

STUDENT HANDBOOK

<u>Principal's Message</u>	3
<u>Nondiscrimination Policy</u> TITLE VI, TITLE VII, TITLE IX, AND SECTION 504 AND ADA	4
<u>Mission of Area Technology Centers</u>	4
<u>Goals of Area Technology Centers</u>	4
<u>Academic Probation</u>	5
<u>Accreditation</u>	5
<u>Admission Procedures</u>	5
<u>Appropriate Dress</u>	5
<u>Asbestos Inspection</u>	6
<u>Attendance Policy</u>	6
<u>Bell Schedule</u>	6
<u>Books and Supplies</u>	6
<u>Bomb Threat Evacuation Procedures</u>	7
<u>Breaks</u>	7
<u>Bullying/Hazing</u>	8
<u>Calendar</u>	8
<u>Carl D. Perkins Funds</u>	8
<u>Certificates</u>	8
<u>Check Out</u>	8
<u>Cleanliness of Buildings, Restrooms, and Grounds</u>	9
<u>Conduct</u>	9
<u>Cooperative Education</u>	10
<u>Course Syllabi</u>	10
<u>Crime Awareness and Campus Security</u>	10
<u>Discipline</u>	10
<u>Driving and Parking Regulations</u>	11
<u>Drug Free Policy</u>	11
<u>Earthquake Procedures</u>	12
<u>Field Trips</u>	12
<u>Family Rights and Privacy Act of 1974</u>	12
<u>Fire Drills</u>	13
<u>First Aid Policy</u>	14
<u>Floor Plan of School</u>	14
<u>Grading System and Course Work Requirements</u>	14
<u>Grievance Procedure</u>	15
<u>Hall Passes</u>	17

<u>Hazardous Communications Plan</u>	17
<u>Harassment Policy</u>	18
<u>Inclement Weather Schedule</u>	21
<u>Internet Use Policy</u>	21
<u>Insurance</u>	21
<u>Lab/Classroom Safety</u>	21
<u>Lost and Found</u>	22
<u>Makeup Work</u>	22
<u>Medical Record</u>	22
<u>Medications</u>	22
<u>Personal Telecommunication Devices</u>	22
<u>Program Changes</u>	23
<u>Program Offerings</u>	23
<u>Refund Policy</u>	23
<u>Respirator Policy</u>	23
<u>Senior Plan</u>	23
<u>Smoking Policy/Use of Tobacco Products</u>	24
<u>Student Follow-Up</u>	24
<u>Student Organizations</u>	24
<u>Student Services</u>	24
<u>Suspension and Expulsion of Students</u>	25
<u>Telephone</u>	25
<u>Textbooks</u>	25
<u>Tornado Drill</u>	25
<u>Tuition and Fees</u>	25
<u>Visitors</u>	26
<u>Weapons on Campus</u>	26
<u>Work-Based Learning</u>	27
<u>Work Orders</u>	27

PRINCIPAL'S MESSAGE

The staff of the Pulaski County ATC would like to welcome you to our school. We are pleased that you have chosen our school to further your education.

Our professional staff is committed to helping you succeed in your chosen field. It is our desire to help you in any way we can to achieve your professional goals. Your attitude, attendance and desire to learn are important in reaching your goals. Working together, we can prepare you for employment opportunities that will be available to you.

The information in this handbook will help you become familiar with the policies and procedures of our school. Please feel free to ask any questions of any staff member and take advantage of the services we provide.

We wish you success in your training with us.

Cordially yours,
Kevin Cook

Equal Education and Employment Opportunities M/F/D

STUDENT HANDBOOK

NONDISCRIMINATION POLICY -

TITLE VI, TITLE VII, TITLE IX, AND SECTION 504 AND ADA

The KY Tech-Pulaski Co. ATC does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status or religion in admission to vocational programs, activities and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973

(revised 1992), and the Americans with Disabilities Act of 1990 and shall provide, upon request by qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information, contact (EEO Counselor(s), address, telephone number).

MISSION OF AREA TECHNOLOGY CENTERS

"With high expectations and strong partnerships, Kentucky Tech will actively engage all students in the mastery of academic and technical skills needed to be ready for college and a career."

