

# MONROE COUNTY AREA TECHNOLOGY CENTER

## Student Handbook 2016-2017

757 Old Mulkey Road, Tompkinsville, Kentucky 42167  
487-8261



## FACULTY & STAFF

CHRIS GRAVES

AUTOMOTIVE TECHNOLOGY

BRENT STEENBERGEN

CONSTRUCTION CARPENTRY

JENNIFER MURPHY

HEALTH SCIENCE - MONROE

MELISSA SMITH

HEALTH SCIENCE - METCALFE

BARRY WOOD

ELECTRICAL TECHNOLOGY

MITZI COOK

BUSINESS EDUCATION

JOHN PAGE

WELDING TECHNOLOGY

JEFF SHORT

WOOD PRODUCT MANUFACTURING

TERESA CLOYD

ADMINISTRATIVE ASSISTANT

JAMIE THOMPSON

CUSTODIAN

JERRI ROWLAND

PRINCIPAL





**Monroe County Area  
757 Old Mulkey Road**

**Technology Center**

**Tompkinsville, KY 42167  
Jerri.Rowland@Monroe.kyschools.us  
270-487-8261**

### **Principals Message**

Hello, I am Jerri Rowland and feel blessed to be a part of the learning community at Monroe County Area Technology Center. Our goals are to provide students with experiences that equip them with the skills and working knowledge they will need when they transition into postsecondary careers and/or training. We offer Career Pathways in the areas of Automotive Technology (Instructor: Chris Graves), Business (Instructors: Mitzy Cook), Carpentry (Instructor: Brent Steenbergen), Electricity (Instructor: Barry Wood), Health Sciences (Instructors: Jennifer Murphy and Melissa Smith), Welding (Instructor: John Page), and Wood Manufacturing (Instructor: Jeff Short). Each program prepares students to pass the WorkKeys Assessment, Kentucky Occupational Skills Standards Assessment (KOSSA), and/or to receive an Industry Certification. Students who attend Monroe County High School and Metcalfe County High School attend our center.

Professionally, I began my teaching career in Career and Technical Education as a Family and Consumer Sciences Teacher at Metcalfe County High School. I loved my experiences there and all of the wonderful people I had the opportunity to meet. In 2006, I was offered a teaching position at Monroe County High School and then later transitioned into Administration as a Guidance Counselor, Curriculum Leader, and then as Assistant Principal. For several years, I served as an Assistant Principal focusing on Curriculum, Assessments, and Professional Development as well as lead the Freshmen Center. I have had the opportunity to serve as principal, here, since November of 2014. As for family, I am married and have three wonderful children...they inspire me to do all that I can to ensure that our community has a solid future with employment opportunities in many fields.

I have always had a love for Career and Technical Education and the opportunities these areas offer students and am thrilled to have the opportunity to be a part of the training taking place. I have been very impressed with these instructors' abilities to communicate and demonstrate their content knowledge to students and just as important, I have been fascinated with the level of work that these young adults can do.

At the Monroe County Area Technology Center, we serve with an open-door philosophy and are always open to ideas, suggestions, and wish to help our community in any way that we can. Please reach out to us and we look forward to working with our students, parents, schools, and community.

## **MISSION & PURPOSE OF AREA TECHNOLOGY CENTERS**

**Mission:** The mission of Career and Technical Education is to assist schools in providing students with skills necessary for a successful transition to postsecondary education or work and a desire for life-long learning in a global society.

**Purpose:** Career and Technical Education is an essential component of the high school curriculum. For many students, it represents as much as a third of their high school experience. It is a critical component in meeting the needs of students in academic achievement, career exploration, career preparation, and leadership development. Successful transition to postsecondary education, work, or the military is one of the goals of Kentucky's educational system. The percentage of students making successful transition is a component of the high school accountability index.

## **GOALS OF MONROE COUNTY AREA TECHNOLOGY CENTER**

**Goal 1: Increase/maintain the percentage of seniors who achieve preparatory status in CTE programs from 70% to 75%.**

**Goal 2: Increase/maintain the percentage of preparatory senior students who are career/college ready to/of 83% or higher.**

**Goal 3: Increase/maintain enrollments of 12.5 STR in all program areas.**

## ACADEMIC PROBATION

When students fail to maintain a “C” in any course taken at the ATC, it will be left to the discretion of the ATC principal whether or not to reenroll students. Student will be reenrolled after parents, students, and high school administration has agreed to a plan of action. (Some programs have strict guidelines regarding this, please take note.)

## ADMISSION PROCEDURES

Priority is given to students who are 15 years of age or older during the school year in which they enroll in a technical program as well as to upperclassmen and preparatory students in order to help ensure students may be completers. 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, but they may have to wait until junior or senior years for optimal access. High school students desiring to attend the technical school should contact the high school counselor or other designated school officials to plan enrollment procedures. Students dismissed from class as a result of a disciplinary incident will only be admitted with the approval of both the high school and ATC administrators.

