

KY Tech-Lake Cumberland Area Technology Center

2011-2012

Student Handbook

2330 Hwy 127 S
Russell Springs, KY 42642
(270) 866-6175

Principal
Jeff Adams



STUDENT HANDBOOK

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PRINCIPAL'S MESSAGE

The staff of the Lake Cumberland Area Technology Center would like to welcome you to our school. Our school is located on Highway 127 and serves high school students from Russell County and Adair County. In addition, we offer short-term evening programs for adults. 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. You will learn what you can expect of KY Tech – Lake Cumberland Area Technology Center and you will learn what KY Tech – Lake Cumberland Area Technology Center expects of you. If you have a suggestion that you believe could improve our school operation, please feel free to relay it to the school principal or to your teacher. Feel free to ask any questions of any staff and take advantage of the services we provide.

Welcome and we wish you success in your training with us.

Cordially yours,

Jeff Adams

Kentucky Tech

Get Technical . . . It Pays!

Vision

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.

We Believe

- 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.



*Office of Career and Technical Education, Education and Workforce Development Cabinet – July 2010
An Equal Opportunity Employer M/F/D*

GOALS OF AREA TECHNOLOGY CENTERS

- Provide technical skills training to secondary students that lead to successful post high school transition
- Enhance career exploration options for secondary students
- Collaborate with local school districts to enhance the educational growth of all students
- Respond to the training needs of business and industry for the community
- Become an Area Center of Excellence to continually improve quality technical education for life-long learning

NONDISCRIMINATION POLICY – TITLE VI, TITLE VII, TITLE IX, AND SECTION 504 AND ADA

The Lake Cumberland 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: Ricky Brockman, 2330 Hwy 127 S, Russell Springs, KY 42642; (270) 866-6175.

ACCREDITATION

The educational programs at Lake Cumberland ATC are fully accredited by the Commission on Occupational Education.

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. Program changes may only be made with permission of all teachers involved, the high school principal, the technology center principal, and the school guidance counselor.

ANNUAL NOTIFICATION OF STUDENTS AND PARENTS

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

Written policies have been developed which describe the types and locations of these records and specific procedures available to parents for the review of records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal.

APPROPRIATE DRESS

All students are expected to keep clothing neat and clean as well as practice sanitary habits. No student may wear any of the following external garments:

- ✓ Hats
- ✓ Swimwear/sleepwear
- ✓ Tank tops, halter tops, sleeveless tops, or shirts with revealing necklines
- ✓ Garments with the nude look, see-through, or cut-away styles which expose the rib cage, armpits or area above or below the belly button
- ✓ Garments which expose the bare midriff or back while sitting or standing (pants must be form-fitting and worn on the hips – sagging or hanging below the waist will not be allowed – shirts must be long enough to cover the midriff at ALL times)
- ✓ Torn or frayed articles of clothing, items with holes, slashes, or cuts, will not be allowed.
- ✓ All shorts, skirts, and skorts must be to the top of the knee in length when standing and the top of any slits must not be higher than fingertip in length.
- ✓ Trench coats
- ✓ Pocket/wallet chains or spiked jewelry.

Body piercing is limited to the ears only and may not exceed 1/8" in diameter. No eyebrows, nose, bellybutton, or tongue piercing is allowed at school. Ear piercing may not be excessive.

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 and footwear 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.
- ✓ No student should disregard unsafe conditions nor create unsafe situations for self or others.
- ✓ 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.

ASBESTOS INSPECTION

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

ATTENDANCE POLICY

- ✓ Make-up work will be scheduled for excused absences only.
- ✓ It will be the responsibility of the student to secure documentation of an excuse and request make-up work within two school days after the student returns to class.
- ✓ An absence will be excused only by the home high school.
- ✓ A student whose absence has been excused will be given an opportunity to complete make-up work within a reasonable time frame. In the event the make-up work extends beyond the end of a grading period, an incomplete may be given and the grade will be computed and recorded at the end of the make-up period. At the end of each semester, all incompletes should be completed and grades recorded.
- ✓ When an instructor feels a student's grades are in jeopardy due to absences, regardless of the number, the high school will be notified. At this time the technology center principal and high school principal will determine the action to be taken regarding this student.
- ✓ Students at the Technology Center need to understand that attendance (as well as attitude and participation) is a large portion of their grade.

BOOKS AND SUPPLIES

Most of the necessary textbooks, workbooks, classroom and shop supplies may be obtained at the technology center. Individual instructors will aid students in locating required or needed items not available through the technology center. Any purchases made from the center must be paid for at the time of purchase.

