

### **Public Information Program**

It is the intent of the Kentucky Department of Education (KDE) to communicate with the public and the news media in an open and forthright manner. However, official communications about KDE initiatives should be handled through the Division of Communications.

#### **PUBLICATION REQUIREMENTS**

The following guidelines shall be used to ensure that the Office of Career and Technical Education publications do not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status and meet the Office of Career and Technical Education printing requirements:

- Kentucky Office of Career and Technical Education is printed on the cover.
- Publications should conform to KDE Graphic Standards Manual and KDE Style Guide.
- If material is copied with permission from another source, add “Reprinted by the Kentucky Office of Career and Technical Education” on the cover.
- The notation “Printed with State Funds” or “Printed with Federal Funds” shall appear on the publication.
- The nondiscrimination policy statement shall be printed on the bottom of the inside front cover of manuals and booklets.
- All items should include a date of publication or update.
- The language and illustrations shall be free from discrimination based on race, color, national origin, sex, disability, age, religion, or marital status.

**NOTE:** Specialty items are not subject to the printing requirements. Examples of specialty items include: mugs, pens, pencils, decals, flags, linens, T-shirts, notebooks, hats, banners, etc. Schools are encouraged to use the Kentucky TECH logo when purchasing specialty items.

#### **LETTERHEAD/ENVELOPES**

All orders for electronic letterhead and envelopes are to be sent through the Office of Career and Technical Education (FAX 502/564-4286). If no changes are necessary, please indicate by marking “no changes”.

#### **RELATED POLICIES:**

01.1  
10.12

Adopted/Amended:

Order #:

**Access to Public Records**

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of a state operated career and technical school are open for inspection by any person on written application to the Principal of the school from 8:00 a.m. – 4:00 p.m., Monday through Friday, each week, except for holidays. Application forms for the inspection of the public records of the school. Assistance in completing a request form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection and shall be notified in writing of any reasons the records are not available for public inspection not later than three (3) working days after receipt of an application for inspection.

Copies of written materials in the public records of this educational institution shall be furnished to any persons requesting them on payment of a fee of ten (10) cents a page; copies of other records (photographs, maps, materials stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economical process not likely to damage or alter the record.

**REFERENCES:**

KRS 7.110; KRS 7.410; KRS 61.870  
KRS 61.872; KRS 61.874; KRS 61.876  
KRS 61.878; KRS 61.880; KRS 61.882, KRS 61.884  
Art. 6252-17A, Sec. 14(e), V.A.T.S.  
OAG 76-375; OAG 80-207; OAG 85-109; OAG 89-90  
1996 Open Records Decision 159  
Kentucky Family Educational Rights and Privacy Act  
Kentucky Education Technology System (KETS)

**RELATED POLICIES:**

03.15; 09.14

Adopted/Amended:  
Order #:

**Public Statements****MEDIA COMMUNICATIONS**

All decisions concerning communications and contacts with the news media should be made by or in cooperation with the Kentucky Department of Education Office of Communication Services. Press releases and other information disseminated or released to the general public on behalf of the technical education programs operated by the Office of Career and Technical Education shall be accurate and in keeping with Kentucky TECH policies and the following guidelines:

- OCTE employees who receive a call from the news media shall contact the Division of Communications by phone at (502) 564-2000 before granting an interview.
- The Division of Communications will work with employees to decide who should give the interview and how it should be handled.
- If employees are in a public situation, such as a meeting where contact with the news media is unavoidable, they shall report that contact to the Division of Communications as quickly as is practical.
- If employees wish to publicize an event, program or accomplishment, they should consult with the Division of Communications beforehand. Generally, the Division of Communications issues all news releases. If employees have reason to think they should issue a release, or wish to make a practice of releasing positive local news, they still need to work with the Division of Communications first.
- The Division of Communications coordinates policy for all publications such as annual reports, brochures, fact sheets to legislators, etc. If employees feel there is a need to develop such a publication, get the permission and cooperation of the Division of Communications.
- Public statements concerning controversial or potentially disruptive matters related to career and technical schools shall be issued only by the Commissioner of Education, Associate Commissioner or authorized designee.
- Personnel issues or controversial issues should be directed to the KDE Division of Communications.
- Positive school/community focused stories may be handled by the Principal or may be directed to the Division of Communications.

**RELATED POLICY:**

10.1

Adopted/Amended:  
Order #:

### Civility

Recognizing that the vast majority of input received will be of a constructive and civil nature, parental and community member involvement is welcome. This policy is designed to address those rare instances civil interchange is not the case.

