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Kentucky Department of Education  
Office of Career and Technical Education  
**Greenup County ATC**  
146 Musketeer Drive  
Greenup, KY 41144  
606-473-9344

**KY TECH STAFF  
2021-2022**

**Anthony Thompson, Principal**  
**Danielle Blankenship, Administrative Secretary**  
**Kelly Sloas, Maintenance**

Dear Student:

The staff of the Greenup County Area Technology Center 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. Together, we can prepare you for college and career 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.

Anthony Thompson, Principal

**Room**

Brooke Skeenes	Allied Health
Cheryl Wellman	Business Education
Sharon Pence	Health Science
Gary Blevins	Agriculture/Horticulture
Clay Couch	Electricity Technology
Jeff Mulkey	Welding Technology
New Instructor	Automotive Technology
Jerry Guinn	Small Engine and Marine Technician

## **NONDISCRIMINATION POLICY**

Students, parents, employees and the general public are hereby notified that the Greenup County Area Technology Center does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs or activities as set forth in Title VI, Title VII, Title IX, Section 504, ADA and Harassment. Any person having inquiries concerning Greenup County Area Technology Center's compliance with Title VI, Title VII, Title IX, Section 504, ADA and Harassment is directed to contact Brooke Skeenes, EEO Coordinator, Greenup County Area Technology Center, 146 Musketeer Drive, Greenup KY 41144, Phone: 606-473-9344, who has been designated to coordinate the school's efforts to comply with Title VI, Title VII, Title IX, Section 504, ADA and Harassment.

The Greenup County Area Technology Center is open to Greenup County High School students according to the time schedule set for Greenup County High School. Technical training programs offered are as follows: Health Sciences, Automotive Technology, Electrical Technology, Welding Technology, Office Technology and Horticulture.

## **KY TECH 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.

## ACADEMIC INTEGRITY

Academic integrity is a fundamental value for Greenup County ATC. Academic dishonesty is not tolerated. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance.

### Forms of Academic Dishonesty:

**Cheating:** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that s/he has mastered information on an academic exercise. Cheating includes, but is not limited to: Giving or receiving assistance not authorized by the teacher; Participating in unauthorized collaboration on an academic exercise; Using unapproved or misusing electronic devices or aids during an academic exercise.

**Plagiarism:** Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgment of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to: using words, ideas, or images from

another source (including the Internet) whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation; facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.

**Fabrication:** Fabrication is a form of deception and occurs when a student misrepresents written or verbal information an academic exercise. Fabrication includes, but is not limited to, citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials; listing sources in a bibliography not directly used in the academic exercise; submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence, submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.

## 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.

## **ACCIDENT REPORTING**

If an accident occurs involving injury of any type, you should immediately report the injury to your instructor. Your instructor will complete, with your assistance, an accurate description of what actually happened on an Accident Reporting Form.

The Accident Report will serve as documentation for your use in filing medical insurance claims, if it should be necessary for a claim to be filed. The information will be used to take preventive measures to keep similar accidents from happening.

## **ADMISSION PROCEDURES**

The number of available enrollment slots for students enrolled in high school in the Greenup County area is based on the school population of our feeder school. High school students desiring to attend the technical school should contact the high school counselor or other designated school officials to plan enrollment procedures.

## **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 work appropriate attire and safety regulations established by your teacher. 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 equipment and/or using chemicals that require eye protection.
- Shop clothing in heavy work areas such as welding, machine tool, or automotive 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.
- 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**

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. 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**

Doors to the building will not open until 7:45 a.m.

AF1, 1FA	7:45 -- 8:05
1st Period	8:09 – 8:59
2 <sup>nd</sup> Period	9:03 – 9:53
3 <sup>rd</sup> Period	9:57 – 10:47

4 <sup>th</sup> Period	10:51 – 12:25
5 <sup>th</sup> Period	12:29 – 1:19
6 <sup>th</sup> Period	1:23 – 2:13
7 <sup>th</sup> Period	2:17 – 3:07

### **BOOKS AND SUPPLIES**

Students may be required to purchase workbooks and safety supplies required in some training programs. 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.

### **Food and Drink**

It is the discretion of the instructor whether to allow food or drinks in the classroom or shop areas.

Students are expected to help keep areas clean and sanitary by placing trash in the containers that are provided.

### **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**

Greenup County Area Technology Center will follow the school calendar provided by the home school of each student.

