



Russellville Area Technology Center

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Student Handbook

**“Inspiring Excellence”
2016-2017**



STUDENT HANDBOOK

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PRINCIPAL'S MESSAGE

The staff of the Russellville Technology Center would like to welcome you to our school. We are pleased that you have chosen our school to explore career pathways and ultimately focus on a career choice.

Our professional staff is committed to helping you succeed in your chosen career field. It is our desire to help you in any way we can to make a successful transition to a post-secondary institution or into a career that provides a living wage. Your attitude, attendance and desire to learn are critical to your success in our programs. Working together, we can prepare you for career and college opportunities that will have a significant impact on your wage earnings over a lifetime.

The information in this handbook will help you become familiar with the policies and procedures of our school. Discipline issues may align with the student's home school policy and procedures. Please feel free to ask any questions of any staff member and take advantage of the services we provide.

We are excited about this school year and look forward to the opportunities that it will bring.

Cordially yours,

Elizabeth Frogue

Elizabeth Frogue, Principal

STUDENT HANDBOOK

NONDISCRIMINATION POLICY –

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

The Russellville 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).

MISSION OF AREA TECHNOLOGY CENTERS

“To develop a skilled and versatile individual by providing technical education and training.”

GOALS OF AREA TECHNOLOGY CENTERS

- Provide technical skills training to secondary students that lead to successful post high school transition
- Enhance career exploration options for secondary students
- Collaborate with local school districts to enhance the educational growth of all students
- Respond to the training needs of business and industry for the community
- Become an Area Center of Excellence to continually improve quality technical education for life-long learning

CARL D PERKINS FUNDS

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

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.

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. Access to programs is not denied to younger students who desire to use the facilities of technical schools for career education experiences designed to produce occupational awareness, orientation, exploration, and limited work exposure. High school students desiring to attend the technical school should contact the high school counselor or other designated school officials to plan enrollment procedures.

INSURANCE

All students enrolled in the Russellville Tech Center 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.

APPROPRIATE DRESS

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

- ✓ Hard hats shall be worn where head protection is required
- ✓ Safety glasses shall be worn when operating any equipment and/or using chemicals that require eye protection
- ✓ Shop clothing in heavy work areas such as welding, diesel, and industrial maintenance shall be cleaned frequently
- ✓ Hair length must be of a length that poses no safety hazard or must be contained under a head covering to insure safety
- ✓ Loose and flowing clothing or dangling jewelry supported by loose chains, strings, or wires, which may become caught in machinery, should be avoided in shops equipped with moving or rotating power equipment
- ✓ Clothing that adequately protects legs and arms must be worn in the industrial shops
- ✓ Students will not be permitted to wear shorts or synthetic fabric clothing
- ✓ Students who operate equipment, which appears unsafe for use, should immediately inform the instructor.
- ✓ No student should disregard unsafe conditions nor create unsafe situations for self or others.
- ✓ Gloves and safety glasses must be worn by all health and human services students when in direct contact with body fluids.
- ✓ School and/or program specific information will be furnished by each Career and Technical program teacher.

CONDUCT

All students are required to maintain acceptable standards of conduct, which include courtesy, respect for the rights of others, orderly behavior, and compliance with established school policy. Students who fail to do so may be required to discontinue their training. Inappropriate conduct is considered to be any of the following:

- 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, and public laws pertaining to occupational health and safety.
- f) Use of tobacco and electronic cigarette/vapor devices in any form is prohibited.
- 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 and receiving permission of their instructor.

DRUG FREE POLICY

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

The Office of Career and Technical Education 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 up to and including suspension or expulsion.

All Office of Career and Technical Education students, as a condition of program enrollment, must notify school personnel of any criminal drug status conviction within five (5) days of such conviction.

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

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

WEAPONS ON CAMPUS

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except by authorized law enforcement officials, the carrying of concealed weapons on school property is prohibited.

Violation of this policy by students shall require that the principal immediately make a report to the principal of the sending high school and to the Executive Director for the Office of Career and Technical Education in Frankfort. In addition, when there is reasonable belief that a violation has taken place, the principal shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a weapon in violation of the law or assault involving the use of a weapon.

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

Federal Requirement

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

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

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

SMOKING POLICY/USE OF TOBACCO PRODUCTS

The possession or use of any tobacco products or **electronic/vapor cigarettes** anywhere on the grounds by students of the Russellville Tech Center is strictly prohibited. Violations to this policy include, but are not limited to: smoking anywhere after arriving at school; possessing any tobacco product, lighters, or matches on your person, in a locker, in a book bag, in a handbag, or otherwise; and holding an unlit cigarette.

