Kentucky Department of Education (KDE)
Office of Career and Technical Education (OCTE)

Russell Area Technology Center

Student Handbook

2026-2027 School Year

The Russell Area Technology Center receives federal 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.

Equal Education and Employment Opportunities M/F/D

Principal's Message

The staff of Russell Area Technology Center would like to welcome you to our school. We are pleased that you have chosen our school to further your education.

Our professional staff is committed to helping you succeed in your chosen field. It is our desire to help you to achieve your professional goals. Your attitude, attendance, and desire to learn are will assist you in reaching your goals. Working together, we can prepare you for future employment opportunities.

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

We wish you success in your training with us.

Shawn Moore, Principal

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Office of Career and Technical Education (OCTE) Policies and Procedures

State-operated Area Technology Centers follow the OCTE Policies and Procedures posted on the OCTE website and Kentucky School Board Association (KSBA) website. For the complete set of policies and procedures (as listed below), refer to the links above.

OCTE Policies and Procedures Manual

Chapter 1: Powers and Duties

Chapter 2: Administration

Chapter 3: Personnel

Chapter 4: Fiscal Management

Chapter 5: School Facilities

Chapter 6: (Not applicable)

Chapter 7: Support Services

Chapter 8: Curriculum and Instruction

Chapter 9: Students

Chapter 10: Community Relations

Vision of Area Technology Centers (ATCs) (OCTE Policy 01.1)

“With high expectations and strong partnerships, Kentucky Tech will actively engage all students in the mastery of academic and technical skills needed to be ready for college and a career.”

BELIEFS

We believe:

- Students learn best when they are actively engaged in the learning process.
- Students learn best when our staff maintains high expectations for learning.
- Students are motivated to learn when classroom instruction is related to real-world applications.
- All students in our school need to have an equal opportunity to learn.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when instruction incorporates both academic and technical skills.

- Effective school leaders engage in practices that support the ongoing improvement of teaching and student performance.
- Teachers, administrators, parents, and the community share the responsibility for helping students learn.

School Information

- Russell Area Technology Center
- 705 Red Devil Lane, Russell, KY 41169
- 606.836.1256
- https://ratc.russellind.kyschools.us/o/ratc
- 7:45-3:15

Program Offerings

[Insert school specific information]

Nondiscrimination Policy (OCTE Policy 01.1)

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

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

Student Rights and Responsibilities

Students have the right to:

- Learn in a safe environment.

- Be treated with dignity and respect.
- Participate in educational opportunities without discrimination.
- Access available support services.
- Express concerns through appropriate channels.

Students are responsible for:

- Following school and program rules.
- Showing respect to others.
- Following safety procedures.
- Maintaining academic integrity.
- Protecting school property and equipment.
- Demonstrating professional workplace behavior.

Attendance (OCTE Policy 09.123)

Attendance is essential to student success and workplace readiness.

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 be reflected in the student's home school's Infinite Campus record. Each student shall assume responsibility for regular attendance, completion of all assignments, completion of all examinations and completion of required laboratory, and work-based learning time.

Inclement Weather Schedule

During inclement weather, students should listen to their local district media outlets, TV, social media, district "one call" system and website for announcements regarding delayed schedules or school closures.

Student Conduct and Expectations (OCTE Policies 09.43, 09.426, and 09.434)

All students are required to maintain acceptable standards of conduct, which include courtesy, respect for the rights of others, orderly behavior, and compliance with established school policy. Students who fail to do so may be required to discontinue their training. Inappropriate conduct includes but is not limited to:

a) Distributing literature of any description on school property without specific written authorization from the principal's office.
b) Willful destruction, damage, stealing school property or obscuring supplies or tools,
c) Fighting, cursing, using abusive language, or gambling on school premises,
d) Insubordination,
e) Failure to conform to rules, regulations, or public laws pertaining to occupational health and safety,
f) Use of tobacco in any form,
g) Harassment, willfully hindering, limiting progress of other trainees, habitual carelessness, recklessness, or playing tricks or pranks dangerous to other trainees,
h) Falsification on enrollment, training, or personal records,
i) Possession of firearms, knives or other items that could conceivably be used as a weapon,
j) Students are not permitted to operate any shop equipment or remain in the shop during breaks and lunch unless an instructor is present for supervision,
k) Students are not to leave their assigned area and/or school without notifying their instructor,
l) Intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee,
m) Intentional assault resulting in serious physical injury, as defined in KRS 500.080.