### **CARL D. PERKINS FUNDS**

Greenup County 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.

### **CELL PHONES**

**(See Personal Telecommunication Devices)**

### **CERTIFICATES**

Students who successfully complete the requirements of a Career Pathway will receive a certificate. Your teacher will review the Career Pathways and certificates available in your program of study.

### **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 student must first be checked out at the parent high school before being released from the Area Technology Center. Proper identification must be presented to office personnel.

### **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:

- Distributing literature of any description on school property without specific written authorization from the principal's office.
- Willful destruction, damage, stealing school property or obscuring supplies or tools.
- Fighting, cursing, using abusive language, or gambling on school premises.
- Insubordination.
- Failure to conform to rules, regulations, and public laws pertaining to occupational health and safety.
- Use of tobacco in any form is prohibited.
- Harassment, willfully hindering, limiting progress of other trainees, habitual carelessness, recklessness, or playing tricks or pranks dangerous to other trainees.
- Falsification on enrollment, training, or personal records.
- Possession of firearms, knives or other items that could conceivably be used as a weapon.
- Students are not permitted to operate any shop equipment or remain in the shop during club periods and lunch.
- Students are not to leave their assigned area and/or school without notifying their instructor.

## **COOPERATIVE EDUCATION**

(See Work-Based Learning)

### **COURSE SYLLABI**

Instructors will provide students with a syllabus for each course in which students are enrolled. Each 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.

### **CHEMICAL ACCIDENT EMERGENCY PROCEDURES**

(See Appendix A)

### **CRIME AWARENESS AND CAMPUS SECURITY**

The Greenup County 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 door security cameras, local police patrols, staff monitoring the facilities and grounds,

visitor control process, key control system, 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 may only be reenrolled if parents, students, high school administration, and the ATC Principal agree to a plan of action.

### **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.

### **ELECTRONIC DEVICES**

All electronic devices **must be turned off** when entering the school. Charging electronic devices through school resources is **prohibited**. Teachers determine classroom use for educational purposes.

### **EVACUATION PLAN**

Greenup County ATC has developed an evacuation plan to permit safe and orderly exit of the building by students in the event of fire or other emergencies that might endanger the health or safety of students. The routes you are to use

are posted in each classroom and shop. You should become familiar with your exit route during orientation.

### **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.

### **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.

### **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, Madison County Area Technology Center:

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**

A floor plan of the school is posted in the school office and in each classroom and shop area.

### **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 for the Madison County Area Technology Center is established by each home high school in Infinite Campus.

ATC students and parents may check class grades by logging into the KY Tech IC portal at

<https://kyede13.infinitecampus.org/campus/portal/atc.jsp> .

Student usernames are their State Student Identification Numbers (SSID) and student passwords are in the following format:

firstnameinitiallastnameinitialMMDDYY.

### **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

Name: Brooke Skeenes

Address: Greenup County ATC

Telephone Number: 606-473-9344

#### **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 may be asked to sign in and out when leaving a shop or classroom. 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. Sexual, racial, religious harassment and violence defined**

### **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:

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

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

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:**

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- 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;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status;
- 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

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

**Racial Harassment: Defined**

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

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

**Religious Harassment: Defined**

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

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

**Sexual Violence: Defined**

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:**

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

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

**Racial Violence: Defined**

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.

**Religious Violence: Defined**

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

**Assault: Defined**

Assault is:

- An act done with intent to cause fear in another of immediate bodily harm or death;
- The intentional infliction of or attempt to inflict bodily harm upon another; or

- 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**

Computer and Internet use policy will be completed as part of the enrollment packet.

**INSURANCE**

All students enrolled at Greenup County 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.

### **LATE ARRIVAL**

When a student arrives at school after the normal starting time, they must report to the high school attendance office. The same penalties for excessive tardiness at the home high school apply to the Area Technology Center.

### **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 or the school year ends.

### **MAKEUP WORK**

Work missed because of absenteeism or tardiness shall be made up satisfactorily to the teacher within 5 days of the excused absence. 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 or the student is suspended from school.

### **MEDICAL RECORD Health Science Programs**

Applicants for the Health Science Programs that include clinical experience and shadowing must provide a copy of their social security card, complete a two-step TB test, and get an annual flu shot before they will be allowed to participate in clinical work.

