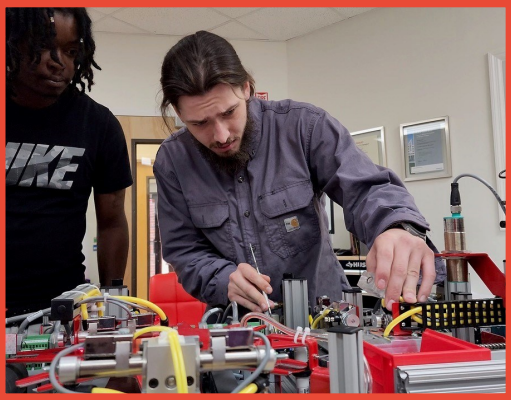
KTECH®



STUDENT HANDBOOK

goktech.org

140 Castle Drive Madison, AL 35758 256-880-3455

Message From the Founder/CEO

Lee Marshall

Welcome to KTECH, a workforce training initiative of Kids to Love.

As you explore these pages, you'll discover how KTECH is different.

KTECH offers hands-on, one-on-one instruction to connect you to a career in the growing advanced manufacturing industry. Through our program featuring Mechatronics supported by Snap-on Tools, you will be exposed to the foundations of industrial mechanics and maintenance. We also offer Industrial Robotics and Soldering to help "level up" your skills from other workers.

In addition, our Virtual Reality Academy can prepare you to enter an exciting and innovative industry segment in its infancy. The path you choose to pursue can prepare you for up to four industry recognized certifications.

Life Lab Academy helps you develop not just as a student, but as a person. You'll receive expert guidance in areas such as healthy living, financial security and interview skills.

Our students are family, and our team works hard to support them in and out of the classroom. We strive every day to serve with excellence, and you will experience it the moment you walk through our doors.

We are excited you are considering KTECH! We can't wait for you to write your success story with us.

Lee Marshall
Founder & CEO
Kids to Love and KTECH

KTECH® AMBASSADORS

Joe Demos State Farm Agency
Joe Demos
Owner

Element Materials Technology
Heath Dawson
Safety Officer

CB&S Bank
Taron Thorpe
Regional President

City of Madison
Paul Finley
Mayor

Tyonek Native Corporation
Stephanie Deemer
Director of Marketing & Communications

Mazda Toyota Manufacturing
Rylee Anderson
Education & Community Specialist

Nextek, Inc.
Annette Statum
Senior Director, Human Resources

Redstone Federal Credit Union
Ian Pinkerton
AVP Business Innovation

Rivenbark & Roper Antiques
Ken Rivenbark
Owner

Two Men And A Truck
Joe Hollingsworth
Franchise Owner

Bocar US
David Castaneda
HR Generalist

Technical Training Aids
Travis Coon
President

TTGI
Carl Duckett
Chief Executive Officer

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Faculty and Staff Directory

Front Desk Main		256-880-3455	
FACULTY			
Chris Dow	Lead Instructor	256-684-3707	chris.dow@goktech.org
Keith Laney	Instructor	931-993-7924	keith.laney@goktech.org
Ed Brunner	Instructor	757-746-4971	ed.brunner@goktech.org
Karl Liggin	Instructor	256-714-0897	karl.liggin@goktech.org
Mike Murdock	Instructor	256-426-2308	mike.murdock@goktech.org
Sherrie Maine	Instructor	267-471-0808	skmaine@gmail.com
STAFF			
Paul Emerson	Recruitment Specialist/ Instructor	972-979-0852	paul.emerson@goktech.org
December Guzzo	Therapist	256-513-1944	decem-ber.guzzo@kidstolove.org
Kelly Croce	Program Coordinator	256-683-9197	kelly.croce@goktech.org
Lee Marshall	CEO		

KTECH Faculty

Chris Dow - Lead Instructor
Mechatronics, Robotics, and Soldering
B.S. Mechanical Engineering, University of Maine
Yaskawa Certified Instructor FS100 Basic Programming
Certified IPC Trainer; Universal Robot Instructor
Siemens Certified Instructor, Level 1 Mechatronics
Cognex & Keyence Instructor

Ed Brunner - Instructor
Mechatronics, Virtual Reality
B.S. Electronics Engineering Technology, ECPI University Virginia
Siemens Certified Instructor, Level 1 Mechatronics
Fanuc Handling Tool Operation and Programming
Certification; NCCER Instructor Certification
Cognex & Keyence Instructor; Certified IPC Specialist; Universal Robot Instructor

Karl Liggin - Instructor
Math Review, Robotics, Virtual Reality
B.A. in Vocal Performance, Barry University
Yaskawa Certified Instructor FS100 Basic Programing

Keith Laney - Instructor
Mechatronics
Tennessee College of Applied Technology (TCAT)
Diploma- Industrial Electricity and Electronics
Certifications in: ABB Robotics IRC5 Basic Programming, ABB Robotics IRC5 Mechanical Maintenance, FANUC Robotics R30iA Electrical Maintenance and Tool Operation and Programming
Toyota Motor Manufacturing Group Leader
TCAT - Industrial Maintenance Instructor

Mike Murdock - Instructor Emeritus
Mechatronics Lab Support
Siemens Certified Instructor, Level 1 Mechatronics

KTECH Faculty

Sherrie Maine—Instructor
Soldering
AAS in Aerospace Technology, Calhoun Community College
Certified Aerospace Core Technologies, SpaceTEC