## MCHS AWARDS

Each year, an annual awards celebration is conducted at the high school. Program National certifications are presented as well as special awards such as KOSSA and Industry Certifications. These awards are based on grades, skill competence, performance, attitude, and attendance.

## DRESS CODE

All students are expected to dress appropriately for the program in which they are enrolled. Students must dress in accordance with specific safety regulations established by the teacher(s) in a given program aligning with KY Tech requirements so as to not create potential safety hazards. 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:

- ✓ **Safety glasses shall be worn when in shop areas at all times and while operating any equipment and/or using chemicals that require eye protection.**
- ✓ Hard hats shall be worn where head protection is required.
- ✓ 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, dangling jewelry supported by loose chains, strings, or wires that 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 in industrial shops.
- ✓ Gloves and safety glasses must be worn by all health and human services students when in direct contact with body fluids.

Additional school and/or program specific information will be provided by each Career and Technical program teacher.

Dress Code Notes:

- Hats or other head coverings may not be worn inside the classrooms or hallways. Headwear may be worn in the shop settings as allowed by the instructor; but should be removed for transition to and from high schools.
- Sunglasses are not permitted.
- For SAFETY reasons, sandals, flip-flops, or any slip off shoes are not allowed in the industrial programs except on designated non-working days.
- Female students may not wear skirts or dresses to work in the Industrial programs.
- Students in the Health Sciences are to be self-aware of their attire when practicing CPR, first aide, etc.

THE MONROE COUNTY AREA TECHNOLOGY CENTER ADMINISTRATION RETAINS THE RIGHT TO JUDGE APPROPRIATENESS OF ALL ATTIRE FOR SAFETY AND PROPER OPERATION OF EQUIPMENT PURPOSES.

Failure to comply with the dress code constitutes grounds by the MCATC for suspension from the program/ATC as well as refusal for re-enrollment the following school year.

<b>ASBESTOS INSPECTION</b>
----------------------------

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

## CLASS TIME

Students are to stay in class until the final bell rings for that class and will then be dismissed by their instructor---bells do not dismiss, instructors do. **Students are not to loiter outside of the classroom.** Students are not to be in the vending areas outside of scheduled times. Students are not to leave class without permission and if returning to the high school they **must sign out at the ATC office and have an ATC office pass.** Students are to arrive for all classes on time. Students are to remain in class until the PM announcements are completed.

## ATTENDANCE

MCATC programs are designed in a manner that requires regular attendance in order to attain the full value of the course. Students are to be trained to become desirable employees. Prospective employers will almost always check an applicant's high school attendance record. It is for your benefit that we stress attendance.

All absentees are reported to each home school. If the home school has a grading policy that relates to student attendance, we will comply with its regulations in administering student grades. Determination of whether an absence is excused or unexcused is decided by the home high school.

Make-up work is at the discretion of each instructor. It is the sole responsibility of the student to contact the instructor concerning any make-up work regardless of the reason for the absence.

**Students who miss more than 15 days in a given year are subject to being ineligible for return to the MCATC the following school year regardless of grades. Employers are interested in employees who will be on the job. It is a part of our responsibility to provide them with punctual applicants.**

**Unexcused tardies will be recorded and reported to the high school. Every three unexcused tardies will count as an hour of absence and count toward the 15 days.**

\*The Health Sciences MNA has its own attendance policy in accordance with regulations set by KY Board of Nursing and Medicaid services.

## MCATC TARDY POLICY

**Students are to arrive to class by the time the bell rings. REPEAT: Three tardies equal one hour of class time. Unexcused tardies will be recorded and counted toward absences and be subject to disciplinary action.**

**If a student is late to class, he/she should:**

- 1. Obtain a tardy slip from teacher/administrator in hallway or get one once in classroom.**
- 2. Instructor will notify front desk student that the student has arrived IF instructor has already posted attendance in IC.**

**\*If a student arrives to school late for 1<sup>st</sup> period, he/she must have tardy slip from the MCHS attendance office for 1<sup>st</sup> period before coming to the ATC.**

## TEXTBOOKS, SUPPLIES, AND EQUIPMENT

Books are the sole responsibility of the student to whom they are issued. If lost, damaged, or lost as a result of theft, it will be that student's obligation to pay for his/her book.

Some of the programs at the ATC have certain supplies or items of equipment that must be purchased by the students in the class. It will be the responsibility of the student to acquire these items within the time span allocated by his/her instructor. **All industrial classes require safety glasses and can be purchased at the ATC Office for \$4.00, students are not permitted in lab areas without safety glasses.** In cases of financial hardship, it is the student's responsibility to come to the Area Technology Center Principal who will then make other arrangements with the student and their family or their home high school for the purchase of these required items. After 3 times of being loaned safety glasses, students will be asked to complete pen/paper assignments rather than reporting to the shop each day they fail to have glasses.

