



Millard Area Technology Center

Student Handbook

PRINCIPAL'S MESSAGE

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

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

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

We wish you success in your training with us.

Gary Roberts
Principal

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

The Millard Area Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in admission of vocational programs, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights 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 provide, upon request by qualified disabled individuals, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability and equal opportunity to participate. For more information contact Mr. Jim Bob Hamilton at Millard Area Technology Center, 7925 Millard Highway, Pikeville, KY 41501, (606) 437-6059.

KENTUCKY TECH - MILLARD CENTER Get Technical ... It Pays!

Vision

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

We Believe

- Students learn best when they are actively engaged in the learning process.
- Students learn best when our staff maintains high expectations for learning.
- Students are motivated to learn when classroom instruction is related to real-world applications.
- All students in our school need to have an equal opportunity to learn.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when instruction incorporates both academic and technical skills.
- Effective school leaders engage in practices that support the ongoing improvement of teaching and student performance.
- Teachers, administrators, parents and the community share the responsibility for helping students learn.

ACADEMIC PROBATION

When students fail to maintain a "C" average in any course taken at the Millard Area Technology Center, it will be left to the discretion of the Principal whether or not to re-enroll students.

ADVANCED ACCREDITED

The educational programs at Millard Area Technology Center are fully accredited by the Commission on Occupational Education, and also AdvancED accredited.

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 vocational/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 at all times in shop areas. Including students, instructors, administrators and visitors. Prescription eyeglasses are not recommended as safety glasses.
- * Shop clothing in heavy work areas 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.

Sleeveless shirts are prohibited at Millard ATC.

- * **Students must wear adequate footwear.**

Open toed and clog type footwear are prohibited in shop areas at Millard ATC.

Health Science students will not be allowed to wear open toed footwear on clinicals. Disciplinary action will be taken for failure to follow this policy, which could lead to termination.

- * It is recommended that students should not wear shorts while working in shop areas.
- * 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.

ABESTOS INSPECTION

All school buildings have been inspected for asbestos containing materials and comply with current regulations. If you have any questions, contact the Pike County Board of Education.

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 or required laboratory, internship and clinical time. The schools attendance policy will be sent home to be reviewed and signed by parents.

Students who have 10 or more absences (excused or unexcused) during one semester may be subject to have an attendance meeting with the ATC principal and ATC teacher, student and parent, as well as high school principal or designee, before they are admitted back into the ATC program.

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.

CHECK IN

Any student that does not ride the appointed bus from their home high school and arrives at Millard ATC must sign in through the front office, immediately, upon arrival.

Students will not be admitted to class if they have driven themselves to the Millard ATC without the proper paperwork (i.e. Driving Permit).

CHECK OUT

Any student signing out to leave Millard ATC will only be allowed to leave with a person listed on their home high school check out list. The student and the person picking them up must sign out through the ATC office, before leaving campus.

Any deviation or special situation must be approved by the home high school principal/designee before the student can be released from Millard ATC.

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. 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.

Smokeless tobacco and smoking are strictly prohibited at Millard ATC, and may result in expulsion.

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.

The following WILL NOT be tolerated at Millard ATC:

- * Distributing literature of any description on school property without specific written authorization from the principal's office.
- * Willful destruction, damage, stealing school property or obscuring supplies or tools.
- * Fighting, cursing, using abusive language, or gambling on school premises.
- * Insubordination. (Failure to recognize or accept authority.)
- * Failure to conform to rules, regulations and public laws pertaining to occupational health and safety, school wide safety policy and program safety policy.
- * **Use of tobacco in any form (cigarettes and/or smokeless tobacco). Students who are caught will be subject to dismissal from Millard ATC.**
- * Harassment, willfully hindering, limiting progress of other trainees, habitual carelessness, recklessness or playing tricks or pranks dangerous to other trainees.
- * Falsification on enrollment, training or personal records.
- * Possession of firearms, knives or other items that could conceivably be used as a weapon.

- * Students are not permitted to operate any shop equipment or remain in shop during breaks unless an instructor is present for supervision.
- * Students are not to leave their assigned area and/or school without notifying their instructor.
- * Driving to Millard ATC without prior approval and a completed and approved Driving Permit.
- * Wearing open toed or clog type footwear in the following programs: Automotive, Building & Apartment Maintenance, Electricity, and/or Industrial Maintenance.

CRIME AWARENESS AND CAMPUS SECURITY

The Millard Area Technology Center is committed to providing a safe and secure environment for its students and employees. The school uses a variety of approaches for crime prevention, such as, security gates, local police patrols, staff monitoring the facilities and grounds, security cameras, visitor control process, key control system, engraving services, and student lockers. Additionally, crime prevention efforts include information at student orientation, faculty in-service and student organization-leadership development and conduct a school-sponsored event.

DISCIPLINE

Students with excessive discipline referrals and/or violation of Millard ATC safety regulations may be removed from the program at the discretion of the Millard 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.

DRIVING AND PARKING REGULATIONS

Driving by high school students is strictly prohibited since buses transport high school students to and from their respective schools. 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.

Under special circumstances if it should become necessary for a student to drive to Millard ATC they must obtain prior approval from the school principal, and have completed the necessary paperwork (in the form of a Driving Permit). Students are not permitted to transport other students when driving to Millard ATC.