GOALS OF AREA TECHNOLOGY CENTERS

- Students learn best when they are actively engaged in the learning process.
- Students learn best when our staff maintains high expectations for learning.
- Students are motivated to learn when classroom instruction is related to real-world applications.
- All students in our school need to have an equal opportunity to learn.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when instruction incorporates both academic and technical skills.
- Effective school leaders engage in practices that support the ongoing improvement of teaching and student performance.
- Teachers, administrators, parents and the community share the responsibility for helping students learn.

ACADEMIC PROBATION

When students fail to maintain a “C” in any course taken at the Area Technology Center, it will be left to the discretion of the area technology center Principal whether or not to reenroll students.

Students will be reenrolled after parents, students, and high school administration has agreed to a plan of action.

ADMISSION PROCEDURES

Priority is given to students who are 15 years of age or older during the school year in which they enroll in a technical program. Access to programs is not denied to younger students who desire to use the facilities of technical schools for career education experiences designed to produce occupational awareness, orientation, exploration, and limited work exposure. High school students desiring to attend the technical school should contact the high school counselor or other designated school officials to plan enrollment procedures.

Postsecondary students may be enrolled if space is available in selected programs. Adults interested in enrolling as a postsecondary student should contact the principal and/or guidance counselor and discuss enrollment procedures, financial aid, tuition and fees, and training objectives.

APPROPRIATE DRESS

All students are expected to keep clothing neat and clean as well as practice sanitary habits. Students must dress in accordance with specific safety regulations established by the teacher(s) in a given program. As Career and Technical classes may be hazardous, it is important that all safety precautions be taken which may include but not be limited to the following:

- ✓ Hard hats shall be worn where head protection is required
- ✓ Safety glasses shall be worn when operating any equipment and/or using chemicals that require eye protection
- ✓ Shop clothing in heavy work areas such as welding, diesel, and industrial maintenance shall be cleaned frequently
- ✓ Hair length must be of a length that poses no safety hazard or must be contained under a head covering to insure safety
- ✓ Loose and flowing clothing or dangling jewelry supported by loose chains, strings, or wires, which may become caught in machinery, should be avoided in shops equipped with moving or rotating power equipment

- ✓ Clothing that adequately protects legs and arms must be worn in the industrial shops
 - ✓ Students will not be permitted to wear shorts or synthetic fabric clothing
 - ✓ Students who operate equipment, which appears unsafe for use, should immediately inform the instructor.
 - ✓ Gloves and safety glasses must be worn by all health and human services students when in direct contact with body fluids.
 - ✓ School and/or program specific information will be furnished by each Career and Technical program teacher.
 - ✓ The ONLY facial piercing permitted at the ATC will be a small nose stud. All other facial piercings, including but not limited to eyebrow and lip will NOT be permitted.
- No student should disregard unsafe conditions nor create unsafe situations for self or others

ASBESTOS INSPECTION

All school buildings have been inspected for asbestos containing materials and comply with current regulations.

ATTENDANCE POLICY

Each student is expected to attend classes regularly and at the prescribed time. An accurate record of attendance and absences will be kept in each course and reflected on the student's transcript. Each student shall assume responsibility for regular attendance, completion of all assignments, completion of all examinations and completion of required laboratory, internship, and clinical time.

BELL SCHEDULE

Posted in Classrooms

BOOKS AND SUPPLIES

Students may be required to purchase workbooks and safety supplies required in some training programs. Items may be purchased through the school. Instructors will notify students of the required books and supplies during the orientation process.

BOMB THREAT EVACUATION PROCEDURES

After a bomb threat has been received, the school administrator or his/her designee will verbally announce the evacuation of the building. Staff and students will evacuate the building through the same exit used during fire

drills. Staff and students should move far enough away from the building to be protected against debris in the event of an explosion. Immediately upon giving the evacuation signal, the police, fire department and other appropriate agencies will be notified. The principal will be responsible for directing the search of the building and receiving information from search personnel. Once a thorough search of the building has been completed, the principal will announce that staff and students may return to the building.

BREAKS

Student breaks will be at the discretion of program instructors. Students will report to class upon entering the building and be released to break by the teacher. No food or drinks are allowed in the shops or around equipment.

Bullying/Hazing

The Kentucky Center for School Safety (<http://www.kysafeschools.org/cyberbullying.html>) addresses **Cyber Bullying**:

Cyber bullying involves the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal web sites, and online personal polling web sites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others. On-line harassment or threatening is **Cyber bullying**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff, and visitors to the schools.

