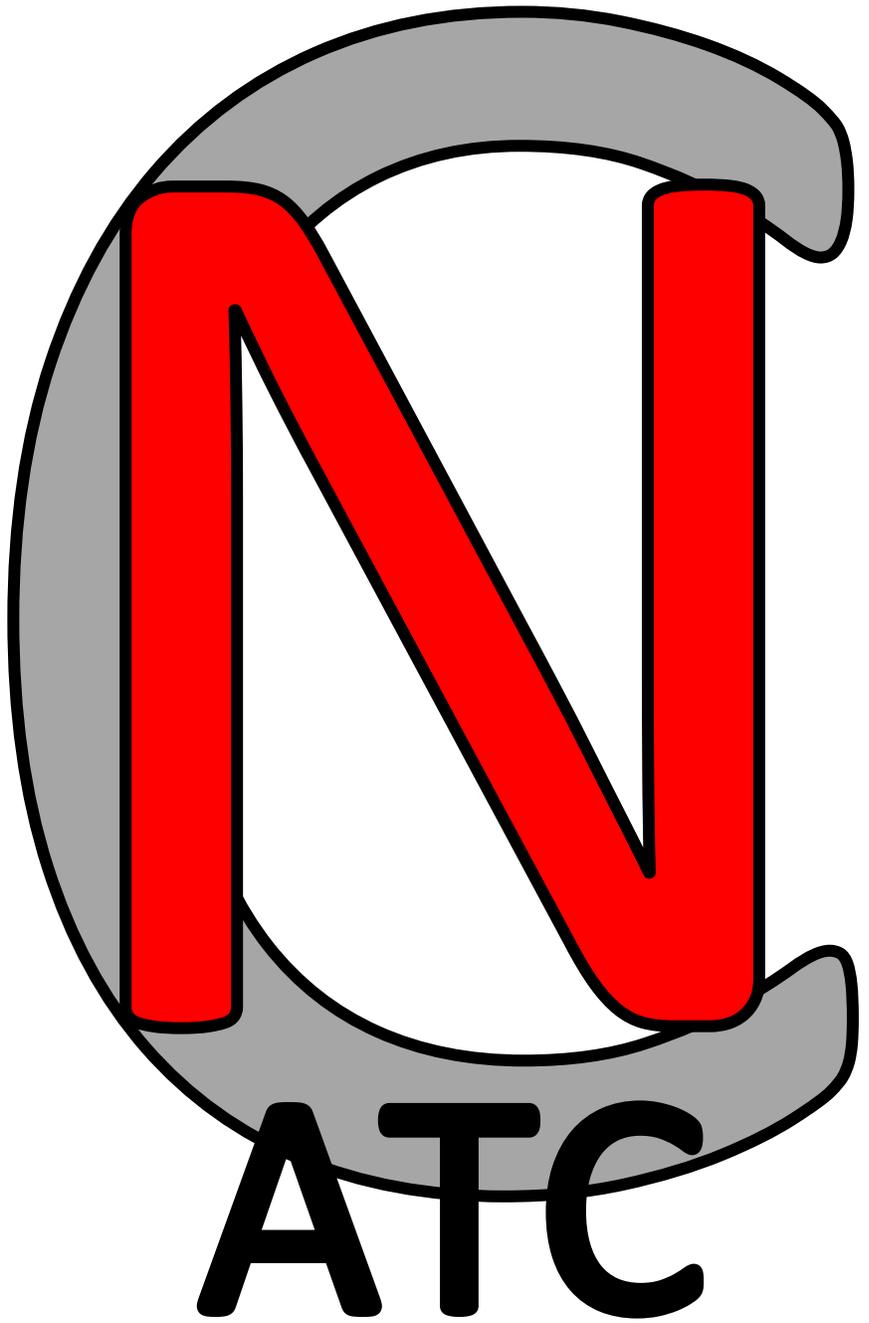


Nelson County ATC



Student Handbook

2016-2017

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WELCOME

Greetings

Welcome to the 2016-17 school year. Nelson County Area Technology Center has worked hard for several years to help prepare you for entering the labor market or exploring various career choices.

We are dedicated to create an environment focused on student success and rigorous learning. We understand that the groundwork of the future of our community is gradually being constructed each and every day right here at NCATC. We want every student that enters our doors to be successful now and in the future. We will make every effort to provide the learning opportunities and the support necessary for our students to experience success. We encourage our students and parents to focus on the positive and work with our school to have a great year. Remember... whether you look for the good or the bad, you will find it. Just like in the picture to the side. What do you see? Do you see the side view of a beautiful young lady or the face of an old woman?



