Instructor Meredith Moritz, Instructor Sarah McReynolds, Instructor	82 *Credit Hours

### ***Trade & Technology Programs \****

<b>Programs</b>	<b>Locations</b>	<b>Faculty</b>	<b>Clock Hours</b>
Automotive Technology	FTC, Extension 2220 Indiana Ave. Joplin, MO	Shawn Buffalo, Instructor Wendy Garrison, Instructor	720
Collision Repair	FTC, Extension 2220 Indiana Ave. Joplin, MO	TBD	720
HVAC	FTC, Extension 2220 Indiana Ave. Joplin, MO	Jim Stewart, Instructor	720
Welding	FTC, Extension 2220 Indiana Ave. Joplin, MO	Kyle Daggett, Instructor	720

*\*For additional information on programs and courses, including length of time required to obtain certificate of completion, please visit our website at [www.franklintechnologycenter.com](http://www.franklintechnologycenter.com).*

**Certificate Requirements/Program Completion Requirements are:**

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1. Master essential competencies of program.
2. Master employability skills for program selected.
3. Complete all testing and assignments.
4. Maintain a "C" average for classes in the declared program area (unless otherwise noted).
5. Maintain the minimum attendance rate as outlined in the program attendance policy.
6. Tuition, fees, and supplies owed to Franklin Technology Center must be paid in full 30 days prior to graduation.

**Physical Locations**

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Franklin Technology Center has three (3) locations:

- 1) Franklin Technology Center, Main Campus  
Address: 810 S. Wall Avenue, Joplin, MO 64801  
Telephone Number for all programs: 417-680-0004  
General Office Hours: Monday – Thursday 8:00 am – 4:00 pm, Friday 8:00 am – 12:00 pm  
Offices: administrative, admissions, financial aid, student accounts  
Programs: Practical Nursing, Certified Nursing Assistant, Phlebotomy Technician
- 2) Franklin Technology Center, Extension  
Address: 2220 Indiana Avenue, Joplin, MO 64804  
Programs: Automotive Technology, Collision Repair, HVAC, Welding
- 3) Franklin Technology Center – MSSU, Extension  
Address: 3950 E. Newman Road, Joplin, MO 64801  
Programs: Dental Assistant, AS in Respiratory Care

Equipment is available in sufficient quantity to train all students. Adequate space is available for instructional needs at all locations.

**FTC School Calendar**

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Franklin Technology Center follows the Joplin School District calendar as closely as possible, with some exceptions. Most programs do not fit within the parameters of the district's academic year. A program-specific calendar will be distributed to students during orientation. Any exceptions to the calendar will be arranged by the program coordinator and students will receive a calendar at orientation. A copy of the district calendar is located in the back of this handbook.

**Accreditation**

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Franklin Technology Center is a part of, and falls under the umbrella of Joplin Public Schools and is authorized by the Department of Elementary and Secondary Education (DESE) to provide career and technical programs. To comply with Federal Regulations concerning accreditation, any school hours missed due to uncontrolled reasons will be made up as determined by the school district and/or institution.

Franklin Technology Center is accredited by the Commission of the Council on Occupational Education (COE). Contact information for the Council follows: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX 770-396-3790, [www.council.org](http://www.council.org).



Certified Nursing Assistant	Approved by the Department of Health and Senior Services	930 Wildwood Dr. Jefferson City, MO 65109
Phlebotomy Technician	Approved by the National Center for Competency Testing (NCCT)	7007 College Blvd Overland Park, KS 66211
Dental Assistant	Approved by the American Medical Technologists (AMT)	10700 W Higgins Rd Ste 150 Rosemont, IL 60018
Practical Nursing	Approved by the Missouri State Board of Nursing	3605 Missouri Blvd Jefferson City, MO 65101
Respiratory Care	Accredited by the Commission on Accreditation for Respiratory Care (CoArc)	1248 Hardwood Rd Bedford, TX 76021-4244

### **Grading Scale**

The grading scale for the following programs has been established and made available to students:

Automotive Technology	Collision Repair	Respiratory Care
Practical Nursing*	Dental Assistant	HVAC
Welding		

<u>Percentage</u>	<u>Letter</u>
90 and above	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

\*Practical Nursing: Course percentages earned below a 70% will reflect a failing grade.

The grading scale for the following program has been established and made available to students:  
Phlebotomy Technician

<u>Percentage</u>	<u>Letter</u>
100 - 96	A
95 – 92	A-
91 – 87	B+
86 – 83	B
82 – 79	B-
78 – 75	C+
74 – 70	C
69 or below	F

The grading scale for Certified Nursing Assistant:

Pass or Fail: 8 tests are given and students must score an 80% or above on 3 tests.

**Make-Up Days**

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In the event of unforeseen closures, FTC is required to make up hours lost. For example, if the institution is closed due to inclement weather, those clock hours will be made up in order for students to successfully complete program requirements. In the event of an emergent closing, students will be contacted as soon as possible. Students will refer to program coordinators for scheduling of make-up hours.

**Orientation**

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All students are required to attend orientation prior to the first day of class. Students will be contacted regarding program-specific orientation dates, time, and location after acceptance.

## **FINANCIAL AID INFORMATION**

Franklin Technology Center, also known as FTC, is an approved institution in disbursement of Title IV funds. The Financial Aid Coordinator is available to assist students in applying for financial aid to meet the costs of each training program.

To be eligible for student aid, a student must meet certain requirements:

- Be a US citizen or eligible non-citizen
- Sign a Statement of Educational Purpose, certifying Title IV aid will only be used to pay educational expenses
- Attend college that participates in the following program: Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans, Title VII and Public Health Act Programs
- Be working toward a degree or certificate
- Be making satisfactory academic progress
- Not owe a refund on a federal grant or be in default on a federal educational loan
- Have “financial need” as determined by the US Department of Education
- No borrowing in excess of annual or aggregate Title IV loan limits
- No property subject to a judgment lien for a debt owed to the U.S. Government
- Repayment of fraudulently obtained Title IV funds

It is very important that all students understand the policies and procedures of financial aid at FTC. The administration of financial aid is extremely complex because of all the federal, state, and local agencies that provide and regulate these resources. As a consumer of educational services and programs, you should fully understand the financial assistance to which you are entitled as a student of FTC. The forms you are asked to complete are absolutely necessary. All forms should be completed accurately and honestly. Information given is held in strict confidence. If you have questions or need any information not found in this publication, please call or visit the FTC Financial Aid Office. For more information regarding financial aid, refer to the Financial Aid Policy & Procedures Manual located in the Financial Aid Office.

### **How to Apply for Financial Aid**

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The Free Application for Federal Student Aid (FAFSA) found online at [studentaid.gov](https://studentaid.gov) must be completed to receive financial aid. Complete the FAFSA utilizing prior-prior year's tax information (i.e. use 2021 tax information for 2023-2024 FAFSA) for student and/or parent, depending on if the student is dependent or independent. After submitting the FAFSA, the student will receive a Student Aid Report (SAR) and the school selected on your FAFSA will receive an ISIR that will include an estimated family contribution (EFC). The EFC will determine the amount of Pell Grant award the student will receive.

### **Eligibility of Financial Aid**

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During the academic year in which a student receives aid, eligibility is governed by being full-time. Students are considered as enrolled full-time and eligible for Federal Student Aid (FSA) at FTC.

## **Dependent or Independent Student**

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The Reauthorization of Higher Education Act requires implementation of a new definition of independent student. For 2023-2024, listed below are examples in which you are automatically considered an independent student if:

- Was born before January 1, 2000
- Is married as of the date he or she applies
- Will be a graduate or professional student when the award year starts
- Is currently serving on active duty for purposes other than training
- Is a veteran of the U. S. Armed Forces
- Do you now have or will you have children who will receive more than half of their support from you between July 1, 2023 and June 30, 2024
- Has dependents other than a spouse
- Was an orphan, foster child, or ward/dependent of the court at any time since the age of 13
- Is an emancipated minor or in legal guardianship or was when the student reached the age of majority in his or her state
- Does someone other than your parent or stepparent have legal guardianship of you
- Was determined at any time since July 1, 2022, to be an unaccompanied youth who was homeless or self-supporting and at risk of being homeless

A student is considered dependent if there is not an answer of “yes” to any of the above questions and must have a parent create an FSA ID and enter their tax information on the FAFSA. *For more information, see FAFSA.*

## **Expected Family Contributions**

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How are the expected family contributions (EFCs) calculated? For a student who is dependent upon parents, these resources would include the parent’s contribution and the student’s contribution. For the independent student, the resources would include only the student’s contributions, and spouse’s if applicable. The EFC is calculated by the federal government using a formula including income, number of dependents, and various other factors. Therefore, if a student’s program indicates the total cost of education to be \$5,000 and the expected family contribution is \$1,000, the student would be eligible for \$4,000 of financial aid.