\*Current as defined by the health care facility where the student will be doing clinicals or shadowing.  
(Updated 08-28-19)

### **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**

To help students prepare for the workplace environment, cell phone use is prohibited in all hallways, bathrooms, shops, and classrooms at Greenup County ATC unless permitted by the teacher for classroom research or instructional purposes. With teacher permission, students may use the phone in the office.

## **PERSONAL ELECTRONICS POLICY**

Student cell phones must be 1. Kept at home, 2. Kept in vehicle, 3. Kept in locker, or 4. Placed in a cell phone holder from bell to bell unless teacher allows for educational instructional purposes.

Other personal electronics with communication/listening capability need to be stored out of sight from bell to bell.

Cell phones/electronic devices are not permitted in the hallways and/or bathrooms during class time.

Students may use cell phones and electronics during passing time between classes, lunch, and studio time (except remediation and required courses).

Potential Consequences: Detention, ISS, Friday School, Out of School Suspension - Automatic increase in level of offense will occur if student refuses to put away cell phone/electronic device.

No phones allowed in the ISS room or Detention Area. If student violates this policy, it will be an automatic Level 3 offense.

Any student caught in violation of this policy will receive no warnings; first offense will result in disciplinary action.

## **PROGRAM CHANGES**

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

## **PROGRAM OFFERINGS**

Greenup County ATC offers the following programs: Agriculture, Automotive Technology, Business Education, Electricity Technology, Health Science, and Welding Technology.

## **SAFETY VIOLATIONS**

The instructor will correct minor violations.

Severe violations that endanger the student or others will result in the removal of the student from the classroom or shop for the protection of the student and for the protection of others. The student will be referred to the principal.

## **SEARCH AND SEIZURE**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student that has

violated or is violating this Code, a school rule, or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. Students cannot expect to have complete privacy in the use of school property assigned to their use, such as computers, desks, and lockers.

### **SMOKING POLICY/USE OF TOBACCO PRODUCTS**

The possession or use of any tobacco products anywhere on the grounds by secondary students of the Greenup County 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.

Vaping Policy: Students who are caught using or possessing e-cig, vaporizer, Juul, or any other type of paraphernalia that may be used in connection with tobacco/nicotine, narcotics, or other illegal drugs on campus will receive the consequences as a Level IV violation as outlined in the Student Handbook.

### **TOBACCO VIOLATIONS**

Greenup County ATC is a tobacco-free campus. State and district policies forbid the use or possession of any tobacco product on school property (Policy 09.4232). The Greenup County Clean Air Regulation that went into effect on June 12,

2007 is applicable to Greenup County High School. Students who are caught using tobacco (any variety including vaping) on campus will receive the consequences as outlined in the Student Handbook. Additionally, students caught using tobacco will be referred to the Greenup County Health Department for a Tobacco Education Group (TEG). To help prevent tobacco use (specifically smoking) on campus, restrooms in selected locations will be locked during class time. There will be restrooms available at all times of the school day. All restrooms will be available during pass time.

### **Possession or use of tobacco products, “electronic cigarettes”, or lighter/matches:**

**First Offense** – Parent contact, confiscation of tobacco products and a one hour after school detention;

**Second Offense** – Parent contact, confiscation of tobacco products and two one hour long after school detentions.

**Third Offense** – Parent contact, confiscation of tobacco products and three one hour after school detentions or in school suspension.

**Fourth Offense** – Parent contact, confiscation of tobacco products and in school suspension.

### **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:

- FFA – Future Farmers of America
- FBLA - Future Business Leaders of America
- HOSA – Future Health Professionals
- Skills USA – Champions at Work

### **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 or Greenup Co. ATC 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 warning will be announced. 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.

### **VIDEO MONITORING**

To ensure your safety while on campus, your presence in the building shall be monitored by video as allowed under the School Safety Act.

### **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:

- Clinical Experience
- Cooperative Education
- Entrepreneurial Program
- Internship
- Mentoring
- School-Based Enterprise (SBE)
- Service Learning
- Shadowing
- Work Experience

## **WORK ETHIC/ATTITUDES**

Positive attitudes and good work ethics are essential to success on the job. You will receive reinforcement of proper work ethics, conduct, and attitudes throughout your instructional program. Development of good attitudes, teamwork, and leadership skills are also developed through your membership and participation in the student organization which relates to your instructional program.

## **WORK ORDERS**

All outside work performed at the Area Technology Center requires:

- A completed/signed Work Order Approval Request and
- 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.