KTECH Staff

Paul Emerson, Recruiting Specialist & Instructor
Mechatronics
B.S. & M.S. Electrical Engineering, Georgia Tech
Inventor/Co-inventor of 13 patents for various electronic circuits

Kelly Croce - Program Coordinator

A.S. General Studies, Calhoun Community College

B.S. Psychology with a concentration in Crisis Counseling,

Liberty University

December Guzzo, Therapist

B.S. Psychology—Athens State University

M.A. Social Work—University of Alabama

Articulation Agreements

KTECH® has articulation agreements in place with several educational institutions for the transfer of credit for the completion of the Mechatronics courses (with a B or above GPA):

Calhoun Community College accepts 12 semester hours for successful completion (A or B) of the KTECH® Mechatronics Program. The credits are accepted as ELT108/109 AC/DC Fundamentals, ILT 163 Digital Fundamentals, and ADM 105 Fluid Power Systems. CCC also accepts 3 semester hours for successful completion of the KTECH® Virtual Reality Academy as Computer Science 101.

Motlow State Community College accepts 15 semester hours for the successful completion of the KTECH® Mechatronics Program.

University of North Alabama accepts 12 semester hours for the successful completion of the KTECH® Mechatronics Program. (MEC 140, MEC 220, MEC 160)

Wallace State Community College accepts 12 semester hours for the successful completion of the KTECH® Mechatronics Program.

University of Alabama Huntsville accepts 12 semester hours the successful completion of the KTECH® Mechatronics Program, 1 hour for J-STD soldering certificate and 1 hour for Yaskawa FS100 Basic Programming

About KTECH®

Since 2004, Kids to Love has met the needs of those in foster care. Foster children interested in college are awarded college scholarships putting them on a pathway to success. Sadly, those aging out of Foster Care without a plan are ending up in prison. The numbers are staggering. 75-80% are in prison. These statistics weighed heavy on the heart of Kids to Love Founder and CEO Lee Marshall and she set out to find a solution. She found the solution at Motlow College with a program in Mechatronics. At Kids to Love, our solution is a workforce training initiative called KTECH.

KTECH is hands-on, interactive, one-on-one instruction connecting students to jobs. In Alabama, as across our nation, there is an increasing shortage of workers with essential technical training. KTECH is open to those aging out of foster care and under-resourced, Veterans, and nontraditional students. By training these groups, we change lives through pathways or second chances at success.

Since its inception in 2016, KTECH has awarded more than 300 certifications. KTECH is one of three schools in Alabama to qualify as a Siemens partner school and we are a private school licensed by the state of Alabama. KTECH meets the needs of both industry and students.

FOR INDUSTRY, there is an increasing shortage of workers with essential technical training.

FOR STUDENTS, there's the need for success and higher earning potential. Mechatronics is an accelerated 16-week course that puts students on the fast-track toward a career in industries such as industrial mechanics, advanced manufacturing, automotive, finance, and healthcare.

KTECH Diploma Track Students are provided training in the foundational areas of safety and maintenance of systems including electrical, mechanical, fluid power, and computer controls. This mechatronics program earns 12-16 semester hours transferable to articulated partners. Credential offered: *Siemens Certified Mechatronics System Assistant.* Integral to KTECH's Diploma Track is our Life Lab, utilizing community volunteers to teach industry-desired soft skills.

KTECH Certificate Track Students can gain experience with soldering (56 hour coursework) and industrial robotics (48 hours). Robotics training leads to the internationally-recognized *Yaskawa Industrial Robotic certification in FS100 Basic Programming with Material Handling*.

KTECH students can select to pursue all of our certifications or select the ones that interest them the most.

Since 2018, we have awarded over three hundred certifications with the addition of Soldering and Robotics students who have graduated KTECH.

In 2020, KTECH expanded its workforce training footprint to train workers at one of north Alabama's leading automotive manufacturers. The KTECH team created customized training with the launch of its first class in August 2020 and continuing in 2021. This achievement, along with our excellent track record, led to our being awarded "Service Provider of the Year" by the Alabama Automotive Manufacturers Association.

Also in 2021, KTECH launched the Virtual Reality (VR) Academy, the only one of its kind in the region. Students use VR computer technology to create immersive 3D simulated environments. While developing unique learning, training and gaming scenarios, students are exposed to Software Management processes equipping them with intern-level development skills while also earning three (3) Computer Science credits.

KTECH® is located in the **Kids to Love Center** at

140 Castle Drive in Madison, Alabama 35758

Equal Opportunity

KTECH encourages the success of each individual. We strive to uphold the rights of the student as he/she takes the vocational journey through our program. KTECH believes that this positive, engaging environment results in higher employee engagement and retention, improved decision making, and increased innovation.

KTECH does not discriminate against people on the basis of race, skin color, age, sex, gender, national origin, religion, economic disadvantage, or mental and/or physical disability.

The KTECH® Vision

Our vision is to establish and sustain a pipeline between industry and a certified employment pool.

The KTECH® Mission

Our mission is to provide specialized workforce training and credentialing for high demand occupations to a targeted, underserved population thereby addressing the following three areas: industry's need for skilled workers, community's need for increased employment rates and the individual's need to be a productive, contributing member of society.

