GREEN COUNTY AREA TECHNOLOGY CENTER
102 Carlisle Avenue
Greensburg, KY 42743
270-932-4263

STUDENT HANDBOOK
2010-2011

Education and Workforce Development Cabinet
Department for Workforce Investment
Office of Career and Technical Education
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NON-DISCRIMINATION POLICY

The KY TECH--Green County Area Technology Center does not discriminate against students, parents, or employees on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as related to under Title VI and Title IX of the Vocational Educational Amendments of 1976, Section 504, and the American Disability Act. Inquiries concerning the school's compliance in regard to discrimination may be directed to Title VI, Title IX, Section 504 Coordinator, Dave Rauch, KY TECH - Green County Area Technology Center, 102 Carlisle Av., Greensburg, KY 42743, or phone (270) 932-4263. Other discrimination inquiries may be directed to Rick Atwell, Principal, KY TECH--Green County Area Technology Center.

STUDENT RECORDS

ANNUAL NOTIFICATION OF STUDENTS AND PARENTS

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making a request to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

Copies of these policies and procedures may be obtained upon request from the office of the principal.
Hello Students!

On behalf of the faculty and staff, I want to extend to you a heartfelt welcome to our school - KY TECH - Green County Area Technology Center. We are pleased that you have chosen our school to further your education.

Please understand that we are here for one reason and one reason only -- YOU! We respect you. We admire you. But most of all, we want to be a viable force behind all your present and future successes as we assist in your preparation for either a college career or entrance into the world of work immediately upon graduation from high school.

When I came here to work I thought I needed a commitment statement to assist me in doing my job. Almost daily I read the statement that says:

My greatest contribution to humankind is to be sure there is a teacher in every classroom who cares that every student every day learns and grows and feels like a real human being. This is still important to me, if you feel I'm not doing what I'm committed to please let me know.

Good luck! I hope your experiences with us are extremely positive and rewarding. Our expectations for you are very high. Hopefully your journey with us will be pleasant and perhaps even “fun” at times.

Sincerely,

Rick Atwell
Principal
Kentucky Tech - Green County
*Get Technical . . . It Pays!*

**Vision**
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.

**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.
CURRICULA AND INSTRUCTORS

OFFICE TECHNOLOGY
Office Technology ................................................................. Amye Toms
Office Technology ............................................................... Sandy Smith
Financial Services ............................................................... Amye Toms

BUILDING TRADES
Electrical Technology .......................................................... Dave Rauch

HEALTH SCIENCES
Health Sciences ........................................................................ Karen Compton

MANUFACTURING TECHNOLOGY
Machine Tool Technology ....................................................... Barry Porter
Welding ................................................................................... Brandon Bardin
Wood Manufacturing Technology ........................................ Wes Clark

TRANSPORTATION TECHNOLOGY
Automotive Technology ........................................................... Steve Gabehart

STAFF
Principal .................................................................................. Rick Atwell
Administrative Secretary ........................................................... Donna Bishop
Maintenance ............................................................................ Dwight Adcock
PROGRAM DESCRIPTION

**Automotive Technology**
A two-year secondary program providing the fundamentals of all the systems incorporated within today's automobile. Instruction is provided in the use of hand tools, test equipment, and stationary repair machines. The program is broken into courses, each designed to allow extra emphasis on specific areas. Basic theory and practical application is provided in engine repair, fuel systems, basic electricity, emission controls, brake system, suspension and steering, and heating and air conditioning. The program is ASE Certified in five areas: Brakes, Electrical Systems, Engine Performance, Engine Repair and Suspension & Steering.

**Business Technology**
A secondary program providing a curriculum for the Accounting/Data Processing and Office Technology Programs. It includes a sequence of business subjects leading to a career in business. Vocational business education is for students who are preparing for positions as word processors, secretaries, clerk typists, bookkeepers, file clerks, and receptionists. This program can also be used as a foundation for those students who plan to pursue an education beyond the high school level.

The mission is to provide technical preparation for individuals who seek initial employment in business occupations and to provide retraining opportunities for those who are currently employed. Instructors recognize the need for and are committed to providing high-quality instruction to enable individuals to become competent in technical skills, communication skills, related academic knowledge, and to develop attitudes, which are necessary for successful employment.