## BOMB TREAT EVACUATION PROCEDURES

Follow the procedures of Monroe County School District.

## BULLYING/HAZING

The Kentucky Center for School Safety addresses Cyber Bullying:

<http://www.kysafeschools.org/cyberbullying.html>

**Cyber bullying** involves the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal web sites, and online personal polling web sites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others. On-line harassment or threatening is **Cyber bullying**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff, and visitors to the schools.

### ACTIONS NOT TOLERATED

- The use of lewd, profane or vulgar language is prohibited.
- In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.
- This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods (Cyber Bullying).
- Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

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

The Monroe County ATC receives funding through the Carl D. Perkins Career and Technical Education Act which is designed to improve, expand, and develop programs for students enrolled in career and technical education programs. The amount of funding a school receives is determined by the number of students who live in the school district and the number of families with children living in the school district whose income is at poverty level in proportion to the total living in the state. The funds allocated to the ATC is based on the percent of students from a local school district who are enrolled in the ATC in proportion to the total number of students from that school district who are enrolled in technical education programs at the high school and the ATC. These funds are used to make improvements to the programs so that the training the students receive is current with knowledge and technical skills needed by business and industry.

### **CERTIFICATES**

Students who successfully complete the requirements of completing at least four classes in a given program area, acquiring the knowledge and passing the industry certification receive their nationally recognized credential. Those whom pass Kentucky Skills Occupational Standards (KOSSA) and/or WorkKeys will also be eligible for certificates.

### **CHEATING**

The Monroe County ATC will adhere to the student's high school's discipline policy regarding cheating. ATC administration reserves the right to refuse enrollment to students with repeating occurrences of cheating/plagiarism.

### **CHANGE OF COURSE**

Students may remain in a class on a trial basis for two or three days. They are allowed to change classes if the course they desire isn't full. A student needs permission from both instructors and the principal prior to change.



## **CHECKOUT**

In the event a student needs to leave school early, he must follow these rules:

- Students cannot check out unless high school personnel have contacted the ATC Office.
- This policy covers applies to all students for all reasons.
- Early checkout regulations will be strictly enforced.

## **COOPERATIVE EDUCATION**

WBL is designed to link employers and education in a collaborative effort to create a prepared workforce. Placement at the worksite is related to the student's career focus. The training plan/agreement identifies tasks performed and is signed by student, parent, teacher, employer and principal. The student evaluation is completed by the employer and/or the teacher. Site visitation by the teacher/coordinator may be conducted to meet personnel, observe the facility/work performed and check for appropriate safety practices and training.

Types of Work-Based Learning are:

1. Clinical Experience
2. Entrepreneurial Program
3. Internship
4. Mentoring
5. School-Based Enterprise (SBE)
6. Service Learning
7. Shadowing
8. Work Experience-Apprenticeship or Pre-Apprenticeship

## **COURSE SYLLABI**

Instructors at the Monroe County Area Technology Center will provide students with a syllabus for each course in which students are enrolled. Each course syllabus must include the name and description of the course, teacher's name, text and other course materials, reference to KCTCS courses (when appropriate), and grading criteria. Other items that will enhance, but are not required, on the syllabus include: procedures for makeup work, reference to core content, skill standards, academic expectations, accommodations for students with special needs, class rules, and other information pertinent to the course. Individual syllabi may list specific requirements for the course and should be adhered to.

## **DISCIPLINARY MEASURES**

Students are expected to conduct themselves as responsible citizens at all times. Students are expected to maintain high standards of courtesy and morals in regards to other students and teachers with which you come into daily contact. Offensive manners and a lack of consideration for the feelings of those around you will not be tolerated.

The ATC follows the disciplinary code outlined by the student's high school for disciplinary action of students:

**Discipline**–The purpose of discipline is to help students develop a sense of personal responsibility. In training young men and women who are in the process of reaching maturity, we seek to instill a sense of discipline that will help them better understand what their obligations are and will be later in life. This should lead to each student becoming a more employable person.

**Probation**–The student who is placed on probation is not in good standing with the school. Among the reasons for which probation may be given are misconduct in school or at a school-sponsored activity, destruction of school property or property left at the school for repair, frequency of absences or tardiness (attendance rate less than 87%), cheating, or classroom confrontations with either the teacher or another student. Any student who is on probation is subject to automatic dismissal if he or she is involved in any other violation of school regulations.