Administration will use each student's home high school disciplinary code as guidance for infractions requiring disciplinary action. Students with three or more discipline referrals and/or one violation of ATC safety regulations may be removed from the program at the ATC at the discretion of the ATC Principal. The student, parent, and high school where the student attends will be notified immediately of this decision. A student will only be re-enrolled after parents, the student, and high school administration agree to a plan of action.

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

Drug Free Policy (OCTE Policy 09.423)

The Office of Career and Technical Education (OCTE) is committed to providing a safe environment for its students, faculty, and staff. Kentucky Tech has defined conduct as 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 school 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 OCTE is in compliance with the Drug-Free Workplace Act of 1988.

Being under the influence of alcohol or other drugs on the OCTE's property or any sponsored event is prohibited. The use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs on the OCTE's property by employees or students is prohibited. Any student who violates these defined standards of conduct shall be subject to appropriate disciplinary action up to and including suspension or expulsion.

All OCTE 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 or proof of drug abuse, the high school principal and the parent or guardian of a student shall be notified. A report of drug abuse evidence shall be made to the police.

Smoking Policy/Use of Tobacco Products (OCTE Policy 09.4232)

Secondary students at [School Name] are strictly prohibited from possessing or using tobacco products, alternative nicotine products, or vapor products, as defined by KRS 438.305, on any school/Board property, in Board-owned or contracted vehicles, or during any school-sponsored trip or activity. Violations include, but are not limited to, smoking or vaping on school grounds, possessing tobacco or nicotine products, lighters, or matches in personal belongings or lockers, and holding or using cigarettes, e-cigarettes, vape devices, or related products, whether lit or unlit.

Academic Expectations

Emerging Technologies

The use of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features will be at the direction of the program instructor and used in a responsible and appropriate manner.

Academic Probation

When a student fails to maintain a "C" in any course taken at the ATC, it will be left to the discretion of the ATC Principal whether to re-enroll the students.

If the ATC Principal allows it, the student will be re-enrolled after parents, the student, and high school administration have agreed to a plan of action.

Makeup Work

Work missed because of absenteeism or tardiness shall be made up satisfactorily to the teacher within a reasonable time (refer to feeder school policy) after returning to school. Make-up work not turned in by the time designated by the teacher (and according to feeder district school policy) shall receive a grade of "O." It is the student's responsibility to contact the teacher on the day he or she returns to the class to arrange to make up work. A teacher may require make-up for examinations, clinical time, or other instructional activities.

Internet Use Policy

Students will have internet access according to the home feeder district policy. Students will use ATC computer devices according to KY Tech "Use of Technology" policy (OCTE Policy 08.2323).

Course Syllabus

Instructors at the [Insert name of school] will provide each student with a syllabus for each course in which the student is enrolled. Each course syllabus must include the name and description of the course, teacher's name, text and other course materials required, 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 academic standards, academic expectations, accommodations for students with special needs, class rules

(i.e., if personal protection equipment is required), and other information pertinent to the course.

Books and Supplies

During the orientation process, instructors will notify students of the required books and supplies needed for the school year. Students are not required to purchase books for ATC courses. Some dual credit college courses may require a student to purchase a book and may require other additional fees. In cases of loss of any book by a student, the book(s) must be paid for by the parent/guardian before any additional books are issued.

Grading System and Coursework Requirements (OCTE Policy 08.221)

The student's grade shall be determined by the instructor, based on established requirements for the course. The grading system set by the high school will be used by the [Insert name of school) in assigning grades. If a student fails a course, they will have to repeat the course before continuing in the career pathway.

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 (will consider program enrollment caps, content missed, etc.).

Religious Beliefs (OCTE Policy 08.231)

A parent or guardian may request that their child be excused from instruction involving specific curricular material that the parent or guardian sincerely believes conflicts with their religious beliefs. Such requests apply only to specific instructional content and may not be used to opt out of entire courses, subject areas, or to curriculum, instruction, or programming required by federal law or regulation.

Upon receiving a request, the ATC principal will collaborate with the student's home district principal for review of the request in accordance with applicable policies and procedures.