Critical Issues Facing Alabama's Manufacturing Sector

- Budgetary pressures at the state and local levels
- Ever-changing technology
- Average age of the skilled, American worker is now 59
- High cost of training, recruitment and moving expenses
- Loss of apprenticeship programs
- Meeting the needs of new industry recruitment in our area
- High school graduates lack of career readiness

What is Mechatronics?

"Mechatronics" refers to the blending of Mechanical and Electronics systems. The pillars of mechatronics- electrical circuits, mechanical and electric drives, computer programming, and fluid power– all support automated manufacturing system control and maintenance. The study of mechatronics is loosely synonymous with "electromechanical engineering" and "industrial mechanics (millwright)".

The technology inherent in a mechatronics system forms the backbone of sophisticated processes and operations which demand speed and precise performance. Systems which utilize sensors, microprocessors, and advanced controls- advanced manufacturing lines, modern transportation (on land, sea, air and space), power generation and telecommunications to name a few- depend on mechatronic systems technology.

What is Soldering?

Soldering involves the assembly of electrical components and wires to printed circuit boards (PCB). PCBs are integral in almost every electronic device in use today.

What is Robotics?

Robotics involves the operation and programming of industrial machines used in automation of material handling, welding, machining and assembly. Computer control, sensory feedback and information processing are topics intrinsic to the use of robotic systems.

What is Life Lab Academy?

Our Life Lab Academy offers soft skills training highly desired by employers. Community partners– experts in their respective fields– lead these valued sessions. Life Lab is mandatory for Mechatronics students and classes are held every Tuesday from 1-3pm.

Soft Skills Training is mandatory for Mechatronics students. Classes are held every Tuesday from 1-3pm

Life Lab Academy

Life Lab Academy is a required component of KTECH's Diploma Track program. Life Lab curriculum is embedded in the program training experience and includes lecture, discussion, hands-on application, projects and cooperative learning which are broken up into 4 series of classes.

Character

This series will begin with teaching tools for tackling life. The goal is to build healthy strategies for daily living through teamwork, problem-solving, healthy nutrition and physical fitness.

Wisdom

This series focuses on financial literacy in the areas of budgeting, credit, emergency funds and investing in your future. The goal is to bolster your financial knowledge and tools while working through simulated life situations involving a family, income, savings, housing, transportation and necessities.

Knowledge

This series will enable students to uncover their strengths. Once discovered, students will develop ways to present themselves through their resumes, public speaking and interview skills, along with manners, professional etiquette and attire.

Influence

This series will present the components of success through testimonies of our community partners and KTECH graduates. And because most job application processes are dealing with situational ethics, the *Rotary's 4 Way Test* will define how integrity is carried out on a daily basis in the workplace as well as in your personal life.

Programs of Study & Course Descriptions

Mechatronics Lab

Credential: Level 1 Siemens Certified Mechatronics System Assistant

Duration: 16 Week Daytime Accelerated Program

Required Courses:

MECH 1100 Electrical Components

This course is the study of the basic electrical components in a mechatronics system. Topics covered will include basic functions and physical properties of electrical components; the systematic flow of energy and measurement of components; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventive maintenance and electrical component safety. Technical documentation such as data sheets, schematics, timing diagrams and system specifications will also be covered.

80 Contact Hours

Required Text: *Electronic Fundamentals Circuits, Devices, and Applications*, 8th edition, Floyd, T.L., Prentice Hall, ISBN #0-13-507295-6, or a suitable substitution as determined by KTECH Staff.

Required Supplies/Materials: Non-Graphing Calculator

Prerequisite(s): 18 years old with either a high school diploma or a GED.*

MECH 1200 Mechanical Components & Electrical Drives

This course is a study of the basic mechanical components and electrical drives in a mechatronics system. Topics covered will include basic function and properties of mechanical components and electrical AC and DC drives; materials, lubrication requirements and surface properties; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventive maintenance and electrical component safety. Technical documentation such as data sheets and specifications of mechanical elements and electrical drives will also be covered.

80 Contact Hours

Required Text: *Mechanical Principals and Systems for Industrial Maintenance*, Knotek, Richard. (2006) Prentice-Hall, ISBN# 0-13-049417-8, or a suitable substitution as determined by KTECH Staff.

Required Supplies/Materials: Non-Graphing Calculator

Prerequisite(s): 18 years old with either a high school diploma or a GED.*

MECH 1300 Electro-Pneumatic & Hydraulic Control Circuits

This course covers the basics of pneumatic, electro pneumatic and hydraulic control circuits in a complex mechatronic system. Students will learn the functions and properties of control elements based upon physical principles, and the roles they play within the system. Technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts will also be covered. By understanding and performing measurements on the pneumatic and hydraulic control circuits, students will learn and apply troubleshooting strategies to identify, localize and correct malfunctions. Preventive maintenance of (electro) pneumatic and hydraulic components as well as safety issues within the system will be discussed.

80 Contact Hours

Required Text: *Introduction to Fluid Power*, Johnson. (2002), Delmar Cengage Learning ISBN # 0-7668-2365-2, or a suitable substitution as determined by KTECH Staff.

Prerequisite(s): 18 years old with either a high school diploma or a GED.*

MECH 1500 Digital Fundamentals & Programmable Logic Controllers

This course is a study of basic digital logic and programmable logic controllers (PLCs) in a mechatronics system using the automation system. Topics covered will include basic PLC functions and testing; identification of malfunctioning PLCs; and troubleshooting techniques and strategies to identify and localize PLC hardware generated problems. Emphasis is on writing small programs and problem solving using computer simulations.