\*Students who are sent to an alternative learning center are subject to losing their privilege of attending the ATC while they are enrolled outside the high school setting. Students who are preparatory within a program and currently enrolled at the time they are sent to the alternative school may be eligible to maintain their enrollment at the ATC if they do not have a pattern (2 or more documented events) of exhibiting the same/similar behaviors that resulted in their referral, if they have 87% attendance or higher, and if they have a C average or higher in the course(s). Students who aren't preparatory shall not attend the ATC until their assigned time at the alternative learning center is completed and decisions on enrollment at that time are based on content missed and time remaining in course to master tasks/content. All decisions will be made through a collaborative effort of the high school and ATC administration. Any student allowed to continue their enrollment will be on probation and will lose the privilege of attending if any of the criteria listed above becomes a problem.

Any student who is placed on probation and fails to make an effort to correct his/her individual problem will not be considered for enrollment at the ATC for the following year.

**Academic Probation**–Any student who receives a failing grade during a single nine weeks' grading period at the ATC is automatically placed on academic probation for the remainder of the school year. Any student who receives two consecutive D's during a school year is subject to the same probation. Any student who is on academic probation must maintain a C average for the remainder of the school year or be subject to non-enrollment for the next school year.

**Dismissal**–Dismissal means that the student is separated from the school until further notice. The school reserves the right to dismiss, at any time, a student whose conduct is deemed unworthy or harmful to either the school, its staff, its programs, or the other students at the ATC. Decisions regarding dismissal will involve collaboration with the high school administration.

**Removal from program**–The student is excluded from classes and activities at the ATC for a determined period of time.

**Expulsion**–Any student who is expelled from the high school is expelled from the ATC. Expulsion means complete withdrawal from the school system for the remainder of the school year.

**Withdrawal**–Any student who wishes to withdraw from the ATC must report to the office in order that we can keep our records accurate and up-to-date.

## **DRUG FREE POLICY**

The Office of Career and Technical Education is committed to providing a safe environment for its students, faculty, and staff. Kentucky TECH has defined conduct in relation to the use, possession, distribution, storage, manufacture, or sale of illegal or unauthorized drugs and being under the influence of alcohol on Kentucky TECH property or at any sponsored event. Conduct, which violates this definition, poses unacceptable risks and disregard for the health, safety, and welfare of members of the Kentucky TECH community and shall result in disciplinary action up to and including suspension or expulsion.

The Office of Career and Technical Education is in compliance with and will be in compliance with the Drug-Free Workplace Act of 1988.

Being under the influence of alcohol or other drugs on the Office of Career and Technical Education's property or any sponsored event is prohibited. The use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs on the Office of Career and Technical Education's property by employees or students is prohibited. Any student who violates these defined standards of conduct shall be subject to appropriate disciplinary action as established by the high school's disciplinary policies.

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 and appropriate disciplinary action will follow in accordance with the high school's drug policy. A report of drug abuse evidence shall be made to the police.

## **ELECTRONIC MEDIA / WEBSITE PRODUCTION**

Every student signs an electronic media (computer usage agreement) at his/her or her local high school. This document is binding and enforced at the MCATC as well and signatures on this contract give the school the privilege of utilizing pictures and names of students under your care who are enrolled in their local school system or home school. MCATC has a website, which will involve the publication of pictures and names of students involved in activities at the MCATC. This can be either in class activities or FBLA, HOSA, or SKILLS USA activities. The website will be a communication tool as well as a means of publicizing the student and program accomplishments. If, at any time, a picture of posting is found undesirable, please contact the MCATC administration.

## **EMERGENCY PROCEDURES**

We follow the guidelines of the Monroe County High School in regards to fires, explosions, tornadoes/severe weather, earthquakes, bomb/weapon threats, intruders/lockdown, evacuations, and other emergencies.

## **FIELD TRIP GUIDELINES**

Instructors may arrange field trips with administrative approval to various businesses or industries whenever the trip is relevant to the unit of study. Students must complete the field trip permission form with parent/guardian signature(s) prior to participating in a field trip in order to attend any trip longer than two class periods.

Students are subject to all school regulations while on field trips. All field trips will be chaperoned by an instructor or administrator and students must remain with a group. A student's first responsibility is to his/her classes at his/her home high school. Students must meet academic and attendance guidelines in order to participate in a field trip. Scheduled tests or a failing status take precedence over participation in field trips. While participating in a field trip, students will wear appropriate clothing as to best represent the school and its programs. The high school's dress code applies as well as any special directions given by the instructor.

## **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.

### **FIRE DRILLS**

The Kentucky Fire Code requires that a total of 10 fire drills be conducted during the school year. Fire drills are conducted for the purpose of training students to exit a facility in an organized and expedient manner should a fire occur. Evacuation signs are posted in all classroom and hallways. At the sound of the alarm, students should start moving immediately according to plan. Once outside the facility, the instructor will check attendance to make certain everyone is accounted for. The signal to return will be a continuous bell. Every student is required to participate.