ACTIONS NOT TOLERATED

- The use of lewd, profane or vulgar language is prohibited.
- In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.
- This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods (Cyber Bullying).
- Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

CALENDAR (When home high school is out of school, students do not report to ATC. Home high school calendars are observed)

CARL D PERKINS FUNDS

The KY Tech-Pulaski Co. ATC receives funding through the Carl D. Perkins Career and Technical Education Act which is designed to improve, expand, and develop programs for students enrolled in career and technical education programs. The amount of funding a school receives is determined by the number of students who live in the school district and the number of families with children living in the school district whose income is at poverty level in proportion to the total living in the state. The funds allocated to the ATC is based on the percent of students from a local school district who are enrolled in the ATC in proportion to the total number of students from that school district who are enrolled in technical education programs at the high school and the ATC. These funds are used to make improvements to the programs so that the training the students receive is current with knowledge and technical skills needed by business and industry.

CERTIFICATES

Students who successfully complete the requirements of an O*NET code will receive a certificate.

CHECK OUT

High school students signing out to leave the area technology center will only be allowed to leave with a parent/legal guardian/or approved designee. The home high school will be notified of student departure before student is allowed to leave. Proper identification must be presented to office personnel. A copy of the identification will be placed in the student's folder with the time and date the student left school.

CLEANLINESS OF BUILDINGS, RESTROOMS, AND GROUNDS

Every effort is made to properly maintain the buildings and grounds. Students are asked to assist in this effort by disposing of their trash in containers provided. Students failing to observe these regulations will face disciplinary actions.

Every effort is made to provide the cleanest restrooms possible. Students should take pride in helping to keep the restrooms clean. It is considered a

serious offense to deface walls or damage fixtures and will result in disciplinary action being taken. Smoking in restrooms is strictly prohibited. If a student spends an extended period of time in the restrooms without notifying the teacher or principal, he/she will be disciplined as skipping class.

CONDUCT

All students are required to maintain acceptable standards of conduct, which include courtesy, respect for the rights of others, orderly behavior, and compliance with established school policy. Students who fail to do so may be required to discontinue their training. Inappropriate conduct is considered to be any of the following:

- a) Distributing literature of any description on school property without specific written authorization from the principal's office.
- b) Willful destruction, damage, stealing school property or obscuring supplies or tools.
- c) Fighting, cursing, using abusive language, or gambling on school premises.
- d) Insubordination.
- e) Failure to conform to rules, regulations, and public laws pertaining to occupational health and safety.
- f) Use of tobacco in any form is prohibited.
- g) Cell phones are to be turned off and out of site upon entering the building. Cellular devices may be used in the classroom for instructional purposes at the discretion of the teacher.
- h) Harassment, willfully hindering, limiting progress of other trainees, habitual carelessness, recklessness, or playing tricks or pranks dangerous to other trainees.
- i) Falsification on enrollment, training, or personal records.
- j) Possession of firearms, knives or other items that could conceivably be used as a weapon.
- k) Students are not permitted to operate any shop equipment or remain in the shop during breaks and lunch unless an instructor is present for supervision.

- l) Students are not to leave their assigned area and/or school without notifying their instructor.

COOPERATIVE EDUCATION (See Work-Based Learning)

COURSE SYLLABI

Instructors at the KY Tech-Pulaski Co. ATC will provide students with a syllabus for each course in which students are enrolled. Each course syllabus must include the name and description of the course, teacher's name, text and other course materials, reference to KCTCS courses (when appropriate), and grading criteria. Other items that will enhance, but are not required, on the syllabus include: procedures for makeup work, reference to core content, skill standards, academic expectations, accommodations for students with special needs, class rules, and other information pertinent to the course.

CRIME AWARENESS AND CAMPUS SECURITY

The KY Tech-Pulaski Co. ATC is committed to providing a safe and secure environment for its students and employees. The school uses a variety of approaches for crime prevention, such as, security gates, local police patrols, staff monitoring the facilities and grounds, visitor control process, key control system, engraving services, and student lockers. Additionally, crime prevention efforts include information at student orientation, faculty in-service, and student organization-leadership development and conduct at school-sponsored events. (Include specific information on crimes occurring on school grounds for previous year.)

DISCIPLINE

Students with excessive discipline referrals and/or violation of area technology center safety regulations may be removed from the program at the Area Technology Center at the discretion of the area technology center Principal. The student, parent, and high school where the student attends will be notified immediately of this decision. Students will only be considered for reenrollment after parents, students, and high school administration agree to a plan of action.