The Financial Aid Coordinator will print a financial aid offer, including all financial aid the student is eligible for and will send this to the student to be signed, dated, and returned to the financial aid office. NO financial aid award will be disbursed before the financial aid offer is returned to the Financial Aid Office.

## **Cost of Attendance**

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The cost of attendance (COA) is calculated by the amount of tuition, fees, books, course materials, supplies, and equipment. The cost allowances for transportation, miscellaneous personal expenses, food and housing are determined by using the U.S. Bureau of Labor Statistics figures.

## **Verification**

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In order to receive financial aid administered through Franklin Technology Center, a student may be required to furnish documentation for verification of information provided on the financial aid application as required by the U.S. Department of Education. Any student unable to provide this information will not receive financial aid.

Students may be required to furnish items such as copies of non-taxable income, interest income, proof of assets, and veteran's benefits. These items may be needed to substantiate information reported on the FAFSA. Students must provide the Financial Aid Office with documentation for the verification prior to completion of any financial aid award letter and the disbursement of any Title IV funds.

If the verification procedure discloses information that will change the award to be received by the applicant, the student will be requested to come to the Financial Aid Office to discuss the discrepancy, explaining the proper steps to correct the error(s) and to sign a new financial aid offer, if applicable.

If applicable, the Financial Aid Office may need to resubmit the Pell Grant SAR or ISIR for corrections. The student must take the responsibility to ensure the Financial Aid Coordinator has all the appropriate information. If the student has already applied for a Direct Student Loan, the lender will be notified of the changes to the loan application.

### **Required Verification Items (subject to change)**

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1. Adjusted gross income (AGI)
2. U.S. income tax paid
3. Education credits
4. Untaxed portions of IRA distributions
5. Untaxed portions of pensions
6. IRA deductions and payments
7. Tax-exempt interest income
8. Income earned from work
9. Household size
10. Number in college
11. Identity/statement of educational purpose

The Financial Aid Coordinator will determine what documentation is necessary for each of the required verification items. You may be asked to provide documentation for items not listed above.

### **Types of Financial Aid**

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Franklin Technology Center offers three basic categories of financial aid: grants, loans, and scholarships.

1. Grants are awards based on financial need and do not require repayment.
2. Loans are monetary awards that must be repaid after the student ceases to be enrolled at Franklin Technology Center.
3. Scholarships are awards based on academic achievement and/or financial need and most do not require repayment.

### **Pell Grants**

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Funded through the U.S. Department of Education. Eligibility is based on the family's financial situation. The Pell Grant maximum award amount is \$7,395 for a full-time student in the 2023-2024 award year.

FTC recognizes that special circumstances may exist that impact the financial resources a student and their family has set aside to pay expenses of attending a program. Therefore, a Professional Judgment Appeal Form is available for those students in the Financial Aid Office.

### **Diversity Data**

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#### **2021-2022 award year**

Gender	Hispanic	American Indian/Alaska Native	Asian	Pacific Islander	White	Mixed Race	African American	Total
Men	1	1	0	0	16	1	1	20
Women	2	2	0	0	32	2	2	40
TOTAL	3	3	0	0	48	3	3	60

### **Direct Student Loan**

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***Amounts may vary and are subject to change.***

**Direct Subsidized Student Loan-** Must be repaid. Loan limits vary according to enrolled program clock hours. The interest will not accrue during in-school period.

Maximum \$3,500 if enrolled full time for the academic year.

**Direct Unsubsidized Student Loan-** Must be repaid. Loan limits vary according to the enrolled program clock hours. Interest will accrue during in-school period.

Maximum \$6,000 for Independent students and \$2,000 for Dependent Students

Both the Direct subsidized and unsubsidized loan repayment begins 6 months after graduation or withdrawal from a program. Interest rates are currently 5.50%. Request forms are available in the Financial Aid Office.

**Parent Loans for Dependent Students (Direct PLUS)-** Parents of dependent undergraduate students may obtain loans. PLUS loans may not exceed the student's cost of attendance minus any financial assistance the student has been or will be awarded during the period of enrollment. Repayment begins immediately after the second disbursement. Current interest rate is fixed at 8.05%. Applicants should contact the Financial Aid Office.

### **Direct Loan Entrance and Exit Sessions**

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Students receiving financial aid (Direct Student Loan) must participate in an entrance session and complete and sign all necessary documents before receiving disbursement(s). The student must also complete an exit session prior to graduation or termination of enrollment. The website for both counseling sessions is found at [studentaid.gov](http://studentaid.gov).

### **National Student Loan Data System**

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FTC will check each student's financial aid transcript through the National Student Loan Data System website and print a copy for the students file. The printed documents will be labeled "PII," Personal Identifiable Information. All enrollment information will be updated monthly for each student attending FTC on the NSLDS website, i.e. date of enrollment, loan periods, branch campus, exit dates, and drop dates, if applicable.

## **Deferment of Student Loan**

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If a borrower is having temporary problems repaying a federal student loan, contact the loan servicer to check eligibility for a deferment. A deferment allows a temporary stop of payments on federal student loans. Direct Subsidized Loans are not charged interest during deferment. There is never a fee for applying for a deferment on federal student loans. Note: interest will continue to be charged during deferment on Direct Unsubsidized and PLUS Loans. If this interest is not paid during the deferment, it will be capitalized at the end of the deferment.

There are a variety of circumstances that may qualify a student for a deferment:

- **Cancer Treatment Deferment** - This deferment is while a student is undergoing cancer treatment and for the six-month period after treatment ends.
- **Economic Hardship Deferment** - This deferment is for students receiving a means-tested benefit, like welfare (e.g., Temporary Assistance for Needy Families (TANF)); working full-time but have earnings that are below 150% of the poverty guideline for your family size and state of residence; or serving in the Peace Corps. ***This deferment for up to three years.***
- **Graduate Fellowship Deferment** - This deferment is while a student is enrolled in an approved graduate fellowship program. A graduate fellowship program is generally a program that provides financial support to graduate students to pursue graduate studies and research. Most graduate fellowship programs are for doctoral students, but some are available to master's degree students.
- **In-School Deferment** - This deferment is for students enrolled at least half-time at an eligible college or career school. If a graduate or professional student received a Direct PLUS Loan, then they qualify for an additional six months of deferment after you cease to be enrolled at least half-time. Notify your loan servicer to complete the In-School Deferment Request.
- **Military Service and Post-Active Duty Student Deferment** - This deferment is for a student on active duty military service in connection with a war, military operation, or national emergency; or completed qualifying active duty service and any applicable grace period. This deferment ends when you resume enrollment in an eligible college or career school on at least a half-time basis or 13 months following the completion date of active duty service and any applicable grace period, whichever is earlier.
- **Parent PLUS Borrower Deferment** - This deferment is for a parent who received a Direct PLUS Loan to help pay for a child's education, and the student the loan was taken out for is enrolled at least half-time at an eligible college or career school. A deferment may also be received for an additional six months after the student ceases to be enrolled at least half-time.
- **Rehabilitation Training Deferment** - This deferment is for a student enrolled in an approved rehabilitation training program that is designed to provide vocational, drug abuse, mental health, or alcohol abuse rehabilitation treatment.
- **Unemployment Deferment** - This deferment is for a student that is receiving unemployment benefits or you are seeking and unable to find full-time employment.

**If a student received federal student loans prior to July 1, 1993 there may be additional deferments available. For more information about these deferments, contact the loan servicer.**

## State Grants

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**Access Missouri-** Funded through the Missouri Coordinating Board of Higher Education. Application must be made prior to April 1 and eligibility is based on the financial need of the student.

**A+ Program-** The A+ Program is available for Missouri high school graduates who participated in the A+ Program in high school. Certain items such as supplemental textbooks and supplies are not covered. A student must enroll in a full-time program leading to a certificate at Franklin Technology Center. File the Free Application for Federal Aid (FAFSA). Please check with the Financial Aid Coordinator at 417-680-0004 for specific details. If a student does not complete the required number of clock hours for the program and/or does not maintain a 2.5 grade level he/she will lose eligibility for A+ funding. **A+ funding is not guaranteed.**

In accordance with the A+ School Program “Last Semester of Certificate/Degree” procedures, the students must sign a letter stating they understand it is their last semester of their A+ reimbursement eligibility and they are taking and attending the appropriate number of hours needed to complete a certificate/degree.

