



Kootenai Technical Education Campus

PARENT/STUDENT HANDBOOK



A JOINT VENTURE OF:

Coeur d'Alene School District #271

Lakeland School District #272

Post Falls School District #273

Kootenai County Patrons & Businessmen

6838 W. Lancaster Rd, Rathdrum ID 83858

Main Office Phone: (208) 712-4733 Office Fax: (208) 712-4006

www.ktctraining.org

AM Session - 8:00am–10:30am / PM Session - 11:30am–2:00pm

Our Mission

KTEC's commitment is providing industry standard training, skills for positive employment, college credit opportunities and to personally assist all students in a pathway to a successful career.

Welcome to Kootenai Technical Education Campus (KTEC), a facility that is recognized for its unique and specialized educational programs. One of only a handful of professional-technical training centers in Idaho, KTEC serves approximately 450 juniors and seniors from area high schools. KTEC serves as a branch campus for area high schools, allowing high schools to offer a broader variety of courses, college credits, license preparation, and certifications.

The information contained in this handbook offers students a clear understanding of the exceptional educational opportunities, as well as personal responsibilities and expectations at KTEC. Each student selects a program which supports their particular educational goals or career objectives. These factors in combination with a student's dedication toward positively impacting their own personal and professional growth help to create a unique and profound educational experience.

All KTEC students, staff members and service providers are expected to:

- Respect themselves and others and all personal or public property.
- Arrive at class on time prepared to work.
- Contribute to a positive learning environment.
- Behavior expectations revolve around an employment theme. To check individual behavior, students can ask themselves, "*What would my employer say?*"
- Follow instructions, directions and performance standards of the class at all times.
- Work to achieve quality and work ethically.
- Complete enrollment forms including: Program Acknowledgement, Emergency Information, and program specific forms as required. Follow Program expectations, policies, and procedures developed as part of each class or program. **Because KTEC programs simulate business as closely as possible, the expectations, policies, and procedures mirror industry standards and include rules and regulations over and beyond the students sending high school.**

PARENT/STUDENT HANDBOOK

The Kootenai Technical Education Campus (KTEC) offers the following professional technical programs:

- *Automotive Technology*
- *Construction Trades*
- *Computer Repair and Networking*
- *Diesel Technology*
- *Health Professions*
- *Sports Medicine/PT Aide (@ CDA High School)*
- *Media Tech and Graphics(Venture)*
- *Automated Manufacturing Engineering*
- *Industrial Welding & Fabrication*
- *The Resort Academy*

PURPOSE

KTEC's program's objective is to prepare students for effective participation in an international economy as world-class workers and citizens. We will:

- Prepare students with job/career specific skills.
- Prepare students for lifelong learning.
- Assist students in making educational and career choices.
- Prepare students for initial and continued employment.
- Assist students in developing decision-making, communication, and problem solving, leadership, and citizenship skills.
- Provide a defined pathway to post-secondary educational institutions.

KTEC's classes are an extension of the student's home high school. Grades and credits earned at KTEC are recorded at the student's home high school. Additionally, all rules, policies, procedures and contracts applicable at the home high school also apply at KTEC's off-campus site locations, including travel to and from these site locations.

The Professional-Technical Education* staff, as with all educators, has high expectations of helping to develop responsible and caring citizens. This handbook covers many of the more obvious expectations of performance, dress, and behavior. All possible situations cannot be noted. Judgments will need to be made on an individual basis and some adjustments may need to be made in given situations. The basis for this handbook is for Procedures & Due Process for Attendance, Discipline and Transportation.

*** Professional-Technical Education will be referred to as CTE throughout the rest of the handbook.**

ATTENDANCE

If your student will be absent from KTEC please call the KTEC campus @ (208) 712-4733 or send an email to tammy@ktectraining.org or jody@ktectraining.org. All absences must be excused within 2 school days.

KTEC has implemented the Skyward Student Management System. One of the features is [Family Access](#). Family Access provides parents or guardians with access to real-time student information. *Parents are able to check grades, monitor attendance, update contacts and email teachers.* Another feature is the message center which allows teachers and administrators to post information to notify parents about their student or upcoming KTEC events.

Session Schedule

KTEC Main Campus

- | | |
|-------------------------|------------------|
| • Passing Time | 7:45-8:00 AM |
| • First Session | 8:00-10:30 AM |
| • Passing Time | 10:30-10:45 AM |
| • Passing Time | 11:15-11:30 AM |
| • Second Session | 11:30 AM-2:00 PM |
| • Passing Time | 2:00-2:15 PM |

Off Campus Locations

- If the student's KTEC program is held off campus the schedule is determined by the housing high school.