The units' of instruction in the Office Technology Program includes Keyboarding Applications, Word Processing, and Office Systems, which upon successful completion, will result in the student receiving the Receptionist Job Title.

The Accounting/Data Processing curriculum includes the same units as Office Technology with the addition of Accounting I and Automated Accounting. Successful completion of these units will result in the student receiving the Accounting Clerk Job Title.
Wood Manufacturing Technology
This is a new program designed to meet the needs of students and industry. The program consists of cabinet making, furniture making, wood product manufacturing, and millwork technology. The curriculum is designed to provide a foundation in the use and maintenance of industrial power tools and designing projects with CAD/CAM. This program also includes processing of materials including types of planing, shaping, estimating and their uses. Emphasis will be on industrial safety, applied mathematics, project design and techniques.

Electrical Technology
This program provides classroom and shop experiences in the layout assembly, installation, testing, and maintenance of electrical circuits, apparatus, and wiring used in electrical systems. Instruction is provided in the reading, interpretation, and use of controlling electrical codes. Training is emphasized in the use of test equipment and safety.

Health Sciences
A secondary program providing a curriculum that introduces the students to the health care cluster consisting of the four career majors: Nursing, Medicine, Dentistry, and Allied Health. The student will develop an understanding of the roles and responsibilities of each career major. Subjects covered include: health careers, anatomy & physiology, medical terminology, medical math, health & wellness, emergency procedures and practical work experience. Students successfully completing Health Science Core Skills are eligible to take the Kentucky Medicaid Nurse Aide state registry test. Upon completion of the emergency procedures class students can be certified in CPR and First Aid by the American Red Cross.

Machine Tool Technology
A course designed to provide knowledge and manipulative skills in each of the following techniques: lathe operations, milling operations, drilling operations, and surface grinding operations. Blueprint reading, shop math, industrial safety, and employability skills are also taught as relevant to the demands of industry. Students complete shop projects designed to teach the various machining operations and live work projects as they meet the needs of the curriculum.

Welding
A course designed to provide basic knowledge and manipulative skills in each of the following techniques: Oxygen-acetylene welding, cutting and brazing, shielded metal arc welding, and shielded inert gas welding. Blueprint reading, metal fabrication, shop math, industrial safety, and employability skills are taught relevant to the demands of the industry. Students spend as much time as possible on live work projects to develop fabrication skills.
STUDENT ORGANIZATIONS

HEALTH OCCUPATIONS STUDENTS OF AMERICA
(H.O.S.A.)

HOSA is a national vocational organization for secondary students enrolled in health occupations education. Activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills.

Local HOSA chapters provide programs and activities to help individuals develop their physical, mental, and social well-being. Members strengthen their leadership and citizenship abilities through interaction with professional, business, and other student organizations. (HOSA dues are $20 per year.)

SkillsUSA

SkillsUSA is the national youth organization serving trade, industrial, and technical students. The SkillsUSA Club offers students a chance to develop skills in leadership, citizenship and *character development. SkillsUSA programs emphasize respect for the dignity of work, high standards in trade ethics, workmanship, scholarship, and safety. Club activities help students develop as individuals and community members. (SkillsUSA dues are $15 per year.)

FUTURE BUSINESS LEADERS OF AMERICA
(F.B.L.A.)

FBLA is the national youth organization for secondary students enrolled in the business technology program. The purpose of the Future Business Leaders of America is to provide, as an integral part of the instructional program, additional opportunities for secondary students in the business program to develop vocational and career-supportive competencies, to promote civic and personal responsibilities, and develop leadership. (FBLA dues are $15 per year.)

COORDINATE EDUCATION/PRACTICUM

A cooperative education program is available to students who qualify and is RECOMMENDED BY THE TEACHER. The training may be equally divided between institutional and on-the-job training. The cycle of training is to be at predetermined intervals based on the particular trade.
ADMISSION POLICY

Priority is given to students who have chosen the program area as their Career Major. Seniors will have first chance to enroll in the class then juniors 2nd, sophomores 3rd and freshman 4th. Secondary students register at their home high school. The number of students served at each high school is based on the total number of allocation slots assigned to the high school. The guidance counselors in the local high schools provide career planning and guidance and counseling services for students desiring enrollment into the technical center.