We look forward to our year together – working as a team! We firmly believe “winning teams have players that make things happen.”

The information that is contained in this handbook will help you familiarize yourself with the policies and procedures of NCATC. We look forward to a great year. Please feel free to ask any questions of any staff and take advantage of the services we provide.

Sincerely

Jeremey Booher
Principal – Nelson County Area Technology Center

General Information:

School Telephone Numbers:

Nelson County Area Technical Center 502-348-9096
 Nelson County Area Technical Center FAX 502-348-9097

School's Address:

Nelson County ATC
 1060 Bloomfield Road
 Bardstown, KY 40004



Faculty and Staff Listing:

Principal:

Jeremey Booher

Administrative Assistant:

Whitney Yaste

Maintenance:

David Cahoe

Teachers:

Dennis Powell	Automotive
Doug McClure	Carpentry
Richard Harlow	Computer Aided Drafting
Chris Brown	Heating/Air Conditioning
Joe Cottrell	Electrical Technology
Amy Mattingly	Health Sciences
Angela Oei	Health Sciences
Charlie Cantrill	Information Technology
Robert Dishon	Welding Technology

NONDISCRIMINATION POLICY

The Nelson County Area Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status or religion in admission to 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 ADA coordinator, Steve Jones, 1060 Bloomfield Road, Bardstown, KY 40004, (502)348-9096.

Calendar and Bell Schedule:

School Calendar

August:

August 4

August 10

August 23

September:

September 2

September 5

September 9

October:

October 3-7

October 3-14

October 14

October 17

October 17

November:

November 7

November 8

November 16

November 23

November 24

November 25

December:

December 16

December 19-30

January:

January 2

January 16

February:

February 3

February 10

February 13

February 17

March:

March 7

March 9

March 10

March 13

Back-to-School Open House (4:00-5:15)

First Day of School for Students

All Students Must Receive Course Syllabi from Teachers

No School – Staff Work Day

No School – Holiday #1 (Labor Day)

Mid-Term

No School – Fall Break

Bardstown Closed – Fall Break

End of First Quarter

First Day of Second Quarter

Bardstown Closed – Professional Learning Day

No School – FDEA Day

No School – Presidential Election Day

Mid-Term

No School – Thanksgiving Break

No School – Holiday #2 (Thanksgiving)

No School – Thanksgiving Break

End of Second Quarter

No School – Winter Break

First Day of Third Quarter (School Resumes from Winter Break)

Bardstown Closed – Professional Learning Day

No School – Holiday #4 (Martin Luther King Jr. Day)

Mid-Term

No School – Staff Work Day

No School – Professional Development

Bardstown Closed – Professional Day

ACT Statewide Test (Juniors ONLY)

End of Third Quarter

No School – Professional Development

First Day of Fourth Quarter



March 17	Bardstown Closed – Professional Day
<u>April:</u>	
April 3-7	No School – Spring Break
April 10-14	Bardstown Closed – Spring Break
April 18	Mid-Term
<u>May:</u>	
May 5	No School – Professional Day
May 16	No School – Election Day
May 25	Last Day of School for Students

Regular Bell Schedule

	NEW!
8:00 am	Teachers Report for Duty
8:15 am	NCATC Doors Open
8:45 am	School Day Begins Warning Bell for First Period
8:50 am	1/2 Block Begins
10:35 am	1/2 Block Ends
10:40 am	Third Period Begins
11:25 am	Third Period Ends and Lunch Begins
11:50 am	Lunch Ends
11:55 am	4/5 Block Begins
1:30 pm	4/5 Block Ends
1:35 pm	6/7 Block Begins
3:05 pm	Seventh Period and 6/7 Block End
4:00 pm	Professional Staff Dismissed



School Accountability:



Vision of Area Technology Centers

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.

Mission Statement

The mission of the Nelson County Area Technical Center is to provide every student with a quality education that meets the diverse needs of students while preparing them with skills that allow for a successful transition into post-secondary education or the workforce.

Beliefs of Area Technology Centers

- 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.

- 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.

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 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 Office of Career and Technical Education strictly prohibits any form of harassment or violence on the basis of race, color, national origin, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation.

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

Violation of this policy will not be tolerated. The 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 thereunder.