**NOTE:** *If a student is eligible for a Federal Pell Grant or any other form of federal assistance that does not require repayment as determined by the FAFSA, these funds will be applied to the student's FTC account first. Any covered costs that remain will be billed to the A+ program.*

**Fast Track Workforce Incentive Grant-** The Fast Track Workforce Incentive Grant is a program designed to provide adults with the education and skills needed to enter the workforce in fields that are in high demand. Awards are designed to ensure, when combined with other state and federal non-loan financial aid, that tuition and fees are fully covered for students and that direct apprenticeship costs such as tools, books and uniforms are covered for apprentices. For students, if other aid covers the full tuition and fee costs, the award will be up to \$500 to cover the other costs such as books and supplies, housing and food, or transportation.

## Funding Agency Partnerships

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**Veteran's Educational Benefits-** For veterans of the Armed Forces. Contact Veterans Administration for application at 1-888-442-4551.

**Vocational Rehabilitation-** For persons needing to train or retrain due to handicapping condition which prevents employment success at current level of training, contact Vocational Rehabilitation at 417-629-3067.

**Rural Missouri Inc.-** For seasonal farm workers and their families who have received wages for farm-work, orchard, or nursery work in the last two years. To apply, contact RMI at 1-800-234-4971.

**Trade Adjustment Assistance-** Available to persons who have lost their jobs due to the closing of an American business because of foreign industry and need training. To apply, contact the Missouri Job Center at 417-629-3000.

**Oklahoma Workforce Development-** For persons residing in the state of Oklahoma, wanting to attend Franklin Technology Center. To apply contact 918-541-2478 for services.

**Tribal Agencies-** For Native Americans requesting tribal assistance for tuition and fees. Members must contact their individual tribal office for services.



**WIOA-** Available to persons with barriers to employment. To apply, contact the Missouri Job Center at 417-629-3000.

### **Scholarships**

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The Financial Aid Office will notify a student if they are awarded any scholarships by means of the student award letter.

**Missouri Higher Education Academic Scholarship (Bright Flight)-** These scholarships are only renewable at the current time. A student must meet the following criteria for renewal:

- Be a Missouri resident
- Be attending full-time at a participating Missouri post-secondary institution
- Had a composite score of 31 or above on the ACT or SAT text in the top three percent of all Missouri students taking those tests

Renewal applications will be mailed to eligible students by the MO Coordinating Board of Higher Education.

### **Financial Aid Payment Disbursements**

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Prior to the Pell, Direct Loans, and Missouri Student Grant deposits the Financial Aid Coordinator verifies enrollment, attendance, and academic progress of the student by a report called satisfactory academic progress (SAP). If the student is in good standing, disbursements from Direct Loans and Pell Grants are deposited into FTC's federal funds account and the money is applied to the students' account by the business office within 3 days. When the student has a credit balance on their account a check will be given to the student. This process may take up to 5 business days after the money is deposited. Pell Grants, Direct Loans, and the Missouri Student Grant awards are all disbursed in two payments.

There are two disbursements for a Direct Loan that are disbursed directly into FTC's federal funds account by Electronic Funds Transfer (EFT). The student is notified several days in advance of each disbursement in case a student wishes to cancel the disbursement. Cancellation of a disbursement must be done in writing.

### **Financial Aid Funds Agreement**

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Students agree to allow Franklin Technology Center Business Office to use Pell Grant, Direct Loan, or other awards over and above tuition to satisfy any debts incurred by FTC for student books, supplies and fees.

***A student must attend the full number of clock hours for the first loan disbursement before the second loan disbursement can be made.***

**Example:** If a student is enrolled in a **900-clock** hour program, before the second loan disbursement can be processed, the student must complete **450** clock hours.

### **Payment Periods**

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Students must complete required clock hours of each program payment period before receiving their payment of financial aid for that pay period.

## **Disbursement Schedule**

<b>Program</b>	<b>Clock Hours</b>	<b>Hours in each Payment Period</b>	<b>Disbursement</b>
Automotive Technology, Collision, HVAC, Welding	720	360	After completing 180 clock hours each payment period
Practical Nursing	1232	616	After completing 308 clock hours each payment period
Dental Assistant	900	450	After completing 225 clock hours each payment period
AS in Respiratory Care	Refer to MSSU's Financial Aid Office		

***\*Certified Nursing Assistant and Phlebotomy Technician are NOT eligible for Financial Aid.***

## **Satisfactory Academic Progress (SAP)**

Federal financial aid regulations provide for assistance up to 150% of the length of the program due to FTC's stricter 90% attendance policy the maximum time frame is 111%. All periods of enrollment and hours attempted/earned must be counted towards this maximum (whether or not financial aid assistance was received for all periods of enrollment). Satisfactory Academic Progress (SAP): All students who receive Federal Title IV funds will be held to a minimum of satisfactory academic progress set by the institution. FTC has set these standards as 90% attendance and a "C" average. Two times during the academic year the SAP will be checked, this is the mid-point in each pay period. Individual programs may choose to set more rigorous standards. If this is the case, students in those programs will be held to the higher standards as outlined in the individual program student handbooks.

**Example:** The institution's program Practical Nursing is 1,232 clock hours. Satisfactory progress is evaluated two times throughout the program. First payment period at 308 clock hours. The second payment period after total program hours of 616 clock hours are completed.

- The student is required to make quantitative **progress toward program completion**. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student's academic average is reviewed to determine **qualitative progress**. The minimum required is "C" average at the conclusion of each evaluation period.
- Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal.

## **Probation and Suspension**

If a student's grades fall below a "C" average or attendance is less than 90% at any payment period, the student will be placed on financial aid probation for 30 days. The student will be notified in writing of probation status.

### **Reinstatement of Financial Aid Eligibility**

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If a student who has been denied payment of financial aid during a payment period brings their grades and/or attendance up to an acceptable level within 30 days, financial aid will be reinstated. See the Financial Aid Coordinator for more information.

### **Student Tuition, Textbook, & Withdrawal Refund Procedure**

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In the event that a student withdraws from an approved program, the following refund procedure shall apply:

1. Program Coordinator notifies the FTC's Main Campus Office located at 810 S. Wall Avenue, Joplin.
2. Program Coordinator completes a student withdrawal form.
3. Refund policy stated below shall apply. All refunds will be processed within 45 days. Refunds, when due, are made without a request from the student.
4. FSA NOTE: Student tuition and fee responsibilities follow the schedule below regardless of the separate regulations governing federal student aid (FSA) disbursement. Students are personally liable based on the fee structure below. Institutional charges and federal student aid will be prorated on a payment period basis. Students may or may not be eligible for receipt of funds during any given payment period based on the amounts and types of FSA funds for which they are eligible.
5. Orientation Note: All students are required to attend an on-site orientation.
6. Application processing fees are non-refundable. No other fees will be collected prior to the start of class.
7. Franklin Technology Center will include the costs of textbooks, supplies and fees in the program costs and will provide these materials to the student. Any fees or supplies that are not included are noted within the program's application packet. If a student withdraws prior to the first day of class, the student will not be charged for textbooks. Students who withdraw after the beginning of a pay period will be charged 100% of the textbooks and may retain them.
8. For recipients under the Veterans Benefits and Transition Act of 2018, FTC will not impose any penalty due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.
9. Current tuition, supplies, and fees amounts can be found at: [www.franklintechnologycenter.com](http://www.franklintechnologycenter.com)

## Refund Schedule:

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### If student withdraws:

<b>Short Term Class (under 500 clock hours)</b>	<b>Refund</b>
Before class begins or class is canceled	100% of tuition*
First day of class	Total Amount, less \$100 *
Thereafter	0% of tuition*

### If student withdraws:

<b>Full Time Program (over 500 clock hours)</b>	<b>Refund</b>
Before class begins or class is canceled	100% of tuition*
Withdraws on the 1st day of class	Total Amount, less \$100 *
Withdraws from the 2nd through 4th class day of pay period	98% of tuition*
Withdraws from the 5th through the 9th class day of pay period	95% of tuition*
Withdraws from the 10th through the 15th class day of pay period	90% of tuition*
Withdraws from the 16th through the 21st class day of pay period	80% of tuition*
Withdraws from the 22nd through the 30th class day of pay period	60% of tuition*
Withdraws after the 30th class day of pay period	0% of tuition*

\* Additional charges for textbooks, fees, and supplies will be assessed on usage.

## Student Withdrawal Refund Policy for Full-Time Classes

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### 1. Refunds for Classes Canceled by the Institution

If tuition and fees are paid in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees paid will be processed within 45 days of the planned start date.

