

Facility Requirements

BUILDING ACCESSIBILITY

Building accessibility is a requirement under numerous federal laws.¹ The Equal Employment Opportunity (EEO) Counselor's manual contains a section on accessibility that addresses reasonable accommodations, building accessibility and signage in more detail. Refer to that manual for information on signage requirements inside the building, on parking lots and entrances to buildings, restrooms, telephones and elevators.

A completed copy of the Accessibility Checklist used for surveying buildings and planning the removal of barriers must be kept on file in the area technology center. This document is intended as a guide to increase awareness of architectural barriers to accessibility encountered by people with disabilities. The checklist is based upon Kentucky Standards for Accessibility that reflects the American National Standards (ANSI A117.1).

http://ada.ky.gov/documents/Checklist_2000.pdf

REQUIRED SIGNS

The following signs are required to be posted in public/employee accessible locations in area technology centers:

- Americans with Disabilities Act
- Child Labor Law
- Employee Polygraph Protection Act
- Equal Employment Opportunity
- Fair Employment
- Family and Medical Leave Act
- Minimum Wage
- OSHA Job Safety and Health Protection
- Public Accommodation
- Unemployment Insurance
- Uniformed Services Employment and Reemployment Rights Act
- Any additional postings required by State or Federal regulations

Signs may be obtained by visiting these websites:

<http://www.labor.ky.gov/> and <http://www.dol.gov/>

REFERENCES:

¹Title VI of the Civil Rights Act of 1964, 20 U.S.C. 1681, Education Amendments of 1972, Title IX, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act 780 KAR 7:060; 780 KAR 7:010; 780 KAR 7:020
American National Standards (ANSI A117.1 - <http://www.ansi.org/>)

RELATED POLICIES:

03.113, 03.121, 03.12322, 03.124, 03.14, 10.5

Adopted/Amended:
Order #:

Maintenance of Equipment and Facilities

The area technology center Principal shall be responsible for preventive and continuous maintenance of the facility, equipment, and school grounds. Maintenance and repair of the building shall be the responsibility of the local school district that owns the facility. All maintenance and repair needs shall be reported in writing to the appropriate local school district staff.

Equipment shall not be removed from the facility unless approved for live work or off campus project. The Principal shall be notified before equipment is removed for approved activities and when the equipment is returned from the activity.

Each teacher shall keep a record of all maintenance completed on equipment assigned to his/her program. The maintenance record shall identify the specific piece of equipment, date of inspection, equipment defect, corrective action, and date the equipment was returned to service. The corrective action shall note if the repairs were made by a person other than the teacher. **Repairs to equipment shall only be made by the teacher if he/she is certified/qualified to make the repairs.**

REFERENCES:

780 KAR 7:010

780 KAR 7:020

780 KAR 7:040705 KAR 3:141

Adopted/Amended:

Order #:

Use of Kentucky TECH Facilities

AVAILABILITY

The Associate Commissioner or an authorized deputy pursuant to KRS 156.802 (hereinafter “Associate Commissioner/authorized deputy”) shall determine whether, which, and when Office of Career and Technical Education (hereinafter “OCTE”) facilities, grounds, employees, and equipment are available.

The Associate Commissioner/authorized deputy may approve the reasonable use of designated OCTE facilities, grounds, and equipment by responsible non-school groups and individuals (hereinafter referred to as the “Applicant”) during non-instructional time before or after the school day. Such use shall not conflict with scheduled school activities and shall comply with established procedures.

A request for use may be rejected when it involves any of the following:

1. A commercial, for-profit activity (school facilities, grounds and equipment **shall not be used** for commercial, for-profit activities);
2. Lack of availability of facilities, grounds, employees, or equipment on the date(s) and/or at the time(s) requested;
3. Failure by the Applicant to timely submit required documents, information, or payments;
4. Interference with the education of students;
5. Potential danger to the safety or preservation of OCTE facilities, grounds, employees or equipment; or
6. Use that is not in the best interests of the OCTE.

