



# STUDENT HANDBOOK

## 2016-2017

*Pathways to success  
through learning that works.*



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# **Hopkins County Career & Technology Center**

*Pathways to Success through Learning that Works*

1775 Patriot Drive  
Madisonville, KY 42431  
270-825-8998  
[www.hcct.center](http://www.hcct.center)

Dear Student:

Welcome to **The Hopkins County Career & Technology Center (HCCTC)**. It is an honor to serve as your principal. I and my professional staff are pleased that you have chosen the HCCTC to help you further your education. Your future is important to all of us: your family, this community, and the HCCTC. We at the HCCTC are obligated to help you identify your interests and talents so that together we can help you reach your career objectives.

The HCCTC offers opportunities for students through rigorous engaging curricula project-based learning, real-world learning experiences, and career guidance. Whether your post-secondary plans include going to college or entering the workforce, attending the HCCTC can provide the opportunities that will make those plans into reality.

The faculty and staff have high expectations for all HCCTC students and therefore challenge them to exercise critical-thinking and team-building skills, set and pursue career goals, practice personal effectiveness skills, and network with community partners. We also encourage students to take advantage of the many dual/articulated courses and industry certificates offered at the HCCTC. We challenge you to be involved in leadership roles such as: HCCTC ambassadors, organization officers, organization competitors, co-op students, and mentorship participants.

Together, we will work to ensure you are prepared for the career of your choice.

Sincerely,  
Pamela Hight Todd  
Principal, Hopkins County Career & Technology Center

## STRATEGIC PLAN SUMMARY

### **MISSION STATEMENT:**

To provide students with challenging academic, technical, and workplace readiness skills in a supportive, engaging, and respectful environment which guides them along a pathway to success.

### **VISION:**

*Pathways to Success through Learning that Works*

### **VALUES:**

The faculty and staff at the HCCTC work to provide a safe environment where students are empowered to think critically, make informed decisions, become leaders, and excel in the preparation of their chosen career. Expectations and rules are important for a school to maintain order. HCCTC abides by all district rules, and students are held accountable for their individual actions. The following policies, procedures, and expectations are in place to ensure a safe educational environment for all students, faculty, and staff. HCCTC students are expected to be productive participants in their educational journey and abide by all school protocols.

### **GOALS:**

1. Provide a safe, challenging, and supportive educational environment that enables students to develop workplace behaviors, teamwork skills, and quality workmanship.
2. Provide a curriculum that emphasizes the application and integration of rigorous academics, 21<sup>st</sup> century technology, and current industry standards and skills.
3. Provide educational pathways which guide students in a logical order as they seek to reach their career goal.
4. Provide students with the tools necessary to continue their education in a related post-secondary institution and/or a high demand, high wage occupation.
5. Provide opportunities to develop leadership traits through participation in career and technical education student organizations.
6. Provide student assessments that validate student learning which will indicate college/career readiness.
7. Provide opportunities to engage in partnerships with employers, community organizations, educational institutions and government to stay abreast of current workforce needs and trends.

## WE ARE YOUR GUIDE

### **Administrative and Office Staff**

Pamela Todd, Principal

Crystal Farmer, Administrative Assistant

Mary Chandler, Career & Technical Educator

Amy Gamblin, Career Ready Counselor

### **Instructional Staff**

Bruce Galloway, Automotive Technology

Corie Fitch, Business Education

Matt Gunterman, Business Education

Kim Woodall, Health Science

Brandy Blue, Health Science

Erik Reynolds, Industrial Manufacturing Technology

Willis Holmes, Information Technology

Eddie Milum, PLTW Pre-engineering

### **Maintenance Staff**

Zack Willett

## STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

### SCHOOL PROGRAM:

The purpose of this program and of its support personnel is to provide for the maximum personal and educational development of all students who attend and are impacted by that program.

### Students have the right to:

- a meaningful curriculum that shall meet their immediate and future needs
- voice their opinions in the development of their curriculum
- pursue their education under competent instruction
- participate in in-school (instructional) activities
- decide whether they want to take part in after-school (extracurricular) activities.