HARASSMENT POLICY

I. General Statement of Policy

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

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

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

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

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

The KY Tech Center will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, sexual harassment, or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other institution personnel who is found to have violated this policy.

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

A. Sexual Harassment: Defined

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

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

creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment may include but is not limited to:

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

B. Racial Harassment: Definition.

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

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

C. Religious Harassment: Defined.

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

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

D. Sexual Violence: Definition.

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

Sexual violence may include, but is not limited to:

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

E. Racial Violence: Definition.

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

F. Religious Violence: Definition.

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

G. Assault: Definition.

Assault is:

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

CYBER BULLYING

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 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.

GRIEVANCE PROCEDURES

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

STUDENT GRIEVANCE COUNSELOR(s):

Beth Frogue
1103 West 9th Street
270-726-8432

STUDENT INFORMAL GRIEVANCE PROCEDURE

Step 1:

If a complainant feels that he/she has been discriminated against, the student must first bring the problem to the attention of the EEO/Grievance Coordinator within five (5) days of the knowledge or alleged cause for grievance occurs. The counselor will conduct a preliminary investigation of the alleged complaint.

Step 2:

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

Step 3:

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

Step 4:

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

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

STUDENT FORMAL GRIEVANCE PROCEDURE

Step 1:

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

Step 2:

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

Step 3:

If the complainant is not satisfied with the recommended action to be taken by the Kentucky Tech administrator, the complainant may appeal in writing within five (5) school days to the attention of the EEO/Grievance Coordinator, Office of Career and Technical Education, Capital Plaza Tower, Frankfort, KY 40601. (Mark CONFIDENTIAL on the envelope), The Step 3 written appeal must contain all written documentation related to Step 1 and Step 2 of this Formal Grievance Process. The complainant must include their written statement as to the reason for not accepting the proposed solution to their alleged grievance. The EEO/Grievance Coordinator will respond in writing, within (20) school days of the date of the Step 3 appeal as to the recommended action to be taken. (Or within fifty-five (55) school days from the initiation of the Grievance Process.)

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

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

NOTE: A complaint process filed with the Office of Civil Rights may take as long as three years.

Last Option

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

PERSONAL TELECOMMUNICATION DEVICES

A student in a public school shall not utilize a personal telecommunication device while on school property during the instructional day. Each individual Instructor is responsible for setting classroom expectations for usage. Please refer to the teacher's policy.

A personal Telecommunication Device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Electronic devices such as cell phones, I-Pods, Tablets, and other such devices with earphones (including Beats) are not allowed.

INTERNET USE POLICY

Internet Use Policy is on file with each instructor.

DISCIPLINE

Students with excessive discipline referrals and/or violation of Russellville Area Technology Center 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. Students will only be re-enrolled after parents, students, and high school administration agrees to a plan of action if it is determined that they are not a safety threat to themselves or others.

SUSPENSION AND EXPULSION OF STUDENTS

All students shall comply with policies of the home high school. Willful disobedience or defiance of the authority of the teachers or administrators, assault or battery or abuse of other students or school personnel; the threat of force or violence; the use or possession of illicit drugs or alcohol; stealing, destroying or defacing school or personal property; 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.

BUILDING SURVEILLANCE

Russellville Area Tech is monitored throughout by video cameras. All individuals need to be aware that they are subject to being videotaped whenever they are in the building or on campus.

CLEANLINESS OF BUILDINGS, RESTROOMS, AND GROUNDS

Every effort is made to properly maintain the buildings and grounds. Students are asked to assist in this effort by disposing of their trash in containers provided. Students failing to observe these regulations will face disciplinary actions.

Every effort is made to provide the cleanest restrooms possible. Students should take pride in helping to keep the restrooms clean. It is considered a serious offense to deface walls or damage fixtures and will result in disciplinary action being taken. Smoking in restrooms is strictly prohibited. If a student spends an extended period of time in the restrooms without notifying the teacher or principal, he/she will be disciplined as skipping class.

SCHOOL PROPERTY

The school shall hold parents responsible for payment or damages to school property, books, etc.

PERSONAL PROPERTY

Personal items including electronics and valuables should not be brought to school; the school will not be responsible for lost, damaged or stolen personal items.

LOST AND FOUND

A lost and found article may be claimed in the office. Any article found should be brought to the office.

FACULTY/STAFF WORKROOM

The faculty/staff workroom is for teachers and staff members only.

