

**WARREN COUNTY
TECHNOLOGY CENTER**
“The Key to Your Future”



**2016-2017
STUDENT HANDBOOK**

Dr. Eric T. Keeling, Principal
365 Technology Way
Bowling Green, KY 42101
Phone: 270 746-7205
Fax: 270 746-7207



STUDENT HANDBOOK
Table of Contents

<u>Principal's Message</u>	<u>Grievance Procedure</u>
<u>Mission of Area Technology Centers</u>	<u>Hall Passes</u>
<u>Goals of Area Technology Centers</u>	<u>Hazardous Communications Plan</u>
<u>Academic Probation</u>	<u>Harassment Policy</u>
<u>Accreditation</u>	<u>Inclement Weather Schedule</u>
<u>Admission Procedures</u>	<u>Internet Use Policy</u>
<u>Appropriate Dress for Safety</u>	<u>Insurance</u>
<u>Asbestos Inspection</u>	<u>Lost and Found</u>
<u>Attendance Policy</u>	<u>Makeup Work</u>
<u>Bomb Threat Evacuation Procedures</u>	<u>Medications</u>
<u>Breaks</u>	<u>Cell Phones</u>
<u>Certificates</u>	<u>Program Changes</u>
<u>Check Out</u>	<u>Search and Seizure</u>
<u>Cleanliness of Buildings, Restrooms, and Grounds</u>	<u>Shop/Classroom Safety</u>
<u>Conduct</u>	<u>Smoking Policy/Use of Tobacco Products</u>
<u>Cooperative Education</u>	<u>Student Follow Up</u>
<u>Crime Awareness and Campus Security</u>	<u>Student Organizations</u>
<u>Dress Code</u>	<u>Student Services</u>
<u>Driving and Parking Regulations</u>	<u>Suspension and Expulsion of Students</u>
<u>Drug Free Policy</u>	<u>Telephone</u>
<u>Dual Credit</u>	<u>Textbooks</u>
<u>Earthquake Procedures</u>	<u>Title VI, Title VII, Section 504 and ADA</u>
<u>Field Trips</u>	<u>Tornado Drill</u>
<u>Family Rights and Privacy Act of 1974</u>	<u>Visitors</u>
<u>Fire Drills</u>	<u>Weapons on Campus</u>
<u>First Aid Policy</u>	<u>Work Orders</u>
<u>Grading System and Course Work Requirements</u>	<u>Check List Signature Page</u>

PRINCIPAL'S MESSAGE

On behalf of the Warren County Tech Center faculty and staff I would like to welcome you to our campus. We are committed the success of all students and will work to ensure you receive the preparation necessary to be successful in your chosen career path. We focus on career readiness while preparing you for a seamless transition into a post-secondary institution or a career setting. You will obtain “real world” skill sets in your program area that prepare you for the demands of today’s workforce. Warren County is a “Work Ready” community and in an effort to contribute to the initiative, we provide the Work Keys assessment for all seniors. In addition, national industry certification is offered in each of our program areas. We have multiple partnerships with local business and industry and we will provide field trips to tour these facilities so you can meet your future employers. These employers encourage continued education and support a work schedule that offers the opportunity to continue in your career pathway at a two or four year institution. You will earn dual credit with the Southcentral Kentucky Community and Technical College in most of our programs areas. It is common for our students to leave our facility with over 12 college credits. We have articulated credit with the Elizabethtown Community and Technical College in the Construction Program. The Council for Postsecondary Education reported that individuals who earn a two year degree will earn over \$300,000.00 more over the course of a career than individuals who enter the workforce with a high school diploma only. It is our commitment to ensure that every student who enrolls in our programs have every opportunity to transition to a two year institution or are placed in the workforce with the option to continue their education while they work.

This handbook is designed to answer questions that you may have about our school, our goals, and our programs. If you can’t find the answer to your questions in our hand book, then feel free to come to my office. I have an open door policy and encourage all students to drop by to discuss their future.

We are honored that you have selected our school and excited about the year that waits. Welcome to the Warren County Tech Center where our motto is: “Excellence: No Apologies, No Excuses:!”

Sincerely Yours,

Eric T. Keeling

The Warren County Area Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in admission of vocational programs, activities or 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 provide, upon request by qualified disabled individuals, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For further information, contact Eric T. Keeling , 365 Technology Way Bowling Green, KY 42101, (270) 746-7184.