### **GRADING POLICIES**

The philosophy of the Monroe County Area Technology Center is to allow every student the maximum opportunity to graduate. However, minimum standards of training are maintained and all graduates must meet or exceed these standards. The record made during a student's period of training at this school becomes a permanent record of the Kentucky School System, and is available to other schools, state officials, and potential employers with student approval in compliance with PL93-380 Family Education Rights and Privacy Act of 1974. Student records should be the highest that one can attain.

Failure to maintain a C average in Introduction to Health Sciences or Emergency Procedures and Medical Terminology and all Industrial programs will prevent a student from being accepted for the next level/year in those classes.

Grades may be used as a tie breaker if there is a need to reduce the class size for the following year. (Those students advancing to the next level)

## **GRADE REPORTS**

Grade reports are processed quarterly through the high school's guidance office. A copy of ATC grades are maintained as a part of the student's permanent record by the ATC secretary. Certificates are awarded to students who have successfully met all requirements as prescribed by the program outline.

Grades for all subjects will be a numerical grade as follows.

**A (100-90) B (89-80) C(79-70) D(69-60) F(59 and below)**

## **HALL PASSES**

A student must sign in and out when leaving a shop or classroom and obtain a hall pass from the teacher. If the student needs to go to the high school, he/she should check in at the ATC office and exchange the classroom pass for a high school pass.

## **HAZARDOUS COMMUNICATIONS PLAN**

In order to comply with recent federal and state regulations concerning hazards in the workplace, all students must now be made aware of any possible health hazards they may come in contact within the area technology center. Students will be trained in identification of these materials and how to properly store, use, and maintain them during the student orientation process and throughout the course in which they are enrolled.

## **HARASSMENT POLICY**

### **I. General Statement of Policy**

The Office of Career and Technical Education is committed to maintaining an educational and work environment that is free from harassment and violence and prohibits any form of harassment or violence on the basis of sex, race, color, national origin, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation.

At the beginning of each school year, the Office of Career and Technical Education requires every Area Technology Center to have harassment training for all students and to keep documentation of that training in each student's file.

Violation of this policy will not be tolerated. The Office of Career and Technical Education intends to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy. Whenever an instance of violence or unlawful harassment, knowingly false accusations, reprisal for reporting or threatening to report violence or unlawful harassment has been documented by evidence, appropriate disciplinary action up to and including dismissal from employment or expulsion from school will be taken consistent with

applicable federal, state, and local laws, and the Office of Career and Technical Education employment and education policies.

Students who believe they have been harassed will follow the student grievance procedure established in the student handbook. The student handbook will have the coordinator's name, address, and telephone number. This person is the contact person for the first step in resolving the alleged complaint.

Intimidating or retaliatory acts prohibited. No recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with the right or privilege secured by section 601 of the Act or this part, or because a person has made a complaint, testified, assisted, or participated in any manner in an investigation, proceedings or hearing under this part. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of this part, including the conduct of any investigation, hearing, or judicial proceeding arising there under.

The KY TECH Center will act to investigate all complaints, 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.

**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.

## **HEALTH SCIENCES CLINICAL STUDENTS**

Clinical students are to remain at their assigned locations for their scheduled time. Students should bring a “brown bag” lunch or lunch will be ordered out with the instructor to pick up. No students are allowed to leave the facility for lunch or to run errands. Applicants for the Health Science Programs that include clinical experience and shadowing must provide a record of a current\* negative tuberculosis skin test (ppd) and an immunization record. Upon enrollment in the program, Hepatitis B immunization is recommended but not required.

**\*Current as defined by the health care facility where the student will be doing clinicals or shadowing.**

## **HEALTH AND EMERGENCY PROCEDURES**

### **ALL INJURIES REQUIRE AN ACCIDENT REPORT**

By State Department of Technical Education regulation, representatives of the MCATC are not allowed to administer or offer any prescription or over-the-counter medication to students. First Aid is to be administered by persons certified to administer first aid except with parents or doctor approval. Parents/students are to make the administration aware of any medical condition that might affect their behavior or educational progress in the program they are in. Certain medical conditions may make it dangerous to a student or other students for a student to participate in a given vocational class.

#### **First Aid and Accident Procedures**

Minor injuries or sickness

- Make student as comfortable as possible.
- Use first aid kit (available in classroom) OR send to high school nurse.
- Contact office.

Major injuries or sickness

- Apply immediate first aid.
- Secure classroom and/or see that there is proper supervision.
- Contact office.
- Transport to hospital/doctor’s office upon advice of available licensed personnel.
- Call parents.

Emergency numbers and procedures guide is posted by office telephone

## **INTERNET USE POLICY**

Students are held to the Monroe County High School internet use policy.