2016-2017 KTEC CALENDAR

TEACHERS RETURN	AUGUST 29
LABOR DAY	SEPTEMBER 5
FIRST DAY OF SCHOOL	SEPTEMBER 6
IN-SERVICE DAY (NO SCHOOL FOR STUDENTS)	OCTOBER 7
END OF 1ST QTR (NO STUDENTS)	NOVEMBER 4
CONFERENCES (NO SCHOOL FOR STUDENTS)	NOVEMBER 21
THANKSGIVING BREAK (NO SCHOOL)	NOVEMBER 22 – 27
CHRISTMAS BREAK (NO SCHOOL)	DEC 19 – JAN 2
MARTIN LUTHER KING DAY (NO SCHOOL)	JANUARY 16
END OF 2ND QUARTER (NO SCHOOL FOR STUDENTS)	JANUARY 27
PRESIDENT'S DAY (NO SCHOOL)	FEBRUARY 20
END OF 3 RD QUARTER (NO SCHOOL FOR STUDENTS)	MARCH 24
SPRING BREAK (NO SCHOOL)	MARCH 25– APRIL 2
MEMORIAL DAY (NO SCHOOL)	MAY 29
LAST DAY OF SCHOOL	JUNE 9
LAST DAY FOR TEACHERS	JUNE 12

TABLE OF CONTENTS

ATTENDANCE POLICIES AND PROCEDURES	7-9
TARDIES, ATTENDANCE REPORTING, TOUR, & MISSED BUS POLICIES	9-11
TRUANCY POLICY/ PHONE CALLS	11
PERMIT TO LEAVE POLICIES / PROCEDURES	11
MAKE-UP WORK POLICY	11
MAJOR DISCIPLINARY VIOLATIONS POLICIES	12
DISCIPLINARY POLICIES	13-15
STUDENT BEHAVIORAL EXPECTATION	15-19
SAFETY AND DISCIPLINE REFERRALS	19
SUBSTANCE ABUSE	19
VISITORS	19
TRANSPORTATION- BUS BEHAVIOR POLICIES / PROCEDURES	20
DRIVING PRIVILEGES and PARKING PERMITS	20-21
STUDENT INSURANCE	21
APPEALS PROCESS – ISSUES / CONCERNS	21

FORMS:

- Student Registration Card
- Transportation Liability Release
- Student Parking Registration
- Handbook and Fee Acknowledgement
- Internet Rules and Agreement
- School Calendar

ATTENDING KTEC CTE CLASSES

It is considered a privilege for a student to attend KTEC. A student must be enrolled at least part time at a KTEC member high school or be enrolled in another educational institution that has a tuition reimbursement agreement with KTEC in order to enroll at KTEC. In order to enroll or maintain enrollment at KTEC, students must agree to and follow all safety procedures, dress, and behaviors as outlined in policy, the student handbook or as directed by a staff member. Grades and credits earned at KTEC are recorded at the student's home high school.

Any student who withdraws from his/her home high school and enrolls in another member high school while enrolled in a KTEC program will keep their attendance, tardy and discipline records that pertain to their KTEC class. All of the student's records while attending KTEC will transfer with the student. It is the student's responsibility to update the KTEC attendance profile based on the home high school records and notify the KTEC office of their new home school.

The privilege of attending KTEC CTE classes relies on a bond of trust between staff and student. In order to enroll or maintain enrollment at the Tech Center, students must agree to and follow all safety procedures, dress, and behaviors as outlined in the student handbook or as directed by a staff member. Students are required to display the utmost responsibility and courtesy at off-campus classes and while in transit between all educational locations.

KTEC ATTENDANCE PROCEDURES

KTEC follows an attendance policy similar to business and industry in that a student is considered an employee or a professional and is expected to be in full daily attendance in order to assure that maximum learning and productivity are achieved.

All program instructors maintain the standards and attendance expectations for their programs. These standards teach what employers expect of their employees:

- **Being dependable** – Students are expected to be at school/work every day.
- **Being on time** - Students are expected to be prompt, not late, and ready to work.
- **Doing a full day's work** – Students are expected to stay on task, not leaving early or stopping work early, but completing what is expected and putting materials away.

Programs at KTEC include numerous hands-on skills which can be attained only by being in attendance. After the instructor presents and demonstrates a skill, students are given the opportunity to practice the skill. The skill application and practice in the shop or lab setting is critical to skill competency. The more the student is in attendance, the more they will learn and gain from the program. Consequences for absences and tardiness range from classroom discipline to suspension and loss of credit.