REGISTRATION

Secondary students will register for their courses at their home high schools.

PROGRAM CHANGES

Program changes may be made only with permission of the technology center principal, teacher and school guidance counselor. Schedule changes must be made within ten days of the beginning semester.

BOOKS AND SUPPLIES

Most of the necessary textbooks, workbooks, classroom, and shop supplies may be obtained at the technical center or high school. Individual instructors will aid students in locating required or needed items not available through the technical center. Any purchases made from the center must be paid for at the time of purchase.

STUDENT DRESS AND GROOMING

All students are expected to keep clothing neat and clean as well as practice sanitary habits. Students attire should be industry appropriate. Students must dress in accordance with specific safety regulation established by the teacher(s) in a given program. As 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 at all times. Side Shields must be worn with approved eyeglasses if a student is using their personal eyeglasses for their only eye protection.**
- Hair length must be kept at a length that possess no safety hazards or contained by a head covering to ensure safety.
- Loose and flowing clothing (raveled/frayed) or dangling jewelry must be avoided in shops with rotating or moving power equipment.
- Clothing that adequately protects legs and arms must be worn in the industrial shops.
- Students who operate equipment that appears unsafe for use must immediately inform the instructor.
- Program instructor will provide program specific information.
- Caps/Hats are not to be worn in the classroom but left up to individual teacher in lab setting.
DISPENSING MEDICATION

A student who takes prescription medication must notify teacher of prescription drug. If medication is to be taken during school hours, the presence of a teacher is required. Any drug that is seen and not reported to the teacher will be in violation of school policy.

We do not dispense medication of any type.

TRANSPORTATION

Secondary students are expected to ride the bus to and from the technical center. Occasionally, special permission may be granted to a student to drive a privately owned vehicle; however, students driving must have permission, in the form of a DRIVING PERMIT. The permit consists of permission with signatures from the high school principal, technology center teacher, the teacher responsible for the repair being done, technology center principal, and parent. Permits can be obtained from your teacher. Permits will be verified. There will be NO passengers in the vehicle. At no time should the driver pick up riders.

Vehicles that have been scheduled for lab work will remain in the lab area until work is completed. Vehicle may be picked up after 2:10 pm. All vehicles should remain unoccupied unless being serviced.

CHECK-OUT POLICY

Students who wish to leave school early for any reason must be checked out from their high school. Parent/guardian picking up student must have a checkout slip from high school.

No student is to leave the technology center during class unless teacher notifies office personnel. Failure to follow this procedure will be in violation of school policy and the student will be considered as skipping class.

HALLS AND HALL PASSES

Students are not permitted in the halls during class periods. Being in the hall without proper permission is considered a violation of school policy.
ATTENDANCE POLICY

Each student is expected to attend classes regularly and at the prescribed time. Any student not in his/her designated training area at the beginning of each period of instruction shall be counted “tardy”. Classroom doors will be closed at the beginning of each period. If you are tardy you will need to go to the technology center front office to check in. Records of the number of tardies are kept on each student. Four tardies or absences will be reported to the office and the home high school and the parent/guardian will be notified. Discipline will be administered according to the policy of the home high school.

STUDENTS ~ It is your responsibility to contact your instructor when you are not in class. If you fail to contact your instructor you will be considered tardy, absent or skipping class. Please learn to be responsible and make that contact.

SUSPENSION

Anytime a student is suspended from his/her local high school, he/she will also be automatically suspended from all classes at the technology center. Any student that is recommended to Newton Education Center or Green County Alternative will be excluded from classes at the technology center.

GRADING SYSTEM

The grading scale will be followed by the student’s respective high school.

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.

Parent/guardian will receive a written safety policy that requires signature by parent/guardian & student.

