

Shelby County Area Technology Center

**230 Rocket Lane
Shelbyville, KY 40065
(502) 633-6554**



It's Where You Belong!

Student Handbook 2020 - 2021



Shelby County Area Technology Center

230 Rocket Lane

Phone: (502) 633-6554

Shelbyville, KY 40065

Fax: (502) 633-4212

Steve Coleman, Director CCE Sara Greene, Principal Shelley Mattmiller, Counselor

Students,

The staff of Shelby 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 educational goals. Your attitude, attendance and desire to learn are important in reaching your goals. Working together, we can prepare you for employment opportunities that will be available to you.

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

We wish you success in your training with us.

Cordially yours,

Sara Greene

Sara Greene, Principal

SHELBY COUNTY AREA TECHNOLOGY CENTER

The Shelby County ATC is a public institution partnered with Shelby County Public Schools governed by the Office of Career and Technical Education. Technical training is offered to qualifying high school students from Shelby County, Martha Layne Collins, Eminence Independent and Spencer County schools.

VISION / MISSION

The Shelby County Area Technology Center aspires to leave a legacy of students who strive to be lifelong learners, think critically, become skilled employees, and view community involvement and responsibility as a welcomed obligation.

Through rigorous, hands-on authentic learning experiences and partnerships with local businesses and industries, we will prepare students to meet the future with confidence. Upon graduation, our students will succeed in educational settings, will be prepared to enter the world of work, and will contribute to the betterment of their communities.

STAFF

Shelby County ATC is proud to have a team of highly qualified dedicated and experienced instructors whose primary purpose is to instruct you in the skills necessary for your success in your choice of study.

INSTRUCTORS:	PROGRAM AREA:
Corey Martin	Automotive
LaShonda Hardin	Business
Stephanie Taylor	Business @ Collins
Sherry Allen	Health Sciences
Jennifer Willard	Health Sciences
Becky Clark	Health Sciences
Jesse McCollum	Industrial Maintenance
Naomi Chamblee	Information Technology
Russell Chaney	Machine Tool
William Hardesty	Diesel
TBD	Welding
Caytie Burgin	Cultivate
Steve Coleman	Director CCE
Sara Greene	Principal
Shelley Mattmiller	Counselor
Susie Burkhardt	College & Career Coach
Elizabeth Ernspiker	Workforce Development
Debbie Humphrey	Secretary
Patricia Riddell	Maintenance

ORIENTATION

Introduction to the school's policies, procedures, and regulations will usually be presented to students in groups. If an individual student is enrolling, the principal, teacher, or guidance counselor will provide all information necessary for the comfort and success of the student while enrolling in our school. Students are provided with a Shelby County ATC student handbook and each teacher will introduce their class when a student has enrolled.

DISCRIMINATION

The Shelby County Area Technology Center does not discriminate on the basis of race, color, national origin, age, sex, religion, marital status, or handicap in employment, educational programs, or activities as set forth in Title IV, IX Section 504 and ADA.

ATTENDANCE

Shelby County Area Technology Center will follow the Home High School attendance procedures and policies as published in the student's high school student handbook.

TARDIES: Upon accumulation of three tardies the student will be referred for disciplinary action at their home high school.

EARLY DISMISSAL SIGN OUT PROCEDURE

Before being dismissed, a student's home high school must contact ATC Office staff for the student to be dismissed **OR** ATC Office Staff will contact home high school to grant permission for dismissal of student from the ATC. All students must sign out with ATC Office Staff before leaving the building.

CLASS TIMES

<u>1st Period</u>	<u>8:30 - 9:25 am</u>
<u>2nd Period</u>	<u>9:30 - 10:25 am</u>
<u>3rd Period</u>	<u>10:30- 11:25</u>
<u>11:25 – 12:25 Lunch / Advisory @ Home School</u>	
<u>4th Period</u>	<u>12:25 - 1:20 pm</u>
<u>5th Period</u>	<u>1:25 - 2:20 pm</u>
<u>6th Period</u>	<u>2:25 – 3:22 pm</u>

2:55 MLC Bus Riders Only Dismissed by Announcement
3:20 All remaining students dismissed by announcement

GRADES

Students receive grades according to their home school and are awarded credit for graduation purposes by the home high school. Grades earned by students are based on the following scale:

3.4 -- 4.0	A
2.8 -- 3.39	B
2.1 -- 2.79	C
1.6 -- 2.09	D
1.5 -- Below	F

Termination for poor progress:

Any student not passing after 9 weeks may be sent back to his/her home high school. If a student does not demonstrate interest, ability or positive progress the student will work with instructor, counselor and principal to find a more appropriate placement.

