

KY Tech-Lake Cumberland



2018-2019

Student Handbook

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

Principal
Jeff Adams

Education and Workforce Development Cabinet
Kentucky Department of Education
Office of Career and Technical Education



STUDENT HANDBOOK[Principal's Message](#)[Vision](#)[Nondiscrimination Policy TITLE VI, TITLE VII, TITLE IX, AND SECTION 504 AND ADA](#)[Goals of Area Technology Centers](#)[Accreditation](#)[Admission Procedures](#)[Annual Notification of Students and Parents](#)[Appropriate Dress](#)[Asbestos Inspection](#)[Attendance Policy](#)[Books and Supplies](#)[Bomb Threat Evacuation Procedures](#)[Breaks](#)[Bullying and Hazing](#)[Carl D. Perkins Funds](#)[Check Out](#)[Cleanliness of Buildings, Restrooms, and Grounds](#)[Conduct](#)[Course Syllabi](#)[Crime Awareness and Campus Security](#)[Discipline](#)[Driving and Parking Regulations](#)[Drug Free Policy](#)[Earthquake Procedures](#)[Field Trips](#)[Family Rights and Privacy Act of 1974](#)[Fire Drills](#)[First Aid Policy](#)[Grading System and Course Work Requirements](#)[Grievance Procedure](#)[Hall Passes](#)[Hazardous Communications Plan](#)[Harassment Policy](#)[Internet Use Policy](#)[Insurance](#)[Lab/Classroom Safety](#)[Makeup Work](#)[Medications](#)[Personal Telecommunication Devices](#)[Program Changes](#)[Program Offerings](#)[Restroom Policy](#)[School Rules and Regulations](#)[Senior Plan](#)[Shop/Classroom Safety](#)[Smoking Policy/Use of Tobacco Products](#)

[Student Follow-Up](#)

[Student Medical Record](#)

[Student Organizations](#)

[Student Services](#)

[Suspension and Expulsion of Students](#)

[Telephone](#)

[Textbooks](#)

[Tornado Drill](#)

[Vending Machines](#)

[Visitors](#)

[Weapons on Campus](#)

[Work-Based Learning](#)

[Work Orders](#)

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,

A handwritten signature in black ink that reads "Jeff Adams". The signature is written in a cursive, flowing style.

Kentucky Tech - Lake Cumberland

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.**

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

Students, their families, employees and potential employees of the Lake Cumberland Area Technology Center (ATC) are hereby notified that the Lake Cumberland ATC does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations for both Russell and Adair Counties.

Lake Cumberland ATC offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English Proficiency, gender or disability in grades 9-12: Automotive, Computerized Manufacturing and Machining, Construction Carpentry, Electricity, Health Sciences, Industrial Maintenance, and Welding.

Persons seeking further information concerning Lake Cumberland ATC/Russell County School compliance with the Office of Civil Rights Law may contact the following:

Title II, VI, Career and Technical Education

Rita H. Voils, Instructional Supervisor
Russell County Schools
404 Main Street
Jamestown, KY 42629
Phone: (270) 343-3191
rita.voils@russell.kyschools.us

Title IX

Michael Carpenter, Athletic Director
Russell County Schools
Phone: (270) 866-3341
michael.carpenter@russell.kyschools.us

Section 504 Compliance

Sandra Dick, Director of Exceptional/504 Coordinator
Russell County Schools
Phone: (270) 343-3191
sandra.dick@russell.kyschools.us

For any other information, you may contact the school directly:

Lake Cumberland ATC
2330 S Hwy 127
Russell Springs, KY 42728
Phone: (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

Schools are educational institutions and high school students are expected to dress professionally in preparation for adult business. No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which in the judgement of school officials, is deemed to create a disruption of school discipline and routine. School administration has the final authority in determining appropriate school attire and appearance.

Examples (not inclusive) of inappropriate clothing:

- ✓ Sleeveless tops must be a minimum of 3 finger width at the shoulder (i.e. no halter, tube, or spaghetti straps)
- ✓ No holes will be allowed in jeans or other garments such as shorts, skirts, shirts, etc. A permanent patch is acceptable.
- ✓ No hats, caps, bandanas, or other forms of headgear may be worn in the building and will be confiscated.
- ✓ No sunglasses may be worn in the building and will be confiscated.
- ✓ Shorts, dresses, and skirts SHALL extend to the fingertips while the student is standing in a normal position.