SMOKING POLICY/USE OF TOBACCO PRODUCTS

The possession or use of any tobacco products anywhere on the grounds of Green County Area Technology Center is strictly prohibited. Violations to this policy include, but are not limited to: smoking, chewing, possessing any tobacco product, lighters, or matches on your person, in a locker, in a book bag, in a handbag, or otherwise.
ACCIDENT INSURANCE

All students are covered for accidents during school hours and while going to, attending, or returning from a school sponsored activity. This policy does not cover travel to or from school or to or from training sites. This coverage is secondary to other insurance coverage carried by students and supplements coverage under other health plans. For further information on types of injuries or other coverage limitations, exclusions, or claim procedures, contact the local school office.

FIRE AND TORNADO DRILLS

When the fire alarm sounds (loud continuous buzzer), all students are to leave the building immediately. Walk, do not run, to the designated Exit as posted in the room or as instructed by your teacher. Proceed to the outside perimeter of the school grounds. Students from each shop or classroom should gather in a group so that the instructor can quickly check roll. When the "ALL CLEAR" is given, return to your classroom. All students are to become acquainted with fire prevention regulations.

When a tornado alarm sounds and an announcement is given on the intercom, all students are to move to an area designated for tornado shelter, the route and location of which will be explained and posted on the classroom wall. Students are not to return to the classroom/lab until the "ALL CLEAR" is given on the intercom.

VISITORS

All visitors are required to sign-in in the office before entering any class or shop. All visitors are required to wear a visitor’s badge. Persons in the building without a badge should be reported to your instructor. Visitors should sign out when leaving the building.

Students, you are not permitted to bring visitors to school with you during school hours (this includes infant or toddler children of students).

LOCKER INSPECTION

Lockers may be inspected at any time for health, safety, and security reasons. If you choose to lock your locker provide instructor with a key OR it may be necessary to cut the lock off for emergency inspection.
ASBESTOS INSPECTION

All school buildings have been inspected for asbestos containing materials and comply with the current regulations. Official reports are on file in the office.

HARASSMENT POLICY

Green County Area Technology Center is committed to maintaining an educational and work environment that is free from harassment and violence on the basis of sex, race, color, national origin, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation.

The Green County Area Technology Center strictly prohibits any form of harassment or violence on the basis of race, color, national origin, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation.

NOTIFICATION OF PESTICIDE APPLICATION

Green County School System has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. Scheduled date and time of application is the 3rd Friday of each month – after normal school hours. Pests targeted by the pesticide are crawling, flying and wood-infested insects by application method of crack/crevice spraying. Pesticide used and ingredients are reported on MSDS sheets located in the office at Green County ATC.

ELECTRONIC EQUIPMENT

Use of telephone, cell phones, portable equipment and beepers during class is prohibited. Cell phones, portable equipment and beepers should be turned off & out of site during class. Cell phones, portable equipment and beepers used during class will be confiscated for the duration of the day. School telephones are for school business only and are not to be used by students except in emergencies. Students will not be called to the phone except in cases of emergency. Messages will be taken in the office and passed on to the students. Students should advise guardians of this policy.
CONDUCT

DISCIPLINARY ACTION POLICIES WILL BE ENFORCED ACCORDING TO THE POLICY OF THE LOCAL HIGH SCHOOLS. (KRS 158.150) - Willful defiance of the authority of the teachers or administrators may lead to suspension or expulsion. Any teacher in this school has the same authority as your classroom teacher; therefore, if you are given direct instructions by any teacher, you are expected to comply.

PROFANITY--(KRS 158.150) - Use of profanity or vulgarity is strictly prohibited.

STUDENT AFFECTION--Students are expected to use good judgment in their expressions of affection toward one another. Physical contact such as kissing and hugging is not allowed on the school grounds during the regular school day. If discussions do not remedy the problem, disciplinary action will be taken.

SMOKING--(KRS 438.050) - Possession of any tobacco products, matches, or lighters; or use of tobacco products is prohibited on KY TECH--Green County Area Technology Center property during the school day. Tobacco products, matches, or lighters may be confiscated.

DEADLY WEAPON--(KRS 500.080)-"UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YRS IN PRISON AND A TEN THOUSAND DOLLAR ($10,000) FINE". A deadly weapon means "any weapon from which a shot, readily capable of producing death or other serious physical injury, by discharge"; any "knife other than an ordinary pocket knife"; billy, nightstick or club; blackjack or slapjack, nunchaku or karate sticks; shuriken, death star, or artificial knuckles made from metal, plastic, or other similar hard material.