### Students have the responsibility to:

- attend all classes regularly and on time
- contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning
- complete all classroom assignments and meet requirements for all class objectives
- respect the rights of others and respect the views and backgrounds of those that differ from their own
- meet the approved criteria required for participation in instructional and extracurricular activities
- follow Hopkins County Public Schools rules and procedures concerning the classroom, school, bus, and school-sponsored extracurricular activities.

## ACADEMIC AND EXTRACURRICULAR

### **GRADES:**

Students have the right to:

- be informed by the school of their academic progress
- periodic reviews of their instructional achievement by the school staff
- academic grades in each class that represent fairly and impartially their academic progress in that class
- the opportunity to periodically review their grades with their teacher;
- be graded on their progress and class work
- follow the established grievance procedure adopted by the School Board in cases of disagreement concerning grades assigned.

Students have the responsibility to:

- attend class regularly and on time
- perform all tasks required for the successful completion of the course
- make up all work missed during excused absences but not for work missed during truancies, out-of-school suspensions, or unexplained absences
- complete all classroom assignments to the best of his or her ability to earn the best possible grade
- cooperate with the teacher to provide a good learning environment in class (conduct, while not a part of a student's grade, may bear a relationship when a student is absent from a class and unable to make up work due to misbehavior)
- refrain from cheating or plagiarizing on all tests and work assignments.

## TRANSPORTATION

### **TRANSPORTATION:**

Students have the right to:

- School bus transportation from their assigned school to the HCCTC and back to their assigned school daily.

Students have the responsibility to:

- Be on time to school in order to be transported to the HCCTC.

Unauthorized vehicles on HCCTC property will be towed.



## STUDENT CODE OF CONDUCT

Students are expected to:

Follow all Hopkins County School Board Policies and Procedures within the Code of Conduct.

The HCCTC Code of Conduct:

### Dress Code

- All clothing must be safe for work and/or class environment
- Shoes must be worn at all times
- Closed toe shoes are to be worn in industrial labs
- All pants must be worn at natural waistline
- No hats in the facility
- Shorts can be worn but at a respectable length and not be considered to be a safety hazard in the work area.
- No thread bare, worn out or clothes with holes (below the knees)
- No pajamas (pants)
- No sheer or see through clothing
- Proper language must be used (no vulgar/profane use of words)
- Proper logos on clothing must meet the school and work standards. (no vulgarity)
- Be professional and respectful
- Certain clothing will be required based on classroom requirements: (eg. health-uniforms)

**Backpacks/Gym Bags:** will not be allowed in the HCCTC building or classrooms without prior approval of administration.

**Food and or Drinks** are not permitted to enter/leave the HCCTC building without approval of administration.

**Cell Phone Use/Policy:** Cell phones may not be used in class unless the teacher has granted permission. Cell phones will be confiscated if a student has one out without teacher permission as per our school policy. Please note that the teacher will collect cell phones before tests/quizzes to ensure academic honesty and to prepare students for this procedure during the ACT and other state-mandated assessments; these phones will be stored in a pocket organizer that is attached to the inside of the classroom closet door. The phones will be locked in this closet until all tests/quizzes are completed. Students will be monitored by the teacher as they retrieve their phones in an organized, efficient manner. Students who refuse to submit a phone must sit in the front of each row so the teacher can more easily monitor for phone usage or may be sent to the main office to take the test.

### Facility and Grounds

- Students are to keep the grounds, classroom, and labs clean at all times.
- Students are expected to clean rooms and labs.
- Students are prohibited from having or using any tobacco products of any kind (e-cigs) on governmental grounds or facilities

## SCHOOL SAFETY AND PROCEDURES

Students have the responsibility to:

- Follow all emergency procedures while on school grounds
- Know the earthquake, tornado, fire and lock down plans
- Know the layout of the facility, especially exits

### **ACCIDENT REPORTS:**

Students are to report **ALL** accidents to their teacher **IMMEDIATELY**. The student is also required to obtain an accident report from the teacher and complete on the same day the accident happened. The student and instructor are required to complete the accident form and turn it in to the office.