DRIVING AND PARKING REGULATIONS

Driving by high school students is strictly prohibited since buses transport high school students to and from their respective schools, except under extenuating circumstances. Students who are illegally parked on school property are subject to have their vehicles towed at their expense. Students need to be aware that unauthorized vehicles may be searched for a good cause.

On occasion, special circumstances may require a student(s) to drive to the ATC. This is to be done only after permission has been obtained from both the home high school and ATC.

Students desiring to have a vehicle worked on in one of the shops must obtain a Driving Permit from the office and obtain the required signatures prior to driving the vehicle. Students are not permitted to transport other students when bringing a vehicle to be worked on. The permission forms must be displayed on the dash the entire time the vehicle is on school grounds.

DRUG FREE POLICY

The Office of Career and Technical Education is committed to providing a safe environment for its students, faculty, and staff. Kentucky TECH has defined conduct in relation to the use, possession, distribution, storage, manufacture, or sale of illegal or unauthorized drugs and being under the influence of alcohol on Kentucky TECH property or at any sponsored event. Conduct, which violates this definition, poses unacceptable risks and disregard for the health, safety, and welfare of members of the Kentucky TECH community and shall result in disciplinary action up to and including suspension or expulsion.

The Office of Career and Technical Education is in compliance with and will be in compliance with the Drug-Free Workplace Act of 1988.

Being under the influence of alcohol or other drugs on the Office of Career and Technical Education's property or any sponsored event is prohibited. The use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs on the Office of Career and Technical Education's property by employees or students is prohibited. Any student who violates these defined standards of conduct shall be subject to appropriate disciplinary action up to and including suspension or expulsion.

All Office of Career and Technical Education students, as a condition of program enrollment, must notify school personnel of any criminal drug status conviction within five (5) days of such conviction.

On the first occurrence of proof of drug abuse, the high school principal and the parent or guardian of a secondary student shall be notified. A report of drug abuse evidence shall be made to the police.

A postsecondary student shall be suspended for five (5) days with possible re-entry upon proof of enrolling in a treatment program. Readmission shall be with probationary status. During suspension, the student shall lose all school privileges and shall not be permitted on the school property. A

second drug occurrence by a student shall result in dismissal from the Kentucky TECH System.

EARTHQUAKE PROCEDURES

If an earthquake strikes; what you do during and immediately after the tremor will determine your safety.

- **If you are indoors**, stay indoors. Take cover under a desk, table, bench, or in doorways, halls and against inside walls. Listen for a signal to evacuate the building. Stay away from glass.
- **If you are outside**, move away from buildings and utility wires. Once in the open, stay there until the shaking stops. Don't run through or near buildings.
- **The greatest danger from falling debris** is just outside doorways and close to outer walls.

FIELD TRIPS

Instructors may arrange field trips with administrative approval to various businesses or industries whenever the trip is relevant to the unit of study. The students must travel as a group and will be accompanied by at least one instructor. Students must complete the field trip permission form with parent/guardian signature(s) prior to participating in a field trip.

FAMILY RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 became effective November 20, 1974. The act denies federal funds to any school district that does not allow parents access to their children's files.

Parents must be allowed to inspect and review all materials that are incorporated into each student's cumulative record. Parents must be granted a hearing to challenge the contents of the records if requested. For additional information, contact the principal of the school.

Transfer of records to another institution in which a student intends to enroll requires the school to: (1) notify parents of transfer, and (2) inform parents that a copy of the transferred records is available to them if desired.

Release of any information contained in personal school records to any person other than those listed in subsection (b)(1) must be done only upon written consent from the student's parents, specifying what is to be released, and to whom. A copy of records to be released must be made available to parents and students if desired by parents. Exceptions listed under (b)(1) are:

1. Other school officials, including teachers within the educational institution or local educational agency who have legitimate educational interests.

2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receives a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record.
3. Authorized representative of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) an administrative head of an education agency (as defined in section 409 of this Act), (iv) state educational authorities, under the conditions set forth in paragraph (3) of this subsection, and
4. In connection with a student's application for or receipt of financial aid.

Parents are to be notified in advance of furnishing information in compliance with a court order or subpoena. Persons or agencies receiving information may transmit the information to the third party only upon written consent of the parents of the student. After a student reaches age 18 or is attending an institution of postsecondary education, the rights that were the parents accrue to the student. The parent's rights cease when the student takes over.