### 2. Refunds for Students Who Withdraw Before the First Day of Class

If tuition and fees are collected in advance of the start date of a class and the student does not begin the class, 100% of the tuition and fees collected will be processed within 45 days of the planned start date.

### 3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. Appropriate refunds shall be processed within 45 days of the class start date.

### 4. Refunds for Students Attending the First Day of Class or Thereafter

The institution retains no more than \$100 of the tuition, fees, and supplies if a student withdraws on the 1st day of class\*. Thereafter, the institution will follow the refund schedule of tuition, fees, and supplies. Appropriate refunds shall be processed within 45 days of the class start date.

## **Student Withdrawal Refund Policy for Short-Term Classes**

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### **1. Refunds for Classes Canceled by the Institution**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be processed within 45 days of the planned start date.

### **2. Refunds for Students Who Withdraw Before the First Day of Class**

If tuition and fees are collected in advance of the start date of a class and the student does not begin the class, 100% of the tuition and fees collected will be processed within 45 days of the planned start date.

### **3. Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. Appropriate refunds shall be processed within 45 days of the class start date.

### **4. Refunds for Students Attending the First Day of Class or Thereafter**

The institution retains no more than \$100 of the tuition, fees, and supplies if a student withdraws on the 1<sup>st</sup> day of class\*. Thereafter, institution will retain 100% of tuition, fees, and supplies. Appropriate refunds for a student who withdraws on the first day of class shall be processed within 45 days of the class start date.

### **5. Refunds for Students Enrolled in Professional Development, Continuing Education, Limited Contract Instruction, or Customized Training**

If tuition and fees are collected in advance of the start date of a class and the institution cancels the class, 100% of the tuition and fees collected will be processed within 45 days of the planned start date. If tuition and fees are collected in advance of the start date of a class and the student does not begin the class, 100% of the tuition and fees collected will be processed within 45 days of the planned start date. If a student withdraws on the first day of class or thereafter, institution will retain 100% of tuition and fees.

***\*All policies of Franklin Technology Center are subject to change without prior notification to its students.***

**NOTE:** If a student withdraws from a program and wishes to re-enter the next school year, they will be responsible for any previous tuition, books, and fees owed. The re-entry request **MUST** be approved by the Program Coordinator and Director of FTC before a student can begin in the program.

If any student withdraws twice from any program at FTC, they will **NOT** be allowed to re-enter **ANY** FTC program.

## **Financial Aid Procedures Summary**

A summary of FTC financial aid disbursement procedures is that the student must:

1. File a FAFSA (Free Application for Federal Student Aid) to determine eligibility.
2. Review the Student Aid Report (SAR) and report any corrections to provide accurate information to the federal government.
3. Provide documentation as requested by the Financial Aid Coordinator. Without all required paperwork, NO financial aid will be processed.
4. Return an award letter accepting the financial aid awards.
5. Maintain satisfactory academic progress (at least a "C" average as defined by their program and 90% attendance).

After all the required paperwork is in the student file and Satisfactory Academic Progress (SAP) is documented by the Program Coordinator, Pell and Loan monies will be ordered by the Financial Aid Coordinator. If the student is in good standing, disbursements from Direct Loans and Pell Grants are deposited into FTC's federal funds account and the money is applied to the students' account by the business office within 3 days. When the student has a credit balance on their account a check will be given to the student. This process may take up to 5 business days after the money is deposited. Pell Grants, Direct Loans, and the Missouri Student Grant awards are all disbursed in two payments.

## **Student Rights and Responsibilities**

### **Student Rights**

Students have the right to know:

- What financial aid programs are available at FTC.
- The deadlines for submitting applications for the programs available.
- How financial need is determined. This includes costs for tuition, housing, transportation, books and supplies, and miscellaneous expenses.
- How FTC's refund and repayment policies work.
- How the Financial Aid Office determines satisfactory academic progress (SAP) and what happens if a student is not in compliance.

### **Student Responsibilities**

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

## GENERAL STUDENT INFORMATION

### Insurance

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Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that students consider carrying an accidental or medical policy on themselves while enrolled in programs at FTC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, machinery or medical settings, and contagious disease. ***Medical and accident insurance is the responsibility of the individual student.***

### Certificate

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FTC adult students who successfully complete an approved program will receive an official program transcript. Adult students who successfully complete an approved full-time program will receive a Certificate of Completion.

### Attendance

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Attendance at Franklin Technology Center is modeled after the workplace. Students are expected to be in class and on time every day. Personal business must be taken care of outside of scheduled instruction or clinical times.

### Cell Phones

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All cell phones are to be turned off during instructional or clinical times.

### Absences

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Students will be counseled by the Program Coordinator and/or Director in the event of excessive absences. **Students who are absent 4 consecutive days without any communication with the school will be automatically dropped from their program.**

### Student Probation

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Students may be placed on probation for infractions of the policies contained in this handbook. Additionally, violations of local, state, or federal law that impact the educational environment may be taken into consideration on any probation or discipline issue.

### Appeal

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When a student believes there has been a misinterpretation, misapplication, or violation of any provision of FTC policy (including grade disbursement and attendance tracking) a grievance may be filed. (See Grievance Procedure in this book, page 42)

### Dress Code

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Students must dress appropriately for their program area, which will be discussed during orientation. An integral part of career education is training students for workplace readiness. Externship and clinical rotation opportunities are extremely important in determining the long-term success of FTC graduates.

## **Student Conduct**

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Students are expected to cooperate and function as responsible citizens. Disciplinary sanctions (up to termination) will be imposed based upon review by school officials for the following conditions:

- Dishonesty
- Cheating or assisting another student to cheat
- Gambling
- Use of vulgar or profane language
- Destruction of public or private property
- Possession of a weapon on school grounds
- Willfully engaging in conduct which is not in the best interests of students, faculty and staff
- Insubordination
- Possession or drinking of alcoholic beverages
- Possession or under the influence of drugs
- Behavioral outbursts and /or disruptions in the educational setting
- Immoral conduct

*The above-referenced list is not intended to be all-inclusive.*

Students failing to conduct themselves as responsible individuals will be required to attend a counseling session from Program Coordinator and/or Director to determine whether they will be allowed to continue in school under agreed conditions (probation) or be terminated.

## **Institutional Admission Policy**

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Franklin Technology Center has an open admissions policy which ensures that all persons who can benefit from higher education have an opportunity to do so. The admission policy does not discriminate on the basis of race, color, gender, sexual orientation, national origin, marital status, religion, disability, or age. FTC's admission policy, procedures, and decisions are managed by both the administration and faculty.

FTC's admission policy, procedures, and decisions are managed by both the administration and faculty.

The applicant must:

- Be 17 years of age or older. \*
- Have a high school diploma or equivalent. \*
- Submit official academic transcript(s). \*
- Submit a completed application form.
- Pay the required non-refundable application fee.
- Pay or have financial aid forms fully completed, prior to the beginning of the program, to cover all the costs, including tuition, books and various fees associated with the program.\*
- Return all forms in the enrollment packet (differs for various programs).
- Complete FTC enrollment requirements that are specific to programs.
- Meet specific program requirements. \*

\* Specific requirements are outlined in each program's admission procedure.

*Since program enrollment is limited, application for admission to programs should be made at the earliest possible time prior to scheduled start date.*



## Admissions Procedure by Program

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### Admission Procedure-Trade and Technology Programs (Automotive Technology, Collision Repair, HVAC, Welding)

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#### Step 1

##### Submit Application with Fee to Franklin Technology Center

In order to be considered for admission into Franklin Technology Center, the first step in the process is to receive an application packet and complete the following:

- Read the program sheet
- Review the program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.)
- Complete & sign application form
- Return signed application form, consent forms if applicable, and non-refundable \$50 application fee to the address below or submitted online at [franklintechnologycenter.com](http://franklintechnologycenter.com).

#### Step 2

##### Transcripts

Once Step 1 is completed, provide the following:

- Official high school or GED/HiSET transcripts

**Applicants are responsible for requesting their own high school transcripts.** Please contact the high school you graduated from or state you completed your GED/HiSET from and request a copy of your transcript to be mailed to us. The institution(s) will mail transcripts directly to the Effectiveness Coordinator.

#### Step 3

##### Contact Financial Aid

- **All applicants must make initial contact with the Financial Aid Coordinator**, even if not planning to use financial aid monies to pay for the program. The Financial Aid Coordinator may be reached at 417-680-0004, ext. 2062.
- The FAFSA must be completed online at <https://studentaid.ed.gov/sa/fafsa>. Call the Financial Aid Coordinator at 417-680-0004, ext. 2062 if assistance is needed in completing the FAFSA.
- If a previous loan that was in default status, and the requirements to take care of the default status has been completed, a letter from the State Department of Education confirming that the loan is no longer in default status **MUST** be provided. Failure to do so will result in the application being removed from the applicant pool.