## **INSURANCE**

All students enrolled in the Monroe 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.

## **KNIVES**

Students are **not** allowed to carry pocketknives in compliance with the Monroe County High School handbook regulations.

## **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.

## **LUNCH TIME**

**ALL STUDENTS** are to remain at the high school during 1<sup>ST</sup> PERIOD lunch. You are to then go **STRAIGHT TO YOUR CLASS** at the ATC. You are not permitted to be outside the building or linger in the hallways. You are expected to use restroom during your lunch. Tardiness after lunch due to being in restroom is not acceptable.

## **LOST AND FOUND**

Lost articles may be claimed at the Principal's office. If a student loses something, they are to check with their instructor to see if it was found in the classroom, then contact the principal. If a student finds an article, he is to turn it in to his/her instructor or the Principal's office.

## **MEDICATIONS**

School personnel do not dispense medication of any type. Students should report to the high school office for the dispensing of any and all medications (RX or OTC). Any drug that is seen and not reported to the instructor will be in violation of school policy.

## **POLICY FOR NON-DISCRIMINATION FOR MCATC**

The Monroe 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 technical 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, and ADA Act of 1973(revised 1992), and the American 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 and equal opportunity to participate. . For more information, contact Jerri Rowland, Principal, Monroe County Area Technology Center, 757 Old Mulkey Road, Tompkinsville, KY 42167, (270) 487-8261.

## **RE-ADMISSION POLICY**

A student who properly and voluntarily withdraws from school because of illness or hardship may re-enter at the beginning of the new term if appropriate space in the desired program is available. Students who plan to withdraw for only a short period of time during a school year should notify the office of their intentions in order that their name will not be stricken from the roll. The approximate length of time they will be out should be made available to the office.

## **REFUNDS**

Refunds are not available for workbooks, supplies, supply fees, or application fees. Refunds are not provided for club dues.

## REPAIR OF PERSONAL ITEMS

Personal items belonging to students may be repaired in their shop class. However, it must be remembered that this is a school and the repairs are done only when they contribute to the learning situation. Therefore, no time or date of completion can be promised and no guarantee is given on the work done. All work requires a shop order to be filled out. The shop order states that the school is not responsible for lost, stolen, or damaged items.

No item is repaired without the consent of the instructor involved. The school and staff are in no way liable for items left for repair and/or items left with the item for repair (i.e.-items left in a vehicle).

There is no charge for labor performed on any repair work for students. **There is a \$15 shop fee for each item repaired for everyone else.** It is up to each individual to provide any materials or parts that may be required to complete the job. These are to be provided as quickly as possible in order that the project can be completed promptly. All shop fees are to be paid at the front office of the ATC. The receipt must be presented to the instructor before the repaired item can be released. Any item left over 30 days after notification of completion of the repairs may become the property of the school and will be used for instructional purposes.

## SAFETY

Students attending the ATC are instructed in the use of potentially dangerous equipment. It is extremely important that all safety regulations be followed. Students are not authorized to operate any piece of equipment until they have been instructed in its proper and safe operation. The State Safety Bureau conducts safety inspections periodically. Students are required to be instructed in the possible hazardous chemical situations that they might encounter while enrolled at the ATC. Students enrolled in the industrial programs must wear safety glasses **at all times** when in the shop areas. Mirrored safety glasses are not allowed. No other tinted safety glasses are allowed. Student must have or purchase approved safety glasses from the ATC office. For everyone's safety, students are expected to handle themselves with maturity and, at no times, exhibit careless behavior that could result in personal injury or injury to another student/instructor.

## **SCHOOL PHONES / CELL PHONES**

Phones located in each program are for school and instructor use only. Students will not be called out of class for phone calls except for emergencies. Phone messages will be taken and the student notified of the message. Students who have cell phones in their possession must keep them turned off during class times and in their lockers or book bags. Students are not allowed to walk outside to use a cell phone during class time. They are to keep them in their book bags or purses during class and turned off. This is not only a MCATC rule but is Workforce Cabinet regulation. Violation of this regulation allows the instructor or administrator to confiscate the cell phone. Disrespect to instructor or principal regarding cell phones will result in further discipline and student will not be allowed to participate in ATC program until discipline assigned has been completed.

Continued violation of the regulation will result in being ineligible to return to the MCATC for the next school year.

## **SEARCH AND SEIZURE**

Students who attend the ATC may be assigned a locker for the convenience of storing books, work clothes, safety glasses, projects, cell phones, etc. These lockers are the property of the MCATC and may be searched at any time in order to insure the security of the school and for the protection of the entire student body. Student's personal apparel (purse, clothing), car, or person can be searched with reasonable cause. The US Supreme Court issued a decision supporting these actions.