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

There will be a scheduled break each day, one in the morning and one in the afternoon. Break times will be posted by the instructor. During the break period students will be allowed to go to the restroom after which they are to return to their designated break area. Students must return to the classroom or lab when the bell rings to signal the break is over. Any litter created during break is to be cleaned up by those who created it. Failure to clean up litter could result in the loss of the break period.

BULLYING and 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.**

CARL D PERKINS FUNDS

The Lake Cumberland 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 Lake Cumberland ATC will only be allowed to leave with a parent/legal guardian/or approved designee. The student must first be checked out at the parent high school before being released from Lake Cumberland ATC. 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. Students leaving early must sign out through the Lake Cumberland ATC office as well. Failure to follow this procedure will constitute skipping class and will be dealt with accordingly.

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) Harassment, willfully hindering, limiting progress of other trainees, habitual carelessness, recklessness, or playing tricks or pranks dangerous to other trainees.
- h) Falsification on enrollment, training, or personal records.
- i) Possession of firearms, knives or other items that could conceivably be used as a weapon.
- j) 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.
- k) Students are not to leave their assigned area and/or school without notifying their instructor.

COURSE SYLLABI

Instructors at the Lake Cumberland ATC will provide students with a syllabus for each course in which students are enrolled.

CRIME AWARENESS AND CAMPUS SECURITY

The Lake Cumberland 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.

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 reenrolled after parents, students, and high school administration agrees 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.

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, Lake Cumberland 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.

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 Lake Cumberland ATC in assigning grades.

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):
Ricky Brockman
Lake Cumberland ATC
2330 Hwy 127 S
Russell Springs, KY 42642
(270) 866-6175

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) school days. (A total of fifteen (15) school days from filing a grievance)

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Office of Career and Technical Education
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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,

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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.

Intimidating 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.

INTERNET USE POLICY

All students must abide by the internet use policy that is set forth by the Russell County Board of Education. **NO EXCEPTIONS.**

INSURANCE

Students are encouraged to purchase insurance through their parent high school if not covered by a health insurance policy at home.

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.

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.

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 AND ELECTRONIC DEVICES

Lake Cumberland Area Technology Center shall follow the policy of local school district where ATC is located. Students in violation of local school district policy shall be subject to disciplinary action. In recent years the use of cell phones, pagers, ipods, mp3 players, tape/cd players, radios, headphones, hand held games, playing cards and dice during school hours has become an increasingly large problem in the hindrance of education here at Lake Cumberland Area Technology Center. Receiving cell phone calls or text messages from any device interrupt classroom instruction and can pose a safety issue to students and staff.

This year our school policy about cell phones is **“Not out, not on.”** If a student gets caught with a telecommunication or electronic device, the first offense - it gets taken away and the student can pick it up in the Lake Cumberland ATC office at the end of the school day. The second offense – it gets taken away and the parents will need to pick it up in the Lake Cumberland ATC office. The third offense – it gets taken away, the parents will need to pick it up in the Lake Cumberland ATC office, and the student will be assigned a day of in school suspension.

If you have an emergency and need to contact your child, please call the front office.

PROGRAM CHANGES

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

PROGRAM OFFERINGS

Automotive Technology
Construction Carpentry Technology
Electrical Technology
Health Sciences

Industrial Maintenance Technology
Machine Tool Technology
Welding Technology

RESTROOM POLICY

No more than one person at a time is permitted in a bathroom stall. Failure to abide by this rule will result in punishment determined by the 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

Use of tobacco on school property by students is in violation of Kentucky State Law KRS 438.050. Therefore, possession or use of any tobacco products anywhere on the grounds by secondary students of the Lake Cumberland ATC is strictly prohibited. Violations to this policy include, but are not limited to: smoking on a bus; anywhere at school or any school related activities; 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. Students are not required to have cigarette lighters or matches for any class. Possession of a cigarette lighter or matches will be handled as a tobacco violation.

First offense will result in confiscation of product and two days of ASP. Second offense will result in confiscation and five days of ASP. Third and subsequent offenses will result in alternative school placement and a possible recommendation of expulsion will be made to the Superintendent of Schools.

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) – HOSA is a national vocational organization for secondary students enrolled in health occupations education. Activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills.

Skills-USA – Skills USA is the national youth organization serving trade, industrial, and technical students. The Skills USA club offers students a chance to develop skills in leadership, citizenship, and character development. The club programs emphasize respect for the dignity of work, high standards in trade ethics, workmanship, scholarship and safety. Club activities help students develop as individuals and community members.

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 three short bells. 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.

VENDING MACHINES

All vending machines will be used at your own risk. The office will not reimburse anyone for money claimed to have been lost in any machine on the Lake Cumberland ATC campus.

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 and obtain a visitors pass before entering halls, 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, 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. Internship
4. Mentoring
5. School-Based Enterprise (SBE)
6. Service Learning
7. Shadowing
8. 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.