FIRE DRILLS

The Kentucky Fire Code requires that a total of 10 fire drills be conducted during the school year. Fire drills are conducted for the purpose of training students to exit a facility in an organized and expedient manner should a fire occur. Evacuation signs are posted in all classroom and hallways. At the sound of the alarm, students should start moving immediately according to plan. Once outside the facility, the instructor will check attendance to make certain everyone is accounted for. The signal to return will be a continuous bell. Every student is required to participate.

FIRST AID POLICY

For the protection of any injured person or persons, and to avoid the potential for personal or administrative liability, the following first aid policy is in effect for the Office of Career and Technical Education, KY Tech-Pulaski Co. ATC:

- 1) Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.
- 2) In no case shall ointments, salves, disinfectants or oral medicine be rendered except on advice of a physician.
- 3) Students or staff that require over-the-counter or prescription medication shall provide for and administer their own medication.
- 4) In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.

- 5) Persons rendering first aid shall follow the recommended emergency procedures previously set forth by the safety section and approved by the Office of Career and Technical Education.
- 6) First aid kits shall be equipped with gauze, bandages, large and small Band-Aids, scissors, pocket face mask, rubber gloves, alcohol wipes, and other materials required to stop bleeding and cover wounded areas.
- 7) Fire blankets shall be placed in those areas where the potential of fire and explosion exist.

FLOOR PLAN OF SCHOOL

(Posted in each classroom)

GRADING SYSTEM AND COURSE WORK REQUIREMENTS

The student's grade shall be determined by the instructor, based on established requirements for the course. The grading system set by the high school will be used by the KY Tech-Pulaski Co. ATC in assigning grades. Any class that a student receives below a C will have to be repeated if the student chooses to complete the diploma level of the program.

GRIEVANCE PROCEDURE

Students who feel they have been discriminated against, sexually harassed by students or employees, denied reasonable accommodations, and/or denied an opportunity to enroll in career and technical programs, participate in activities, and/or employment because of their race, color, national origin, sex, disability, age, religion, or marital status have the right to file an informal and/or formal complaint as follows: (regulations require notification of 180 days for filing with the Office for Civil Rights and/or filed within 60 days after the institution or other agency has completed its investigation and notified the complainant that it would take no further action. Extensions can be granted for good reason.)

STUDENT GRIEVANCE COUNSELOR (s):

Mr. Scott Johnson
3865 S. Hwy. 27, STE 101
606-678-2998

STUDENT INFORMAL GRIEVANCE PROCEDURE

Step 1:

If a complainant feels that he/she has been discriminated against, the student must first bring the problem to the attention of the EEO/Grievance Coordinator within five (5) days of the knowledge or alleged cause for grievance occurs. The counselor will conduct a preliminary investigation of the alleged complaint.

Step 2:

The complainant, EEO/Grievance Counselor, and other involved parties will work informally to negotiate a solution within five (5) school days. (A total of ten (10) school days from filing a grievance)

Step 3:

If the grievance cannot be satisfactorily resolved by working informally, the student may want to proceed to file a formal written grievance within five (5) schools days. (A total of fifteen (15) school days from filing a grievance)

Step 4:

A formal written grievance may be filed within fifteen (15) days of starting the Informal Grievance Process by completing the Formal Grievance Process form, which is available from your Title VI, Title IX, Section 504, ADA and Harassment Counselor.

NOTE: Days given are to keep the process moving and can be changed by agreement of all parties.

STUDENT FORMAL GRIEVANCE PROCEDURE

Step 1:

Within fifteen (15) school days of the alleged discrimination or denial of service, a student will file written notice to the appointed institution EEO/Grievance Counselor. The student's written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, expected outcomes, and be signed and dated by the student filing the grievance. The appointed EEO/Grievance Counselor shall respond in writing regarding the process followed, persons involved, and other investigative steps taken to try and resolve the alleged grievance. The EEO/Grievance Counselor's response will be given to the complainant within five (5) school days from the date of initiation of Step 1 of the formal grievance process. The proposed solution to resolving the alleged grievance will have to be approved by the Kentucky TECH administrator and other parties involved. (Within twenty (20) school days from the initiation of the Grievance Process)

Step 2:

If the complainant is not satisfied with the proposed solution, the complainant may appeal in writing by notifying the Kentucky TECH administrator within five (5) school days of the proposed solution to be taken in Step 1. The Step 2 appeal written notice must contain all written documentation from Step 1 and the student's written reasons for not accepting the proposed solutions to be taken. The