MISSION OF AREA TECHNOLOGY CENTERS

Our mission is to develop a versatile individual by providing technical education and skills training in a safe environment.

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

ACADEMIC PROBATION

When students fail to maintain a “C” in any course taken at the Area Technology Center for the semester, they will not be allowed to re-enroll in any program at the Warren County Tech Center for the following semester. Consideration for re-admittance for the following semester will be the discretion of the Tech Center Principal. The student’s attendance, behavior, discipline referrals, and work ethics reports will be considered for re-admittance to any of our programs.

If the ATC principal decides to re-enroll, students will be re-enrolled after parents, students, and high school administration has agreed to a plan of action for improvement.

ACCREDITATION

Warren County Area Technology Center maintains accreditation through the Commission on Occupational Education.

ADMISSION PROCEDURES

Priority is given to students who are 16 years of age or older during the school year in which they enroll in 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. The demand for enrollment in our programs has increased and beginning in the fall of 2015, students will be required to fill out an application for their identified program area. Manufacturers have identified attendance and work ethics as critical components in their organizations. Students with excellent attendance, strong work ethics, and low incidents of discipline referrals will be considered first.

Postsecondary students may be enrolled if space is available in selected programs. Adults interested in enrolling as a postsecondary student should contact the principal and/or guidance counselor and discuss enrollment procedures, financial aid, tuition and fees, and training objectives.

APPROPRIATE DRESS FOR SAFETY

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 vocational/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, carpentry, and, automotive technology shall be cleaned frequently.
- Hair length must be of a length that poses no safety hazard or must be contained under a head covering to insure safety.
- Loose and flowing clothing or dangling jewelry supported by loose chains, strings, or wires, which may become caught in machinery, should be avoided in shops equipped with moving or rotating power equipment.
- Clothing that adequately protects legs and arms must be worn in the industrial shops.
- Students will not be permitted to wear shorts or sandals while working in shop areas.
- Students who operate equipment that 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 contact with body fluids.

*Students that are not enrolled in the Carpentry, Welding and Automotive classes shall abide by the dress code of their home site school. Each vocational program teacher will furnish school and/or program specific information.

ASBESTOS INSPECTION

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

ATTENDANCE POLICY

Each student is expected to attend classes regularly and at the prescribed time. An accurate record of attendance and absences will be kept in each course and reflected on the student 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. Students with more than five absences significantly decrease any opportunity of a recommendation or placement in a career pathway with our business and industry partners from the Warren County Tech Center.

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 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 thorough search of the building has been completed the principal will announce that staff and students may return to the building.

BREAKS

Students are provided breaks during class at the discretion of the instructor. Instructors may designate a specific area in the shop or classroom where students can break which is away from any equipment or instructional materials.

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.

CERTIFICATES

The Warren County Tech Center is focused on career readiness. We will test all preparatory students for Work Keys and KOSSA. We will also test all students who meet the program criteria for an industry certification. We try to find donors to support the industry certificates but ultimately the cost of the test is the responsibility of the individual student.

Automotive:	ASE
Computerized Manufacturing & Machining	NIMS (Pending)
Construction:	NCCER
Health Sciences	CNA/ Emergency Procedures (Pending)
Robotics and Automation Engineering (Industrial Maintenance)	NCCER (Pending)
Information Technology:	A+
Welding:	AWS

CHECK OUT

High school students signing out to leave the vocational school will only be allowed to leave with a parent/legal guardian or approved designee. The student must first be checked out at the parent high school before being released from the technology center. Proper identification will be placed in the student's folder with the time and date the student left school.

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 the restroom is strictly prohibited. If a student spends an extended period of time in the restroom 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 rights of others, orderly behavior, and compliance with established school policy. Students who fail to do so may be required to discontinue their training.

- Disturbing 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
- Harassment, willful 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 shop during breaks or lunch unless an instructor is present for supervision
- Students are not to leave their assigned area and/or school without notifying their instructor

COOPERATIVE EDUCATION

Cooperative Education is a program for technical education students who, through a cooperative arrangement between school and employers, alternate between instruction at the vocational/ technical school and on-the-job training industry. Students may be eligible for co-op training if they have been enrolled in a specific program long enough to have accumulated a specified amount of training, are making satisfactory progress, been recommended by the instructor as being job ready, and approved by the school principal.

CRIME AWARENESS AND CAMPUS SECURITY

The Warren County Area Technology Center 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 information at a student orientation, faculty, inservice, and student organization-leadership development and conduct at school sponsored events.