Students enrolled in KTEC's CTE programs may have no more than 9 absences per semester. An excessive amount of absences (9 or more) may result in a loss of credit at KTEC for the semester. Exceptions may be granted for hospitalization, homebound or school related activities on a case by case basis.

KTEC's CTE programs are delivered in a ½ day format (2.5 hours) each day, so when a student is absent it is the equivalent of missing 2 or 3 class periods in a traditional high school setting.

Students enrolling in CTE programs are expected to make a commitment to be in class each day. **Due to differences in participating school district calendars, it is possible that a student's high school may be out of school on a day in which students are expected to be in attendance in their Professional-Technical program.** *On these days, buses will still be running from the high school to the professional-technical programs and back, however, buses may not be available from the student's home to the high school.* **Please keep your transportation needs in mind when registering for a CTE course.**

We realize that students periodically need to be absent from class, so the following attendance guidelines have been developed:

- ***When a student exceeds nine (9) absences in any class during a semester they must appeal for credit.*** In this process, the student must present documentation of absences and a letter of explanation to the attendance appeal committee. It will be the student's responsibility to maintain such documentation and submit it to their PTE instructor prior to the attendance committee's review meeting. Appeals may be made on the basis of doctors' excuses, school sponsored sports/leadership activities, funerals, court appearance, or other extenuating circumstances. Verification must accompany the letter of appeal. The Tech Center Administrator and appeal committee will rule on the appeal and notify the concerned parties. Upon notification that a student will need to appeal for credit due to attendance, a student may remain in the class until a decision has been reached by the appeals committee. If a student receives notification from the appeals committee that their appeal for credit was denied, they may remain in the class without receiving credit, with the approval of the teacher, their home school principal and the Tech Center Administrator. Factors determining whether a student may or may not remain in class include: total days absent, disciplinary record, attitude and any safety violations.
- At the ***third (3rd) absence***, a letter will sent via email to the parent or guardian outlining the attendance policy along with notification that their student has accumulated three (3) unexcused absences.
 - ***A student who accrues nine (9) or more absences or truancies in any class may lose credit for the semester.*** Credit will be reinstated when:
The student has a passing grade for the course. If a student takes the EOCA and consequently loses credit, he/she may appeal to an academic committee to reinstate credit.

Loss of Credit

Each school shall keep accurate attendance records. Credit will not be given to any student in a subject when the student was not in attendance for at least 90% of the time that the subject was being taught per semester.

Absence from class for any reason, including illness and family convenience, shall be counted when the hours of attendance and consequent eligibility for credit is calculated. The attendance policy shall be applied by class each semester. If a student is not present for more than 50% of a class regardless of the reasons, he/she shall be counted as absent for the entire class period.

School officials shall warn a student and his/her parents/guardians in writing of an impending loss of credit due to excessive absences. School officials shall immediately notify a student and his/her parents in writing when credit in class has been denied.

After a student has been notified that credit has been withheld, he/she may file a petition requesting a waiver of the attendance policy in order that credit may be granted. Such petition shall be filed with the school Director. The Director, after reviewing the petition, shall approve or deny petitions for waiver. Any permanent loss of credit shall be clearly marked on the student's report card and permanent record.

Building principals will consider a student's attendance record as a whole in making their decisions. "Extraordinary cases" are generally understood to be those in which a student's absences were due to circumstances beyond the control of the student, parent, and/or the school. Because a student is considered to be in control of his/her own actions, truancy or any suspension from school or class for discipline purposes will not be considered an extraordinary circumstance.

The following "extraordinary" criteria may be considered when reviewing petitions for waiver of the attendance policy.

- a. Documented illness or emergency medical treatment.
- b. Death in the immediate family.
- c. Activities involving state or national recognition.
- d. Requirement to appear for legal proceedings...
- e. Documented family crisis or emergency.
- f. Other unusual circumstances judged by the principal as "extraordinary" on the individual merits of the case.

There will only be 2 days to clear or excuse an absence.

TARDIES

A student is tardy to class if he/she is not in his/her assigned class when class begins. A student who is **fifteen (15) or more minutes late to a class is considered ½ day absence.**

- (3) tardies will result in (1) unexcused absence.
- All students who are tardy need to check and sign in at the main office or may be considered absent.

All teachers will keep accurate attendance records in their regular grade book. Thus, the teacher's grade book will be the authoritative documentation in the event of a disagreement relative to a student's attendance.