## **STUDENT FOLLOW-UP**

Student follow-up is conducted for the purpose of improving and modifying existing programs and implementing new ones based upon the needs expressed by students served in technical programs. Information is collected in the form of questionnaires in four categories: (1) initial year follow-up; (2) employer survey; (3) program improvement follow-up for those students who enrolled two years previously. Students are encouraged to respond promptly upon receipt of a questionnaire.

## **STUDENT GRIEVANCE PROCEDURE**

Students who feel they have been discriminated against, sexually harassed by students or employees and/or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a vocational program and/or activities have the right to file an informal and/or formal complaint as follows: (180 days for filing with the Office of Civil Rights and/or filed within 60 days after the other agency has completed its investigation and notified the complainant that it would take no further action. Extension can be granted by the agency for good reason.)

### **EEO GRIEVANCE COORDINATOR**

**Jerri Rowland, Principal  
Monroe County Area Technology Center  
757 Old Mulkey Road  
Tompkinsville, KY 42167  
(270) 487-8261**

### **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 Coordinator within five (5) days of knowledge or alleged cause for grievance occurs.

Step 2: The complainant, EEO Coordinator, and other involved parties will work informally to negotiate a solution within five (5) school days or a total of ten (10) school days from filing a grievance.

Step 3: If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance within five (5) school days or a total of fifteen (15) school days from filing a grievance.

Step 4: A formal 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 Sexual Harassment Coordinator.

Note: Days given are to keep the process moving and can be changed by agreement of all parties.

NOTE: In the following Formal Grievance Procedure, the reference to the EEO Coordinator is the person assigned the duties of Title VI, Title IX, Section 504, ADA and Sexual Harassment at the various levels in the procedure.

## **STUDENT FORMAL GRIEVANCE PROCEDURE**

Step 1: The student will notify the EEO Coordinator, servicing their Area TECH Center/Regional TECH Center, in writing and within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of violations, the dates the violations occurred, and be signed and dated by the person making the complaint. The designated EEO Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken or within a total of twenty (20) school days from the initiation of the Grievance Process.

Step 2: If the complainant is not satisfied with the action taken by the center's EEO Coordinator, the complainant may appeal in writing by notifying the Regional EEO Coordinator within five (5) school days of the action taken in Step 1. This written notice must contain the nature and dates of the grievance, a description of action taken at the center level by the complainant and the EEO Coordinator. The Regional EEO Coordinator will notify in writing within five (5) school days from the date of the filed appeal as to the action taken or 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 action taken at the regional level, the complainant may notify in writing within five (5) school days the Department for Technical Education, Capital Plaza Tower, Frankfort, KY 40601. The written notice must identify the grievances (or violations) and the dates they occurred; a description of the action taken at the center and regional levels by the complainants, the center, EEO Coordinator and the Regional EEO Coordinator, and copies of notifications the complainant received from the center and regional levels. The EEO Coordinator for Kentucky Department for Technical Education will notify the complainant in writing within twenty (20) school days of the date of the appeal as to action taken within fifty-five (55) school days from the initiation of the Grievance Process.

### **Another option for resolving a student complaint that can be used by students, parents/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 process or upon completion of Step 3, the complainant may call for Technical Assistance or write 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 the completion of the local grievance process.

### **Last Option**

File a lawsuit with the local courts. This can be done at any time



## STUDENT INSURANCE

All students are required to have accident insurance before they are allowed to work in the shop areas. The state provides a free accident policy for all students that attend the ATC. This insurance covers them while they are in school (all day) and while they are involved in a school-related activity and at clinical sites. The insurance is **SECONDARY TO ANY OTHER INSURANCE** that your family has that covers you. The state insurance carrier will pay in these instances:

1. You are not covered by any other insurance;
2. You have not met the deductible on your primary insurance carrier (requires proof of non-payment from primary carrier to accompany your claim);
3. Your primary insurance does not provide coverage (requires statement).

The Monroe County ATC is not a direct representative of the company that handles the student insurance. Any assistance provided by the Monroe County ATC is offered as a courtesy to our students.

## STUDENT ORGANIZATIONS

**FBLA:** Future Business Leaders of America is a national student organization designed for students who are taking one or more business classes. Skills and knowledge learned in business subjects are put to use in FBLA's varied activities and competitive events. Our chapter participates on all levels of FBLA--local, regional, state, and national conferences and competitions. We conduct fund-raising activities, community service, and school projects each year.

**SKILLS USA:** Skills USA has many planned activities during the year. These activities include fund-raising activities, parties, civic activities, field trips, and skill and leadership competitions. The skill competitions are held each spring on the local, regional, state, national, and even international competitions. As a local winner, one could eventually end up competing in some foreign country on the international level.