### **DRUG FREE POLICY:**

The HCCTC is committed to providing a safe environment for its students, faculty and staff. Hopkins County School District 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 Hopkins County School District property or sponsored events. Conduct, which violates this definition, poses unacceptable risks and disregard for the health, safety, and welfare of all members of the school district and shall result in disciplinary action up to and including suspension or expulsion.

Each student enrolled in the HCCTC will be required to sign a drug test form stating you could be selected for a random drug test.

### **EMERGENCY PROCEDURES:**

Note: Each procedure will be reviewed and practiced by your instructor.

### **EARTHQUAKE**

**IF YOU ARE INDOORS:** stay indoors, take cover under a desk, table, or a doorway. Stay in the inside wall of the classroom. Stay away from glass.

**IF YOU ARE OUTSIDE:** move away from buildings and utility wires. Stay in an open area until the shaking stops. Stay away from entering into buildings. Be aware of your surroundings.

## **TORNADO OR SEVERE STORM:**

Important to know your surroundings. The procedures for this event will be reviewed by your instructor.

Locations:

- Conference Room: You will go to the kitchen area and along the kitchen wall
- Restroom: Stay in bathroom. Gather under sink or an interior wall
- Hallway: Find the nearest door then locate an interior wall

## **FIRE DRILLS:**

Students will follow out the nearest exit of the building and gather at the proper distance from the building and go to your assigned spot (to instructor)

## **BOMB THREAT EVACUATION:**

Students must follow specific instructions from administration during an emergency procedure.

## **FIRST AID POLICY**

For the protection of any injured person or persons, and to avoid the potential for personal or administrative liability, the following first aid policy is in effect for the HCCTC.

1. Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.
2. In no case shall ointment, salves, disinfectants or oral medicine be rendered except on advice of a physician.
3. In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
4. Persons rendering first aid shall follow the recommended emergency procedures previously set forth by the safety section and approved by the Hopkins County School District.
5. First Aid kits shall 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.
6. Fire blankets shall be placed in those areas where the potential of fire and explosion exist.
7. Medications must be listed on student application. Home high school policy and procedure will apply to administering of medications and to students being in possession of medications.
8. Students may become CPR/First Aid Trained. (TBA)

## PROGRAM FEE/STUDENT ORGANIZATION FEE

### PROGRAM FEES

Students are responsible for any fees assigned to each program at HCCTC.

- Supply fee for each program
- Lab fee may be required (See Instructors Syllabus)
- Club Dues will be discussed in each program
  - FBLA
  - HOSA
  - SKILLS USA
  - TSA

## PROGRAM DESCRIPTIONS

### **AUTOMOTIVE TECHNOLOGY**

- Operate as the center for nationally recognized industry standard training
- Provide a critical link in school to employment or postsecondary education
- Develop stronger relationships with the community in terms of mutual advocacy, cooperative field experiences, employment placement, and support for relevant student organizations and competitions
- Represent an important component in the education of all students
- Require and promote critical thinking and problem solving
- Offer an up-to-date curriculum based on standards that adapt to changes in the industry
- Integrate academic skills into the Automotive Technology Education Curriculum in order to insure that students develop written and verbal communications skills, computational skills, and scientific/math problem-solving skills

### **BUSINESS EDUCATION**

- Operate as the center for industry standard desktop and communications technology in schools
- Provide a critical link in school to employment or postsecondary education
- Develop stronger relationships with the business community in terms of mutual advocacy, cooperative field experiences, employment placement, and support for FBLA and/or DECA experiences
- Represent a necessary component in the education of all students
- Require and promote critical thinking and problem solving
- Offer a flexible curriculum based on standards that adapts to change
- Integrate academic skills into the business education curriculum in order to insure that students develop excellent written and verbal communications skills, computational skills, and scientific problem-solving skills

### **ENGINEERING & TECHNOLOGY EDUCATION**

- Apply creative problem solving, critical thinking, teamwork, leadership, acceptance of personal responsibility and other skills using a variety of resources (including information, tools, and materials) to identify/define/solve problems
- Design, build, test, and modify products and solutions to problems
- Develop a conceptual understanding of technological contexts (medical, agricultural, communication, transportation, power and energy, manufacturing, and construction) and engineering contexts (mechanical, structural, fluid, electrical, electronics, optical, thermal, biotechnical, and materials)
- Understand the interrelationship between the resource/input, process, output, and feedback elements of technological systems