Career and technical education (CTE) courses are designed to prepare students for industry certifications, postsecondary opportunities, and careers. Opting out of specific instructional

content may affect a student's ability to successfully complete coursework, earn industry certifications, or meet career pathway expectations. Students and parents are encouraged to carefully review course requirements and content before enrolling in pathways that may include instruction, materials, or experiences that conflict with religious beliefs.

Career and Technical Student Organizations (CTSOs) (OCTE Policy 09.32)

Career and Technical Student Organizations (CTSOs) are integral parts of technical education programs. CTE 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 to participate in local, regional, and state competition activities.

The following student organizations are Kentucky's official CTSOs:

- Distributive Education Clubs of America (DECA)
- Educators Rising
- FFA
- Future Business Leaders of America (FBLA)
- Family, Career, and Community Leaders of America (FCCLA)
- Future Health Professionals (HOSA)
- SkillsUSA
- Technology Student Association (TSA)

Safety and Security

School Facilities (OCTE Policy 05.4)

Bomb Threat Evacuation Procedures (OCTE Policy 05.43)

Crime Awareness and Campus Security (OCTE Policy 05.5)

Weapons on Campus (OCTE Policy 05.48)

> Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building on school grounds, at a bus stop, 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 home high school and to the Appointing Authority for the Office of Career and Technical Education in Frankfort. In addition, when there is reasonable belief that a violation has taken place, the principal shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a weapon in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Federal Requirement

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

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

For state reporting purposes, a deadly weapon shall be defined as: any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; any knife, other than an ordinary 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.

Lab and Classroom Safety

All students will be given specific safety instructions 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 (Students must pass safety tests with 100% prior to accessing lab specific equipment, tools, or activities). Under no circumstances should students operate the equipment without the instructor's permission.

All students are required to pass two safety tests: general safety and safe use of program specific equipment and tools prior to using specific equipment.

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**.**

Appropriate Dress (OCTE Policy 09.427)

All students are expected to keep their 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 each program. As Career and Technical classes may be hazardous, it is important that all safety precautions be taken which may include but not be limited to the following:

- Hard hats shall be worn where head protection is required.
- Safety glasses shall be worn when operating any equipment and/or using chemicals that require eye protection.
- Shop clothing in heavy work areas such as welding, diesel, and industrial maintenance shall be cleaned frequently.
- Hair length must be of a length that poses no safety hazard or must be contained under a head covering to ensure safety.
- Loose and flowing clothing or dangling jewelry supported by loose chains, strings, or wires, which may become caught in machinery, should be avoided in shops equipped with moving or rotating power equipment.
- Clothing and shoes that adequately protect legs, arms, and feet must be worn in the shop and lab areas. Students are not permitted to wear shorts or synthetic fabric clothing.

Respirator Policy (OCTE Policy 09.22)

Students enrolled in Collision Repair and Wood Manufacturing Programs are required to obtain a physician's statement verifying they are physically able to perform the tasks in the program, which require the use of protective breathing devices. This is a requirement of the Office of Safety and Health Administration.

Visitors (OCTE Policy 10.5)

Student visitors must receive permission from the ATC Principal prior to making visits. Visitors are required to sign in at the school's main office before entering shops and classrooms.

Insurance (OCTE Policy 09.23)

All students enrolled in the (Name of school) 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.

Transportation (OCTE Policies 09.223 and 09.2261)

Transportation to and from the ATC is generally arranged through the student's home school district.

Students are expected to:

- Follow school bus rules.
- Report directly to assigned classes.
- Follow all transportation procedures established by their district and the ATC.

Driving by high school students is strictly prohibited since buses transport high school students to and from their respective schools, except under extenuating circumstances (i.e., WBL, CTSO, clinical experiences, etc.) and with permission. Students who are illegally parked on school property are subject to have their vehicles towed at their expense. Students need to be aware that unauthorized vehicles may be searched for probable cause.

Students desiring to have a vehicle worked on in one of the shops must obtain a Driving Permit from the office and obtain the required signatures prior to driving the vehicle to campus. Students are not permitted to transport other students when bringing a vehicle to be worked on. The permission forms must be displayed on the dash the entire time the vehicle is on school grounds.

Transportation violations may result in disciplinary consequences.