#### Step 4

##### Acceptance into Program

- The Program Coordinator will contact applicants if an entrance examination is required, if not a letter of acceptance will be received.

## **Step 5**

### **Orientation**

All students will be required to attend orientation prior to the first day of class. Students will be contacted regarding program-specific orientation date, time and location after acceptance.

Please direct all correspondence and inquiries to:  
Franklin Technology Center  
810 S. Wall Avenue  
Joplin, MO 64801  
Telephone: 417-680-0004  
Fax: 417-680-0005

## **Admission Procedure- Certified Nursing Assistant**

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### **Step 1**

#### **Submit Application with Fee to Franklin Technology Center**

In order to be considered for admission into Franklin Technology Center, the first step in the process is to receive an application packet and complete the following:

- Must be at least 18 years of age
- Read the program sheet
- Social Security Number is required to complete application
- Return signed application form, consent forms if applicable, and the \$787 tuition and course fee's in full to the address below or submitted online at [franklintechnologycenter.com](http://franklintechnologycenter.com).

### **Step 2**

#### **Registration**

Must register with Family Care Safety Registry.

### **Step 3**

#### **Acceptance into Program**

The Program Coordinator will send out a letter of acceptance, personal email, or contact via phone upon acceptance into the program.

### **Step 4**

#### **Orientation**

All students will be required to attend orientation prior to the first day of class. Students will be contacted regarding program-specific orientation date, time and location after acceptance.

### **Step 5**

#### **Tuberculosis Test**

Results of **CURRENT** Tuberculosis test **MUST** be submitted (within 6 months prior to class start date at maximum) on the first night of class to the Instructor.

Please direct all correspondence and inquiries to:  
Franklin Technology Center  
810 S. Wall Avenue  
Joplin, MO 64801  
Telephone: 417-680-0004  
Fax: 417-680-0005

## **Admission Procedure- Dental Assistant Program**

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### **Step 1**

#### **Submit Application with fee to Franklin Technology Center**

In order to be considered for admission into Dental Assistant program, the first step in the process is to receive an application packet and complete the following:

- Read the program sheet
- Review the program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.)
- Complete & sign application form
- Return signed application form, consent forms if applicable, and non-refundable \$50 application fee to the address below or submitted online at [franklintechnologycenter.com](http://franklintechnologycenter.com).

### **Step 2**

#### **Transcripts**

Once Step 1 has been complete, provide the following:

- Official high school or GED/HSE transcripts

**Applicants are responsible for requesting their own high school transcripts.** Please contact the high school you graduated from or state you completed your GED/HiSET from and request a copy of your transcript to be mailed to us. The institution(s) will mail transcripts directly to the Effectiveness Coordinator.

### **Step 3**

#### **Contact Financial Aid**

- **All applicants must make initial contact with the Financial Aid Coordinator**, even if not planning to use financial aid monies to pay for the program. The Financial Aid Coordinator may be reached at 417-680-0004, ext. 2062.
- The FAFSA must be completed online at <https://studentaid.ed.gov/sa/fafsa>. Call the Financial Aid Coordinator at 417-680-0004, ext. 2062 if assistance is needed in completing the FAFSA.
- If a previous loan that was in default status, and the requirements to take care of the default status has been completed, a letter from the State Department of Education confirming that the loan is no longer in default status **MUST** be provided. Failure to do so will result in the application being removed from the applicant pool.

### **Step 4**

#### **Health and Policy Forms**

A personal interview with the instructor will be required. You must call 417-625-3178 and set up the date and time. At the interview you will learn more about the program and you will fill out additional forms needed for admittance into the program. Applicants must be 17 years of age upon entering the program, and 18 years of age for clinical rotations. Immunization records including childhood, Hep B series or Titer and a current TB test is required of all students as recommended by the CDC for "Practice Standards for all Healthcare Professionals". For those without an immunization record, options will be discussed at personal interview appointment before acceptance into the program.

Students are responsible for requesting copies of their immunization records to provide to the Program Coordinator. Selection for the Dental Assistant program is limited to 20 students each fall. In the case that the number of selected applicants drops, alternate students may be selected. Prior to the beginning of the school year, a drug screening and background check will be completed. Another drug screen test will be submitted without notice sometime during the school year. If the student fails drug screening or background check, it will be an automatic dismissal from the program.

### **Step 5**

#### **Orientation**

All students will be required to attend orientation prior to the first day of class. Students will be contacted regarding program-specific orientation date, time and location after acceptance.

Please direct all correspondence and inquiries to:  
Franklin Technology Center  
810 S. Wall Avenue  
Joplin, MO 64801  
Telephone: 417-680-0004  
Fax: 417-680-0005

### **Admission Procedure- Phlebotomy Technician**

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#### **Step 1**

##### **Submit Application with Fee to Franklin Technology Center**

In order to be considered for admission into Franklin Technology Center, the first step in the process is to receive an application packet and complete the following:

- Read the program sheet
- Review the program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.)
- Return signed application form, consent forms if applicable, and the \$785(without certification test) or \$910(with certification test) tuition and course fees in full to the address below or submitted online at [franklintechnologycenter.com](http://franklintechnologycenter.com).

#### **Step 2**

##### **Transcripts**

Once you have completed Step 1, you will need to submit a high school transcript/diploma or GED/HiSET transcript, which is required if taking the national exam. You must be 17 years of age in order to take the Phlebotomy Technician program. **It is your responsibility to request your transcript from the High School you graduated from or the state you received your GED/HiSET from.** Please have requested copies mailed to:

Franklin Technology Center  
810 S. Wall Ave  
Joplin, MO 64801

#### **Step 3**

##### **Acceptance into Program**

The Program Coordinator will send out a letter of acceptance, personal email, or contact via phone upon acceptance into the program.

#### **Step 4**

##### **Orientation**

All students will be required to attend orientation prior to the first day of class. Students will be contacted regarding program-specific orientation date, time and location after acceptance.

#### **Step 5**

##### **Tuberculosis Test**

Results of **CURRENT** Tuberculosis test (within 6 months prior to class start date at maximum) **MUST** be submitted on the first night of class to your instructor.

Please direct all correspondence and inquiries to:  
Franklin Technology Center  
810 S. Wall Avenue  
Joplin, MO 64801  
Telephone: 417-680-0004  
Fax: 417-680-0005

#### **Admission Procedure-Practical Nursing**

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#### **Step 1**

##### **Submit Application with fee to Franklin Technology Center**

In order to be considered for admission into Practical Nursing program, the first step in the process is to receive an application packet and complete the following:

- Read the program sheet
- Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program.)
- Review Competencies & Performance Standards
- Complete and sign application form
  - Return signed application form, consent forms, and the non-refundable \$65 application fee to Franklin Technology Center 810 S Wall Ave. Joplin, MO 64801.

#### **Step 2**

##### **Transcripts**

Once Step 1 has been completed, the following **MUST** be submitted:

- Official high school or GED/HSE transcripts.

**Applicants are responsible for requesting their own high school transcripts.** Please contact the high school you graduated from or state you completed your GED/HiSET from and request a copy of your transcript to be mailed to us. The institution(s) will mail transcripts directly to the Effectiveness Coordinator.

#### **Step 3**

##### **Contact Financial Aid**

- **All applicants must make initial contact with the Financial Aid Coordinator**, even if not planning to use financial aid monies to pay for the program. The Financial Aid Coordinator may be reached at 417-680-0004, ext. 2062.
- The FAFSA must be completed online at <https://studentaid.ed.gov/sa/fafsa>. Call the Financial Aid Coordinator at 417-680-0004, ext. 2062 if assistance is needed in completing the FAFSA.

- If a previous loan that was in default status, and the requirements to take care of the default status has been completed, a letter from the State Department of Education confirming that the loan is no longer in default status **MUST** be provided. Failure to do so will result in the application being removed from the applicant pool.

#### **Step 4**

##### **Exam**

The Practical Nursing Coordinator will contact you via email with information for scheduling the TEAS entrance examination. A cumulative score of 58.7% or greater **MUST** be obtained for consideration of acceptance into the Practical Nursing program.

There are TEAS study guides available for purchase at [atitesting.com/teas/study-manual](http://atitesting.com/teas/study-manual). You can also seek assistance from Adult Education & Literacy of Joplin.