80 Contact Hours

Required Text: *Programmable Logic Controllers*, 4th ed. Petruzella, McGraw Hill ISBN #0-07-351088-0.

Required Supplies/Materials: Non-Graphing Calculator

Prerequisite(s): 18 years old with either a high school diploma or a GED.*

Academic Review Board may waive course prerequisites on a case by case basis

Soldering Lab

Essentials of Industrial Soldering

This course provides students with foundational hand-soldering skills which can propel them into exciting career opportunities in electronic assembly production. Using industrial-grade equipment found in production sites around the globe, students will learn the soldering process, including safety requirements, setup and preparation, equipment operation, electronic component identification and hands-on soldering/desoldering techniques. Students will be required to prove proficiency through completion of a series of printed circuit boards for evaluation.

Contact Hours: 48

Required Text: *IPC Joint Industry Standard Requirements for Soldered Electrical and Electronic Assemblies*

Required Supplies/Materials: Included in course fee and provided by KTECH

Prerequisite(s): 18 years old with either a high school diploma or a GED.*

IPC-J-STD-001 Certification

Credential: *IPC J-STD-001 Certified Application Specialist*

KTECH® offers modular, hands-on training in manufacture and inspection of soldered electrical and electronic assemblies. Graduates will receive the internationally recognized "Certified IPC Specialist" credential from KTECH's IPC-certified instructors.

Duration: 40 hours **Contact Hours:** 40 Hours

Required Text: IPC (2016) *Joint Industry Standard Requirements for Soldered Electrical and Electronic Assemblies*

Required Supplies/Materials: Included in course fee and provided by KTECH

Prerequisite(s): 18 years old with either a high school diploma or GED*. **Proof of previous soldering experience or successful completion of the Essentials of Industrial Soldering class with KTECH®.***

***The Academic Review Board may waive course prerequisites on a case by case basis.**

Robotics Lab

Robotics Operations and Basic Programming

Credential: *Yaskawa Industrial Robotic Certification in FS100 Basic Programming with Material Handling*

KTECH® offers credentialed training in basic robotics programming on the same Yaskawa technologies deployed in advanced manufacturing environments around the world. The KTECH® modular platforms feature standard industrial-grade components as well as a fully functional production simulator, all supported by comprehensive academic tools and presented by Yaskawa-certified instructors. Students learn skills needed in today's advanced industries and graduate with the Yaskawa industrial robotic credential in "FS100 Basic Programming with Material Handling".

Contact Hours: 48 hours

Required Text: YASKAWA *FS100 Robot Controller Basic Programming with Material Handling Training Manual*

Required Supplies/Materials: Included in course fee and provided by KTECH.

VR (Virtual Reality) Academy

This computer-based academy provides access to the different stages of the VR development process. Students will learn how to design and program rich 3D virtual reality content using the Oculus Quest VR headset along with the Unreal Engine development kit on Alienware Arora Gaming desktop hardware.

The Academy will expose students to various career paths necessary in building a truly believable immersive world- Audio Engineering, Conceptual Art, Lighting Engineering, 3D Modeling, Texture Artistry, Visual Effects, Animation, Environment Artistry and more.

Equipment

KTECH® utilizes up to date equipment currently found in industry for training our students in Mechatronics, Robotics, Soldering and VR. This enables KTECH® graduates to make a more seamless transition from the classroom to the workplace.

Mechatronics Bench (87-MSX) - This learning system covers a broad array of applications across a balance of mechanical, electrical, electronics, fluid power and software to enable

FANUC LR Mate 200ID/4S Robot - A FANUC industrial robot integrated with Amatrol's 870-series mechatronics stations contains a module enclosure that includes PLC and FANUC interface cables along with a

AC/DC Electrical Learning System – T7017A - teaches fundamentals of AC and DC electrical systems used for power and control in industrial, commercial,

Programmable Controller Troubleshooting Learning System – 890-PECB - teaches programming and troubleshooting of programmable controllers and their use in industrial, commercial,

learners to work effectively in virtually any **Mechanical Drives 1 Learning System – 950-ME1** - teaches fundamentals of mechanical transmission systems used in industrial, industrial setting.

Basic Electrical Machines Learning System – 85-MT2 (Electric Motors Workstation) - features a curriculum connecting machine theory with hands-on, real world skill building so that learners can directly apply this knowledge to the operation and installation of electrical motors.

Electric Relay Control Unit – 90-EC1A-XBU- teaches learners how to interpret, design, and operate relay control circuits vital in the operation of electric and fluid power actuators; this content also forms the fundamental building block of automation systems like

Soldering

HAKKO FX-951 Soldering Stations—Compact, high-power but user-friendly soldering iron featuring a soldering tip integrated with heating element and sensor.

Amscope 3.5X-90X Binocular Stereo Boom Microscopes - This binocular 3.5X-90X zoom stereo microscope with fluorescent ring light is an ideal instrument for use in the semiconductor and/or

Robotics

Yaskawa Motoman STEM Platform for Material Handling—The Yaskawa Motoman MHJF STEM Robotics Package is a pre-engineered solution designed for education and training providing hands-on experience with the same equipment used

Virtual Reality (VR)

Oculus VR (Virtual Reality) Headsets and Alienware Arora Gaming Desktop Computers- are used to deliver fully immersible virtual training content in the areas of Mechatronics, Robotics, Automotive, Manufacturing, Aerospace, Industrial Construction, Hospitality as well as providing the platform to learn and develop VR environments and content .