DRUGS--(KRS 159.150) - Drugs, alcohol and/or any form of weapons such as knives, guns, etc. on school property shall result in the immediate confiscation of the item as well as removal of the student from this school.

VANDALISM--The act of inadvertent or willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system, fire extinguisher, or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property. Disciplinary Responses and Consequence are restitution and/or suspension.

Pitching coins or playing any game of monetary chance is prohibited.

THE RULES AND REGULATIONS OF A STUDENT’S HIGH SCHOOL ARE IN FORCE IN ADDITION TO ANY TECHNICAL CENTER REGULATIONS WHILE THE STUDENT IS AttENDING THE KY TECH--GREEN COUNTY AREA TECHNOLOGY CENTER.

Each student will sign a form stating that he/she has received a copy of this handbook.
Green County Area Technology Center
Student Technology
Appropriate Use Policy (AUP) “2010-2011”

Having made a significant investment in technology, Green County Area Technology Center provides the opportunity to develop the skills necessary to excel in our modern world. Technology is utilized to provide you with a positive, well-structured learning environment to foster creative learning. Through technology experiences, you will learn skills that apply to real world problem solving.

In order for our investment to be maximized we must follow these rules:

General Usage
- I am aware that the computers are the property of the Green County Area Technology Center and any information stored on them is the property of the Green County Area Technology Center.
- I will not engage in any illegal activity including copyright infringement, vandalism, harassment, or discrimination, i.e. copying licensed software, downloading MP3’s, downloading hacking software, Etc.
- I understand that I am financially responsible for any malicious damage or vandalism that I cause. Vandalism is defined as any attempt to harm or destroy the physical computer, the data stored on computer, operating system, or any applications installed or cause damage to another person’s data, to upload or transmit any known virus, or to cause any damage to Green County ATC and/or Green County Schools network or any file server or other network connected to the KETS Internet backbone.
- I will not alter the setup of any school computers or load programs or services without the expressed permission of the School Technology Coordinator and/or principal.
- I will not intentionally waste limited resources or network bandwidth.
- I will not damage/attempt to damage, move, or remove software, hardware or files;
- I will not employ the network resources for personal or commercial activities, product promotion, political lobbying, or illegal activities.
- I will not use unauthorized software products which adversely affect network performance;
- I understand that the teachers, network administrators, and the District Technology Coordinator have the right to access any information stored in my user directory, in my computer email account, or on the current screen.
- I will not transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening or obscene materials, including sexually explicit materials.

Internet Usage
- I will not try to visit sites that have no educational purpose!
- I understand that all Internet traffic sites visited and duration of time in the pages will be logged.
- I will not knowingly download/upload inappropriate graphics or text from the Internet or via email.
- I understand that accessing audio or video services via the Internet including streaming and or by downloading, i.e. Real Audio or Real Video without the permission of the principal and the District Technology Coordinator is strictly prohibited.
- I will not get on the Internet without a teacher’s permission because doing so will result in my Internet privileges being revoked.
- I will not access newsgroups, chat rooms, interactive internet games, social networking sites, SKYPE, gambling sites or similar sites.

Email Usage
- I understand that the use of my school email is for educational purposes only and that the content of my mail may be randomly checked.
- I will not open, forward, or create chain letters, joke of the day, or any other form of non-educational email.
- All third party e-mail accounts (i.e. Hotmail, Yahoo mail, etc.) are expressly prohibited.

Network Usage
- I understand that my user account that gives me access to the Internet, email, and my home folder will not be activated until the AUP has been signed and returned to the principal or the local STC.
- I will not attempt to use network resources to disrupt the efficient operation and/or educational programs of the Green County ATC and/or Green County School System.
I understand that the use of my user account and the use of a computer at school is a privilege and that failure to comply with any or all of the rules listed above will result in the immediate termination of my computer privilege and user account for length of time determined by the school principal or designee, in addition to other consequences as prescribed in the student discipline code.