STUDENT MEDICAL RECORD

Lake Cumberland Area Technology Center

NAME _____

SSN # _____ - _____ - _____

ADDRESS _____
 BOX/STREET CITY STATE ZIP

PHONE#: (_____) _____ BIRTHDATE ____/____/____

Emergency Contact _____

Address _____
 Box/Street City State Zip

Phone #: (_____) _____ Work or Cell #:(_____) _____

Relation to Student: Father Mother Brother Sister Other _____

Name of Insurance _____ Policy #: _____

Family Physician _____ Hospital _____

Identify any of the conditions or diseases below that you have:

- | | | |
|----------------------------------|----------------------------------|-------------|
| _____ Allergies (including drug) | _____ Polio | _____ Other |
| _____ Asthma | _____ Hernia | |
| _____ Color Blindness | _____ Rheumatic Fever | |
| _____ Diabetes | _____ Physical Disabilities | |
| _____ High blood Pressure | _____ Orthopedic | |
| _____ Epilepsy | _____ Heart Condition | |
| _____ Dyslexia | _____ Must wear hearing aid | |
| _____ Must wear brace | _____ Must wear glasses/contacts | |

Are you presently taking any medications? _____ Yes _____ No

If yes, please list _____

List any allergies you have _____

If I am unconscious and spouse or parent/legal guardian cannot be reached, I hereby give consent for the principal and/or teacher to do whatever is necessary to secure emergency medical care.

Student Signature

Date

Must be signed by parent/legal guardian if student is a minor:

Parent/Guardian Signature

Date

SCHOOL RULES AND REGULATIONS

- Students are not permitted to horseplay on any portion of the school premises.
- Absolutely **NO SMOKING** or use of any tobacco products on school grounds.
- Do not put feet on walls of building, inside or outside.
- Do not take drinks, candy, or gum in restrooms.
- Put all trash in trash cans in hall. Do NOT leave on benches.
- Be respectful to all the staff of the Technology center. Address them with Mr., Mrs., or Miss.
- No gambling, drinking of alcoholic beverages, use of drugs, or use of profanity will be permitted on school premises.
- No stealing.
- No fighting on school grounds.
- It should be further noted that students enrolling in the Lake Cumberland Area Technology Center may be denied admission for the following semester if they do not show satisfactory progress.
- Be sure to observe all safety rules in shop and other rules of shop as given by the instructor.
- No one can leave the school premises at anytime without permission by phone from a parent, or personally picked up at school by parents. You **MUST** sign out in the Technology Center Office before leaving. Parents need to know that they must call the High School to give a student permission to leave. The High School will then notify the Technology Center.
- Take pride in yourself, your work, and your school. Be neat and clean at all times. Dress may be determined by Instructor and Principal.
- The office telephone is for official business only. Students will be allowed to use the school phone only in case of an emergency, or see your instructor.
- All students will obey **all school instructors** while on the premises.
- Your actions in or out of the class while at this school might be video taped.
- No gang activity or possession of firearms will be tolerated.
- Improper use of computers will not be tolerated. Students are assigned I.D. numbers to be traced.
- I realize if I am in the shop areas I am required to wear safety glasses at all times.
- Any student breaking the above rules will be disciplined at the discretion of their instructor and the principal.

SHOP/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.**

No equipment shall be operated in any classroom unless the instructor is present. No student is to operate any equipment on which he/she has not been given instructions on its operation. Student must have permission by the instructor to operate equipment.

No student is to operate any equipment in an unsafe manner or violating safety rules will not be allowed to operate equipment again until the instructor can be assured that the violation will not reoccur and a statement has been signed by the student and teacher and placed in the student's file. Flagrant or repeated violations of these rules may result in the student being removed from the class.

I have read and/or had explained to me our center Nondiscrimination Policy Statement.

I have read and/or had explained to me our center Drug-Free Policy Statement.

I have read, and/or had explained, and fully understand all items in the, Lake Cumberland Technology Center Student Handbook and agree to abide by these operating procedures.

Lake Cumberland Area Technology Center has my permission to use my photo for any school related publication.

I understand and agree to abide by the school rules.

Student Signature

Date

To the School:

I hereby give my consent to allow my child to operate all machines and equipment necessary in carrying out the requirements of the course in which they are enrolled. If due to illness or injury a parent or guardian cannot be reached, I hereby give consent for the principal or instruction to do whatever necessary to secure medical aid for my child. I also give permission for my child's picture to be displayed on all school web sites or news releases.

Parent/Legal Guardian Signature

Date

Parents are cordially invited to visit the shop and classroom areas to inspect the machines and equipment in their use.