KTECH® Mechatronics Admissions Requirements

Potential students will be selected for participation upon the following criteria:

- Must be 18 years or older with high school diploma or GED
- Math capability as measured through ACT (17 Math) , SAT, or another acceptable math assessment. (For Mechatronics and Robotics programs)
- Mechanical aptitude through experience, or enrollment in a Career Technical Education program is preferred, but not required. (For Mechatronics and Robotics programs)
- **Must pass a drug test(s) for admission to ALL programs.**
- A waiver for requirements may be issued by the Academic Review Board

Tuition and Fees

Mechatronics Lab $3,500

Life Lab is required to be taken in conjunction with the Mechatronics Lab and is therefore included in the tuition.

Solid Edge Lab - Complimentary computer study with Mechatronics enrollment

Soldering Lab

Essentials of Soldering- $1000

Robotics Lab

Robotics Operations and Basic Programming $1500

Special Bundle Deal: $5,500 ($500 discount)

IPC-J-STD-001 Certification TBD (training offered by special request)

How to Apply to KTECH®

Application to the KTECH® Program may be made online via the link at www.goktech.org or by printing and completing the application and mailing it to:

Kids to Love
Attn: KTECH
140 Castle Drive
Madison, AL 35758

To complete the application process, contact your high school and or college and request the following be sent via mail to the Kids to Love Center, 140 Castle Drive, Madison, AL 35758.

- Official high school and or college transcript(s)
- Copy of most current standardized test scores (i.e. ACT PLAN, SAT, PSAT, ASVAB)

Payments

KTECH accepts cash, check, and credit cards (VISA, MasterCard and Discover) for payments of tuition and fees. A 5% processing fee is added to each credit card payment. Out of state, starter, and counter checks are not accepted. Payments can be made in person at the Kids to Love Center. Payment plans can be setup with approval by the Director.

Grants are available to students who qualify and are based on financial need. Once a student has been accepted into a KTECH program, they can apply for grant assistance.

Grant Assistance

Kids to Love Foundation— KTECH Grant Assistance

The KTECH program with the Kids to Love Foundation will award grant assistance to qualified students. At this time we do not have any state or federal funding, these needs-based grants are awards given by private donors, companies and foundations who want to help make college education and technical skills possible for every dedicated mind. The grants range from partial tuition up to the full tuition of $5500. The purpose of the grant program is to strengthen our local workforce by providing skills and support to the under-resourced.

Requirements

All applicants must submit a completed application packet along with the following items for consideration of the KTECH grant assistance.

- One letter of recommendation from a teacher, supervisor, or volunteer position
- An essay demonstrating financial need (Not to exceed 250 words).
- Copy of your Federal Tax Return

Grant Assistance Deadlines

The completed application packets for the grant assistance must be post-marked, emailed or faxed. The deadlines for packet submission are sent to the student via email. The student will be notified in person or will receive a phone call from a KTECH staff member if they have received grant assistance.

Cancellation and Refund Policy

Withdrawal Prior to Start of Classes. A full refund of all tuition paid by the student (or parent) will be returned to the individual who made the payment(s). If the student is attending KTECH on a grant, the grant funding will NOT be returned to the student and will instead be returned to the grant fund.

Withdrawal /Drop After Start of Classes:

Withdrawal from Mechatronics

- First Week of class 75%
- Second Week of class 50%
- Third Week of class 25%
- Fourth Week of class No Refund

Withdrawal from Soldering or Robotics

- Within first 2 classes -100%
- After first 2 classes– NO REFUND

*** The Academic Review Board may approve a refund for emergency medical or family reasons.**

Withdrawal From a Class

Before withdrawing from a KTECH program the student should speak to their instructor(s) or academic advisors. If after the student has spoken to their instructor(s), they still intend to withdraw from a program they must notify the instructor(s) in writing. The written notification of withdrawal will be placed in the student's file and a tuition refund (if applicable) will be made within 30 days according to the Refund Policy. **If a student has more than 2 classes unexcused they will be automatically dropped from the program with no refund.** Tuition payments are due on or before projected due date. If payment cannot be made the student will be dropped from the program if prior arrangements have not been made.

Transcript Policy

KTECH's transcript policy includes the following items:

- In compliance with the Family Educational Rights and Privacy Act, KTECH does not release transcripts of a student's academic work, except upon the student's request.
- Official transcripts are sent to institutions, companies, agencies, etc., upon the student's request.
- Transcript requests must be made in writing and include the student's name, term(s) the student attended KTECH, and the name and address of where the transcript is to be sent.
- Transcripts will not be issued for persons who have any outstanding financial, academic, or administrative obligations to KTECH (Kids to Love).

Attendance Policy

Attendance is required. If the student is more than 5 minutes late, it will be regarded as a tardy. If the student is more than 20 minutes late, it will be regarded as an absence. Material covered, missed exams, and/or missed assignments are the student's responsibility only and may not be issued after the fact. If a student misses two or more unexcused days of class they will be automatically dropped and the Academic Review Board (ARB) will determine if the student can continue. The KTECH ARB may make changes to this policy at any time for any reason. However a policy waiver may be issued from the KTECH ARB to continue the course if the board deems appropriate. Each tardy or absence will be evaluated on its own merit and may be excused with proper justification at the sole discretion of the instructor/administrator and reviewed by the KTECH ARB. There will be no make-up sessions scheduled for unexcused absences. Prior notification is highly recommended for planned absences and unintended tardies. Attendance will be taken each class period. **The KTECH staff reserves the right to drop any student from the course at any time if they determine that it is in the best interest of the student and/or class**. Additionally, participation in Life Lab is mandatory and therefore is subject to the KTECH Attendance Policy.