Tardiness is a part of attendance. Being on time, whether to class, work, or an appointment is an important habit to establish. In school, tardies also result in unnecessary disruptions to class. Tardies are recorded in attendance records and report cards. Students are to be considered tardy if they are not in their seats with appropriate books and materials when the tardy bell rings. Tardies from doctor/dentist office will be excused. **Tardies from oversleeping, car trouble, snowy roads, etc. will not be excused, even if a parent calls in to verify the tardy.**

Tardies will be cumulative throughout the semester. Tardies will be accrued and counted in overall classes, not on a class by class basis. Excessive tardies will result in appropriate disciplinary action as outlined below.

There will be a weekly tardy check. ***There will only be 2 days to make up any tardy. If you are unable to make up the tardy you must make arrangements with instructors for an alternative.***

Attendance Appeals Committee

The attendance appeals committee will be made up of the PTE instructional staff, a KTEC administrator and the principal (or designee) of the students home district.

KTEC ATTENDANCE POLICY -RECAP

- 9 absences – maximum
- 9th absence – loss of credit
- Appeals go to the KTEC Appeals Committee in writing by student.
- 3 tardies = 1 unexcused absence
- No appeal without documentation of absences

SCHOOL TRANSITION POLICIES

Any student, who withdraws from his/her home high school and enrolls in another member high school, while enrolled in a KTEC CTE program, will keep their attendance, tardy and discipline records that pertain to their KTEC CTE class. In other words, all of the students' records while attending KTEC'S CTE programs will transfer with the student. It is the responsibility of the student or parent to notify the KTEC office when there has been a change in a student's home school.

ATTENDANCE REPORTING POLICY

It is the student and parent's responsibility to update a student's attendance profile based on the home high school records. ***Parents/Guardians: Always call or email BOTH KTEC and the home high school when your student is absent or tardy.***

INTERNSHIPS AND TECH PREP COLLEGE TOUR ATTENDANCE POLICY

Good attendance is important for successful careers in trades and industry. We honor our industry advisors by allowing only those students with five (9) or fewer absences to internship or attend tech prep tours to our partner colleges, job shadowing, field trips, and student leadership competitions.

MISSED BUS POLICY

When/if a student misses the bus from his/her home high school to KTEC he/she is to report and sign-in at his/her home high school attendance office.

TRUANCY POLICY

All truancies are considered major disciplinary violations. Truancy is an unexcused absence from school. If a student leaves school without permission, this is also considered truant. Truancy will also be issued if a student is not in his/her assigned class/area and under the supervision of the assigned teacher while on KTEC campus. Example: students may not be in the parking lot, another shop area, another class or hallway without written approval from their classroom teacher for that specific period.

LEAVE POLICY/PROCEDURE

Once a student reports to class, the only time he/she may leave is with permission from their parent/guardian.

MAKE-UP WORK POLICY

As a general guideline, make-up work and assignments for students with an excused absence will be provided. The classroom teacher will provide make-up material for classes missed, for legitimate reasons, as follows:

1. Text pages covered in class and/or portions of the class outline covered during the student's absence.
2. Information relative to the assignment of special projects required of all students.
3. A copy of all handout materials that were given to students present in the class. Papers, assignments, tests, etc., that were announced while the student was in attendance prior to the absence are due to be submitted or completed on the day the student returns to school. A student will be allowed two (2) days for each day of excused absence to make up new material presented during the absence. Make-up time is not to exceed six (6) school days from the time a student returns to school following an absence. Additional time may be granted at the teacher's discretion under extenuating circumstances.

Procedure for Obtaining Make-Up Work

When a student is absent the student or parent/guardian may call or email the instructor to request assignments. The instructor can only accept phone calls before or after regular class hours (prior to 8 am and after 2 pm).

Note: Shop work may not be able to be made up at home. Therefore, a student may be assigned makeup shop work before or after class, subject to instructor's availability.

MAJOR DISCIPLINARY VIOLATIONS POLICIES

The following are examples (not inclusive) of major disciplinary violations.

1. Truancy.
2. Insubordination toward or non-compliance with an instructor's or staff member's directions.
3. Unauthorized entry, theft, and/or vandalizing of school property or property of school employees, students, and/or visitors.
4. Verbal or physical abuse (hazing, fighting) of other students, school employees or visitors.
5. Possession, use, sale, distribution and/or intent to distribute any illegal or controlled mood-altering chemical, medication, look-alike drug, or abuse chemical on school property, at school-sponsored events or on school buses. Individual's under-the-influence of such chemicals on school property, at school-sponsored events or on school buses shall be in violation of this policy.
6. Use and/or possession of tobacco on school grounds.
7. Possession of firearms or other objects that might be considered weapons.
8. Possession or ignition of fireworks or other explosives.
9. Making bomb threats or activating the school fire alarm without appropriate cause.
10. Refusal of students to identify themselves to school personnel upon request.
11. Violation of school parking and safe driving regulations.
12. Inappropriate or unauthorized use of school computers or equipment.
13. Compliance with industry standard attire.