USE OF TELEPHONE

Students are not to use the school telephone except with the permission of the principal or secretary. Parents should call in cases of extreme emergency only. Students will not be called out of class except in a case of emergency. Parents are asked not to call teachers to the phone during school hours except in the case of emergency. Messages may be left with the secretary or leave a request for the teacher to telephone back.

VISITORS

All visitors, including volunteers, parents, alumni, salespersons, and others, should enter through the front doors, proceed directly to the front administrative office to sign in and show their identification. Visitors will be issued a visitor badge. The visitor badge shall be visible at all times while in the school and on school grounds. Visits by other students and children cannot be allowed. Upon request, all visitors must identify themselves to school authorities.

CHECK OUT

High school students signing out to leave the area technology center will only be allowed to leave with a parent/legal guardian/or approved designee. Proper identification must be presented to office personnel.

DRIVING AND PARKING REGULATIONS

Driving by high school students is strictly prohibited since buses transport high school students to and from their respective schools, except under extenuating circumstances. 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 a good 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. Students are not permitted to transport other students, under any circumstances, when having a vehicle to be worked on.

BREAKS/RATC STUDENT STORE

Student breaks will be designated by the individual instructor to accommodate class schedules. You are not to leave the classroom/shop without instructor permission. No food or drinks are allowed in the shops at any time. Instructors may designate a specific area in the classroom where students can break which is away from any equipment or instructional materials.

The RATC student store will close 15 minutes before the end of each class. This ensures that no food or drinks are taken onto the bus, which is prohibited.

VENDING/FOOD POLICY

Vending machines will be off limits until 30 minutes after the designated lunch period from home school. **NO OUTSIDE FOOD** will be allowed. No one will be allowed to drop off food here at the RATC for any student.

TEXTBOOKS

Students are supplied free textbooks by the local school district in certain subjects and grades. In cases of loss of any text by students, the book or books must be paid for by the parent/guardian before any additional texts will be issued.

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.

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.

ASBESTOS INSPECTION

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

SAFETY SUPPLIES

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

FIRST AID POLICY

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 Office of Career and Technical Education, Russellville Tech Center:

- 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 advice of a physician.
- 3) Students or staff that require over-the-counter or prescription medication shall provide for and administer their own medication.
- 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 Office of Career and Technical Education.
- 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.

MEDICATIONS

School personnel do not dispense medication of any type. A student, who takes prescription or over the counter medication must have written permission on file in the 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.

MEDICAL RECORD

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.

INCLEMENT WEATHER SCHEDULE

During inclement weather, students should follow their home schools announcements regarding delayed schedules or school closures.

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.

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 alarm will be (Tornado, Tornado, Tornado). 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.

EARTHQUAKE PROCEDURES

If an earthquake strikes; what you do during and immediately after the tremor will determine your safety.

- **If you are indoors**, stay indoors. Take cover under a desk, table, bench, or in doorways, halls and against inside walls. Listen for a signal to evacuate the building. Stay away from glass.
- **If you are outside**, move away from buildings and utility wires. Once in the open, stay there until the shaking stops. Don't run through or near buildings.
- **The greatest danger from falling debris** is just outside doorways and close to outer walls.

BOMB THREAT EVACUATION PROCEDURES

After a bomb threat has been received, the school administrator or his/her designee will verbally announce the evacuation of the building. Staff and students will evacuate the building through the same exit used during fire drills. Staff and students should move far enough away from the building to be protected against debris in the event of an explosion. Immediately upon giving the evacuation signal, the police, fire department and other appropriate agencies will be notified. The principal will be responsible for directing the search of the building and receiving information from search personnel. Once a thorough search of the building has been completed, the principal will announce that staff and students may return to the building.

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.

COURSE SYLLABI

Instructors at the Russellville Tech 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 SKYCTC 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.

GRADING SYSTEM AND COURSE WORK REQUIREMENTS

The student's grade shall be determined by the instructor, based on established requirements for the course. The grading system set by the high school will be used by the Russellville Tech Center in assigning grades. Any class that a student receives below a C will result in the student being placed on academic probation and will not be allowed to return to that program.

ACADEMIC PROBATION

When students fail to maintain a "C" in any course taken at the Area Technology Center, it will be left to the discretion of the area technology center Principal & program instructor whether or not to reenroll students.

Students will be reenrolled after parents, students, and high school administration has 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 after returning to school. Make up work not turned in by the time designated by the instructor shall receive a grade of "0". 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 of examinations, clinical time, or other instructional activities.