Punctuality and attendance are essential to the proper educational experience. If a student is unable to report for class for any reason, or if a student will arrive late, the student must notify their instructor or the Director at least one half-hour before starting time. Failure to notify an instructor or the Director of an absence will result in an unexcused absence until further evidence to the contrary is presented, up to and including disenrollment from the program. Likewise, students leaving class for any reason before the end of a scheduled class time must inform their instructor or the Director.

Inclement Weather Policy

Schedule changes such as delays or cancellations due to inclement weather will be posted on the Sycamore Campus class website and/or via text message to the student

General Policies

1. **Students with Disabilities.** Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the Direct of Disability Services.
2. **Cell phone and Computer use.** The use of cell phones and/or other mobile devices is prohibited during class and laboratory. Devices shall be in silent mode and stored in assigned lockers within the student lounge. Students can access devices during breaks, but must place them in the locker upon resumption of class and laboratory activities. If an urgent call is expected, students can notify the instructor prior to class and exit the classroom when the call is received. Class computers will be used for instruction only, in accordance with the *Technology Use Agreement Policy*.
3. **Restroom use.** All restrooms at the Kids to Love Center are single occupant and therefore gender neutral/not designated for use based upon gender.

Student Grievance Policy

KTECH promotes the exchange of ideas among all members of the program which includes students, instructors and staff. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, KTECH recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves, and that staff and students must feel confident that the appropriate authorities will promptly address a valid complaint or grievance concerning the program.

Issue	Response
Academic Instructor Concerns	Chris Dow
Academic Probation/ Suspension	KTECH Academic Review Board
Admissions Application Process	Paul Emerson
Student Tours	Paul Emerson/Staff
Grade Appeals	KTECH Instructors
Grant Assistance Issues	Staff
Veteran Benefits	Staff
Tutor Support	KTECH Instructors
Students with Disabilities	Staff
Student Orientation	Staff
Transcripts	Chris Dow
Refund Requests	Kelly Croce
Counseling Services	December Guzzo

Dress Code Policy

Our dress code policy outlines how we expect our students to dress. The instructor reserves the right to refuse any student from entering the lab or classroom if they feel the attire is inappropriate. Students should note that their appearance matters for safety concerns as well as "you never know who you might meet" while in class.

1. No loose clothing. Close fitting clothes made from hard materials provide the maximum protection.
2. Remove loose items while in the lab. Example: ties and scarves
3. Avoid clothes made of soft textured material such as fuzzy sweaters.
4. Shirts with short sleeves or long sleeved shirts with the ability to be rolled up above the elbow are approved for lab.
5. No cutoffs of sleeveless shirts are allowed.
6. Slacks and fitted pants are approved clothing for the lab. Pants may be held up with a belt but it is not required. Belts, if worn, should not pose a safety risk as determined by the instructor.
7. No fitness clothing is allowed in the lab. Shorts (appropriate length) may be worn in the lab at the discretion of the instructor. Shorts may not be appropriate for wear in a working environment.
8. Dresses are not allowed to be worn in the lab.
9. All undergarments must be covered and not visible to others.
10. Hair management—Long hair (shoulder length or longer) should be secured to prevent injury while in the lab. Additionally, clips or barrettes should be used as necessary to keep hair out of the eyes.
11. No jewelry while in the lab. A wedding band may be worn but it is not recommended. Some non-metallic banded watches may also be worn in the with permission from the instructor.
12. Shoes must be worn at all times. Shoes with open toes are not approved for wear in the lab.
13. Safety shoes are recommended but closed-toe, leather-wrapped shoes are acceptable. Non-leather wrapped shoes such as cloth or canvas material wrapped shoes do not provide the protection needed and are not advised, but may be allowed.

*** If you have questions regarding if something is appropriate, please ask one of your instructors before your lab days begin.**

Safety Rules & Measures

1. Safety glasses will be worn at all times when in the lab.
2. Metal watches, jewelry or finger rings will not be worn while in the lab. Ties or other items (e.g. necklaces) which might become tangled in rotating equipment will not be worn or must be secured inside your clothing.
3. Long hair must be tied up or contained within a cap/hat.
4. Avoid loose clothing and other items of attire which might become tangled in rotating equipment.
5. Shirts and blouses will have sleeves at least to the elbow part of the arm. Pants or other types of clothing covering the lower part of the body **must** come below the knees.
6. Shoes must have a closed toe. Cloth wrapped shoes are not preferred. Leather wrapped shoes are recommended and steel toed work boots are preferred.
7. Make sure the floor is dry before you start any work in the lab and that it remains dry during the lab session. Notify the instructor if the floor is wet or greasy.
8. Familiarize yourself with the location of the emergency stop buttons before you start your lab session.
9. Some labs may require wearing electrically-insulating gloves. Please be aware when they are needed.
10. Inform other students around you, including your group members, before you plug in, operate, or turn on any electrical equipment, particularly electric motors.
11. Lockout/Tag Out procedures must be followed when working with voltages higher than 24 volts (ac or dc) or currents in excess of 2 amps.
12. If you identify any unsafe condition, it is your responsibility to notify your instructor or KTECH® staff member of the unsafe condition.