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

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:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other area technology center personnel to avoid physical harm to persons or property;
- (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regards to an individual's education status or employment; or
- (vi) unwelcome behavior or words directed at an individual because of gender.



B. Racial Harassment: Defined. 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:

- (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.

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

G. Assault: Defined. Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

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.



Open Records Law

All students enrolled at NCATC have the right to see their own personal records upon submitting a written request. Students who feel they have been denied this right should follow the grievance plan as outlined in this handbook.

Right of Access to Student Records

Official records and data pertaining to students enrolled in classes at technical facilities are available for review by students eighteen (18) years of age or older, or by parents of students under eighteen (18) years of age. Students or parents (when applicable), except in limited situations, have the right to deny access of those records to others. Students and parents have the right, through a hearing, to challenge the content of any part of a student's record and have the opportunity to request that corrections and deletions be made.

This school complies with the Family Educational Rights and Privacy Act, Public Law 93-380. Inquiries regarding this law should be directed to the school office.

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 to enroll in vocational 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 Coordinator(s):

Ms. Amy Mattingly
Nelson County Area Technology Center
1060 Bloomfield Road
Bardstown, KY 40004
(502) 348-9096

STUDENT INFORMAL GRIEVANCE PROCEDURE

Step 1.

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

Step 2.

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

Step 3.

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

Step 4.

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

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

Step 2.

If the complainant is not satisfied with the proposed solution, the complainant may appeal in writing by notifying the Kentucky TECH administrator within five (5) school days of the proposed solution to be taken in Step 1. The Step 2 appeal written notice must contain all written documentation from Step 1 and the student's written reasons for not accepting the proposed solutions 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 for the Department will respond in writing within twenty (20) school days of the date of the Step 3 appeal as to the recommended action to be taken. (Or within fifty-five (55) school days from the initiation of the Grievance Process.)

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.

Visitors

Nelson County Area Technical Center welcomes everyone to visit, however the administration takes every possible step to ensure the safety of our students and staff. For this reason, a security system has been installed that requires visitors to be "buzzed in" through the front door. No one is allowed to visit classrooms or enter any area other than the front corridor leading to the main office unless they have the principal's approval. All school visitors must immediately REGISTER IN THE OFFICE and pick up a VISITOR PASS. No one will be allowed to visit classrooms unless written permission is acquired from the principal. Anyone who is granted permission to observe a classroom must have an up-to-date criminal background check that shows no drug, alcohol, or felony charges and a maximum of three (3) misdemeanors.

NEW!

Work Orders

All work performed at NCATC requires having a signed work order **at least 1 day before** beginning the job. Students must obtain a work order from NCATC's main office before starting any project in the shop/classroom. There is a \$15 minimum shop fee for items not belonging to students.

Students and other persons will be responsible for paying for materials, parts, etc. used to complete their projects.

School Safety:



Classroom/Shop Safety

Each student is required to study general safety rules in each technical area. Specific safety instruction will be provided for each student by the specific technical education teacher. Each student will be required to show knowledge of safety procedures prior to the operation of school equipment, machines, or tools. In all cases, students should have the teacher's permission and be under his/her supervision before operating power equipment. Students who violate or fail to abide by any school safety rules will be subject to disciplinary action. A signed safety statement including the parent(s)/guardian(s)' signature will be required of all students.

Students must dress in accordance with specific safety regulations established by the program teacher. As program classes may be hazardous, it is important that all safety precautions be taken which may include, but not be limited to the following:

- Helmets will be worn where hard hat type head protection is required.
- Safety glasses must be worn by students and teachers when operating any equipment that requires eye protection. Safety glasses are provided for all areas that require protection.
- Shop clothing in heavy work areas, such as in welding should be cleaned weekly. Necessary repairs to coveralls and other shop clothing should be done as needed.
- Loose or flowing clothing or dangling jewelry supported by loose chains, strings, or wires that may become caught in machinery should be avoided in shops equipped with moving or turning power equipment.

Program Safety Committees will be selected by the program teacher to complete monthly safety reports. Copies will be provided to the teacher and principal.

Health and Emergency Procedures

The school and all classrooms are equipped with first aid materials for minor cuts and bruises. Material Safety Data Sheets (MSDS) for materials used are on file in each shop. These sheets must be consulted when a student/teacher comes in contact with materials that may be dangerous to his/her health.

Exposure to blood and other potentially infectious materials should be handled in accordance with the school policy on infection control on file in each shop and in the office.