NOTE: Work cannot be made up if the absence or tardy is unexcused.

ATTENDANCE POLICY

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

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 ORGANIZATIONS

Student organizations are integral parts of technical education programs. Career and Technical teachers serve as advisors to student organizations to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, and provide other wholesome experiences for students. Students are encouraged to participate in these organizations. A student must be a member of a student organization in order to participate in local, regional and state competition activities.

The following student organizations are the official organizations for the occupational areas:

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

FIELD TRIPS

Instructors may arrange field trips with administrative approval to various businesses or industries whenever the trip is relevant to the unit of study. The students must travel as a group and will be accompanied by at least one instructor. Students must complete the field trip permission form with parent/guardian signature(s) prior to participating in a field trip regardless if the student is 18 or older.

PROGRAM OFFERINGS

Accounting and Finance Technology – Paulette Smith, Instructor

The skills necessary to work with manual and automated accounting systems, audit accounts and records, and compile and record data concerning financial transactions are the bases for courses in this program. Additional skills taught in accounting and finance courses include establishing asset value and financial status, ascertaining quality and type of assets owned, reviewing market action for trust-accounts customers, receiving and paying out money, and keeping records of money and negotiable instruments involved in various banking and other financial transactions.

Automotive Technology – Todd Robinson, Instructor

Instruction in systems such as engines, fuel, on-board computers, transmissions, steering, suspension and brakes is the basis of this program. Knowledge of the various systems is used to develop skills in troubleshooting, performing preventive maintenance, servicing and repairing automobiles.

Computer Aided Drafting – Chris Hoffman, Instructor

The skills required transforming the specifications and instructions of designers or engineers into complete and precise drawings are the focus of this program. Components of instruction include lettering, geometric construction, orthographic projections, dimensioning and tolerancing.

Electrical Technology - Barry Bond, Instructor

The Electrical Technology program focuses on preparing students for entry-level electrician positions in industry and the building trades. Electrical Technology provides experiences in layout, assembly, installation, testing, maintenance of electrical circuits, apparatus, and residential wiring. Training involves electrical theory and electrical codes current in industry.

[Health Sciences](#) – *Lee Ellen Joiner, Instructor*

The Health Sciences program provides the secondary student with orientation, exploration, and preparation into the health care industry. Courses are sequenced to provide continuous student progress toward achievement of a certificate. The integration of mathematics, science, communication and technical knowledge is a vital component of each course offering. The program is designed for students who desire entry level training and/or plan to enroll in a post-secondary program in one of many occupational areas in the health field.

[Information Technology](#) – *Melissa Jones, Instructor*

The Information Technology program provides the concepts and skills needed to diagnose and repair personal computers and design, set up, maintain, and expand networked computer systems. Students interested in the programming realm of computers may find interest in the HTML Web Design and Visual Basic programming classes. The program is designed to prepare students to take industry recognized certification examinations. Employment opportunities include entry-level positions in computer repair and network administration. Students will need basic computer skills, plus grade level reading and math skills prior to entering this program.

[Machine Tool Technology](#) - *Mitch Cundiff, Instructor*

Work activities in machine shops involve applying knowledge of machine capabilities, properties of material, and shop practices to set up and operate various machines. The skills needed to position work pieces, adjust machines, and verify the accuracy of machine functions and finished products are taught through classroom instruction, demonstration and hands-on experience.

[Office Technology](#) – *Melissa Powers, Instructor*

The Office Technology program provides training in preparing business documents, transcribing data, managing records, handling communications, scheduling, handling financial transactions, operating a variety of business equipment, ordering, and supervising other personnel. A wide range of computer equipment and software may be used in performing these tasks.

[Welding Technology](#)– *Lee Wells, Instructor*

The Welding program prepares students for industry or other job related fields. Welding students are presented with the knowledge to weld various types of metal using several methods and processes. Students are trained in layout, blueprint reading, work orders, job site safety, and estimating materials for the job.

PROGRAM CHANGES

A student may not change his/her program of study without the permission of all teachers involved and the RATC principal. The student will need to fill out a class change form to the front office and return to their **scheduled** class till the form has been approved.

DUAL CREDIT

Russellville ATC has partnered with SKYCTC to offer RATC students the opportunity to enroll in dual credit courses to earn college credit for the classes that they are enrolled in. Dual credit is a \$50 fee per semester. Ask the instructor for a list of dual credit courses as not all courses are offered as dual credit.