Whenever a student is found to be in violation of any of the above, any or all of the following proceedings may be initiated:

- Behavior contract
- Withdrawn from KTEC and referral back to the student's home high school.
- Referral to the student's home high school for possible suspension and/or expulsion.
- Referral to the proper law enforcement authority.

Note: If a student is removed from KTEC for any reason, and wishes to return the following semester period, a behavior/attendance contract will be implemented. The contract must be signed by both student and parent/guardian in order for the student to regain the privilege of attending classes at KTEC.

THIS POLICY WILL BE IMPLEMENTED TO AFFECT THIS PURPOSE

The KTEC Director will collaborate with each student's home school principal regarding student disciplinary actions, which may include suspension or expulsion in accordance with School District Policy.

SPECIAL EDUCATION & 504 STUDENTS SUSPENSION/EXPULSION PROCEDURES

All disciplinary action, which may result in a special education student being removed from their educational programs, requires immediate involvement of special education supervisory staff, in accordance with IDEA.

NOTE: Students that aggressively harm themselves, other students, staff, vehicles, equipment, or are considered a safety hazard are subject to removal.

DISCIPLINARY POLICIES

Most employees do not lose their jobs from lack of ability and skill, but rather as a result of a lack of self-discipline and poor attitude. KTEC will help students to develop and reinforce self-control, orderliness, respect and efficiency necessary to maintain a positive attitude, self-discipline, and overall effectiveness as a future employee.

Each staff member at KTEC is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly and honestly. In the event that disciplinary action is warranted a progressive process is followed. Individual staff has the right to remove any student from participating in the program for the day if that student's behavior constitutes a disruption. Further progressive disciplinary action may result at administrative discretion to include permanent removal from the program if the behavior is determined to be disruptive to other students or to the educational process.

Prohibition of Gangs and Hate Groups: Gangs, hate groups and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, national origin or disability are inconsistent with the fundamental values and educational environment of KTEC. The activities of such groups and their members are prohibited on school district property and at all school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, gestures that provoke violence or seek to advocate the purpose and objective of such groups. Disciplinary action may include suspension or expulsion.

Sexual Harassment: It is the policy of KTEC to maintain a learning environment that is free from sexual harassment. Each student has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. It shall be a violation of this policy for any employee or student to harass through conduct or communication of a sexual nature. Sexual harassment is a form of misconduct that undermines a student's relationship with educators and with other students. No student, male or female, should be subject to unasked and unwelcome sexual overtures or conduct, verbal, written or physical. This behavior refers to sexual overtures or conduct that are not only unwelcome but that are personally offensive, that affect morale and that, therefore; interfere with a student's ability to study or participate in school activities or programs. Students

who believe they are being harassed should report the situation to any of the following persons immediately: a) a guidance counselor; b) a teacher; c) the Tech Center Administrator.

HARASSMENT, INTIMIDATION, BULLYING, AND CYBER BULLYING

KTEC is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteer and patrons, that is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics, when the act is intended to result in any of the following:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, or cyber bullying. "Other distinguishing characteristics" can include but are not limited to:

- Physical appearance, clothing or other apparel,
- Socioeconomic status,
- Gender identity,
- Marital status,
- And weight

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including social media) which has the effect of:

- Physically, emotionally, or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional, or mental harm;
- Placing a student in reasonable fear of damages to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

KTEC has no duty to regulate off-campus Internet messages, statements, postings, or acts. However, KTEC reserves the right to regulate, review, investigate, and discipline students for cyber bullying or for other disciplinary violations when such Internet statements, postings, or acts threaten violence against another student or otherwise disrupts the learning environment or orderly conduct of the schools, school business, or school activities. This applies to cyber bullying or other violations whether made off-campus with personal digital devices or made on any school campus, at any school-sponsored event, on school-provided transportation, at any official school bus stop, or using district communications systems or devices. KTEC's reservation of rights does not impose on the KTEC or any school, a duty to regulate or review off-campus Internet messages, statements, postings, or acts.

Behaviors/Expressions

Harassment, intimidation, bullying, or cyber bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks,

gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, bullying, or cyber bullying may still be prohibited by other district policies or building, classroom, or program rules.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Prohibition of Weapons: KTEC has **"zero tolerance"** for any student who brings to school weapons, look-alike weapons, or other objects/substances/chemical sprays, which are a threat to the health and safety of other students, staff members or visitors, or is a disruption to the educational process. Possession and/or use of these objects/substances at school or at any school-sponsored activity will result in formal suspension procedures and possible expulsion.