Disciplinary action will be taken for failure to follow this policy. On the first offense students will be sent to the home high school. On the second offense students will be suspended from school. On the third offense students face possible termination from Millard ATC.

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 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 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 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 shall be notified. A report of drug abuse evidence shall be made to the police. 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.

EARTHQUAKE PROCEDURES

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

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, receive 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.

Parents are to be notified in advance of furnishing information in compliance with a court order or subpoena. Person 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 post secondary education, the rights that were the parents accrue to the student. The parent's rights cease when the student takes over.

FIRE DRILLS

The Kentucky Fire Code requires that a total of 10 fire drills be conducted during the school year. Fire drills are conducted for the purpose of training students to exit a facility in an organized and expedient manner should a fire occur. Evacuation signs are posted in all classroom and hallways. At the sound of the alarm, students should start moving immediately according to plan. Once outside the facility, the

instructor will check attendance to make certain everyone is accounted for. The signal to return will be three short bell rings. Every student is required to participate.

FIRST AID POLICY

ALL accidents should be immediately reported to instructors.

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, Millard Area Technology Center:

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

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

Students or staff that require over-the-counter or prescription medication shall provide for and administer their own medication.

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

First aid kits should be equipped with gauze, bandages, large and small Band-Aids, scissors, pocket face mask, rubber gloves and other materials required to stop bleeding and cover wounded areas. Also fire blankets should be placed in those areas where the potential of fire and explosion exist.

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.

HALL PASSES

Students must obtain permission from their instructor, and must have a hall pass or note, before leaving any class.

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 technical center. Students will be trained in identification of these materials and how to properly store, use and maintain them during the student orientation process and throughout the course in which they are enrolled.

HARASSMENT POLICY

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 Office of Career and Technical Education require 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.

No recipient or other person shall intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with the right of 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 KY Tech Center will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, sexual harassment, or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other institution personnel who is found to have violated this policy.

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:

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;
 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 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:

Unwelcome verbal harassment or abuse; unwelcome pressure for sexual activity;
 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; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status; 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 of employment; unwelcome behavior or words directed at an individual because of gender.

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

Has the purpose or effect of creating an intimidating, hostile or offensive academic or working environment; has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance; or otherwise adversely affects an individual's academic or employment opportunities.

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

Has the purpose or effect of creating an intimidating, hostile or offensive academic or working environment; has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance; or otherwise adversely affects an individual's academic or employment opportunities.

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:

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

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

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

Assault is an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

INSURANCE

All students enrolled in the Millard Area Technology Center shall have medical and accident insurance coverage during the period the 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 the student's parent or guardians plan.

MAKE UP 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 "O". It is the student's responsibility to contact the teacher on the day he or she returns to the class to arrange to make up work. A teacher may require make up of examinations, clinical time or other instructional activities. NOTE: Work cannot be made up if the absence or tardy is unexcused. Program specific information will be furnished by each technical program teacher.

MEDICATIONS

School personnel do not dispense medication of any type. A student who takes prescription or over the counter medication should 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.

PROGRAM CHANGES

Students cannot make program changes once the school year has begun, or at the end of semesters. Schedule changes are not permitted, at Millard ATC.

SHOP/CLASSROOM SAFETY

All students will be given specific safety instructions at the beginning of their program. Students will be required to show knowledge of safety procedures prior to the operation of school equipment, machines or tools. Under no circumstances should students operate equipment without the instructor's permission and supervision.

All programs will have shop safety committees that will make monthly safety inspections of lab/classrooms. In the event of an accident, a standard report is completed which describes the nature of the accident and reflects any practices or conditions that may have contributed to the accident.

All accidents, regardless of how minor, should be brought to the attention of the instructor.

SMOKING POLICY/USE OF TOBACCO PRODUCTS

The possession or use of any tobacco product anywhere on the grounds by secondary students of the Millard Area Technology Center is strictly prohibited. Violations to this policy include, but are not limited to: smoking anywhere after arriving at school; possessing any tobacco product, including

cigarettes, lighters, matches and/or smokeless tobacco on your person, in a locker, in a book bag, in a handbag or otherwise.

Failure to observe this policy can result in automatic expulsion from Millard ATC.

SUSPENSION AND EXPULSION OF STUDENTS

All students shall comply with policies of Millard ATC, as well as, 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, alcohol or possession of tobacco products; 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, at any time during the year.

TELECOMMUNICATION DEVICES (Cell Phones)

Examples of telecommunication devices are as follows; cell phones, pagers, iPods, mp3 players or any other type of telecommunication and/or music device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. All telecommunication devices must be turned off and put out of sight upon arrival to Millard ATC. Instructors may also require you to place these devices in a box upon entering the classroom/shop areas. Students will only be allowed to use such devices when specified by the instructor. Failure to comply may result in disciplinary actions. Millard ATC will not be responsible for any lost, stolen, or damaged telecommunication devices.

TELEPHONE

Students are permitted to use classroom telephones, with the instructor's permission.

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 an intercom announcement followed by four rings of the school bell. 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.

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 Commissioner 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, 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.