Check Out

High school students signing out to leave the ATC will only be permitted to leave with the custodial parent/legal guardian/or approved designee identified on the Student Release Form. The student must first be checked out at the parent high school before being released from the ATC. Proper identification must be presented to office personnel**.**

Field Trips (OCTE Policy 09.36 and OCTE Procedures 09.36 AP.1, AP.21, and AP.211)

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 travel as a group and will be accompanied by at least one instructor. Students must complete and turn in the field trip permission form with parent/guardian signature(s) prior to participating in a field trip.

Use of Technology (OCTE Policy 08.2323)

Kentucky TECH supports reasonable access to various information formats for students and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use Kentucky TECH technology. See OCTE Policy 08.2323

Student Communication Plan (OCTE Policy 08.2324 and OCTE Procedure 08.2324 AP.2)

Students enrolled at [NAME OF ATC] will use the designated traceable communication system to directly communicate with any ATC employee or volunteer**.**

Personal Communication Devices

ATCs shall follow the policy of the local school district where the ATC is located. Students in violation of local school district policy shall be subject to disciplinary action. No electronic devices allowed without permission of the instructor.

Work-Based Learning (OCTE Policy 08.1131)

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. Prior to employment, site visitation by the teacher/coordinator is conducted to meet personnel,

observe the facility/work performed and check for appropriate safety practices and training. Students may be removed from the Work-Based Learning (WBL) program if they fail to complete required documentation, do not fulfill assigned work responsibilities, or engage in disciplinary infractions.

See the Work-Based Learning Manual

Work Orders

All work performed at the area technology center requires:

1. A completed/signed Work Order Approval Request; and

2. A completed/signed Work Order Agreement before beginning the job; and

3. Verification of vehicle ownership before work begins (car title and driver's license)

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.

Medical Record (schools with Health Science programs)

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, and COVID immunization will be needed if required by the facility.

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

Student Fees (OCTE Policy 09.23)

Tuition to enroll in the [Name of School] shall be free to all secondary students who attend public, private, and home schools in the state of Kentucky. Some fees could be required for certain dual credit college courses.

Student Services

High school students will find that the primary source of counseling will be the high school counselor.

Harassment, Discrimination, and Bullying (OCTE Policies 09.422, 09.426, 09.42811, 09.428111)

General Statement of Policy

The OCTE 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 OCTE requires every ATC to review the harassment policy as part of the student orientation process.

Violation of this policy will not be tolerated. The OCTE 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 OCTE employment and education policies and procedures.

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 are 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) Religious Harassment

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; or
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.

(b) Racial Harassment

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

(c) Sexual Harassment

a. 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:
b. 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
c. 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
d. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or employment, or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment may include but is not limited to:

a. Unwelcome verbal harassment or abuse; or

b. Unwelcome pressure for sexual activity; or

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; or

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; or

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.

(d) Religious Violence

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

(e) Racial Violence

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) Sexual Violence

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:

a. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; or
b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; or
c. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

(g) Assault

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

Bullying

KRS 158.148(1)(a) "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

KRS 158.148(1)(b) This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

The Kentucky Center for School Safety 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 websites 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.**

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.

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

Grievance Procedure (OCTE Policy 09.42811)

Students who feel they have been discriminated against, sexually harassed by another students or employees, denied reasonable accommodation(s), and/or denied an opportunity to enroll in career and technical programs, participate in activities, and/or employment because of their race, color, national origin, sex, disability, age, religion, or marital status have the right to file an informal and/or formal compliant as follows:

STUDENT GRIEVANCE COUNSELOR(s):
Name
Address
Telephone Number

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 occurring. The counselor will conduct a preliminary investigation of the alleged complaint.

Step 2:

The complainant, EEO/Grievance Counselor, and other involved parties will work informally to negotiate a solution within five (5) school days. A total of ten (10) school days from filing a grievance.

Step 3:

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

Step 4:

A formal written grievance may be filed within fifteen (15) days of starting the Informal Grievance Process by completing the Formal Grievance Process form, which is available from your Title VI, Title IX, Section 504, ADA and Harassment Counselor.

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

STUDENT FORMAL GRIEVANCE PROCEDURE

Step 1:

Within fifteen (15) school days of the alleged discrimination or denial of service, a student will file written notice to the appointed institution EEO/Grievance Counselor. The student's written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, expected outcomes, and be signed and dated by the student filing the grievance. The appointed EEO/Grievance Counselor shall respond in writing regarding the process followed, persons involved, and other investigative steps taken to try and resolve the alleged grievance. The EEO/Grievance Counselor's response will be given to the complainant within five (5) school days from the date of initiation of step 1 of the formal grievance process. The proposed solution to resolving the alleged grievance will have to be approved by the Kentucky TECH administrator and other parties involved. Within twenty (20) school days from the initiation of the grievance process.