In case of a serious accident, the family doctor, parents/guardians/spouse are contacted and arrangements are made to transport the student to the nearest hospital or clinic. Under no circumstances should any relatively serious condition be left to guess--"Get Professional help!"

All students are required to fill out a "Permission for Medical Treatment" form, which will be kept on file in the office.

Nelson County High School has a nurse available to their students. You must have Nelson County High School's permission form signed by your parents on file in the nurse's office before any treatment can be given.

ALL accidents must be reported to the school office. An accident report is required to be completed on the day of the accident by the student, teacher, and any applicable witness(es).

Accident Insurance

Accident Insurance is provided by the Office of Technical Education. This coverage is provided without charge to the students. This is a secondary policy and will only pay when your primary coverage does not cover the actual expenses.

The state insurance carrier will pay in these instances:

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



Severe Weather Drills (Earthquake and Tornado)

Most injuries occur during an emergency situation result from the chaos caused by the emergency. It is very important that everyone know the appropriate actions to take during an emergency. Nelson County ATC will conduct tornado, earthquake, and fire drills as required by law in order to make sure that the school is prepared in case an emergency really occurs. All students are expected to follow the emergency plan described by the school and react in a timely manner. Schools are required by law to conduct emergency drills so that the school has the practice necessary to ensure that everyone in the building knows what to do in case of a real emergency.

Severe weather can strike at any time. As a school, we must be proactive and be prepared for any situation. When severe weather is imminent or occurring, the office will sound the “SEVERE WEATHER ALERT” over the intercom. All teachers should escort their students to the area in the building designated for that teacher and have all students sit on the floor, face the wall, and cover their head with their arms and hands! Teachers should do the same thing, once they have ensured that all students are protected.

Fire Drills

When a fire alarm sounds, teachers will escort their students to an assigned area outside of the building. Procedures for tornadoes and exit routes for fire drills are posted in each room. All teachers are required to take attendance once the class is together in a designated area. Students not present should be reported to the principal immediately. Schools are required by law to conduct several fire drills per year so that the school has the practice necessary to ensure that everyone in the building knows what to do in case of a real fire. After a fire drill is over, all students should re-enter the building through the appropriate entrance and report directly to their appropriate classroom.

Lock Down

As the number of violent criminal acts committed in schools increases, it becomes more and more important for schools to be prepared for almost any event. In order to make sure all students and staff are safe at all times, all exterior doors will be kept locked at all times. If a situation arises in which students or staff members are in danger or any other reasons deemed necessary by the administration, the office will sound the **LOCK DOWN** alert over the intercom. During **LOCK DOWN**, no students or teachers are to leave their rooms for any reason and classrooms are to remain locked!

School Closure Due to Inclement Weather

NCATC is state owned and operated; however, we will be operating on the same schedule as the Nelson County High School. Please follow all special instructions given for Nelson County schools when determining whether we are closed, delayed or on regular schedule.

Information on Grading:

Course Syllabi

Students will be provided a course syllabus by each of their teachers for each class taught at the Nelson County Area Technical Center. These course syllabi will explain all the course requirements, the teacher's academic expectations for students, class rules, tardy policy, hall pass policy, routines and procedures, grading policy, a description of the course, and an outline of the curriculum for each class. Teachers will discuss the course syllabi in detail as well as provide their students with a copy of the course syllabus within the first 10 days of the start of class.

Grading Scales

The grading scale will follow the policy of your home school.



Transcripts

A student transcript is available through the home high school. If additional information concerning technical classes is needed to accompany an application for admission to a post-secondary institution, please see the principal.

Books and Supplies

Students may be required to purchase workbooks and safety supplies required in some training programs. Instructors will notify students of the required books and supplies during the orientation process. Supplies and books that are supplied by Nelson County Area Technology Center will remain in classrooms and shops unless other arrangements are made with the instructor.

Curriculum Information:

Programs and Certificates **NEW!**

Certificate Title, CIP Code

Air Conditioning

Environmental Control System Servicer Assistant
47.0201.05

Automotive Technology

Automotive Maintenance & Light Repair Technician
47.0604.01

Computer Aided Drafting

Civil Designer
15.1301.01

Construction Carpentry Technology

Carpentry - TRACK
46.0201.99

Electrical Technology

Electrician Assistant
46.0302.01



Architectural Designer
15.1301.03

Carpenter Assistant
46.0201.01





Health Sciences

Pre-Nursing

51.2699.01

Information Technology

Network Administration Cisco

11.1002.00

Welding

Welder – Entry Level

48.0508.01

Allied Health

51.0000.01

Phlebotomy Technician

51.1009.01



Program Changes

NEW!