First Name __________________________ Last Name __________________________

Grade ________________

_______________________________________________________ __________________
Signature                                          Date

___________________________________________________________ __________________
Parent or Guardian                                    Date

_____________________________________________________________ __________________
Teacher                                              School                                    Date
STUDENT GRIEVANCE PROCEDURE

Students who feel they have been discriminated against, sexually harassed by students or employees, denied reasonable accommodations, 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 for Civil Rights and/or filed within 60 days after the other agency has completed it’s 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

Dave Rauch
KY TECH Green County Area Technology Center
102 Carlisle Avenue
Greensburg, KY  42743
(270) 932-4263

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 the 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 the 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.
FORMAL GRIEVANCE PROCEDURE

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 Harassment at the various levels in the 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 the 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 Procedure.

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 the complainant in writing within five (5) school days from the date of filed appeal as to 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 or within fifty-five (55) school days from the initiation of the Grievance Process.

In the event that the complainant is not satisfied with the action taken at any point in the 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, Pennsylvania. 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.

Last Option File a law suite with the local courts. This can be done at any time.
DRUG FREE POLICY

The Office of Career & 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 termination.

The Office of Career & 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 & 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 & Technical Education’s property be employees or students is prohibited. Any student who violates these defined standards of conduct shall be subject to appropriate disciplinary action up to and including suspension or termination. All Office of Career & Technical Education students, as a condition or 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 student shall be notified. A report of drug abuse evidence shall be made to the police.

A postsecondary student shall be suspended for five (5) days with possible re-entry upon proof of enrolling in a treatment program. Readmission shall be with probationary status. During suspension, the student shall lose all school privileges and shall not be permitted on the school property. A second drug occurrence by a student shall result in dismissal from the Kentucky TECH System.

TREATMENT CENTERS
ALCOHOL AND DRUG ABUSE

The Medical Center of Bowling Green Chemical Dependency Services
250 Park Street
Bowling Green, KY 42101
(270) 745-1000
www.mcbg.org

Wellness Center
604 Wright Avenue
Bowling Green, KY 42101
(270) 842-0610
www.mcbg.org

Lifeskills, Inc.
380 Suwannee Trail Street
Bowling Green, KY 42101
(270) 901-5000
www.lifeskills.com

Narcotics Anonymous
1101 Chestnut Street
Bowling Green, KY 42101
(270) 782-4029

Alcohol Anonymous
1337 U.S. 31-W By-Pass
Bowling Green, KY 42101
(270) 782-5267

Cumberland Heights Drug and Alcohol Treatment Center
River Road
Nashville, TN
(615) 352-1757
PHOTOGRAPHIC AND VIDEO RECORDS
OF STUDENTS

At some time during the school year, school/district personnel or other district-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during the school day for staff/student evaluative, educational, or public awareness purposes. Such videotapes or photographs may be viewed by peers, faculty or administrators. On special occasions such as a videotape or photograph of a class or school play, the film or photograph may be viewed by a general audience.

Other events that may involve photographing of videotaping of the students are:

1. Any sporting event to which the general public is allowed attendance
2. Any photographic event to which the District expressly invites a commercial photographer to take photographs of all students
3. Any photography necessary for current or prospective use in the school's official publications--i.e., yearbook, newspaper
4. Any photograph or videotape made by school personnel for purposes of transportation, instruction, disseminating in-house information, maintaining student discipline, ensuring students' safety, or supervising personnel or school-related activities in which students are incidentally photographed or videotaped
ASSURANCE FORM

I have read and/or had explained, and fully understand all items in the KY TECH - Green County Area Technology Center Student Handbook and agree to abide by these operating and safety procedures.

I have read and/or had explained to me our center's Nondiscrimination Policy Statement.

I have read and/or had explained to me our center's Grievance Procedure for Title IX, Title VI, Section 504, and the American Disability Act.

I have read and/or had explained to me our center's Drug-Free Policy Statement.

_________________________  ________________________
STUDENT SIGNATURE          DATE

*_________________________  ________________________
*PARENT/GUARDIAN SIGNATURE  DATE

_________________________
PROGRAM OR GRADE LEVEL

_________________________
TEACHER’S SIGNATURE