LIABILITY

The facility usage contract shall require that the Applicant assume all liability for injury to individuals and damage to property by reason of the use of OCTE facilities, grounds, and equipment. The contract shall additionally require that the Applicant indemnify and hold harmless the OCTE from all loss or damage thereby and/or secure general liability insurance acceptable to OCTE as specified below. Adult supervision of participants shall be provided and shall be the sole responsibility of the Applicant.

RESTITUTION OF DAMAGES

The Applicant shall reimburse the OCTE for any repair of damages to or replacement of OCTE property lost, stolen, damaged or vandalized while under its care.

INSURANCE

The Associate Commissioner/authorized deputy may require, as prerequisites to the approval of any facility usage application, the provision of a certificate of insurance demonstrating that the Applicant possesses adequate general liability insurance, and the provision of written verification that an endorsement has been added to the Applicant’s general liability insurance policy naming the OCTE as an additional insured in connection with the Applicant’s use of the OCTE facility, grounds, and equipment.

Use of Kentucky TECH Facilities**APPLICATION AND CONTRACT**

The Applicant shall complete an official facility usage application form regarding the use of OCTE facilities, grounds, and equipment. The application form shall require such information as may be needed to determine the availability of, and the eligibility of the Applicant to use, OCTE facilities, grounds, and equipment and the costs to the Applicant of using the requested facilities, grounds, employees, and equipment. Both the application form and contract shall be signed by an individual authorized to represent the Applicant.

The Associate Commissioner/authorized deputy shall determine the due dates for submission of the application form, the contract, and any other information, documents, payments, or actions requested or required by the Associate Commissioner/authorized deputy or the contract.

The facility usage contract shall require a using organization to assume all liability for injury to individuals by reason of the lease of OCTE property and that the organization indemnify and save harmless OCTE and its employees from any loss or damage thereby.

USE OF EQUIPMENT

The use of OCTE facilities or grounds shall not include the use of OCTE equipment unless such use is specifically approved by the Associate Commissioner/authorized deputy. The Applicant shall assume full responsibility for any and all expenses resulting from the transfer, repair, or replacement of equipment necessitated by the Applicant's usage. In the event of transfer, repair, or replacement, the Associate Commissioner/authorized deputy shall immediately report the same to the Applicant.

REIMBURSEMENT OF COSTS

The Applicant shall pay OCTE the amount necessary to recover all actual costs including, but not limited to, utility costs; employee costs; cleanup costs; and cost of wear and tear on facilities, grounds, and equipment incurred by the OCTE in connection with the use of non-school groups or any other individuals of OCTE facilities, grounds and equipment.

PRESENCE OF KY TECH EMPLOYEES

The Associate Commissioner/authorized deputy shall determine which OCTE employees and the number of OCTE employees that will be required and/or permitted to be present during use of OCTE facilities, grounds, and equipment. As a general rule, at least one (1) OCTE employee (typically a custodian) must be on duty during all hours of OCTE facility usage. Reasons for not requiring the presence of an OCTE employee must be noted by the Associate Commissioner/authorized deputy in the appropriate box on the Application.

DISAPPROVAL OF USE

Disregard of the rules and regulations governing the use of OCTE facilities, grounds, employees, or equipment may result in the Associate Commissioner/authorized deputy barring the offending Applicant from further use of OCTE facilities, ground, and/or equipment. In case of any damage, a resolution agreeable to the Associate Commissioner/authorized deputy, shall be prerequisite to further use by the Applicant of OCTE facilities, grounds, and equipment.

REFERENCES:

KRS 156.802; 780 KAR 4:010

Adopted/Amended:
Order #:

Safety

SCHOOL EMERGENCY PLANNING

The Principal shall adopt an emergency plan for the school that shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

Following the end of each school year, the Principal and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and shall document the date and time.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify severe weather safe zones and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school.

No later than November 1 of each school year, the Principal shall send verification to the Associate Commissioner that the school is in compliance with school emergency planning requirements.