Adult Education & Literacy  
Linda Dishman, Director  
123 Main St.  
Joplin, MO 64801  
417-625-5263  
Email: [lindadishman@joplinschools.org](mailto:lindadishman@joplinschools.org)

#### **Step 5**

##### **Interview**

Following an acceptable score on the TEAS exam, the Practical Nursing Coordinator will contact you with information on scheduling a scored interview with the Practical Nursing Coordinator and other faculty member(s).

#### **Step 6**

##### **Provisional Acceptance**

The Nursing Committee will select the incoming class from the pool of applicants who have completed an entrance exam and returned all required forms/documents by the deadline dates listed above. Students will be notified by e-mail regarding their admission status.

#### **Step 7**

##### **Screenings**

Upon provisional acceptance the Practical Nursing Coordinator will provide information in regards to scheduling the physical performance, drug, and background screening.

#### **Step 8**

##### **Orientation**

All students will be required to attend orientation prior to the first day of class. Students will be contacted regarding program-specific orientation date, time and location after acceptance.

Please direct all correspondence and inquiries to:  
Franklin Technology Center  
810 S. Wall Avenue  
Joplin, MO 64801  
Telephone: 417-680-0004, Fax: 417-680-0005

## **Admission Procedure-AS in Respiratory Care**

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### **Contact:**

Alyssa Taylor  
FTC – MSSU Campus  
3950 E. Newman Road  
Joplin MO 64801  
(417) 659-4423  
[Taylor-A@mssu.edu](mailto:Taylor-A@mssu.edu)

### **Criminal Background Check**

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Several FTC programs require applicants to undergo a criminal background check. Failure to accurately complete this information may result in denial of entrance into the program. Students who are accepted through false or incorrect information for the background check will be terminated from the educational program. Failure to have a clear background check may result in immediate dismissal from the program. If you wish to appeal the dismissal, you must complete an Adult Student Grievance Form.

### **Non-Discrimination Policy**

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Franklin Technology Center complies with all local, state, and federal laws and regulations concerning civil and human rights. Educational programs, admissions, and employment practices of the school district and school are free from discrimination based on race, sex, color, religion, national origin, handicap, or prior Vietnam or military service.

The policy of the school district and school is not to discriminate on the basis of sex or handicap is in compliance with Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973, respectively.

### **Students with Disabilities**

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It is FTC's policy to provide access to its programs and facilities to all students and faculty so that no one shall, solely by reason of a disability, be denied access to, participation in, or the benefits of any program or activity. Students and faculty shall receive reasonable accommodations to provide equally effective access to educational opportunities, programs, and activities in the most integrated setting appropriate unless provision for reasonable accommodation would constitute an undue hardship on the institution or would substantially alter essential elements of the academic program or course of study or would otherwise compromise academic standards. This policy shall apply to all programs, services, and activities of FTC, including but not limited to recruitment, admissions, registration, financial aid, and academic programs.

This policy is intended to be consistent with Section 504 of the Rehabilitation Act of 1973, which states that no recipient of federal financial assistance may discriminate against qualified individuals with disabilities solely by reason of disability. This policy is also intended to be consistent with Title II of the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008 and the Missouri Human Rights Act. To the extent it is inconsistent with said laws, the legal requirements and standards shall govern.

## 2023-2024 Tuition and Supplies/Fees \*

Course of Study	Enrollment	Tuition	Textbook(s)/Supplies/Fees
Automotive Technology	Full-time 720 hours	\$10,400	\$2,021
Certified Nursing Assistant	Part-time 175 hours	\$650	\$137
Collision Repair	Full-time 720 hours	\$10,175	\$1,871
Dental Assistant	Full-time 900 hours	\$10,177	\$1,648
HVAC	Full-time 720 hours	\$10,175	\$2,877
Phlebotomy Technician	Part-time 60 hours	\$600	\$185
Practical Nursing	Full-time 1232 hours	\$13,836	\$3,068
AS in Respiratory Care	Full-time 1600 hours	Contact MSSU	Contact MSSU
Welding	Full-time 720 hours	\$10,915	\$1,995

*\* subject to change*

### Avocational Programs/Classes

FTC may offer additional classes which are neither accredited by COE nor qualify for Title IV financial aid.

### Student Transfer Policy

- FTC does not permit transfers among programs within the institution.
- FTC does not permit students to transfer in from other institutions.
- FTC does not permit transfer of credit, or clock hours from other institutions.

### Notice of Confidentiality

Franklin Technology Center receives funds under certain programs of the U.S. Department of Education and is required by law to collect social security numbers (SSN) from its students for the administration of those programs. We are also required by law to maintain certain documents in accordance with Missouri's records retention policies. We do not collect or share personal information for any purpose other than to respond to you and the governmental agencies requiring us to report such information.

### Alcohol and Drug Abuse

FTC is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to or from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.



Students may only be in possession of medication as detailed in the Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. FTC Administration shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and director. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

### **Use of Tobacco and Vaping Products**

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Smoking and tobacco use is not permitted on district property or the campus of MSSU. These same standards are also for electronic/vapor smoking devices. This includes parking lots, ditches, and any other area connected to/with the facility.

### **Weapons in School**

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The possession or use of a weapon by any person shall be prohibited in all school buildings, on or about school grounds, and at all program activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from the program.

### **Campus Security**

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Franklin Technology Center makes every effort to assure the safety of all students and employees. Students are notified of the school's security procedures during the program's orientation. Although FTC has no law enforcement authority, any incidents or emergencies will be reported to the appropriate agencies. Any criminal actions or other emergencies should be reported to the Director's office or security immediately. Security and maintenance personnel are instructed to check all areas of each campus. Franklin Technology Center is not responsible for any student's valuables that might be lost or stolen. Vehicles parked on any campus should be locked.

### **Criminal Occurrences Reported at FTC-MSSU During the 2021 School Year**

Murders	0	Sex Offenses	1
Robberies	0	Aggravated Assaults	0
Burglaries	7	Vehicles Thefts	1
Arrests for possession of weapons	0	Arrests for possession of liquor	0
Arrest for possessions of drugs	0	Hate Crimes	0
Arson	0	Stealing	0

### **Criminal Occurrences Reported at FTC, Extension (Indiana) During 2021 School Year**

Murders	0	Sex Offenses	0
Robberies	0	Aggravated Assaults	0
Burglaries	0	Vehicle Thefts	0
Arrests for possession of weapons	0	Arrests for possession of liquor	0
Arrests for possession of drugs	0	Hate Crimes	0
Arson	0	Stealing	0

#### **Telephone**

**FTC, Main Campus (Wall Avenue): 417-680-0004**

**FTC - MSSU Safety & Security Office: 417-625-2222**

**FTC, Extension (Indiana Avenue): 417-625-5260**

#### **Campus Crime Reporting**

FTC, Main Campus (Wall Avenue) and FTC Extension (Indiana Avenue) utilize a district-appointed SRO. However, local law enforcement agencies can be utilized in the event of an emergency or criminal occurrence. FTC - MSSU utilizes Campus Security and can be contacted at 417-659-2222. After-hours access to facilities will not be permitted to students without administrative approval.

FTC employees and students must take an active role in their personal safety and security. Individuals are expected to function responsibly concerning their own personal safety, as well as the security of their possessions. Individuals should not allow themselves to be found or placed in a situation that leaves them vulnerable to possible bodily harm. Students are encouraged to report all suspicious behavior to the Director. Vehicles should be kept locked while parked on or around campus. Students should not leave valuables unattended and if left overnight on FTC grounds, they are still the responsibility of the student. Also, they should secure their personal possessions and keep them safe from possible theft or damage by others at all times. Please watch your possessions—avoid being a victim.

Should a crime against person or property occur on the campus of Franklin Technology Center, the student or staff member should contact the Director and/or the applicable law enforcement agency.

Should the crime being reported not be an immediate emergency, contact the Director. The Director will make the determination whether the Joplin Police Department or Jasper County Sheriff's Department should be contacted.

If the Joplin Police Department or Jasper County Sheriff's Department are contacted as a result of the reported incident, Franklin Technology Center shall be provided with a copy of the incident report prepared by the police agency.

Any student, staff or employee who observes or is involved in a criminal act or emergency situation should immediately report the occurrence to the Director. The Director will report the occurrence to the appropriate authority and determine what action should be taken or the proper actions to cooperate with the appropriate authority. The Director will document the occurrence and communications with authorities and students involved.

Franklin Technology Center publishes an annual crime report. It provides applicants, students and employees access to this annual crime report upon request. You may request access to this report at the office of the Director.

Statistics shall be kept and maintained with regard to the on-campus occurrence of crimes.