- ✓ No garments, accessories, badges, or patches may make reference to or advertise alcohol, tobacco, or illegal substances; profanity or vulgarity; shirts, garments accessories, badges, or patches that have implied/inferred messages that are vulgar, sexually suggestive, or degrading/offensive to others will not be permitted.
- ✓ All pants, shorts, skirts, must be worn at the natural waist.
- ✓ No garments that expose the midriff, back, or underwear will be permitted.
- ✓ Tops that expose any cleavage will not be permitted.
- ✓ No pajamas or bedroom shoes.
- ✓ No visible undergarments or a visible lack thereof while sitting or standing.
- ✓ No wallet chains or jewelry (including spiked jewelry) that poses a safety hazard.
- ✓ Shoes must be worn at all times.
- ✓ Piercings, other than in the ears, must have a clear retainer.
- ✓ Leggings may be worn, however the shirt, tunic, or dress must be fingertip length at all points.
- ✓ Trench coats
- ✓ Torn or frayed articles of clothing, items with holes, slashes, or cuts, will not be allowed

FURTHER CLARIFICATIONS

- ✓ Any apparel or appearance (including but not limited to hair color, jewelry, make-up, hair style, etc.) that calls attention to itself will be responded to as deemed necessary by school administration.
- ✓ The administration has the final authority in determining appropriate school attire and appearance.

Corrective Action for Dress Code Violations

- ✓ Minor dress code violations that may be corrected without new clothing may be corrected on the spot; however, all such violations should be reported to the administration.
- ✓ Students with major dress code violations that require new clothing must be sent to the office. The student then can change into clothing provided by the office or the Youth Service Center, contact the parent to bring appropriate clothing and wait in ASP till the parent arrives (following the rules of ASP), or report to ASP for the remainder of the day.
- ✓ Students who refuse to correct violations will be punished for defiance resulting in ASP and/or out of school suspension.

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.

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.

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. An official 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):
Rollin McFarland
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)

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 require 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.

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, 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 or spreading of sexual rumors
- b) Unwelcome pressure for sexual activity;
- c) Unwelcome, sexually motivated or inappropriate patting, pinching, 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.
- g) Unwelcome nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in this policy.

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.

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.

NO Personal devices during instructional time unless used for a device of instruction: Research, answering questions, etc. Students must have all devices off and in their pocket or in the pocket chart located in each classroom. This includes cell phones, earbuds, headphones, watches, etc...hall transitions, lunchroom, and other free times are ok for use. This includes all labs, OW, dual credit, etc. Unless a communication from the college that is blocked on the district server. Parents may call the office if urgent to speak with you.

VIOLATIONS:

Keep in mind the wall pocket located in the classroom is your warning. If you choose not to put your cell phone (or any other electronic communication device) in the wall pocket in the classroom, they are not to be seen or heard. Beyond that:

1. 1st Offense, take phone and will pick up at office before going home *Includes using a "friend's" phone.
2. 2nd Offense – take phone and send to the office for parent to pick up.
3. 3rd Offense – take phone and send to the office for parent to pick up along with assignment to ASP.
4. 4th Offense – repeated offenses will result in further consequences as determined by administration.
5. Any refusal to give up a personal device will result in suspension.
6. Giving a "fake" phone will result in suspension.

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

When a cell phone is confiscated, a student must turn in phone, battery, and the SIM card. Failure to surrender a cell phone or any part of it to any member of the staff will be seen as defiance of authority. The student will not only receive the consequences of a cell phone violation, but of the act of defiance as well.

Lake Cumberland ATC policy follows the direction of the Russell County Board of Education Regulations.

IMAGE Devices

- ✓ Cameras
- ✓ Cameras, may used ONLY when they support instruction and with teacher permission. Any images taken on school grounds may be subject to review and may require the school's administration or individual in these images to give approval before the publication of the image.
- ✓ Possession of pornographic materials on a phone or other device is subject to suspension and the revoking of phone privileges for the remainder of the year. Criminal charges may be filed.

Students not following the above policy will have the cell phone or other device confiscated and turned in to the main office. Other devices will be returned to the student or parent after a conference with the principal. **Any student who refuses to surrender an item when instructed by a member of the school staff will be suspended.**

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
Computerized Manufacturing & Machining
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.