SAFETY COMMITTEE

The Principal shall establish a school-wide safety committee for the school. The committee shall consist of three (3) teachers and three (3) students. The committee shall meet a minimum of four (4) times per school year to discuss safety issues and make recommendations concerning the school. Documentation of the meetings shall be on file in the school. Copies of minutes shall be distributed to all employees in the school. Actions taken as a result of recommendations shall also be on file in the school.

SEMI-ANNUAL SAFETY INSPECTIONS

The safety committee shall make semi-annual safety inspections of the total facility including each classroom/laboratories. The inspections shall be completed by June 1 and November 1 of each calendar year.

The semi-annual safety inspection shall be completed using the Safety Inspection Booklet which has its basis in safety and health standards of the Kentucky Occupational Safety and Health Program. The required *Safety Inspection Checklist* is designed in such a manner that a negative answer to any question indicates a safety concern. The Principal and safety committee shall review all items answered **NO** to determine what corrective action shall be taken.

A certification of the semi-annual safety inspection (last page of the *inspection form*) shall be forwarded to the Safety Director, Office of Career and Technical Education, Capital Plaza Tower, 20th Floor, 500 Mero Street, Frankfort, KY 40601.

Safety**SAFETY SIGNS**

The following is a suggested list of safety signs that may be posted in the shop/classrooms to emphasize the importance of good safety practices:

- | | | |
|------------------------------------|---------------------------------|---|
| 1. Asbestos | 11. EXIT | 22. Unlawful possession of a weapon |
| 2. Auto Lift Safety | 12. Fire Extinguisher | 23. Visitors Report to Main Office Before Entering Shops/classrooms |
| 3. Compressed Air | 13. Hazardous Materials in Use | 24. Warning -This Machine Will Coast |
| 4. DANGER – Hands and Fingers | 14. Hearing Protection Required | 25. Wear face shield (battery charger) |
| 5. DANGER – High Voltage | 15. Machine Lockout | 26. Wear face shield (charging station) |
| 6. Do Not Start | 16. Metal Shop Safety Rules | 27. Wood Shop Safety Rules |
| 7. Electric Welding Safety | 17. NOT AN EXIT | |
| 8. Electricity Shop Safety Rules | 18. Out of Order | |
| 9. Emergency Eyewash | 19. Oxyacetylene Safety | |
| 10. Emergency Eyewash Instructions | 20. Protective Eyewear Required | |
| | 21. Universal Precautions | |

SAFETY PUBLICATIONS

The Principal shall have resource information available in the school to ensure that the school is complying with all federal and state requirements. The Kentucky Department of Labor, Office of Occupational Safety and Health, Division of Education and Training, has available a variety of *publications and forms* relating to safety, wage and hour laws, child labor laws, wage discrimination, general industry standards, and construction standards at no cost. Instructional and informational publications are also available.

Training information and publications can be found on this website - <http://www.labor.ky.gov/>

COLOR CODING

Color coding shall be used as part of the school's safety and emergency procedures.

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

Safety**WORKPLACE/SCHOOL VIOLENCE**

The Kentucky Department of Education is committed to providing a safe and secure environment for its employees, students, and customers. Acts of violence such as physical assault, threatening behavior or verbal abuse in Cabinet operated facilities, on area technology center premises, on school buses, or at school sponsored or sanctioned events shall not be tolerated.

In the event that an individual's (employee, student, or customer) actions are perceived to endanger someone's safety and well-being; supervisory personnel, building security, and/or appropriate law enforcement agencies shall be notified immediately. The KDE Safety - Desk Guide – Emergency Telephone Numbers or *local district form* must be completed and maintained at the secretary/receptionist's desk and/or other locations deemed appropriate.

Other acts of violence that are of a less threatening nature should be promptly reported to supervisory personnel. Use of the KDE *Safety - Violent Incident Report Form* is recommended.

A *Safety - Violent Incident Report Form* shall be completed and forwarded to the Office of Career and Technical Education, Safety Officer, when a situation warrants.