A student may not change his/her program of study without the permission of all teachers involved, the guidance counselor, and school principal. Additionally, no student may begin a program as a junior without the permission of the NCATC Principal, and no seniors may begin a brand new program. Additionally, if a student has failed a program previously, they can only retry the program with teacher and principal approval.

Articulation/Dual Credit

Articulation is the process of linking secondary schools and postsecondary institutions for the purpose of assisting students in making a smooth transition from one level to another without experiencing delays, duplication of courses and/or loss of credit.

The Statewide Articulation Agreement between the Education and Workforce Development Cabinet and the Kentucky Community and Technical College system allows technical education students to simultaneously enroll in high school and community and technical colleges for dual credit. Kentucky Tech students may transfer college credit earned through dual enrollment to any of the 28 community and technical colleges in the state. There are no tuition charges for high school students to enroll for dual credit. (See instructor for list of dual credit courses).

Work-Based Learning

NEW!

a) Clinicals:

Guided clinical experience shall be an integral part of the Health and Human Services educational program. The guided clinical experience shall be appropriate to the level of the trainee's skill consistent with the educational objectives of the course and shall be integrated with the classroom instruction.

b) Cooperative Education:

Cooperative education is a paid educational program consisting of in-school instruction combined with program related on-the-job work experience in a business or industrial establishment. These are planned experiences supervised by the school and the employer to ensure that each phase contributes to the student's Individual Learning Plan (ILP) and Career Pathway.

c) Mentoring:

A mentor is a volunteer from the business/industrial community that helps students become aware of career opportunities and work ethics in a one-to-one relationship that goes beyond the formal obligations of a teaching or supervisory role.

d) Shadowing:

Shadowing is learning through observation and is a way to form partnerships between employer and the local schools. Shadowing is an opportunity for a student to spend a limited amount of time with an individual in a chosen occupation in order to become familiar with the duties associated with that occupation, the physical setting of the occupation, and the compatibility of the occupation with his or her own career goals.

d) Internship:

A student Internship is a type of “Work Based Experience Learning Program” for high school students who have completed extensive school based preparation relating to an identified area of career and academic interest in the Individual Learning Plan. Internships are usually one time experiences which should lead to course credit and/or pay.

Student Support Services:

Medications

School personnel does 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 their 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.



Student Organizations **NEW!**

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

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

Health Occupations Students of America (HOSA)

Skills USA

STLP

FBLA



Attendance Policy:



Attendance Policy (Expectations)

When a student is absent from school, no learning occurs and even if the missed work is made up, the instruction cannot be made up. The administration, faculty, and staff at NCATC expect all students and teachers to be present every day! All students at NCATC are expected to attend school on a regular basis in order to benefit from the instructional program provided. We want our students to develop desirable traits of punctuality, self-discipline, and responsibility. Employers hire and keep people that have these traits and the right attitude towards work.

Leaving School Early (Checking Out)

All students, including WBL students (co-op, job shadowing, interns, etc.), who leave school early must sign out in the front office before leaving. Students must sign out at the NCATC office and students must checkout at the high school office before leaving. In case of illness, a parent or guardian must be contacted for approval. You must follow normal procedures (prior approval) if you have a preset doctor's appointment. Failure to follow these procedures will result in disciplinary action. Nelson County students must be picked up at the high school.

Class Tardy (Definition) **NEW!**

Once a student arrives at NCATC, they are expected to be in each class by the designated time. When a student fails to be inside the NCATC's front door when the tardy bell for that class rings they are considered to be tardy for that class. Students are expected to be in the front door of the school and headed to their class when the tardy bell rings each period. Students who are tardy to class must sign the Classroom Tardy Log for that class. Also, the bell system is not the authority in the school, the bell does not dismiss the class, the teacher does! This means no lining up at the door before the teacher dismisses the class! Classroom tardies will be logged and maintained by each classroom teacher in a Classroom Log.