DRESS CODE

Students are expected to dress appropriately for the program area in which they are enrolled. Safety glasses, hard toed shoes, and long pants are suggested for the industrial areas. Yoga Pants, short dresses, low cut blouses, cut off tee shirts or sleeveless shirts are not allowed in the building at any time. Students dressed inappropriately are not allowed in the lab areas and students who do not participate will not earn credit.

DRIVING AND PARKING REGULATIONS

Driving by high school students to the Warren County Tech Center is strictly prohibited. Buses transport high school students to and from their respective schools. Students who are illegally parked on school property are subject to have their vehicle towed at their expense. Students need to be aware that unauthorized vehicles may be searched for good cause.

Students desiring to drive a vehicle as a class project in one of the shops must be in good standing and recommended by their teacher to obtain a Driving Permit from the office and obtain the required signatures prior to driving the vehicle for repairs.

DRUG FREE POLICY

The department for 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, of illegal or unauthorized drugs and being under the influence of alcohol on Kentucky TECH property or any sponsored event. Conduct that violates this definition poses unacceptable risks and disregard for health, safety, and welfare of members of the Kentucky TECH community and shall result in disciplinary action up to and including suspension or termination.

The Department of 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 Department for Technical Education's property or any sponsored event is prohibited. The use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs on the Department for 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 termination.

All Departments for 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 post-secondary 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.

DUAL CREDIT

High school students may receive college credit for courses completed at the technical school with at least a C average. Students enroll for college credit with the Kentucky Community and Technical Colleges in Kentucky. Students may apply for the scholarship that covers up to nine hours of college credit. Additional courses may be available for \$156.00 per class through SKYCTC.

EARTHQUAKE PROCEDURE

If an earthquake strikes, what you do during and immediately after the tremor will determine your safety. If an earthquake catches you 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 the earthquake catches you outside, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways or close to outer walls.

FIELD TRIPS

Instructors may arrange field trips with the 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 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 are:

1. Other school officials, including teachers within the educational institution or local educational agency who 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 educational 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 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 post-secondary 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 classrooms 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 to participate.

FIRST AID POLICY

For the protection of any injured person or persons, and to avoid the potential for personal administrative liability the following first aid policy is in effect for the Department for Technical Education, Warren County Area Technology Center:

- Emergency and non-emergency first aid shall be administered by a person or persons trained and certifies to render first aid.
- In no case shall ointments, salves, disinfectants or oral medicine be rendered except on advise of a physician.
- Students or staff that require over-the-counter prescription medication shall provide for and administer their own medication.
- In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
- First aid kits should be equipped with gauze, bandages, large and small Band-Aids, scissors, pocket face mask, rubber gloves and other materials required to stop bleeding and cover wound areas. Also fire blankets should be placed in those areas where the potential for fire and explosion exist.
- Persons rending first aid shall follow the recommended emergency procedures preciously set forth by the safety section and approved by the Department for Technical Education.

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 forth by the high school will be used by the Warren County Area

Technology Center in assigning grades. Since the course work at Warren County Area Technology Center is both classroom and performance oriented, students are not exempt from final test at the end of the semester or grading period. All programs incorporate the Work Ethics grading form for lab projects.

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 vocational programs, participate in activities, and/or employment because of their race, color, national origins, 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 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 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 coordinator will conduct a preliminary investigation of the alleged complaint.

Step 2.

The complainant, EEO/Grievance Coordinator, 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 XI, Section 504, ADA and Harassment Coordinator.

NOTE: Days are given 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 Coordinator. 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 Coordinator 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 Coordinator'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 will 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, Department for 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 for the Department will respond in writing, within twenty (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.)

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 complainant 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 with in the vocational/technical 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 Policy

The Department of Technical Education is committed to maintaining an educational and work environment that is free from harassment and 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.

The Department for Technical Education strictly prohibits any form of harassment or violence on the basis of 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 Department for 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 Department of 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 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 Department for 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 hearings under this part. The identity of complaints **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 personnel who is found to have violated this policy.