Employees or students that engage in acts of violence shall be subject to disciplinary action up to and including dismissal/expulsion. In the event that an individual's (employee or customer) actions are perceived to endanger the safety and well-being of any employee or customer, appropriate law enforcement agencies including building security, police departments, county sheriffs, and state police and supervisory personnel should be notified immediately.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

Area Technology Centers are not required to maintain an Automatic External Defibrillator (AED). However, if one is maintained in a school, the Principal shall ensure proper training of staff as directed by KRS 331.667.

An AED shall be:

- Accessible for trained users; and
- Be stored in a secure location, not accessible to untrained persons.

REFERENCES:

KRS 158.162; KRS 158.164
KRS 311.667
780 KAR 3:065; 780 KAR 6:005
Domestic Violence and Sexual Assault in the Public Workplace

RELATED POLICIES:

03.14, 05.2, 05.41, 05.411, 05.42, 05.47
09.221
09.4 (entire section)

Adopted/Amended:
Order #:

Fire Drills

The Kentucky Fire Code requires that ten (10) fire drills be conducted during the school year. Two (2) of the ten (10) shall be in the first two (2) weeks of school. Fire drills are conducted for the purpose of training students to exit the building in an organized and expedient manner should an actual fire occur. Evacuation signs shall be posted in all classrooms and labs and other areas where students assemble. Students shall be given instruction on the proper procedures for exiting and returning to the building and where to assemble once the building is evacuated.

REPORT

Using the *Fire, Earthquake, Tornado and Lockdown Drill Record* the Principal shall document the dates of all fire drills, the time the alarm sounded, the time it took to evacuate the building, weather conditions, the number of occupants, and any irregularities noted.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCES:

Life Safety Code Handbook, Chapters 14 & 15
KRS 158.162
KRS 227.220(3)(e)

RELATED POLICY:

05.4

Adopted/Amended:
Order #:

Building Lockdowns

A building lockdown practice shall be implemented at least twice during each school year. At a minimum, lockdown drills are to be held during the first thirty (30) instructional days of the school year and in January in keeping with the schedule set by the local school district. The Principal shall document that the practice has occurred.

Lockdown procedures shall be addressed in the school's emergency response plans and included in the *Emergency Procedures Desk Guide*.

DEFINITION

Building lockdown means to restrict the mobility of building occupants to maintain their safety and care.

PROCEDURES

The Principal shall establish procedures to perform a building lockdown, including protective measures to be taken during and immediately following the lockdown. Local law enforcement agencies shall be invited to assist in establishing lockdown procedures. Each school year, the school shall provide appropriate notice of building lockdown procedures to students and all staff.

Lockdown drills shall be conducted at the beginning of each semester, and information shall be included in the student handbook. For staff, this information shall be provided during the initial employment orientation, training at the beginning of the school year, and included in the staff handbook. Drills shall be documented using the Fire, Earthquake, Lockdown, and Tornado Drill Form.

School administration shall activate an emergency lockdown when the safety and welfare of the students and staff are in danger. Training shall be provided for the three (3) types of lockdown procedures:

I. Lockdown with Warning – A threat comes from outside the school building.

A threat could result from notification by authorities that a dangerous situation in close proximity to the school exists. Situations may involve a fleeing or violent felon in the area, an act of terrorism, etc.

II. Lockdown with Intruder – A threat (intruder) is inside the school building.

The Principal or designee shall be notified immediately any time there is an individual inside the school without proper authorization. The Principal or designee shall determine if there is cause to order a lockdown.

III. Shelter in Place – A gas or chemical release has occurred outside the school building.

The following procedure shall be followed if the school has been notified of an external gas or chemical release:

1. Lockdown with Warning Procedures

- Principal or designee, shall order and announce “lockdown with warning procedure.” Repeat announcement several times. Announcements must be direct, because code words may lead to confusion.
- The Principal or designee shall bring people inside.
- