

**ROCKCASTLE ATC**  
**Student**  
**Handbook**

**2021 - 2022**

KENTUCKY CTE  
**EMPOWERED**  
Today's Career and Technical Education

Rockcastle County  
Area Technology Center  
PO Box 275  
Mt Vernon, KY 40456  
(606) 256-4346

# STUDENT HANDBOOK

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Rockcastle County Area Technology Center  
Staff

Principal.....Sherman Cook

Administrative Specialist.....Diane Smith

Maintenance.....Dean McClure

Instructional Assistant.....Kay Abney

Automotive Technology.....Lance Baldwin

Electrical Technology.....Jeff Draper

Health Science.....Rhonda Childress

Office Technology.....Vicky Castle  
Ashley Mullins

Welding Technology.....Curtis Burton

Special Education Services and Student Leadership Development activities  
will be provided by school staff.

## Principal's Message

Students, the staff of the Rockcastle Area Technology Center would like to welcome you to our school. We are pleased that you have chosen our school to further your education in a technical training field.

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 of utmost importance in reaching your goals. Working together, we can prepare you for employment and educational opportunities that will be available to you upon graduation.

The information in this handbook will help you become familiar with the policies and procedures of our school. Please feel free, at any time, to ask questions of any staff and take advantage of the services provided by Rockcastle Co. Area Technology Center.

We, the staff of RATC, will do our best to help you succeed in your secondary education and beyond. The staff will go beyond expectations of their job duties to serve student needs, couple that with dedicated student effort and commitment and that equals a positive learning experience.

We wish you success in your education and training with us, good luck.

Cordially yours,

Sherman Cook

## ACCREDITATION

The educational programs at Rockcastle County Area Technology Center are fully accredited by the Commission on Occupational Education. SACS-CASI accreditation is a Nationally Recognized Education Organization that also accredits the courses in the KY Tech system.

The following categories will follow the same policies and procedures as set by Rockcastle County High School:

- Appropriate Dress
- Attendance Policy
- Calendar
- Drug Free Policy
- Public Displays of Affection
- Make up Work
- Pager/Cell Phones
- Use or possession of Tobacco Products/Vapor Products
- Tardy/Attendance
- Weapons on Campus
- Discipline/In School Suspension/Expulsion
- Acceptable use of Technology

## BOOKS AND SUPPLIES

Students may be required to purchase personal safety supplies and submit medical records required in some training programs. In cases of loss of any textbooks by students, the book or books must be paid for before any additional texts will be issued

## BREAKS

Students may be provided a short break at scheduled times if the teacher believes it appropriate. If granted, students must return to the classroom or shop when the break is over. No food or drinks are allowed in the shops or classrooms at any time. None can be taken to RCHS. Instructors will designate an area where students can spend their break time. This will be away from any equipment or instructional materials. Students who return to class after the designated times will be counted tardy. Continuing tardiness may be cause for disciplinary action. Students are not to be in the classroom during their scheduled breaks.

## TELEPHONE

Telephones in shops, classrooms and offices of the school are for business purposes and are not to be used by students except in emergencies. Never should a student use a phone without permission from their instructor.

## VISITORS

Visitors must receive permission from the tech center principal prior to making visitations. Visitors must check in at the office and state the purpose of the visit.

## CLEANLINESS OF BUILDINGS, RESTROOMS, AND GROUNDS

Every effort is made to properly maintain the buildings, and grounds. Students are expected to assist in this effort by disposing of their trash in the containers provided. Destruction of school property or abuse and misuse will result in disciplinary actions.

## CONDUCT

All students are expected to maintain acceptable standards of conduct, which include common courtesy, respect for the rights of others, orderly behavior, and compliance with established school policies. Teachers must approve students to be outside the classroom for any reason including restroom use, office visits, or conferencing with other school personnel.

## COOPERATIVE EDUCATION

Cooperative Education is a program for senior technical education students here at RATC. Seniors must have the correct number of required and elective credits met prior to their senior year to be eligible. They must have proven good attendance and discipline records. They must have program area instructor endorsement and an approved employment site which matches their career pathway. Additionally, they must complete the co-op program application process before classes can be scheduled.

## DRIVING REGULATIONS

Parking at RATC by high school students is prohibited. Students having cars worked on by the Automotive Program must have permission of the instructor, Rockcastle ATC Principal, and RCHS Principal prior to driving on the RATC campus.

## 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 classrooms and shops. At the sound of the alarm, students should start moving immediately according to the plan. The signal to return will be given to each class by the principal. 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 announced over the intercom. All classes will move to the designated areas, and the students will get down on the floor, kneel on their knees, and place their head between their knees. If there is not enough time to move to the designated areas, 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 an earthquake catches you indoors, stay indoors. Take cover under a desk, table, bench, or in doorways, hall 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 the building 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.

## EVACUATION PROCEDURES

The school administrator or his/her designee will verbally announce building evacuation. Staff and students will evacuate the building through the same exit used during fire drills. Staff and students should move away from the building. Immediately upon giving the evacuation signal, the police, fire

department and other appropriate agencies will be notified. The principal will be responsible for announcing that staff and students may return to the building. A detailed crisis procedure guide from Rockcastle County Schools will be followed for different types of emergencies.

### HAZARDOUS COMMUNICATIONS PLAN

In order to comply with recent federal and state regulations concerning hazards in the workplace, all students must be made aware of any possible health hazards they may come in contact with in the career and 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. Students will know where the SDS sheets for each hazard is stored and where the entire Hazardous Communication plan is located.

### FIELD TRIPS

Instructors may arrange field trips with administrative approval to various colleges, 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 specific field trip permission forms with parent/guardian signature(s) prior to participating in an out of county field trip.

### MEDICATIONS AND FIRST AID

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 Rockcastle County Area Technology Center:

- In no case shall ointments, salves, disinfectants or oral medicine be rendered except on advice of a physician.
- First aid kits will 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.
- RATC does not stock or dispense any medications. Special medication your child takes must be left with the nurse at RCHS

## 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 scale set by the high school will be used by the Rockcastle Area Technology Center and grades will be posted in Infinite Campus.

## 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 with 100% accuracy prior to the operation of school equipment, machines or tools.

Minor safety violations will be corrected through disciplinary action by the instructor. Severe violations, which endanger the student or others, will result in the removal of the student from the classroom or shop for the protection of the student and for the protection of others. These major violations could result in PASS and the student may not receive credit for the course.

## STUDENT ORGANIZATIONS

Student organizations are integral parts of technical education programs. RATC 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. Yearly membership fees apply.

The following are the official organizations for the program areas:

Health Occupations Students of America (HOSA)

Future Business Leaders of America (FBLA)

Skills USA

## HARASSMENT POLICY

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

Violation of this policy will not be tolerated. Whenever an instance of violence or unlawful harassment, knowingly making 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.

Students who believe they have been harassed will notify the principal and /or the grievance coordinator. 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.

## 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.

## 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):

Rhonda Childress, Health Science Instructor  
1555 Lake Cumberland Rd.  
Mt Vernon, KY 40456  
(606) 256-4346

Jeff Draper, Electrical Technology Instructor  
1555 Lake Cumberland Rd.  
Mt Vernon, KY 40456  
(606) 256-4346

### 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 of 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 dates(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 (3) 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, Department for 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 (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.

The Rockcastle County 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 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 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 Rhonda Childress or Jeff Draper, Rockcastle County Area Technology Center, 1555 Lake Cumberland Rd., Mt Vernon, KY 40456 Phone: (606) 256-4346

Rockcastle Area Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Sherman Cook, Principal, Jeff Draper and Rhonda Childress; 1555 Lake Cumberland Road, Mt. Vernon, KY 40456; 606-256-4346

## Rockcastle ATC FERPA statement

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Rockcastle Area Technology Center (RATC) receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask RATC to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Rockcastle Area Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student -

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))