Standards of Conduct and Corrective Action

Any group of people working together requires certain guidelines pertaining to conduct and relationships. Students must be aware of their responsibilities to Kids to Love and to their fellow students. Students are expected at all times to conduct themselves in a positive manner so as to promote an enriched learning environment. Such conduct includes:

1. Reporting to class punctually, as scheduled, and being at the location, ready to engage in the learning process, at the designated time;
2. Giving proper advance notice to the lead instructor or Workforce Development Director whenever unable to attend or report to class on time;
3. Complying with all KTECH safety and security regulations;
4. Wearing appropriate attire for the classroom and/or laboratory environment;
5. Eating meals only during break periods and only in the designated eating areas;
6. Maintaining classroom and laboratory area cleanliness and orderliness;
7. Treating all students, visitors, and staff in a courteous manner;
8. Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to Kids to Love's best interests;
9. Performing all assigned tasks in a timely manner in accordance with quality standards set forth by the instructor or staff;
10. Reporting incidents of fraud, theft or violence, or suspicious, unethical or illegal conduct by other students to the instructor or Director;

Violations of Kids to Love's standards of conduct will result in one of the following forms of corrective action: disenrollment from the program, written warning, verbal warning, coaching or training. In arriving at the appropriate decision for corrective action, the following will be considered:

- The seriousness of the infraction;
- The past work record of the team member; and
- The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which may result in corrective action up to and including disenrollment from the program:

1. Reporting to class under the influence of alcoholic beverages, drugs, or other substances which may impair performance in the classroom or laboratory;
2. The use, sale, dispensing, or possession of alcoholic beverages or drugs on Kids to Love premises;
3. The possession or use of firearms, fireworks, explosives, or any other weapons on Kids to Love's premises or in company-issued vehicles used in Kids to Love's business;
4. Insubordination or the refusal by a student to follow the instructor's instructions concerning safety matters;
5. Gambling or violating criminal or traffic laws on Kids to Love's premises or at any time while attending KTECH;
6. Cheating on exams, assignments, and projects, and/or plagiarism (submitting the work of another as one's own work without proper referencing);
7. Fighting with or assault on another student, staff member or other Kids to Love affiliate
8. Theft, destruction, defacement, or misuse of Kids to Love's property or of another person's property;
9. Smoking where prohibited by local ordinance or Kids to Love's rules;
10. Horseplay, pranks, throwing things, practical jokes, or other disorderly conduct;
11. Sleeping in the classroom;
12. Procedural violations involving safety, security, and physical security;
13. Engaging in acts of dishonesty, fraud, theft, or sabotage;
14. Engaging in any form of sexual or other harassment;
15. Threatening, intimidating, coercing, using profanity, abusive or vulgar language, or otherwise interfering with the performance of other students;
16. Improper disclosure of confidential or proprietary information;
17. Unauthorized use of Kids to Love's property;
18. Absenteeism, tardiness, or unavailability to attend scheduled class. Failure to give prompt and satisfactory notice of absence or tardiness, or failure to secure authorization for absence;
19. Failure to give prompt and satisfactory reason for leaving class during schedule class hours;
20. Unsatisfactory performance of assigned coursework;

21. Distributing or posting literature, or soliciting students or staff while on Kids to Love's property;
22. Failure to adhere to Kids to love's personal appearance standards;
23. Conduct which Kids to Love feels reflects adversely on other students or Kids to Love 's staff;
24. Engaging in such other practices as Kids to Love determines may be inconsistent with the ordinary and reasonable standards of conduct necessary to the welfare of the Kids to Love Organization, its staff or its affiliates.

This list is intended to be representative of the types of activities which may result in corrective action. It is not intended to be comprehensive and does not alter the relationship between the students and KTECH or staff.

Additional standards of conduct are described below and on the following pages.

Drug-Free Workplace

KTECH maintains a zero tolerance of drugs or alcohol on the premises. KTECH prohibits the possession, sale, use or other transaction(s), or being under the influence of alcohol or drugs on the premises. Off-the-premises, illegal drug or alcohol use which adversely affects the student's participation or jeopardizes the safety of others or Kids to Love's property may also violate this policy. Students are always expected to act responsibly and professionally and to use good judgment at any Kids to Love function. **Kids to Love reserves the right to administer random, unannounced drug tests at any time or when there's an accident on premises involving injury.**

Tobacco Use

For reasons of safety, public relations, and other concerns, smoking and use of any other tobacco product is not allowed inside the Kids to Love Center and is prohibited on Kids to Love premises, except in designated smoking areas outside of the facility. Smoking is never permitted in front of the facility.

Harassment, Including Sexual Harassment

Harassment in any form—sexual, verbal, physical or visual—is strictly against Kids to Love policy and will result in corrective action. Harassment includes slurs, threats, derogatory comments, unwelcome jokes, teasing, or sexual advances, and other similar verbal or physical conduct of a sexual nature.

Students should report any inappropriate behavior immediately to the instructor or Director. Kids to Love will not retaliate against any student for bringing forth a legitimate complaint of harassment. Harassment on the basis of gender, race, color, religion, age, marital status, ancestry, national origin, pregnancy, uniformed service, protected disability status, or any other basis prohibited by statute or local law is also prohibited by Kids to Love and will result in corrective action, up to and including disenrollment from the program.