Consequences for Being Tardy to Class:

All students are expected to be in class on time. Students who are late to class must sign the tardy log for that class. NCATC has a school-wide tardy policy that is strictly enforced by the administration and faculty. The tardy policy for each quarter is as follows:

First Unexcused Tardy	Teacher holds student 1 minute after class
Second Unexcused Tardy	Teacher holds student 2 minutes after class
Additional Unexcused Tardies	Office Referral for One (1) Day ISS & Parent Notification

Make-Up Work

Nelson County Area Technology Center will follow the high school's policy for make-up work. The policy is as follows:

1. On the day of return, students must check to see what assignments were missed.
2. If any school work is missed, including a quiz or a test, the student has three days to make arrangements to make up the work.
3. When students plan to stay after school, they must make an appointment with their teacher(s) to arrange for make-up work and dates.

Parking Policy:



Driving and Parking Regulations **NEW!**

WBL Students (co-op, job shadowing, interns, etc.) are the only students who are allowed to drive to NCATC on a regular basis. Eligible students must complete all required forms, providing all information requested, and return them to the office prior to driving to NCATC. **Students who are illegally parked on school property are subject to have their vehicles towed at their expense without warning.**

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 permission from the office and obtain the required signatures at least one day prior to driving the vehicle. Students are not permitted to transport other students when bringing a vehicle to be worked on. Students who drive to school must obey the following rules:

1. All drivers must immediately enter the building when they arrive at school. Students who loiter in the parking lot will lose their parking privileges for one grading quarter for each occurrence (no warning is required).
2. Students, other than the driver that the parking pass was issued to, may not ride in the car with a student without permission from the administration. Students who drive other students to Nelson County ATC without permission will receive 1 day of ISS. Any sequential violations will result in a loss of their driving privileges for one semester.
3. Students are NOT allowed to go to their cars during the school day for any reason unless given permission by the principal. Any student caught in the parking lot or in their car during the school day will lose their parking privileges for one grading quarter.
4. Students MUST obey all speed limits posted around the school and drive in a safe manner. Any student who drives recklessly, speeds, guns their engine in a loud or annoying manner, or plays their music loud will lose their parking privileges for a minimum of one grading quarter or will be issued a fine.
5. All students MUST park ONLY in designated student parking areas. Students who park in the designated staff lot will be subject to towing at the owner's expense without warning and lose any parking privileges they might have for one grading quarter.
6. The assigned parking permit tag MUST be displayed on the front window of the vehicle at all times. Failure to display the tag may result in the vehicle being towed at the owner's expense or a fine will be issued.
7. Any vehicle entering the parking area of Nelson County ATC is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted for any reasonable purpose without a warrant being obtained. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
8. Students who leave the school grounds without properly checking out in an automobile or allow others to leave without permission while driving their car will lose their driving privileges for one semester.
9. Nothing can be displayed or flown from a vehicle that would be disruptive to the learning environment of the school (see student dress code for examples of this).

* Students driving a different vehicle than the one registered in the office must notify the office upon arrival to school to prevent towing. Failure to do so by the student may result in a towed vehicle.

Student Dress Code:

Dress Code (Appropriate Clothing):

Students are expected to dress in clothing appropriate for the season and for the school activity that they are attending. Clothing that is excessively revealing, extremely tight fitting, distracting, or that causes undue attention cannot be worn. Any clothing that might be disruptive to the learning environment of a classroom cannot be worn! The school will not permit any students to wear clothing or accessories with obscene language, crude pictures, or statements pertaining to alcohol, drugs, tobacco, racial comments, or sex. Furthermore, controversial phrases, pictures, or symbols cannot be displayed or worn at school. This includes “sexual innuendo” phrases, profanity, and “racially charged” clothing such as the KKK, swastika, white supremacy, black supremacy, the rebel flag, etc. Advertisement logos for alcohol, tobacco, drugs, or sex will not be allowed (this includes Nascar shirts that advertise alcohol and/or tobacco, Hooters clothing, Playgirl clothing, Hustler clothing, Playboy clothing, etc.).

Hats, caps, toboggans, bandanas, sunglasses, or extremely unusual non-prescriptive contacts are not to be brought into the building or worn in the building. Extremely bright and distracting hair colors or distracting haircuts are not allowed. Headbands or head wraps cannot be worn to school unless the band or wrap is worn to hold a student’s hair back out of their face. Bandanas cannot be worn as headbands or wraps and headbands and wraps cannot be worn for show only.