**FTC staff and police agency contact information is provided below:**

Director- Penny Williams (417) 680-0004 ext. 2061

Joplin Police Department (417) 623-3131 or in case of emergency dial 911

Jasper County Sheriff's Department (417) 358-8177 or in case of emergency dial 911

All 911 calls shall be brought to the immediate attention of the Director.

**Housing**

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FTC does not offer campus-based housing.

**FTC Counseling**

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Students may request various counseling services. Please see the Director, located at FTC, Main Campus, room 104 for assistance.

**Parking/Traffic Regulations and Violations**

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A parking permit, displayed in the rear window on the driver's side, is required for students attending FTC-MSSU. The program coordinator will explain the details of obtaining a permit at the orientation session. At FTC-MSSU, parking tickets will be given. The vehicle owner will be required to pay the parking fine at the MSSU Security Office. All tickets must be paid 30 days prior to graduation. FTC-MSSU students must abide by the MSSU "Parking & Traffic Regulations" handbook.\*

Students must park in designated student parking areas at all campuses. Students are not allowed to park in faculty parking at any location. Inappropriately parked vehicles will be towed at the owner's expense at the FTC, Main Campus (Wall Avenue) and FTC, Extension (Indiana Avenue).

**FTC, Main Campus**

1<sup>st</sup>- Warning

2<sup>nd</sup>- Vehicle Towed

**FTC Extension (Indiana Avenue)**

1<sup>st</sup>- Warning

2<sup>nd</sup>- Vehicle Towed

*\*The handbook is available online at [www.mssu.edu](http://www.mssu.edu) or at the MSSU Campus Security Office.*

## Career Resource Center

Missouri Job Center-Joplin is located at 730 S. Wall Ave., Joplin, MO. The Center provides employment and training services to the citizens of the area. Job seekers are given access to internet ready PCs where they can enter online resumes and check job openings at the Career Center's website. Job seekers are also provided proficiency-testing, employment counseling services, vocational training information, Veteran services, trade act assistance and job corps information. Employers can also obtain information about qualified job seekers from the Center. Labor market information as well as unemployment insurance benefit information also available at the Missouri Job Center-Joplin.

## Job Placement Statistics

### Adult Students-2021-2022 Completers

Program	Actual Completers	Employed Related to Infield Training*	Employed Not Related to Infield Training**	Unavailable for Employment***	Continuing Education	Status Unknown
Automotive Technology	6	6	0	0	0	0
Certified Nursing Assistant	16	9	1	6	0	0
Collision Repair	4	3	0	1	0	0
Dental Assistant	4	4	0	0	0	0
HVAC	4	4	0	0	0	0
Phlebotomy Technician	23	14	1	4	1	3
Practical Nursing	29	27	0	0	1	1
AS in Respiratory Care	10	10	0	0	0	0
Welding	1	1	0	0	0	0
Total	97	78	2	11	2	4
% of Total	100%	80%	2%	11%	2%	4%

\*= Are employed related to training, or are in full-time military services.

\*\*= Are employed in unrelated fields

\*\*\*= Are not in the labor force or are waiting to take required licensure examinations.

## Prohibition Against Discrimination, Harassment and Retaliation

Franklin Technology Center is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment of, or employment in, its programs, services, activities and facilities. In accordance with law, FTC strictly prohibits discrimination and harassment against students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

**FTC also prohibits:**

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All students and visitors must immediately report to the FTC Director for investigation of any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any FTC employee to any person employed by FTC, that person will immediately report the allegation to the Director. In accordance with this policy and as allowed by law, FTC will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off FTC property or are unrelated to FTC activities.

**Equal Opportunity Assurances**

We are a recipient of WIOA Title I funds and our organization must comply with the regulations found at 29 CFR 38. You have the right to file a discrimination complaint under Section 188 of WIOA.

**Equal Opportunity Is the Law**

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

## **What To Do If You Believe You Have Experienced Discrimination**

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

Danielle Smith, State Equal Opportunity Officer

P.O. Box 087

Jefferson City, MO 65102

Danielle.Smith@dhewd.mo.gov

573-751-2428 Missouri Relay Services at 711

or

Leslie Abram, Local Equal Opportunity Officer

730 Wall Ave.

Joplin, MO 64801

LAbram@wibswmo.com

417-625-9914 Missouri Relay Services at 711

or

The director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you file your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### **Interim Measures**

When a report is made or FTC otherwise learns of potential discrimination, harassment or retaliation, FTC will take immediate action to protect the alleged victim, including implementing interim measures. For example, FTC may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. Franklin Technology Center will take immediate steps to prevent retaliation against the alleged victim, any person

associated with the alleged victim, or any students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and imitating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Student Disciplinary Policy**

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Step One: Verbal Warning  
Step Two: Written Warning  
Step Three: Written Disciplinary Action

Disciplinary actions include, but are not limited to, behavior, attendance, academic performance and/or skills performance.

### **Definitions**

#### **Verbal Warning:**

Faculty members, the Program Coordinator, or Administration may verbally warn the student that their actions are not in line with Franklin Technology Center's personal and/or professional conduct and/or performance expectations.

Should the misconduct be considered minor, a Verbal Warning will be issued. However, the student is formally cautioned as to future conduct. The student will be informed that no further action will be taken but, the warning may be taken into account should there be a further act of misconduct.

#### **Written Warning:**

Written documentation of the offense(s) will be reviewed with the student and placed in his/her file. The document will state the reasons for the write-up, the targets set for improvement, and any time limits to re-evaluate the situation.

#### **Written Disciplinary Action:**

A Written Disciplinary Action may be issued where the student has previously received a Written Warning, or when an authorized person deems appropriate. A Written Disciplinary Action represents a final warning, which will include a disciplinary meeting with the Program Coordinator and Director.

This may be where a student failed to meet the targets or comply with the conditions set by a Written Warning or where a student commits a serious offense e.g. fighting, being under the influence of alcohol or drugs, conduct which threatens the health, safety and/or wellbeing of others. These examples are not all inclusive and offenses of a similar nature will be dealt with under this procedure.

Documentation will be provided to the student, which will outline:

1. Notice of Allegations and/or Concerns of Student Performance
2. Program, School, District Policy or Clinical/Externship Site Policy Effected
3. Explanation of Evidence
4. Expectations of Future Performance
5. WHY are the *Expectations of Future Performance* Critical
6. Potential Consequences if Performance is not Modified
7. Student Explanation: The student will be given the opportunity to offer an explanation

Final Agreement: between Student, Program Coordinator, and Administrator

**After the conclusion of Step Three, the Written Disciplinary Action meeting, if the student continues or repeats the same (or similar) behavior, the student may be subject to immediate dismissal.**

Disciplinary Behavior Which May Immediately Bypass Steps One and Two, and Move Directly to Step Three:

*\* The list is not intended to be exclusive.*

- Disrespect, Insubordination, Disruptive behavior, Non-cooperation
- Plagiarism, Cheating
- Grades, Skills Check-offs, Attendance
- Bullying, Harassment
- Emotional, psychological or physical violence
- Coercion, harassment and/or discrimination
- Aggressive/abusive behavior
- Spreading malicious rumors or gossip, or insulting someone
- Unwanted physical contact
- Stalking
- Offensive comments/jokes or body language
- Publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive material or pictures
- Unauthorized or excessive use of cell phones
- Alcohol/illegal drug possession or alcohol/illegal drug consumption on school property

***\*Dependent upon the infraction, the student may be subject to immediate program dismissal.***

### **Consequences and Remedies**

If Franklin Technology Center determines that discrimination, harassment or retaliation have occurred, FTC will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from FTC property or otherwise restricted while on FTC property. The Assistant Superintendent of Operations or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students and others will not be disciplined for speech in circumstances where it is protected by law.

### **Definitions**

- 1) *Discrimination*-Conferring benefits upon, refusing or denying benefits to or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.
- 2) *Harassment*- A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.
- 3) *Sexual Harassment*- A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcomed conduct that occurs when A)benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply



with, unwelcome sexual advances, request for sexual favors or conduct of a sexual nature; or B) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in Franklin Technology Center's programs and activities or conditions of employment. Sexual harassment may occur between members of the same or opposite sex.

- 4) *Compliance Officer*- The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.
- 5) *Grievance*- A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

**Behaviors that could constitute sexual harassment include, but are not limited to:**

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

**Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Director of Educational Support and Human Resources  
Justin Crawford  
PO Box 128, Joplin, MO 64802  
Phone: 417-625-5200 Fax: 417-625-5297

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation on the Joplin Schools/Franklin Technology Center.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matter to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.