**HOSA:** HOSA (Health Occupations Students of America) is a national student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. HOSA provides leadership development, motivation, and recognition on a local, regional, state and national level for secondary and collegiate students. HOSA has competitive events, leadership conferences and local blood drives and fundraisers.

It is the belief of the instructors at the area technology center that by participating in the student organizations, you will learn how to work with others toward common goals. By learning how to work with others, we feel that you will also become a more desirable employee in the world of work.

## **STUDENT TEACHER CONDUCT**

State Regulation KRS 161.190 states that a student can be charged with a misdemeanor for threatening, making false statements about, or directing threatening speech toward or concerning any school employee. A student can be charged with terroristic threatening in regards to possessing or having knowledge of any explosive materials, devise or facsimile of a devise. Students are subject to all state laws concerning the possession of or knowledge of guns, weapons or facsimile of weapons on school grounds.

## **STUDENT SECURITY**

There may be instances that students may have a legitimate need to be at school after hours. Students will not be allowed and should not be in the building without instructor supervision. Parents and students are to arrange for pick-up time to correlate with the activity. This is especially important in relation to school related trips. Chaperones will stay at the facility until all students have departed. It is recommended that students do not leave their vehicles in the parking lot when they will be gone overnight on a school trip. Acts of vandalism may occur to vehicles left unattended.

## **SUSPENSION & EXPULSION OF STUDENTS**

All students shall comply with policies of the home high school. Willful disobedience or defiance of the authority of the teachers or administrators, assault or battery or abuse of other students or school personnel; the threat of force or violence; the use or possession of illicit drugs or alcohol; stealing, destroying or defacing school or personal property; possessing or using dangerous weapons or instruments; excessive unexcused absenteeism, or other incorrigible bad conduct on school property or at school sponsored activities constitutes cause for disciplinary measures resulting in removal from program temporarily or permanently.

## **TOBACCO POLICY**

Students are not allowed to use or have in their possession tobacco products while on school grounds. Tobacco products and cigarette lighters will be confiscated on sight, and, as in all situations, the Administration of the ATC reserves the right to search lockers and/or purses for such products. Violators will be subject to the home High School discipline code.

## **TORNADO DRILL**

In the event of a tornado watch or warning, it is very important that drill procedures are correctly followed to provide the safest situation possible. A tornado warning will be signaled from Monroe County High School. 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.

## **TRANSFER OF CREDIT**

Whenever the need arises, ATC students are permitted to transfer from one state-operated ATC to another state-operated center provided ample space is available. The student may transfer without the loss of credit for training previously completed. This information will be provided to his/her new location.

## **VEHICLE REPAIR / DRIVING / PARKING**

Students must have instructor's permission and in order to have their car repaired. They must also follow procedure below. 1) They must first get verbal permission from the instructor of the shop involved on the day prior to when the work is to be done. 2) A shop order is to be issued at this time if work is to be done on or in relation to the student's vehicle. 3) The driver is to travel to and from the ATC **alone**, no passengers for any reason. 4) All vehicles are to be parked in the parking area at the rear of the Automotive Technology program. 5) Any equipment or supplies that the student is delivering are to be dropped off at the start of class. 6) Students are not allowed to participate in the work done on their car or project unless they are in the class where the work is being done. 7) Having vehicle worked on at the ATC is a privilege and maybe taken away based on your attendance, behavior, class/shop performance, and/or grades.

## **VIDEO SURVEILLANCE**

Video cameras are placed in strategic locations throughout the MCATC for the safety and security of the facility, students, and faculty and staff. There should be no assumption of privacy when you are within the audio or video capabilities of the cameras and microphones. If circumstances deem necessary, the camera system can/will be used as a record of activities.

## **VISITORS**

Visitors are welcome at the Monroe County Area Technology Center. However, all visitors must register at the Office before going into any classroom. Students are not to take friends or relatives to the classroom without the approval of the Principal and their instructors. Visitors are not to enter any shop area or through the back door

## **WEAPONS POLICY**

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.

## **WHO SHOULD BE AT THE AREA TECHNOLOGY CENTER**

Only students who are enrolled at the MCATC for the period in session should be at the ATC. Visitors to the MCATC should check in at the office. Students from the high school needing to see another student must have a written pass from the office of the high school. These students are to report to the office of the ATC. The receptionist will send for the student that is needed.

Students are not allowed to come back to the ATC during free time that they may have at the high school or because another teacher says that they can come unless approved by the ATC instructor for their shop area/classroom. They are to remain in the class that they are assigned to for that period. All students are to stay at the high school during their designated lunch period

## **FEDERAL REQUIREMENTS**

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the local district shall be expulsion for a minimum of twelve months.

Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

For state reporting purposes, a deadly weapon shall be defined as: any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; any knife, other than an ordinary pocket knife; billy club, nightstick or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material.