INDUSTRY CERTIFICATIONS

MTA- Microsoft Technology Associate (MTA) is an introductory Microsoft certification for individuals considering a career in technology. MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility. (*Information Technology*)

IC3-The Internet & Computing Core Certification (IC3) is a global certification designed to certify an individual's digital literacy skills associated with basic computer and internet use. (*Information Technology & Administrative Support*)

Mastercam- Mastercam Certification™ is a rigorous set of practical tests that demonstrate a programmer's ability to work effectively with CAM software, overcome common issues facing today's shops, and produce high quality finished parts. (*Machine Tool*)

ASE Student Certificate- ASE Student Certification can be thought of as the first step in building a career as a service professional in the automotive industry. (*Automotive*)

SRNA- A State Registered Nursing Assistant (SRNA) certification will help put those hoping to enter into the medical field one step closer. Must have completed 3 health classes at the RATC to register for the SRNA class as only a small number of dedicated students will be accepted to complete this course each school year. (*Health Sciences*)

AUTODESK- Verifies entry-level skills in key Autodesk products. Designed for students who wish to demonstrate basic proficiency. (*Computer Aided Drafting*)

DOT 2-F- A certificate that is obtained by passing a series of welding tests and paper exam that verifies entry-level welding skills. (*Welding*)

MOS-Microsoft Office Specialist (MOS) certification demonstrates that you have the skills needed to get the most out of Office by earning a Microsoft Office Specialist certification in a specific Office program. Holding a MOS certification can earn an entry-level business employee as much as \$16,000 more in annual salary than uncertified peers. (*Administrative Support*)

QUICKBOOKS- Intuit® QuickBooks, the industry leader in managerial accounting software for small business, provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. Students can validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU). (*Accounting*)

PATHWAY COMPLETION CHART

Accounting	Admin. Support	CAD-Mechanical	CAD-Architecture
<p>Recommended: *Digital Literacy *Accounting & Finance Foundations *Financial Accounting</p> <p>Electives: *Business Principles & Applications *Business Management *Advanced Computer Applications</p>	<p>Recommended: *Digital Literacy *Accounting & Finance Foundations *Advanced Computer Applications</p> <p>Electives: *Business Law *Business Communication</p>	<p>Recommended: *Intro to CAD *Parametric Modeling *Engineering Graphics</p> <p>Electives: *Mechanical Design *Intermediate CAD</p>	<p>Recommended: *Intro to CAD *Intro to Architecture *Architecture Design</p> <p>Electives: *Engineering Graphics *Intermediate CAD</p>
Elec. Assistant	Elec. Technician	Pre-Nursing	Automotive
<p>Required: *Electrical Construction I *Electrical Construction II *Circuits I *Circuits II</p>	<p>Recommended: *Industrial Maintenance of Electrical Principles *Industrial Maintenance of Electrical Motor Controls *Industrial Maintenance of PLCs</p> <p>Electives: *Robotics & Industrial Automation</p>	<p>Recommended: *Principles of Health Sciences *Medical Term/Emergency Procedures *Medicaid Nurse Aide</p> <p>Electives: *Medical Math *Body Structures & Function</p>	<p>Required: *Automotive Maintenance & Light Repair A, B, C, & D</p>
Information Tech.	Machine Tool	Welding	
<p>Recommended: *Computer Literacy *Computer Hardware & Software Maint. *Help Desk Operations</p> <p>Electives: *Visual Basic I *Security Fundamentals *Intro to Networking</p>	<p>Recommended: *Machine Tool A *Machine Tool B *Applied Machining I</p> <p>Electives: *Applied Machining II *Blueprint Reading for Machinist *Manual Programming</p>	<p>Recommended: *Blueprint Reading & Basic Welding A *Cutting Processes/Lab *Shielded Metal Arc Welding/Lab</p> <p>Electives: *Gas Metal Arc Welding/Lab *Welding Certification *Gas Tungsten Arc Welding/Lab</p>	<p>*It is best to take 3 recommended courses & 1 elective. *Complete 3 courses in same pathway to be Preparatory. *Complete 4 courses in the same pathway to be a Completer.</p>

PROJECT BASED LEARNING

PBL 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 is conducted to meet personnel, observe the facility/work performed and check for appropriate safety practices and training.

Types of Project Based Learning are:

1. Clinical Experience
2. Cooperative Education
3. Entrepreneurial Program
4. Internship
5. Mentoring
6. School-Based Enterprise (SBE)

7. Service Learning
8. Shadowing
9. Work Experience

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.
- 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.