Kentucky TECH administrator will respond in writing to the complainant within five (5) school days from the date of the Step 2 written appeal as to the action to be taken. (Within a total of thirty (30) school days from the initiation of the Grievance Process)

Step 3:

If the complainant is not satisfied with the recommended action to be taken by the Kentucky TECH administrator, the complainant may appeal in writing within five (5) school days to the attention of the EEO/Grievance Coordinator, Office of Career and Technical Education, Capital Plaza Tower, Frankfort, KY 40601. (Mark CONFIDENTIAL on the envelope), The Step 3 written appeal must contain all written documentation related to Step 1 and Step 2 of this Formal Grievance Process. The complainant must include their written statement as to the reason for not accepting the proposed solution to their alleged grievance. The EEO/Grievance Coordinator will respond in writing, within (20) school days of the date of the Step 3 appeal as to the recommended action to be taken. (Or within fifty-five (55) school days from the initiation of the Grievance Process.)

Another option for resolving a complaint that can be used by students, parent/guardian of a minor student, or employees:

In the event that the complainant is not satisfied with the action taken at any point in the grievance process or upon completion of Step 3, the complainant may call or write for Technical Assistance to the Director of the Office for Civil Rights, Eastern Division, in Philadelphia, PA. If the complainant wants to file a grievance with OCR it must be in writing, signed, and dated and include any information collected or used in the attempt to resolve the complaint at the local level. The complainant has 180 days to file with OCR from the date of the incident or within 60 days after completion of the local grievance process.

NOTE: A complaint process filed with the Office of Civil Rights may take as long as three years.

Last Option

File a lawsuit with the local courts. This can be done at any time.

HALL PASSES

A student must sign in and out when leaving a shop or classroom and obtain a hall pass from the teacher. Only one student should be out of the shop/classroom at any time.

HAZARDOUS COMMUNICATIONS PLAN

In order to comply with recent federal and state regulations concerning hazards in the workplace, all students must now be made aware of any possible health hazards they may come in contact within the area technology center. Students will be trained in identification of these materials and how to properly store, use, and maintain them during the student orientation process and throughout the course in which they are enrolled.

HARASSMENT POLICY

I. General Statement of Policy

The Office of Career and Technical Education is committed to maintaining an educational and work environment that is free from harassment and violence and prohibits any form of harassment or violence on the basis of sex, race, color, national origin, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation.

At the beginning of each school year, the Office of Career and Technical Education requires every Area Technology Center to have harassment training for all students and to keep documentation of that training in each student's file.

Violation of this policy will not be tolerated. The Office of Career and Technical Education intends to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy. Whenever an instance of violence or unlawful harassment, knowingly false accusations, reprisal for reporting or threatening to report violence or unlawful harassment has been documented by evidence, appropriate disciplinary action up to and including dismissal from employment or expulsion from school will be taken consistent with applicable federal, state, and local laws, and the Office of Career and Technical Education employment and education policies.

Students who believe they have been harassed will follow the student grievance procedure established in the student handbook. The student handbook will have the coordinator's name, address, and telephone number. This person is the contact person for the first step in resolving the alleged complaint.

Intimidatory or retaliatory acts prohibited. No recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with the right or privilege secured by section 601 of the Act or this part, or because a person has made a complaint, testified, assisted, or participated in any manner in an investigation, proceedings or hearing under this part. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of this

part, including the conduct of any investigation, hearing, or judicial proceeding arising there under.

The KY TECH Center will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, sexual harassment, or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other institution personnel who is found to have violated this policy.

II. Religious, racial, and sexual harassment and violence defined

A. Sexual Harassment: Defined

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature where:

- (i) Submission to that conduct or communication is made a term or condition, either explicitly, or implicitly, of obtaining an education, or obtaining or retaining employment; or
- (ii) Submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's education or employment; or
- (iii) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or employment, or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment may include but is not limited to:

- a) Unwelcome verbal harassment or abuse;
- b) Unwelcome pressure for sexual activity;
- c) Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other center personnel to avoid physical harm to persons or property;
- d) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status;
- e) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regards to an individual's education status or employment; or

- f) Unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment: Definition.

Racial harassment consists of physical or verbal conduct relating to an individual's race, color, or national origin when the conduct:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive academic or working environment;
- (ii) Has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance; or
- (iii) Otherwise adversely affects an individual's academic or employment opportunities.