It is everyone's obligation to report anyone with a weapon at school. Students are encouraged to be mature in this serious responsibility to classmates and staff. The Tech Center is a community dedicated to working TOGETHER to make this a safe place to learn and to work. Students, staff, parents and administrators must make safety a number one priority.

If a student has knowledge of anyone with a weapon, report it to any teacher, counselor or Administration IMMEDIATELY. Students should move away from the endangered area without delay. Desks and lockers are school property and school authorities may make reasonable regulations regarding their use. Lockers are subject to inspection and search by school officials if it is determined there is reasonable suspicion.

STUDENT BEHAVIORAL EXPECTATIONS:

Cell phones and any electronic device: Cell phone usage is **NOT** permitted in building, classroom or lab areas. Each class will have a designated cell phone turn in area for the duration of the class session. Otherwise cell phones should be left in vehicle. This policy will also apply to new technologies that may be developed for similar purposes. Any portable communication and other electronic devices are strictly prohibited in the classroom. Use of an electronic device to exchange information (i.e. text messaging), access wireless resources or the Internet during assessments will be considered cheating. **The use of an electronic device for the purpose of cheating and/or plagiarism will result in a grade of zero for the questioned work and confiscation of the device.** Repeated violations may result in removal from class, loss of credit, suspension and/or expulsion. No use of digital cameras or cell phone cameras will be permitted in the restrooms or locker room areas at any time. Students are responsible for the safety and security of their portable communication and other electronic devices. The District will assume no responsibility in any circumstance for the loss/destruction/damage or theft of portable communication and other electronic devices. Students will be responsible for locating such lost/stolen items. For the safety and security of students and to avoid disruption of the instructional process, students shall not display, use, or activate cellular communication device during the instructional day. For the purposes of this policy, the "instructional day" is defined as the moment a student enters the school building to the final dismissal bell. The "instructional day" includes, but is not limited to, independent study, breaks, class changes and any other structured or non-structured instructional activity that occurs during the normal school day. Students are responsible to ensure that their devices are turned off and out of sight during the instructional day.

Discipline: On the first offense, the cellular communication device will be confiscated and a parent/guardian will be required to attend a conference with an administrator or designee and the device will be returned at that time. Confiscated cellular communication devices will not be released to minor students except under extreme circumstances. Additional consequences for violation of cellular communication devices use may include suspension and/or expulsion in extreme cases. A student who intentionally commits, or conspires to commit, or aids or abets, an act of harassment, intimidation or bullying against another student or staff member through the use of a land line, cell phone, or electronic transmission (e.g. text messaging, e-mail, IM, blog, webpage, social networking) regardless of where it is initiated, whether at a residence, a public place or on school property, during school hours or outside the school day may be referred to law enforcement. (Idaho Code 18-917A).

1. **Fighting:** Any student responsible for instigating a fight and/or any aggressive form of physical contact (i.e. pushing, shoving, hitting, punching, and choking) with another student could be subject to removal from class. The duration of the consequence will be dictated by the seriousness of the situation and at the discretion of the Tech Center Administrator or designee. This includes any form of verbal or physical abuse.

NOTE: Fights or any other irresponsible behavior that occurs off school grounds, during school hours, and while in transit to or from the Tech Center will be subject to

disciplinary action. Discipline could include suspension, loss of driving privilege and/or mandatory bus transport.

2. **Food & Drink:** Food and/or drink may be purchased ONLY before or after class.
3. **Litter:** It is the responsibility of the entire school community to keep the building and its premises clean. It is expected that students will pick up litter and place it in a proper receptacle. Students who litter may face disciplinary action.
4. **Identification:** Students are expected to identify themselves (name, class, and school) to any staff member when asked. A student will be considered insubordinate (Major Disciplinary Violation) if a truthful identification is not made.
5. **Student Dress:** Student attire is expected to be appropriate for the workplace and grooming should be appropriate to the school and work setting and must not be a distraction or endangerment to themselves or other students' health or safety.

Dress Code: Dress standards at KTEC are established in an effort to directly connect to the expectations in an employment setting. Therefore, several of the standards acceptable at the comprehensive high school level may not be deemed acceptable by KTEC employability standards. Dress standards are determined by industrial/programs and may be different from program to program. Standards of dress do not deviate on math/science days or by seasonal factors.

The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
- Create a health or other hazard to the student's safety or to the safety of others.