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

- A. **Sexual Harassment: Definition.** 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 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:

- I. unwelcome verbal harassment or abuse;
 - II. unwelcome pressure for sexual activity;
 - III. unwelcome sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, or administrators or other certified personnel to avoid physical harm to persons or property;
 - IV. unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status; or
 - V. 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 educational status or employment; or
 - VI. 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 work or work performance; or
 - III. otherwise adversely affects an individual's academic or employment opportunities.
- C. **Religious Harassment: Definition.** Religious harassment consists of physical or verbal conduct which is related to an individual's religion 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 work or work performance; or
 - III. otherwise adversely affects an individual's academic or employment opportunities.
- D. **Sexual Violence: Definition.** Sexual violence is a physical act or 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, buttock 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, weather that person is of the same sex or of 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 or 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:
 - I. an act done with intent to cause fear in another of immediate bodily harm or death;
 - II. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - III. the threat to do bodily harm to another with present ability to carry out the threat.

INCLEMENT WEATHER SCHEDULE

During inclement weather, students should listen to their local radio station for announcements regarding delayed schedules or school closures.

INTERNET USE POLICY

The Warren County Area Technology Center is connected to the World Wide Web through the Warren County School District. All internet use by students attending the Area Center is governed by the district's internet policy.

INSURANCE

All students enrolled in the Warren County Area Technology Center shall have medical and accident insurance coverage during the period of enrollment. The policy, paid by the state, is a full excess policy and covers expenses incurred which are in excess of those paid or payable by another plan.

LOST AND FOUND

All found articles are to be turned in to the school's main office. Articles are kept until proper identification can be made by the owner.

MAKE UP 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 teacher shall receive a grade of "0". It is the student's responsibility to contact the teacher on the day he or she returns to 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 of tardy is unexcused.

MEDICATIONS

School personnel do not dispense medications of any type. A student who takes prescription or over-the-counter medications must have written permission on file in the office. Medication must be carried in its original container. If medication is to be taken during school hour, the teacher must be notified. Any drug that is seen and not reported to the instructor will be in violation of school policy.

CELL PHONES

A student in a public school may possess a cell phone while on school property or while attending school-sponsored or school related activities on or off school property. Phones that are lying out or are in use without direct instruction from the teacher to use for classroom purposes, will be confiscated by the teacher or principal, including cell phones found in the possession of a student. Cell phones mean a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Students in violation will be subject to disciplinary action.

PROGRAM CHANGES

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

SEARCH AND SEIZURE

Lockers are property of the school and are subject to regulation and supervision. Locker inspections or searches are not carried out as a harassment technique, but as a duty when the health, safety or welfare of students is involved.

In a search and seizure situation, the following procedures shall be followed:

1. A student locker will only be searched when there is a reasonable suspicion that the student is concealing evidence of an illegal act or school violation. A police officer will be called to make the search, if requested.
2. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety and security, or others safety and security, will be seized by school officials.
3. **A staff member may temporarily remove items that may be used to disrupt or interfere with the educational process from the student's possession.** These items may be returned to the student by that staff member or through the office.
4. A general inspection of school properties, such as lockers, desks, etc. may be conducted on a regular basis. During these inspections, items that are school property will be collected.

5. All items that have been seized will be turned over to the proper authorities or returned to the true owner, depending on the situation.
6. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless:
 - a. the student is absent from school; or
 - b. school authorities decide that the student's presence could endanger his/her health or safety.

SHOP/CLASSROOM SAFETY

All students will be given specific safety instruction at the beginning of their program. Students will be required to show knowledge of safety procedures prior to the operation of school equipment, machines, or tools. Under no circumstances should students operate equipment with 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.**

SMOKING POLICY/USE OF TOBACCO PRODUCTS

The possession or use of any tobacco product anywhere on the grounds by secondary students of the Warren County Area Technology Center is strictly prohibited. Violations to this policy include, but are not limited to the following; smoking anywhere after arriving at school; possessing any tobacco product, lighter, or matches on your person, in a locker in a book bag, in a hand bag, or otherwise; and holding an unlit cigarette.

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 three categories (1) initial year follow-up; (2) employer survey; (3) program improvement follow-up for those students who enrolled two years previously. Students are encouraged to respond promptly upon receipt of questionnaire.

STUDENT ORGANIZATIONS

Student organizations are integral parts of technical education programs. Vocational 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:

Future Business Leaders of America (FBLA)
Health Occupations Students of America (HOSA)

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; possession 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. The Bowling Green Police Department serves as the Student Resource Officer for the Tech Center and will be contacted when the principal feels the infraction warrants contact.

TELEPHONE

Telephones in shops, classrooms, and office 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 their 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.