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, this includes e-cigs and vapor cigs, anywhere on school grounds 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, or alternative nicotine product, e-cigs, vapor 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 one (1) day of ASP. Second offense will result in confiscation and two (2) days of ASP. Third and subsequent offenses will result in three (3) days of ASP, and written parent notification. Subsequent offenses may result in alternative school placement and criminal charges being filed.

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) 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. Service Learning
6. Shadowing
7. Work Experience
8. TRACK Pre-Apprenticeship
9. TRACK Pre-Apprenticeship

5. School Based Enterprise (SBE)

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 ENROLLMENT /ASSURANCE AGREEMENT

School:	Lake Cumberland ATC	Program:	_____
Student Name:	_____		

I have been oriented by a school official on the student handbook and I have read and understand the **Student Grievance Procedure, Nondiscrimination Policy Statement, Code of Conduct, Harassment Policy, Weapons Policy, and Drug Free Policy** that pertain to my enrollment in the School listed above. I understand all policies and procedures in the Lake Cumberland ATC Student Handbook and agree to abide by them. Lake Cumberland ATC student handbook may be found on the school website. I understand that my records will not be released to unauthorized agencies or personnel upon written request by my parents or guardian if I am under 18 years of age, or my signature if I am 18 years of age or older. This is in compliance with the **Family Rights and Privacy Act of 1974**.

Student Signature:	_____	Date:	_____
Parent/Guardian Signature:	_____	Date:	_____

STUDENT - MEDIA INFORMATION RELEASE

The Education Cabinet, Office of Career and Technical Education, Division of Public Relations, Lake Cumberland ATC have my permission to use my name, _____ to (Print Name) image (photo, video, digital, sketch, etc.) in any Cabinet-related or school-related public relations or public information materials for distribution or sale, and I release the Cabinet, its agencies and agents and assigns from any action at law taken as a result of use of my name and or/my photograph.

Student Signature:	_____	Date:	_____
Parent/Guardian Signature:	_____	Date:	_____

STUDENT PERMISSION TO ADMINISTER FIRST AID/MEDICAL ASSISTANCE

Students attending technical classes in the Kentucky Tech System are instructed in the safe operation of industrial type equipment. Although safety is stressed in the classroom and shop, and accident could occur and the school must have permission to administer first aid or summon medical assistance.

Student Signature:	_____	Date:	_____
Parent/Guardian Signature:	_____	Date:	_____

EMERGENCY TELEPHONE NUMBERS:

Home: _____ **Cell:** _____ **Work:** _____



Lake Cumberland ATC
Education and Workforce Development Cabinet
Office of Career and Technical Education

Student Medical Record and Insurance Verification

School:		Program:	
Student:		Birth Date:	
Address:		City:	
State:	Zip:	Phone #:	

Emergency Contact:		Address:	
City:		State:	Zip:
Home Phone:	Work #:	Cell #:	
Relationship to Student:	Father:	Mother:	Brother:
	Sister:	Other:	

Each student enrolled at the school should have some type of insurance coverage in the event of an injury. Every precaution is taken to prevent injuries; however, accidents do happen occasionally. The state provides limited insurance coverage for students enrolled in the School.

Name of Insurance Company:	Policy Number:	Group Number:
Family Physician:	Physician's Phone #:	
Hospital:		
Do you have school insurance on the student:	Yes:	No:
If you have a state medical card, please provide the number:		

Identify any of the conditions or diseases below that you have (please check appropriate boxes):			
<input type="checkbox"/>	Allergies (including drug)*	<input type="checkbox"/>	Dyslexia
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Must Wear Brace
<input type="checkbox"/>	Color Blindness	<input type="checkbox"/>	Polio
<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Hernia
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Rheumatic Fever
<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>	Physical Disabilities
<input type="checkbox"/>		<input type="checkbox"/>	Orthopedic
<input type="checkbox"/>		<input type="checkbox"/>	Heart Condition
<input type="checkbox"/>		<input type="checkbox"/>	Must Wear Hearing Aid
<input type="checkbox"/>		<input type="checkbox"/>	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:	

Students and parents alike can find the handbook online at the following link:

<http://www.russell.kyschools.us/userfiles/246/my%20files/17-18%20lcatc%20student%20handbook.pdf?id=11755>