The Director, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the director/designee reasonably believes that the student's dress or grooming does the following:

- Creates a hazard to the student's safety or to the safety of others.
- Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

In order to maintain adherence to the student dress policy, students may **not** wear the following:

- Overly baggy clothing
- Overly tight clothing
- Shorts are not to be worn at KTEC, unless explicitly deemed appropriate to industry standards as outlined by your program instructor. Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms raised becomes visible. These may include, but are not limited to:
 - Boxers
 - Sheer tops
 - Mesh tops
 - Overly large openings at the neck or arms
 - Off the shoulder tops
 - Spaghetti straps
 - Halter tops
 - Tube tops
 - Swim tops
 - Clothing that exposes the midriff
 - open toed or heeled shoes

- Clothing or accessories with offensive pictures, symbols or sayings. These include, but are not limited to:
 - Demeaning statements
 - Violent statements
 - Sexual statements
 - Racial statements

- Attire or accessories which identify affiliation with movements, groups, or values inconsistent with or that detract from the academic environment including, but not limited to:
 - Any gang affiliated clothing
 - Extreme gothic clothing
 - Sexually provocative clothing
 - Clothing with attached excessive chains, cords, straps, etc. (bondage clothing)

- Clothing that advertises or promotes tobacco, alcohol or other drugs.
- Jewelry or accessories that could be used to cause harm or injury.

A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.

If the student's dress or grooming is objectionable under these provisions, the director/designee shall request the student to make appropriate corrections. If the student refuses, the director/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the director/designee shall take appropriate corrective action. Students may be suspended, if circumstances so warrant and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the director/designee may determine. All students shall be accorded due process safe-guards before any corrective action may be taken.

1. Inappropriate dress may include but is not limited to: hats/bandanas or other headwear and/or clothing which disrupt the education process and/or promote tobacco, alcohol, drug use, or promote or imply profanity, obscenities, sexual suggestion, or gang involvement are not allowed. Clothing which exposes the midriff, chest, or open back area are not allowed. Tube or spaghetti strap tops or other clothes that expose or do not fully cover all undergarments are not allowed. Skirts, dresses or shorts which do not substantially cover the majority of the thigh area are not allowed.
2. All dress standards apply in addition to or in conjunction with the employment standard of each program as defined by the program instructor.
3. Protective clothing as required by specific industrial standards.
4. Dress or appearance must not present a health or safety hazard.
5. All students must wear industry standard shoes at all times.

Public Display of Affection: Excessive physical contact and public displays of affection are not acceptable on school grounds, school buses, at school activities, or work sites.

Tobacco Policy: Students are not permitted to smoke or to chew tobacco on school grounds. Students are also not permitted to carry tobacco products on campus. Violation of this policy will be met with disciplinary action as outlined in the Substance Abuse Policy. Violations of this policy may be subject to referral to law enforcement. This includes vaporizers and e-cigs.

Parking: All students who wish to park their vehicles in the Tech Center's parking lot must park in the designated areas. Students who park in unauthorized zones will lose driving privileges. KTEC does not assume responsibility for any vehicle parked on the Tech Center's grounds. Vehicles left in the parking lot overnight, without permission, will be towed at the owner's expense. There is no loitering, sitting in vehicles or music playing in the parking lot. Upon arrival at the Tech Center, students must immediately enter the building.

Lockers: A locker is not provided to each student enrolled in KTEC. Some students will be assigned a locker for the safe keeping of books and personal articles. The school however, is not responsible for any articles that might be stolen from these lockers. Students must buy their own locks in order to secure their belongings. They are also encouraged NOT to leave valuables in the lockers and NOT to share locker combinations with others. Students will be held responsible and if necessary, assessed for any damage caused to a locker by neglect, vandalism or misuse. Lockers are subject to inspection and search by school officials if it is determined there is reasonable suspicion.

Language: Students are to use appropriate language at ALL TIMES on campus.

Vandalism: Theft, destruction of, writing on (keying), or intentional damage of any type to the Tech Center, vehicles, personal property, etc. will result in immediate disciplinary action and referral to law enforcement.

Verbal Abuse: Anyone, who threatens, insults, abuses, harasses or attempts to intimidate a student or a school employee will face immediate disciplinary action. There is zero tolerance for anyone who jeopardizes another person's safety or well-being either by word or action. Discipline Policy may require removal from the Tech Center or rescheduling into another class time.