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

The Warren County Area Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in admission of vocational programs, activities or 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 provide, upon request by qualified disabled individuals, reasonable accommodations, including auxiliary aids and services necessary to afford individuals with a disability and equal opportunity to participate. For further information contact Eric T. Keeling , 365 Technology Way Bowling Green, KY 42101, phone (270) 746-7205.

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. When the tornado alarm sounds, 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.

VISITORS

Student visitors must receive permission from the technical school principal prior to making visitations. Visitors are required to sign at the school's main office before entering shops and classrooms.

WEAPONS ON CAMPUS

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except by authorized law enforcement officials, the carrying of a concealed weapon 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 the Commissioner for Technical Education's Office 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 the following: any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; any knife, other than an ordinary pocket knife; billy, nightstick, or club; blackjack or slapjack; nanchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic or other similar hard materials.

WORK ORDERS

All work performed at the technical center requires having a signed work order before beginning the job. Students must obtain a work order for any projects completed in the shop/classroom. 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.

**WARREN COUNTY AREA TECHNOLOGY CENTER
STUDENT ORIENTATION**

School Policies/Procedures

- | | |
|---|--|
| <input type="checkbox"/> 1. Admissions Procedure | <input type="checkbox"/> 26. Inclement Weather Schedule |
| <input type="checkbox"/> 2. Appropriate Dress | <input type="checkbox"/> 27. Internet Use Policy |
| <input type="checkbox"/> 3. Attendance Policy | <input type="checkbox"/> 28. Insurance |
| <input type="checkbox"/> 4. Bell Schedule | <input type="checkbox"/> 29. Lost and Found |
| <input type="checkbox"/> 5. Bomb Threat Evacuation Procedures | <input type="checkbox"/> 30. Makeup work |
| <input type="checkbox"/> 6. Breaks | <input type="checkbox"/> 31. Medications |
| <input type="checkbox"/> 7. School Calendar | <input type="checkbox"/> 32. Pagers |
| <input type="checkbox"/> 8. Certificates | <input type="checkbox"/> 33. Program Changes |
| <input type="checkbox"/> 9. Check Out | <input type="checkbox"/> 34. Search and Seizure |
| <input type="checkbox"/> 10. Cleanliness of Buildings, Restrooms, Grounds | <input type="checkbox"/> 35. Shop/Classroom Safety |
| <input type="checkbox"/> 11. Conduct | <input type="checkbox"/> 36. Smoking Policy/Use of Tobacco |
| <input type="checkbox"/> 12. Cooperative Education | <input type="checkbox"/> 37. Student Follow Up |
| <input type="checkbox"/> 13. Crime Awareness and Campus Security | <input type="checkbox"/> 38. Student Organizations |
| <input type="checkbox"/> 14. Driving and Parking Regulations | <input type="checkbox"/> 39. Student Services |
| <input type="checkbox"/> 15. Drug Free Policy | <input type="checkbox"/> 40. Suspensions and Expulsions of Students |
| <input type="checkbox"/> 16. Earthquake Procedures | <input type="checkbox"/> 41. Telephone |
| <input type="checkbox"/> 17. Field Trips | <input type="checkbox"/> 42. Textbooks |
| <input type="checkbox"/> 18. Family Rights & Privacy Acts | <input type="checkbox"/> 43. Title VI, Title VII, Title IX,
Section 504 and ADA |
| <input type="checkbox"/> 19. Fire Drills | <input type="checkbox"/> 44. Tornado Drills |
| <input type="checkbox"/> 20. First Aid Policy | <input type="checkbox"/> 45. Visitors |
| <input type="checkbox"/> 21. Grading System and Course Work Requirements | <input type="checkbox"/> 46. Weapons on Campus |
| <input type="checkbox"/> 22. Grievance Procedure | <input type="checkbox"/> 47. Work Orders |
| <input type="checkbox"/> 23. Hall Passes | <input type="checkbox"/> 48. Academic Probation |
| <input type="checkbox"/> 24. Hazardous Communications Plan | |
| <input type="checkbox"/> 25. Harassment Policy | |

I have been oriented by a school official on the above listed information and have reviewed a copy of the Student Handbook, which includes the Harassment Policy, Student Grievance Procedure, Drug-Free Policy, Internet Usage Policy, and Weapons on Campus information. I understand the policies and procedures of this school and agree to abide by them.

Signature	Date	Program
-----------	------	---------

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