

Shelby County Area Technology Center

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



Student Handbook 2022 - 2023



Shelby County Area Technology Center

230 Rocket Lane Shelbyville, KY 40065

Phone: (502) 633-6554 Fax: (502) 633-4212

Dr. Sara Greene Meadway, Principal

Mrs. Allison Will, Administrative Specialist III

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,

Dr. Sara Greene Meadway, 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
Dorothy Beaverson	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
Steve Coleman	Director CCE
Sara Greene	Principal
Susie Burkhardt	College & Career Coach
Kelly McNew	Work Based Learning
Denise Rannells	Work Based Learning
Allison Will	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.

NONDISCRIMINATION POLICY

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

The Shelby County Area Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status or religion in admission to vocational programs, activities and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and shall provide, upon request by qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information, contact your home high school counselor.

ATTENDANCE

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

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, student's home high school must contact ATC Office staff for 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 am</u>
<u>11:25 – 12:30 Lunch / Advisory @ Home School</u>	
<u>4th Period</u>	<u>12:30 - 1:20 pm</u>
<u>5th Period</u>	<u>1:25 - 2:20 pm</u>
<u>6th Period</u>	<u>2:25 – 3:20 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 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 cell phone taken and given to 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.

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 one-time 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.

BOOKS & 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. Students may be required to purchase workbooks and safety supplies required in some training programs. Items may be purchased in the bookstore located in the school's main office. Instructors will notify students of the required books and supplies during the orientation process.

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 discipline code of their home high school.

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 breaks and lunch unless an instructor is present for supervision.
- ✓ Students are not to leave their assigned area and/or school without notifying their instructor.

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 follows 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.

VAPING/SMOKING POLICY/USE OF TOBACCO PRODUCTS

The possession or use of any tobacco products anywhere on the grounds by secondary students of the (Name of School) is strictly prohibited. Violations to this policy include but are not limited to vaping/smoking anywhere after arriving at school; possessing any tobacco or vape product, lighters, or matches on your person, in a locker, in a book bag, in a handbag, or otherwise; and holding an unlit cigarette or vape.

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 pocketknife; 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.

APPROPRIATE DRESS

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

- ✓ Hard hats shall be worn where head protection is required
- ✓ Safety glasses shall be worn when operating any equipment and/or using chemicals that require eye protection
- ✓ Shop clothing in heavy work areas such as welding, diesel, and industrial maintenance shall be cleaned frequently
- ✓ Hair length must be of a length that poses no safety hazard or must be contained under a head covering to ensure 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.

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 benchmark on required reading test to earn dual credit.

POSTSECONDARY READINES 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 benchmark on one of following:	Career Ready: Must meet benchmarks on one of the following:
ACT English – 18 Math – 19 Reading – 20 One Dual Credit course with a grade of C or higher.	Earn an Industry Certification End of Program Assessment (EOP) (70) One CTE Dual Credit course with a grade of C 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 Aid (SRNA-State Registered Nurse Aide)

- NIMS (National Institute of Metalworking Skills)
- NCCER (National Center for Construction Education and Research)
- ASE (Automotive Service Excellence) (Diesel Technology)
- CompTIA A+
- 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 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.

ATC 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.

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.

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.

CARL D PERKINS FUNDS

The Shelby County Area Technology Center 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.

STUDENT 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."

TSA

The **Technology Student Association (TSA)** is a national organization of students engaged in **STEM (science, technology, engineering, and mathematics)**. **Student Members** - Open to students enrolled in or who have completed technology and education courses, TSA's membership includes more than 250,000 middle and high school students across the United States. TSA is supported by educators, parents, and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities, and much more. A wide range of activities makes TSA a positive experience for every student. TSA chapters take the study of STEM beyond the classroom and give students the chance to pursue academic challenges among friends with similar goals and interests. Together, TSA chapter members work on competitive events, learn, and apply leadership skills, and may attend conferences at the state, regional, and national levels. TSA chapters also are committed to a national service project and are among the most service-oriented groups in the community.

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.

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

A. Sexual Harassment: Defined

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

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

Sexual harassment may include but is not limited to:

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

B. Racial Harassment: Definition.

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

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

C. Religious Harassment: Defined.

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

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

D. Sexual Violence: Definition.

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

Sexual violence may include, but is not limited to:

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

E. Racial Violence: Definition.

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

F. Religious Violence: Definition.

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

G. Assault: Definition.

Assault is:

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

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.

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.