Workplace Violence

Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated. All reports of incidents will be taken seriously and dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Students who commit such acts may be removed from the facility and may be subject to corrective action, criminal penalties or both. Students should immediately report to their instructor or Director any violent, threatening, harassing, intimidating, or other disruptive behavior of which they become aware, observe, or experience.

Solicitation and Distribution

Soliciting of other students or staff from one student or staff member by another is prohibited while either member is on class time. Distributing literature and circulating petitions at any time is also prohibited. Trespassing, soliciting, or distributing literature by anyone is prohibited on Kids to Love premises.

Code of Ethics and Business Conduct

All of us, together with our volunteers, contributors and staff, have the right to expect students and staff to conduct themselves lawfully, responsibly, and within the highest moral and ethical standards. This Code of Ethics and Business Conduct has not been prepared because of doubts or concerns about the student's ability or desire to conduct business ethically. Instead, this Code serves as an affirmation of our high ethical expectations, as well as a helpful reference as questions may arise.

This Code can lead to a better understanding of the ethical values and principles that are the foundation of the KTECH culture and can also help each of us arrive at proper and ethical decisions in situations that may confront us.

We must maintain the highest ethical standards in our dealings with our fellow students, instructors, KTECH staff, its volunteers, contributors, interested businesses, neighbors, friends, the press, and the general public. Only honest and ethical behavior will maintain our reputation and the well-being of our organization. We must govern our conduct and ourselves by the principles of honesty, fairness, trustworthiness, courage, and personal and professional commitment.

This Code applies to all officers, directors, and students of KTECH, and its affiliates and subsidiaries, wherever located. References to "Kids to Love" or "KTECH" refer to Kids to Love, and each of its affiliates and subsidiaries. References to "students" refer to persons participating or enrolled in the KTECH program(s). Subject to the authority of the Board of Directors, the Kids to Love Legal Department will have ultimate responsibility for administering the Code and overall compliance with standards of business conduct.

All students bear responsibility for complying with this Code and all Kids to Love policies and procedures that govern the conduct.

Family Education Rights and Privacy Act of 1974

KTECH complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records. The Law governs the release of educational records and access to the records.

Student Records and FERPA

When a student attains the age of 18 or is attending an institution of postsecondary education, the permission or consent required of and the rights afforded to the parents of the student shall thereafter only be required of and afforded to the student. Therefore, a person other than the student requesting information on a student must submit written authorization from the student if the request is beyond the score of authorized exceptions to the Act.

Responsibility for protection of the privacy of educational records rests primarily with the Director. FERPA defines educational rights to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution with exceptions to the Act.

Notification of Rights under FERPA

FERPA affords students rights with respect to their educational records. The rights provided to students are:

1. The right to review their educational records with certain exceptions. Students and former students may present a valid photo identification card and complete a written request form to review their records. KTECH may delay a record review up to 45 days if circumstances so dictate. Record reviews are conducted in the Office of Workforce Development at the Kids to Love Center. Note: KTECH is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

2. The rights to request the amendment of the student's educational records that the student believes is inaccurate or misleading. The student should submit to the Director a written statement which identifies the portion of the record they want changed, why it should be changed, and any documentation to support the request. The student will be notified in writing of the decision to amend or not to amend.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure.

FERPA has established rules that allow some personnel and agencies to have access to students' records without their written consent. The exception to the requirement of written consent includes authorized state representatives of the following for audit and evaluation of federal and/or state supported programs or for enforcement of a compliance with federal legal requirements which relate to these programs:

- Comptroller General of the United States
- Attorney General of the United States
- Secretary of the Department of Education
- State and local educational authorities
- State and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974
- Veterans Administration officials
- Other school officials within the institution who have been determined by the institution to have a legitimate educational interest.
- Officials of other institutions at which the student seeks or intends to enroll, provided the institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer.
- Persons or organizations providing financial aid to students or determining financial aid decisions on the condition that the information is necessary to: 1) determine eligibility for aid, 2) determine the amount of aid, 3) determine the conditions for the aid, or 4) enforce the terms and conditions for said aid.
- Organizations conducting studies for or on behalf of education agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Such organizations are not to disclose personally identifiable information of students. Information must be destroyed when it is no longer needed for the project.
- Accrediting organizations carrying out their accreditation functions.
- Parents of a student who have established a student's status as a dependent according to IRS Code of 1986, Section 152.
- Persons in an emergency situation if the knowledge of information, in fact, is necessary to protect the health or safety of other students or persons.
- Persons in compliance with a judicial order or lawfully issued subpoena provided that the institution makes a reasonable attempt to notify the student in advance of compliance.
- An institution may not provide advance notice of subpoena compliance if the subpoena is issued by a federal grand jury or for law enforcement purposes provided the subpoena orders the institution not to disclose the existence or contents of the subpoena. Our institution is not required to obtain a subpoena to produce education records of a student if the institution is sued by the student or takes legal action against a student. The records produced must be needed by the institution to proceed with legal action as plaintiff or the defendant itself.
- Additional instances may occur where the college is required by law to release information. Contact the Director for answers to specific questions.

KTECH®

A WORKFORCE INITIATIVE OF KIDS to LOVE®

CONNECTING

STUDENTS TO JOBS

- ROBOTICS
- MECHATRONICS
- SOLDERING
- VIRTUAL REALITY

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