Step 2:

If the complainant is not satisfied with the proposed solution, the complainant may appeal in writing by notifying the Kentucky TECH administrator within five (5) school days of the proposed solution to be taken in step 1. The step 2 appeal written notice must contain all written documentation from step 1 and the student's written reasons for not accepting the proposed solutions to be taken. The Kentucky TECH administrator will respond in writing to the complainant within five (5) school days from the date of the step 2 written appeal as to the action to be taken. Within a total of thirty (30) school days from the initiation of the grievance process.

Step 3:

If the complainant is not satisfied with the recommended action to be taken by the Kentucky TECH administrator, the complainant may appeal in writing within five (5) school days to the attention of the EEO/Grievance Coordinator, Office of Career and Technical Education, 300 Sower Blvd., Frankfort, KY, 40601. Mark CONFIDENTIAL on the envelope. The step 3 written appeal must contain all written documentation related to step 1 and step 2 of this formal grievance process. The complainant must include their written statement as to the reason for not accepting the proposed solution to their alleged grievance. The EEO/Grievance Coordinator will respond in writing, within 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.

Another option for resolving a complaint that can be used by students, parent/guardian of a minor student, or employees:

If the complainant is not satisfied with the action taken at any point in the grievance process or upon completion of step 3, the complainant may call or write for technical assistance to the Director of the Office for Civil Rights, Eastern Division, in Philadelphia, PA. If the complainant wants to file a grievance with OCR it must be in writing, signed, and dated and include any information collected or used in the attempt to resolve the complaint at the local level. The complainant has 180 days to file with OCR from the date of the incident or within 60 days after completion of the local grievance process.

Note: A complaint process filed with the Office of Civil Rights may take as long as three (3) years.

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

Emergency Procedures

Building Lockdowns (OCTE Policy 05.411)

Earthquake Procedures (OCTE Policy 05.47)

Fire Drills (OCTE Policy 05.41)

Severe Weather/Tornado Drills (OCTE Policy 05.42)

Hazardous Communications Plan (OCTE Policy 03.14)

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 ATC. Students will be trained in the 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.

First Aid (OCTE Policy 09.224)

For the protection of any injured person or persons, and to avoid the potential for personal or administrative liability, the following first aid policy is in effect for the OCTE, [Insert name of school]:

1. Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.

2. In no case shall ointments, salves, disinfectants, or oral medicine be rendered except on the advice of a physician.

3. Students that require over-the-counter or prescription medication shall follow the policies of their parent high school. Students who carry emergency medication (EpiPen, diabetes medication, seizure medication, asthma medication) shall have a written physician order on file at the school.

4. In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.

5. Persons rendering first aid shall follow the recommended emergency procedures previously set forth by the safety section and approved by the OCTE.

6. First aid kits shall be equipped with gauze, bandages, large and small Band-Aids, scissors, pocket face mask, rubber gloves, alcohol wipes, and other materials required to stop bleeding and cover wounded areas.

7. Fire blankets shall be placed in those areas where the potential of fire and explosion exist.

Student Medication (OCTE Policy 09.2241)

School personnel do not dispense medication of any type unless trained and advised to do so. A student who takes prescription or over the counter medication must have written permission on file in the school office. Medication must be carried in the original container. If medication is to be taken during school hours, the teacher must be notified. Any drug that is seen and not reported to the instructor will be in violation of school policy and the student may be subject to disciplinary action.

Student Records and Privacy (OCTE Policy 09.14)

Student records are maintained in accordance with applicable federal and state laws.

Parents and eligible students may:

- Review educational records as permitted by law.
- Request correction of inaccurate information.
- Limit disclosure of information where applicable.

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 became effective November 20, 1974. The act denies federal funds to any school district that does not allow parents access to their children's education records.

Parents must be allowed to inspect and review all education records. 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 transfer to the student. The parents' rights cease when the student takes over.

Questions regarding student records should be directed to school administration.

Lost and Found

All found articles are to be turned into the school's main office. Articles are kept until proper identification can be made by the owner or the end of the school year.