Blouses and shirts must meet the skirts, trousers, or pants being worn. The midriff, back, and sides shall be covered at all time! Tank Tops, mesh shirts, see-through blouses, spaghetti strapped dresses or blouses, tube tops, halter-tops, and muscle shirts cannot be worn. All shirts must meet the pants and show no midriff or back when the arms are raised (**the administration suggest that students wear A-shirts or similar undershirts under clothing that is borderline short**). All shirts worn by girls must cover the entire shoulder area from the neck to the top of the shoulder; girls can wear sleeveless shirts if at least half the shoulder is covered by the shirt. **Boys cannot wear sleeveless shirts at all!**

All shorts, skirts, and dresses must be at the top of the knee. Undergarments and underwear cannot be visible or exposed at any time and shall be covered by appropriate clothing. Clothing with revealing holes anywhere above the knees cannot be worn, unless a second layer of clothing is worn under the holes to ensure that no skin or undergarments show through the holes. Leggings and spandex pants can be worn to school if they are under an appropriate length dress, otherwise they cannot be worn.

Finally, clothing and jewelry that could be harmful to other students is not allowed. **No spiked bracelets or chains are allowed in the building including: chains on billfolds, book bags, or purses.** Only chains of normal jewelry size can be worn as necklaces; larger chains cannot be worn. All students are to wear shoes at all times!

Consequences for Dress Code Violations

Students who violate the dress code will be given the opportunity to fix the issue and parents will be notified. Any items worn that do not meet dress code will be immediately confiscated from students and returned to the student at the end of the day if it is a first offense. Upon second confiscation, item(s) will be held until the last day of school and returned to the student upon request. The student violating the dress code will be required to change clothes and the home school will be notified. Students who do not change clothing will be placed in ISS at the ATC.

Code of Student Conduct

Behavior Expectations for Students

In order to provide an environment that fosters student achievement, the faculty needs the help and cooperation of students, parents/guardians, and the community in establishing proper conditions for learning. All students at Nelson County ATC are expected to behave in a manner that creates a positive school environment. Students should feel proud of the school they attend and school pride only occurs when students are respectful, positive, and make every effort to follow all school rules! Rules are not made to impose on student rights; rules are made to protect all students' rights in the school. All teachers, staff, and students should be respectful to each other at all times. Together we can make our school a school that we are all proud of. The primary goal of the faculty of Nelson County ATC is to provide every student with the opportunities to achieve their life goals, even if no goals have yet been established. The faculty and staff will administer the discipline code in a firm, fair, and consistent manner!

Tobacco Products (Possession and Use of Tobacco)

The use or possession of cigarettes, chewing tobacco, smokeless tobacco of any kind, or e-Cigarettes by the students of Nelson County Area Technology Center is strictly prohibited. Students who are caught in possession of or using tobacco or tobacco cessation products will be placed in ISS for violation of school rules as outlined in the Parent and Student Handbook. **All tobacco and tobacco cessation products that are confiscated at school will not be returned!** Using any type of tobacco, smokeless tobacco or any kind, or e-Cigarettes in or on state owned property is against Kentucky State Law and carries a \$10,000 fine.

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 that 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 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 Department for Technical Education's property or any sponsored event is prohibited. The use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs on the Department for Technical Education's property by employees or students is prohibited. Any student who violates these defined standards of conduct shall be subject to appropriate disciplinary action up to and including suspension or termination.

All 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

Eating and Drinking in Classrooms **NEW!**

Eating and drinking in classrooms is strictly forbidden. Our custodian has more than enough to do.

Furthermore, when a spill or mess occurs instructional time is wasted cleaning up messes. All students who bring in a drink in any type of cup will be confiscated. Any drink brought in a bottle or food will be asked to be put in the backpack of the student. Any student who intentionally brings food or drinks into

a classroom will be reprimanded by the teacher and reported to the office (disciplinary consequences may occur). Exceptions will only be made if a note from a physician specifically states that it is medically necessary for a student to have food or drink with them in a classroom. Physician notes must be submitted to the office and the office will notify all teachers of that student of the need for food or drink.

Sleeping in Class

Students are expected to be actively engaged in all activities in a classroom and attentive during all discussions and labs. Under no circumstances are students allowed to sleep in class. Students who are caught sleeping in class will be assigned time-up in the classroom by the teacher (the time up will not exceed ten minutes). After the time-up, if they are caught sleeping again, the teacher will assign the student one (1) day in the ATCs ISS room. Teachers will report students who habitually sleep in class to the principal for investigation of the student's home life and for consequences.