- Use contemporary technologies to communicate, process, manipulate, collect, and apply information to solve technical problems
- Integrate and apply concepts from Kentucky Core Content to contemporary technology
- Develop competencies in the safe and efficient use of tools, machines, materials, and processes
- Identify opportunities, characteristics, and preparation requirements for current and emerging technological occupations
- Explore entrepreneurship and its place within the free enterprise system as a means to becoming a self-sufficient individual
- Understand and appreciate both the importance and the dynamic nature of technology
- Prepare for the challenges of a dynamic world through gaining skills in technological literacy, leadership, and problem solving, resulting in personal growth and opportunity

### **Health Science**

The Health Science Program provides the secondary student with orientation, exploration, and preparation into the health care industry. Courses are sequenced to provide continuous student progress toward achievement of a career goal in any of the Health Science pathways. The integration of literacy, numeracy, science, employability, 21<sup>st</sup> century skills, and technical skills is a vital component of each course offering.

This program assists the student in developing essential skills to pursue a career in the health care field. After obtaining a satisfactory performance level in the health care core competencies, the student may obtain work experience in a health-related facility. Upon successful completion of the program, the student may receive dual/articulation credit.

### **INDUSTRIAL MAINTENANCE TECHNOLOGY**

The vision of Industrial Maintenance is to promote safety standards, performance standards, enhance leadership, provide relevant curriculum, and to be vital to the education of all students. Industrial Maintenance is the lifeline of today's industry. Industrial Maintenance programs will provide a structured yet flexible training program for those interested in developing the technical skills required to keep industry operating. Maintenance technicians will be trained to be proficient in many different areas including plant safety, electromechanical equipment, industrial rigging, reading technical schematics, bearings, lubrication, centrifugal pumps, alignment, piping systems, mechanical drives, hydraulics/pneumatics, industrial electricity, motor controls, vibration analysis, troubleshooting, machining and welding. The field of Industrial Maintenance employs techniques from physics, engineering, and decision analysis for the repair and maintenance of all equipment used in industrial facilities.

- Operate as the pathway for manufacturing skill technology in schools
- Operate as the venue for nationally recognized industry standard training
- Provide a critical link in school to employment or postsecondary education
- Develop stronger relationships with the business and industry community in terms of mutual advocacy, cooperative education experiences, employment placement, and support for SkillsUSA experiences
- Represent a necessary component in the education of all students

- Require and promote critical thinking and problem solving
- Offer Nationally Recognized Industry Certifications
- Offer a flexible curriculum based on standards that adapts to change and meet the needs of industry
- Integrate common core standards into the Industrial Maintenance Technology curriculum in order to insure that students develop excellent written & verbal communications skills, occupational skills, and scientific problem-solving skills

### **INFORMATION TECHNOLOGY**

Information Technology Education is to promote industry professional development, enhance leadership, provide relevant curriculum vital to the education of all students.

- Operate as the center for industry standard desktop and communications technology in schools
- Provide a critical link in school to employment or postsecondary education
- Develop stronger relationships with the business community in terms of mutual advocacy, cooperative field experiences, employment placement and support for student organization experiences
- Represent a necessary component in the education of all students
- Require and promote critical thinking and problem solving
- Offer a flexible curriculum based on standards that adapts to change
- Integrate academic skills into the information technology curriculum in order to insure that students develop excellent written and verbal communication skills, computational skills and scientific problem-solving skills

# Acknowledgement of Receipt

As the parent or guardian of \_\_\_\_\_, I acknowledge that I have received the Hopkins County Career & Technology Center Student Code of Conduct. My signature below does not necessarily indicate agreement with the Student Code of Conduct, but I understand the Hopkins County Board of Education will hold all students responsible for the standards referenced therein.

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Student Signature

Date

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Parent/Guardian Signature

Date

Please detach and return this receipt to your Hopkins County Career & Technology Center teacher.