COMMUNICATIONS

School telephones are for business use only. Students are to use phones in the main office only with permission from their instructors and in the case of an emergency. Students will only receive emergency phone calls and staff has the right to inquire into the nature of the emergency.

USE OF CELL PHONES: Cell phones will be used with the permission of instructors only. Violators will have their cell phone taken and given to the principal for disciplinary action.

INSURANCE

All students enrolled in Shelby 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.

CONDUCT

Students are required to maintain the accepted standards of conduct, which include courtesy, respect for others and their rights, orderly behavior, and non-use of profane language and gestures. Administration at Shelby County ATC will address discipline issues and provide the first step of appropriate corrective action. Shelby County ATC will refer students to home high school for final corrective action if needed. Students are subject to the discipline code of their home high school.

DRESS AND APPEARANCE

All students are expected to dress appropriately according to their home high school dress code and/or as they would in a **work setting. Clothing which displays offensive material is strictly prohibited. Example: Confederate Flag, alcohol/tobacco advertisements, etc.**

Specific dress requirements may be made by the instructor for safety reasons.

DRIVING AND PARKING REGULATIONS

Students desiring to drive to the ATC must obtain a driving permit from the office. Senior students will have first priority to the limited number of available parking spaces. The parking permit must be displayed on the dash of the vehicle. Students are not permitted to transport other students!

A student 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 form must be displayed on the dash the entire time the vehicle is on school grounds.

SUPPLIES

Supplies for all school projects, with the exception of pencil, paper, etc., will be furnished. Students will have to furnish any special items, such as coveralls, hard-toed shoes, aprons, or safety glasses. Students desiring to make projects for their own personal use will also have to furnish all supplies for that project.

COLLEGE DUAL CREDIT

A student at Shelby County ATC may earn college credit for coursework completed during high school. Shelby County ATC students taking qualified courses may enroll with Jefferson Community and Technical College of the Kentucky Community and Technical College System for a set fee per semester. This fee is determined at the beginning of each school year. The following information is required – course/courses enrolled in, student name, address, social security number and date of birth. Students must meet a benchmark on the required reading test to earn dual credit.

TRANSITION READINESS COLLEGE AND CAREER READINESS

Shelby County ATC is committed in helping students become college and/or career ready. Curriculum is taught at a level where students who concentrate in a program can acquire the knowledge and skills necessary to meet these requirements.

College Ready: Must meet benchmarks on one of following:	Career Ready: Must meet benchmarks on one of the following:
ACT English – 18 Math – 19 Reading – 20 6 hours of Dual Credit with a grade of B or higher.	Earn an Industry Certification End of Program Assessment (EOP) (70) 6 hours of CTE Dual Credit with a grade of B or higher

NATIONAL INDUSTRY CERTIFICATIONS

Students who concentrate in a particular area of study may be eligible to take National Certification exams. Examples are:

- MNA - Medicaid Nurse Aide (SRNA-State Registered Nurse Aide)
- NIMS (National Institute of Metalworking Skills)
 - ASE (Automotive Service Excellence) (Diesel Technology)
 - FANUC Robot Certification
 - CompTIA IT Fundamentals
 - MOS (Microsoft Office Specialist)
 - A.S.K. (Assessment of Skills and Knowledge for Business)
 - Welding (Department of Transportation – 3G)

There is a cost associated with each exam that is typically paid by the school.

WORK ORDERS

The general public or students wishing to have work performed by a program will furnish all parts, complete a work order with description of job and estimated expenses. The work order form must be signed by the person requesting the work and the program instructor releasing the school of any responsibility. It will be at the discretion of the instructor as to when the work will be scheduled.

WORK BASED LEARNING OPPORTUNITIES

At the ATC, our goal is to prepare students for a career and to assist in a positive transition to work and/or postsecondary education in a field for which they are trained and interested. Once a student has completed their program and has become Career Ready during the student’s senior year, they may participate in Work Based Learning. These opportunities are specific to the program in which they are enrolled. Work Based Learning opportunities may be paid or non-paid positions with an employer in Shelby County or the surrounding area. If a student is interested in Work Based Learning talk with the program instructor or administrators to see what opportunities are available.