C. Religious Harassment: Defined.

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- a) Has the purpose or effect of creating an intimidating, hostile or offensive academic or working environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance; or
- c) Otherwise adversely affects an individual's academic or employment opportunities.

D. Sexual Violence: Definition.

Sexual violence is a physical act of aggression or force or threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (i) Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

- (iv) Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence: Definition.

Racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to, race, color, and national origin.

F. Religious Violence: Definition.

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G. Assault: Definition.

Assault is:

- a) An act done with intent to cause fear in another of immediate bodily harm or death;
- b) The intentional infliction of or attempt to inflict bodily harm upon another; or
- c) The threat to do bodily harm to another with present ability to carry out the threat.

INCLEMENT WEATHER SCHEDULE

During inclement weather, students should listen to their local radio station for announcements regarding delayed schedules or school closures.

INTERNET USE POLICY

(Pulaski County Schools Internet Use Policy is Observed)

INSURANCE

All students enrolled in the KY Tech-Pulaski Co. ATC shall have medical and accident insurance coverage during the period of enrollment. The policy, paid for by the state, is a full excess policy and covers expenses incurred which are in excess of those paid or payable by another plan.

LAB/CLASSROOM SAFETY

All students will be given specific safety instruction at the beginning of their program. Students will be required to show knowledge of safety procedures prior to the operation of school equipment, machines, or tools. Under no circumstances should students operate equipment without the instructor's permission.

All programs will have shop safety committees that will make monthly safety inspections of labs/classrooms. In the event of an accident, a standard report is completed, which describes the nature of the accident

and reflects any practices or conditions that may have contributed to the accident. All accidents, regardless of how minor, should be brought to the attention of the instructor.

LOST AND FOUND

All found articles are to be turned into the school's main office. Articles are kept until proper identification can be made by the owner.

MAKEUP WORK

Work missed because of absenteeism or tardiness shall be made up satisfactorily to the teacher within a reasonable time after returning to school. Make up work not turned in by the time designated by the instructor shall receive a grade of "O". It is the student's responsibility to contact the teacher on the day he or she returns to the class to arrange to make up work. A teacher may require make up of examinations, clinical time, or other instructional activities. NOTE: Work cannot be made up if the absence or tardy is unexcused.

MEDICAL RECORD (Schools with Health Science Programs)

Applicants for the Health Science Programs that include clinical experience and shadowing must provide a record of a current* negative tuberculosis skin test (ppd) and an immunization record. Upon enrollment in the program, Hepatitis B immunization is recommended but not required.

*Current as defined by the health care facility where the student will be doing clinicals or shadowing.

(Updated 08-28-08)

MEDICATIONS

School personnel do not dispense medication of any type. A student, who takes prescription or over the counter medication must have written permission on file in the office. Medication must be carried in the original container. If medication is to be taken during school hours, the teacher must be notified. Any drug that is seen and not reported to the instructor will be in violation of school policy.

PERSONAL TELECOMMUNICATION DEVICES

Area Technology Centers follows disciplinary policies of the local school district. Personal telecommunication devices are not to be used, seen, or heard at the ATC except when the instructor permits use for instructional purposes only. Students will be informed when they have permission to use the device.

PROGRAM CHANGES

A student may not change his/her program of study without the permission of all teachers involved, the guidance counselor, and school principal.

PROGRAM OFFERINGS

Welding, Carpentry, Automotive, Information Technology, Health Sciences,
Natural Gas Pipeline

RESPIRATOR POLICY

Students enrolled in the Auto Body Program are required to obtain a physician's statement verifying they are physically able to perform the tasks in the program, which require the use of protective breathing devices. This is a requirement of the Office of Safety and Health Administration.

SENIOR PLAN

Seniors who have completed all graduation requirements except Senior English may be permitted to enroll at the Area Technology Center for up to five hours per day. Prior to enrolling in the Senior Plan Program, students must meet the entrance requirements (except high school graduation) for the program in which they are seeking enrollment.

Students enrolled in this program will be required to follow the attendance guidelines published in the Student Handbook. Students enrolled in this program will be allowed to attend their high school activities as approved by the high school principal and the technology center principal. Students who are removed from this program for attendance, academic, or disciplinary violations will be returned to their sending high school.