Theft: Anyone who steals or is in possession of a stolen item(s) will be referred to law enforcement. **NOTE: It is a student's responsibility to report any information concerning a theft, vandalism or an impending fight.**

SAFETY/DISCIPLINE REFERRALS

It is the utmost concern of the Tech Center's staff that each student learns and works in a safe, non-threatening educational environment. Teaching safety is our first priority. Safety habits and attitudes are among top concerns of any employer. Our staff strives to convey this idea. The Tech Center provides one free pair of safety glasses, a locker for each student (lockers may be opened by program staff as needed). The student pays for coveralls. It is the student's responsibility to wear the glasses, wear the designated shop attire, and to wear industry standard shoes. It is also the student's responsibility to secure all belongings (with their own lock) in his/her locker at the end of each day. Any running, teasing, jabbing, sparring, or horseplay of any kind or by any other name will not be tolerated.

SUBSTANCE ABUSE

Any student who comes on the Tech Center's grounds or to any CTE activity on or off campus under the influence of or in possession of any drug (i.e. tobacco, alcohol, or any illegal substance) may be prosecuted (Idaho Code 33-210). Students may be remanded to the custody of the local Police Department. They may face suspension and possible expulsion from the Tech Center or other member school districts. The Tech Center Administrator and the student's home high school principal will be notified by the teacher if a suspected substance abuse problem occurs.

VISITORS

1. All visitors must check-in with the office.
2. Visitors may not use any equipment, work on vehicles, use materials, etc...
3. Students may not bring friends or other non-enrolled students to any KTEC facilities without prior approval from the KTEC Administration. Approval must be at least one day in advance.
4. To be on KTEC grounds at a time other than the student's regular assigned time, a student must have permission from all of the following: KTEC Administrator, instructor and parent/guardian.

TRANSPORTATION POLICIES AND PROCEDURES: BUS BEHAVIOR

Safety is the most important factor in the school transportation program. Many times, safety is a reflection of the passengers' behavior on a bus. When students conduct themselves well, safety hazards are greatly reduced. Students who do not respect the rights and safety of others and fail to observe proper bus conduct must expect to forfeit the privilege of riding the buses provided by the school district.

First Offense: Students will be warned by the director and a written notification will be sent home to parents. A possible suspension of privileges might occur.

Second Offense: Students will forfeit their privilege to ride the bus for one week (five school days). Students must be in attendance at school for the five days.

Third Offense: Students will be suspended from the bus for the balance of the semester or possibly for the remainder of the school year.

NOTE: To insure the safety of all our transported students, incidents that occur while on the bus, to or from the Tech Center, will count as a safety violation against the offending student's safety record.

DRIVING PRIVILEGES

Bus transportation is provided to and from the home high schools and to off campus sites. Students are allowed to drive to the Tech Center with the understanding that it is a privilege, not a right. Students must fill out a parking permit form and must follow the driving rules of their home high school. Students drive and park their vehicles at their own risk.

KTEC is not responsible for any damage or theft to a vehicle. If, in the opinion of a staff member, a student demonstrates any type of driving irresponsibility while on the site or to and from the site, he/she may lose their driving privileges and be required to ride the bus.

Since driving to KTEC is a privilege, any student vehicle parked in the campus parking lot is subject to search. This is especially true if a theft has been reported or if there is reasonable suspicion of illegal materials in the vehicle. Student parking passes for KTEC are required.

The following are examples of, but not limited to, incidents that are strictly forbidden and may result in revocation of the driving privilege.

1. Improper parking
2. Blocking traffic or not yielding to school buses.
3. Leaving school grounds with riders in the back of a pickup truck.

4. Dumping litter out of vehicle.
5. Spinning tires.
6. Excessive speed in parking lot and on the street.
NOTE: Speed limit in and around the parking lot is 5 mph.
7. Lack of valid driver's license.
8. Lack of proof of insurance or registration.
9. Complaints from any local businesses or citizens.
10. Parking in non-student assigned areas or parking off campus.
11. Returning to school early and creating a disturbance in the hallways or parking lot.
12. Leaving the Tech Center during class hours without permission (truant).

Drivers/owners are responsible for any incident in and around their vehicle. Any infractions may result in one or more of the following:

1. Loss of driving privilege
2. Mandatory bus transportation.
3. Traffic citation issued.
4. Removal from classes.
5. Parking lot clean-up

STUDENT INSURANCE

KTEC does not provide student insurance coverage for any student accidents or injuries within or around the labs. Parents are advised to purchase health insurance for their student.

APPEAL PROCESS – ISSUES/CONCERNS

If students have an issue or concern that they need to voice, please follow the process listed below until the issue is resolved.

Student issues or concerns:

- Step 1 – Teacher conversation
- Step 2 – Director – Mr. Colby Mattila