SAFETY

CLASSROOM: Students in technical training have use of potentially dangerous equipment. All safety regulations must be followed and students are responsible for appropriate dress and safety glasses. Students are not authorized to operate any piece of equipment until the teacher has given specific instructions and students have successfully passed the test given by the teacher. Remember, **“IT CAN HAPPEN TO YOU.”**

This school is operated under the auspices of the Kentucky Occupational Safety and Health Act as well as the State fire code.

Any student who disregards safety practices will not be allowed to participate in training activities and may be removed from the program.

Instructors have the right to limit student use of labs for safety reasons.

FIRE: At the beginning of each semester, students will be informed by their teachers of what action is necessary during fire drills, which are held periodically. Fire is a serious act. These drills should be taken seriously and knowing the proper exits could save your life as well as the life of others.

SEVERE WEATHER: Each class will be instructed at the beginning of each semester what action will be necessary to move you to a safer location should severe weather conditions arise. Severe weather routes are posted in each classroom.

ORGANIZATIONS

There are three technical student organizations available for students at the Shelby County ATC. They are Future Business Leaders of America (FBLA) for business education students, SkillsUSA for students in Automotive, Manufacturing and Information Technology; and Health Occupational Students of America (HOSA) for health science.

We encourage you to participate in these organizations because they are considered to be an important part of your technical training. Through them, you will have an opportunity to participate in skills contests, social events, and state and national conventions.

FBLA

Future Business Leaders of America is a national organization for students who are enrolled in the business technology program. The activities of FBLA provide an opportunity for business students to further prepare for business careers. Members learn the value of competition on local, regional, state and national levels by experiencing the responsibility of success as well as the challenge of defeat. Through contact with teachers, advisers, employers and interested business persons, FBLA members learn to develop confidence in their own abilities.

HOSA

Health Occupations Students of America is a national organization to serve the needs of its members in the following ways: foster programs and activities which will develop physical, mental, and social well-being of the individual; leadership, character, and citizenship and ethical practices and respect for the dignity of work. HOSA builds the confidence of students in themselves and their work by learning to assume responsibilities and by developing personal and successful employment in the field of health. HOSA helps to promote inter-organizational relationships with professional groups, businesses, industries, and other student organizations. It recognizes individual achievement in scholarship; occupational skills or services rendered by proceeding awards and promotes involvement in current health care issues, occupational skills and survival skills of the community, the nation, and the world.

SKILLS USA

SkillsUSA is a national organization of individuals involved in co-educational secondary technical industrial education. This includes students in trade, industrial, technical and health occupational courses that are technically and occupationally oriented. SkillsUSA strives to develop the whole student. It provides leadership and interpersonal skills through skills competition, such as opening and closing (parliamentary procedure) teams, public speaking, and all kinds of trade skills at local, regional, state and national levels. The club's motto is "Preparing for Leadership in the World of Work."

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:

Contact Shelby County ATC
230 Rocket Lane, Shelbyville, KY
502-633-6554

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.

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.

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.

SEXUAL HARASSMENT COMMITMENT TO STAFF AND STUDENTS

KY Tech is committed to providing a learning environment free from sexual harassment. Therefore, all staff and students of the KY Tech System shall avoid offensive or inappropriate sexually harassing behaviors and shall be held responsible for assuring compliance with this policy.

SEXUAL HARASSMENT PROHIBITED

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal

KY Tech staff will investigate all complaints. If investigations confirm the allegations, disciplinary action will be taken, up to and including expulsion. However, if after investigation, KY Tech learns that the complaint is not in good faith or that a staff member or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

or physical conduct of a sexual nature when submission to such conduct is made a term or condition of employment or learning environment. Sexual harassment occurs when submission to or rejection of the conduct is used as a basis for employment or academic decisions; or when sexual conduct has the purpose of substantially interfering with a person's work or academic performance; or when sexual conduct creates an intimidating hostile, or offensive environment. Examples: unwanted physical contact, sexually suggestive comments, conduct, clothing, objects, media materials, offensive remarks of a sexual nature, sexual assault, unwelcome request for sexual favors, visual displays of degrading sexual images, humor or jokes about sexually related topics, sexually suggestive gestures or sounds, graffiti about a person's sexuality, sexual ridicule and derogatory stereotyped comments.

Retaliation Prohibited

Retaliation against staff or students for reporting sexual harassment or assisting KY Tech in the investigation of a complaint will not be tolerated and will result in disciplinary action.

Investigation and Disciplinary Action

Specialized Training

Sexual harassment training will be a part of KY Tech staff and student orientation.

Reporting

Any complaints of sexual harassment from staff or students are to be reported to the EEO coordinator, school counselor, teacher, the principal or school director, or anyone in a supervisory position.