SMOKING POLICY/USE OF TOBACCO PRODUCTS

The possession or use of any tobacco products anywhere on the grounds by secondary students of the KY Tech-Pulaski Co. ATC is strictly prohibited. Violations to this policy include, but are not limited to: smoking anywhere after arriving at school; possessing any tobacco product, lighters, or matches on your person, in a locker, in a book bag, in a handbag, or otherwise; and holding an unlit cigarette.

STUDENT FOLLOW-UP

Student follow-up is conducted for the purpose of improving and modifying existing programs and implementing new ones based upon the needs expressed by students served in technical programs. Information is collected in the form of questionnaires in four categories: (1) initial year follow-up; (2) employer survey; (3) program improvement follow-up for those students who enrolled two years previously. Students are encouraged to respond promptly upon receipt of a questionnaire.

STUDENT ORGANIZATIONS

Student organizations are integral parts of technical education programs. Career and Technical teachers serve as advisors to student organizations to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, and provide other

wholesome experiences for students. Students are encouraged to participate in these organizations. A student must be a member of a student organization in order to participate in local, regional and state competition activities.

The following student organizations are the official organizations for the occupational areas:

Health Occupations Students of America (HOSA)
Skills-USA

STUDENT SERVICES

High school students will find that the primary source of counseling will be the high school counselor.

SUSPENSION AND EXPULSION OF STUDENTS

All students shall comply with policies of the home high school. Willful disobedience or defiance of the authority of the teachers or administrators, assault or battery or abuse of other students or school personnel; the threat of force or violence; the use or possession of illicit drugs or alcohol; stealing, destroying or defacing school or personal property; possessing or using dangerous weapons or instruments; excessive unexcused absenteeism, or other incorrigible bad conduct on school property or at school sponsored activities constitutes cause for disciplinary suspension or expulsion.

(Note: Also see the section on Discipline.)

TELEPHONE

Telephones in shops, classrooms, and offices of the school are for business purposes and are not to be used by students except in emergencies. Students will not be called to the phone from classes except in cases of emergency. Students should advise parents of this policy.

TEXTBOOKS

Students are supplied free textbooks by the local school district in certain subjects and grades. In cases of loss of any text by students, the book or books must be paid for by the parent/guardian before any additional texts will be issued.

TORNADO DRILL

In the event of a tornado watch or warning, it is very important that drill procedures are correctly followed to provide the safest situation possible. A tornado alarm will be (Schools need to insert their warning signal.) All classes will move to the designated areas, and the students will get down on the floor, kneel on their knees, and place their heads between their

knees. If there is not enough time to move to the designated area, move as close as possible to the innermost wall.

TUITION

Tuition to enroll in the KY Tech-Pulaski Co. ATC shall be free to all secondary students who attend public, private, and home schools in the state of Kentucky.

VISITORS

Student visitors must receive permission from the Area Technology Center Principal prior to making visitations. Visitors are required to sign in at the school's main office before entering shops and classrooms.

WEAPONS ON CAMPUS

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except by authorized law enforcement officials, the carrying of concealed weapons on school property is prohibited.

Violation of this policy by students shall require that the principal immediately make a report to the principal of the sending high school and to the Executive Director for the Office of Career and Technical Education in Frankfort. In addition, when there is reasonable belief that a violation has taken place, the principal shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a weapon in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Federal Requirement

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the local district shall be expulsion for a minimum of twelve months.

Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

For state reporting purposes, a deadly weapon shall be defined as: any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; any knife, other than an ordinary pocket knife; billy club, nightstick or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material.

WORK-BASED LEARNING

WBL is designed to link employers and education in a collaborative effort to create a prepared workforce. Placement at the worksite is related to the student's career focus. The training plan/agreement identifies tasks performed and is signed by student, parent, teacher, employer and principal. The student evaluation is completed by the employer and/or the teacher. Site visitation by the teacher/coordinator is conducted to meet personnel, observe the facility/work performed and check for appropriate safety practices and training.

Types of Work-Based Learning are:

1. Clinical Experience
2. Cooperative Education
3. Entrepreneurial Program
4. Internship
5. Mentoring
6. School-Based Enterprise (SBE)
7. Service Learning
8. Shadowing
9. Work Experience

WORK ORDERS

All work performed at the area technology center requires:

- 1) A completed/signed *Work Order Approval Request* and
- 2) A completed/signed *Work Order Agreement* before beginning the job.

There is a \$15 minimum shop fee for items not belonging to students. Students will be responsible for paying for materials, parts, etc. used to complete their projects.