7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent of the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

### **Public Notice**

Recruitment material and the district's website will include a statement that Franklin Technology Center does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

### **Grievance Policy**

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#### **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and

all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### **Grievance Procedure**

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If a student believes there has been a misinterpretation, misapplication or violation of policy (including grade disbursement and attendance tracking) the student may file a grievance.

This procedure also applies to any allegation of harassment (racial, sexual, religious, disability, or age) including staff/student and student/student harassment.

In the event a student believes there is a basis for a grievance, he or she shall take the following steps, in this order:

1. Discuss the alleged grievance with:

First Point of Contact:	Program Coordinator
Second Point of Contact:	Director, FTC Adult Education

If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step.

All complaints will be investigated. If after the investigation and informal discussion with the above-named district personnel, the student feels the grievance still exists or if the administrator is the person involved, the student may invoke the formal procedure.

2. To invoke the formal procedure, the student must complete the Adult Student Grievance Form within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the form provided by the district. The form shall be delivered to the Compliance Coordinator (the Superintendent of Schools or designee) at the following address:

The School District of Joplin R-VIII Administrative Offices  
825 S. Pearl Ave., Joplin, MO 64801  
Telephone: 417-625-5200

3. Within ten (10) calendar days of receipt of the grievance, the administrator(s) shall meet with the student in an effort to solve the grievance. Disposition of the grievance will be presented in writing within five (5) working days of the meeting. A copy will be given to the person(s) making the complaint.

If the student is still not satisfied with the disposition of the grievance, the student may submit the grievance to the Board of Education for final determination. The Board shall hear the grievance within thirty (30) working days after receipt of the grievance and shall provide the concerned person with the decision within five (5) working days thereafter. This decision shall be made in writing.

4. If the above grievance pertains to Title IV issues and is not satisfied by the school officials, the grievance/complaint may also be filed as follows:

Department of Elementary and Secondary Education  
PO Box 480, Jefferson City, MO 65102  
Telephone: 573-751-4212

5. Any grievance not settled at the institutional level may be submitted to:  
Council on Occupation Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
800-917-2081  
<https://council.org/>

### **Confidentiality and Records**

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To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the DC and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Notice of Privacy Rights**

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Franklin Technology Center will not release any information concerning a student to any party (unless by court order or approved in writing by the student) regarding grades, attendance, financial aid, student accounts, or any other information deemed private by a school official. The school is permitted to disclose this information to a parent or a student who is a dependent under IRS laws. All this as ordered by the FERPA Act of 1974.

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records. The student has the right to inspect and review their education records within 45 days of the day the school receives a request for access.

A student will have access to the files pertaining to them during posted office hours at all FTC locations. Students must submit a written request to the FTC office at least 24 hours before viewing their specific file. The person looking at the file must sign in before viewing the file and sign out when they are through. Documentation will be placed in the student file if other than they have looked at their educational file.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed Joplin R-VII School District or Franklin Technology Center in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Student Educational Records**

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All student educational records are protected under FERPA. Only the student and authorized personnel have access to student records.

A student may have access to their educational record during regular office hours. Students must submit a written request to the FTC office at least 24 hours prior to review.

If authorized personnel request to view a student's educational record, the person looking at the records must sign in before viewing the file and sign out when they are through. Documentation will be placed in the student file if other than they have looked at their educational record.

### **Student Health and Safety**

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FTC believes in providing learning experiences in laboratory settings that closely emulate the settings found in a trade, business or industry. Because every industry has some degree of occupational hazard associated with it, students may be exposed to conditions that present potential dangers if appropriate safety procedures are not observed. Students **SAFETY** is of paramount concern; therefore, students are required to demonstrate appropriate knowledge and safe operating procedures before being allowed to perform tasks in a laboratory setting.

### **Emergency/Accident**

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Students are to report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the office of the FTC Director. If a student needs emergency hospital or medical aid, the school will contact the person designated by the student to notify in case of emergency. If the person cannot be reached, medical personnel will be contacted.

## **Accident Insurance**

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Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that students consider carrying an accidental or medical policy on themselves while enrolled in programs at FTC that require shop or medical laboratory experience. In such programs, the students may be exposed to such things as: hand tools, power equipment, and machinery or in medical settings, contagious disease. **MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.**

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, an ambulance will be summoned. Every attempt will be made to notify the emergency contact given on the student's medical emergency information card. **The student will be legally responsible for the cost of any medical services or care provided.**

## **Emergency Medical Information**

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In the event of a medical emergency, it is important that FTC is informed of chronic conditions (diabetes, seizure disorders, allergies or other factors).

## **Academic Integrity**

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Franklin Technology Center is committed to academic integrity and expects all members of the school community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Submitting work that is not one's own is unacceptable and is considered a serious violation of FTC policy. Cheating is a serious offense that invalidates the purpose of a post-secondary education. Any student who takes credit for the work of another person, offers or accepts assistance beyond that allowed by an instructor, or uses unauthorized sources for a test or assignment is cheating. Students must be conscious of their responsibilities as a scholar to learn to discern what is included in plagiarism as well as in other breaches of the Student Handbook, and must know and practice the specifications for citations in scholarly work. When dealing with cases of academic dishonesty, the program coordinator may choose to report the issue to the Director of Franklin Technology Center, who may act on the report by issuing a written warning or by recommending disciplinary probation, suspension or expulsion. Penalties for academic dishonesty may include a failing grade on the assignment, a failing grade in the program or any other course-related sanction the Program Coordinator or Director determines to be appropriate.

## **School Sponsored Activities**

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Students are expected to conduct themselves in such a manner that they will not be offensive to those around them. Students will be advised of the nature of the event and should dress appropriately for the occasion. Alcoholic beverages, drug use and use of profane language will not be permitted. Students abusing the preceding rules will have disciplinary action taken against him or her.

## **Dismissal Policy**

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A student may be dismissed from school for unsatisfactory conduct, excessive absences, unsatisfactory academic progress or violation of other guidelines concerning student behavior. A dismissed student may apply for re-admission at the beginning of the next school term. Additionally, any student committing an action, which could be considered a misdemeanor or felony, including, but not limited to, assault, stealing, drug possession, or being under the influence of illegal drugs or alcohol may be expelled immediately.

## **Process Servers of Court Documents**

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FTC does not disturb students during their educational process to accommodate process servers.

## **Student Mental Health**

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If faculty, staff, and/or administration believe a student is in danger of harming oneself, harming others, threatens taking their own life, displays irrational behavior or appears unbalanced, etc., the police department will be contacted immediately.

## **2023 – 2024 Franklin Technology Center Calendar\***

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### **Program Beginning Dates**

Automotive Technology – 8/14/2023

Certified Nursing Assistant – Fall Evening 9/12/2023, Spring Evening 1/23/2024,  
or Summer 6/10/2024

Collision Repair – 8/14/2023

Dental Assistant – 8/14/2023

HVAC – 8/14/2023

Phlebotomy Technician – Fall Evening 9/11/2023 , Spring Evening 2/5/2024,  
or Summer 6/10/2024

Practical Nursing – 8/2/2023

AS in Respiratory Care – 8/21/2023

Welding – 8/14/2023

### **Program Ending Dates \***

Automotive Technology – 4/15/2024

Certified Nursing Assistant –Fall Evening 3/6/2024, Spring Evening 6/28/2024,  
or Summer 9/6/2024

Collision Repair – 4/15/2024

Dental Assistant – 5/15/2024

HVAC – 4/15/2024

Phlebotomy Technician –Fall Evening 11/15/2023, Spring Evening 4/22/2024,  
or Summer 6/20/2024

Practical Nursing – 5/23/2024

AS in Respiratory Care – 2-Year Cohort

Welding – 4/15/2024

*\* subject to change.*

## **Observed Holidays**

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Labor Day – 9/4/2023

Thanksgiving – 11/22/2023 through 11/24/2023

Christmas & New Year's – 12/22/2023 through 1/5/2024

MLK Day - 1/15/2024

Presidents Day - 2/19/2024

Spring Break – 3/18/2024 through 3/22/2024

Memorial Day – 5/27/2024

Fourth of July – 7/4/2024

**A PROGRAM GRADUATION DATE WILL BE ESTABLISHED, IF PERMITTED, AND GIVEN TO STUDENTS BY THEIR PROGRAM COORDINATOR WHEN AVAILABLE.**

*Franklin Technology Center assumes full responsibility for all representations made by recruiting personnel and/or other employees in recruiting students on its behalf. FTC prides itself in providing truthful and accurate information to the best of its ability, and to avoid any false or misleading impressions of the institution, its programs and services, or employment.*

***Information within this handbook is subject to change without notice.***