While it is not the intent to deny an individual's right to freedom of expression, the Principal and staff has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the KDE operated schools programs.

#### **PREPARATION OF EMPLOYEES**

The Principal/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

#### **BEHAVIOR STANDARDS**

Persons coming onto school property shall be under the jurisdiction of the Principal or designee.

School employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto school property or contact employees on school business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

#### **EMPLOYEE OPTIONS**

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

**Civility**

**EMPLOYEE OPTIONS (CONTINUED)**

Employees shall submit to the Principal, as soon as possible, a written incident report for all such occurrences. The Principal, on advice from a Kentucky Department of Education attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the school. Individual employees are free to pursue other legal courses of action.

**REFERENCES:**

KRS 161.190, KRS 503.110, KRS 518.090

**RELATED POLICIES:**

03.1325, 09.425, 10.5

Adopted/Amended:  
Order #:

**Relationships with Business and Industry**

The Office of Career and Technical Education strives to develop and maintain a working relationship with business and industry, including work with consortiums across the state.

The spectrum includes, but is not limited to, students, business and industry, employees, coworkers, and other agencies. Frequently, coworkers find themselves involved in special projects above and beyond the realm of their normal work. When this happens, collaborators serve as a valuable resource who may be called upon for assistance.

Employees should make every effort to respond in a timely manner without violating confidentiality policies. When confidentiality may be a consideration, employees should contact their supervisor.

Adopted/Amended:

Order #:

**Advertising and Distribution of Materials in the Schools**

**PROHIBITION**

No advertising or distribution of materials from other agencies shall be allowed in the facilities or on the grounds of a state-operated career and technical school, except as expressly approved by the local board of education.

**EXCEPTION**

Nothing herein shall be construed to prevent advertising in publications which are published by the local district, student organizations, PTA/PTO, booster clubs, or other parent groups.

**REFERENCE:**

OAG 68-452

Adopted/Amended:  
Order #:

### Visitors to the Schools

A visitor is any person who is not a current employee of the Office of Career and Technical Education or a student at the area technology center. For the safety of students, all visitors, including but not limited to, parents, delivery persons, and volunteers, shall follow the procedures listed below:

1. All visitors shall first sign in at the school office and receive permission from the Principal or designee before entering labs/classrooms.
2. Visitors shall be issued a Visitor's Pass when permitted to enter labs/classrooms.
3. A visitor refusing to sign-in or to wear a visitor's tag shall not be allowed to enter the school. The Principal shall be notified immediately of a visitor failing to sign in. If appropriate under the circumstances, school security or law enforcement shall be contacted.
4. Employees shall notify the Principal or designee immediately if someone is observed in the school who is not recognized as an Office of Career and Technical Education employee or does not have an approved Visitor's Pass. If appropriate under the circumstances, school security or law enforcement shall be contacted.
5. Visitors shall be required to exit the building through the office and sign out.
6. Students shall not be allowed to bring a visitor to the area technology center without prior approval of the area technology center Principal.

### **REGISTRANTS**

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of an area technology center, except with the advance written permission of the Principal that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.

**Visitors to the Schools****REGISTRANTS (CONTINUED)**

2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the local district Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from a Kentucky Department of Education Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the local district board of education before making a final determination.

**OUTSIDERS**

Professional educators and citizens who are from other communities and who wish to observe the technology center in operation are welcome. Arrangements for such visits must be made in advance with the Principal.

**CONDUCT**

All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school program.

**Visitors to the Schools****ACCOMMODATION**

Individuals with disabilities visiting area technology centers shall be accommodated as required by law. Individuals requesting accommodation shall contact the Principal, who shall consult with the local district ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The Principal shall notify the public of any requirements and/or deadline for requesting such accommodation.

**USE OF TOBACCO**

The use of tobacco products on property of area technology centers, including electronic cigarettes, shall be governed by the policy of the local district board of education. At minimum, smoking shall be prohibited inside the school.

**REFERENCES:**

KRS 17.545; KRS 17.500; KRS 17.510  
 KRS 160.380; KRS 211.394; KRS 211.395; KRS 600.020; OAG 91-13  
 P. L. 107-110 (No Child Left Behind Act of 2001)  
 Section 504 of the Rehabilitation Act of 1973

**RELATED POLICIES:**

03.1327; 05.3; 09.227

Adopted/Amended:  
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**Internal Communications**

Employee information must be shared with staff in a timely and efficient manner. It is the responsibility of the individual in possession of the original information to determine which staff members need access to the information and to assure that the information is disseminated accordingly. It is the responsibility of the recipient to notify the sender if the type of information received is no longer needed.

Adopted/Amended:  
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