Public Displays of Affection (PDA)

PDA is not tolerated in any form or fashion at Nelson County ATC. Students are expected to maintain proper distance from each other and refrain from kissing, groping, full body contact, or other similar actions. Students who are caught committing PDA will be disciplined according to the consequences outlined by the NCATC Student Handbook. If a teacher or administrator observes PDA, the students will be reported to the principal and reprimanded. If a teacher or administrator observes questionable behavior that is "borderline PDA" and asks the students to stop, the students must cooperate or they may be written up for defiance. Students caught kissing will automatically be assigned to one (1) day ISS.

Cell Phones, I-Pods, and Similar Devices **NEW!**

Cell phones, I – Pods, and any other devices (i.e. walkmans, radios, GameBoys, guitars, beepers, noise makers, etc.) are not allowed to be used on school property or visible during the school day **(8:15 am until 3:05 pm UNLESS allowed by the teacher for instructional purposes or during designated times allowed by the administration)**. Cell phones, iPads, and other devices that are visible or heard when NOT allowed shall be immediately confiscated by school personnel and brought to the office and returned to the student before heading back to their home school on the first offense. If this is a repeat offense the device will be confiscated and returned to the parent upon request (the cell phone will not be returned to the student). NCATC is not responsible for items that are lost or stolen.

The consequences above do not apply to students who are caught using an I-Pod, Walkman, or cell phone (includes talking on the cell phone, checking voice messages, viewing pictures, using Bluetooth, text messaging, or charging your cell phone). Use of a cell phone or other similar device during the school day during restricted times will result in the device being confiscated and returned to the parent upon request (the cell phone will not be returned to the student). **Students who fail to cooperate with school officials when a device/cell phone is being confiscated will be written up for defiance and the student will receive the consequences outlined.**

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.

Other Prohibited Items

There are a variety of things that students are not allowed to bring to school, besides the obvious items mentioned previously. These items include the following: guitars, keyboards, amplifiers, animals, stereo boom boxes, skateboards, roller blades, stink bombs, pepper spray, mace, fire crackers, and any other items that might disrupt the educational environment of the school. These items are prohibited from school due to the various problems that can arise when they are brought into the building. If one of

these items must be brought to school because it is needed for a classroom project or activity, then written permission must be acquired from the teacher and signed by the principal before the item is brought to school. The administration reserves the right to add items to the "Prohibited Items List" if it becomes necessary.

Hall Passes

Teachers will limit hall pass issuance to a minimum (2 per Quarter). All students must sign-out of class in a Hall Pass Log and then sign-in in the same log when they return to class. Teachers and the administration will periodically check to make sure students have a hall pass and may record data that will help identify teachers issuing excessive numbers of hall passes as well as students who are abusing hall pass privileges.

Note: Students who have medical reasons for frequent bathroom visits must provide medical documentation to the school principal. The principal will in turn notify the teachers of that student about the condition and need for extra hall passes.



Internet Usage Policy

Student access to the Internet and electronic media is a student privilege--not a right. Students are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. General behavior including, but not limited to, the following is not permitted:

- 1. Sending or displaying offensive messages or pictures**
- 2. Using obscene language**
- 3. Harassing, insulting or attacking others**
- 4. Damaging computer systems or computer networks**
- 5. Violating copyright laws**
- 6. Using another user's password**
- 7. Trespassing in another user's folder, work or files**
- 8. Intentionally wasting limited resources**

Nelson County Area Technology Center has instituted a strict policy for any violation of these rules. A breach of these rules may result in loss of Internet privileges and immediate removal from the classroom as well as other possible disciplinary or legal action.

Telephone

Telephones in shops, classrooms and offices of Nelson County Area Technology Center are for business purposes and are not to be used by students except in emergencies. Students will not be called to the office from classes except in cases of emergency. Students should advise parents of this policy. Cell phones are not to be used during class time. The school does not investigate lost or stolen phones.

KENTUCKY TECH
Nelson County Area Technology Center
1060 Bloomfield Road
Bardstown, KY 40004

Phone: (502) 348-9096

Fax: (502) 348-9097

SIGNATURE PAGE

I have read and understand the Nelson County Area Technical Center Student Handbook. The handbook includes most of the operational and school procedures as well as the Student Code of Conduct (this includes consequences for student misconduct). Parents and students are required to acknowledge understanding of this handbook.

Student Signature

Date

Parent/Guardian Signature

Date

Cabinet for Workforce Development
Department for Technical Education
Equal Education & Employment Opportunities M/F/D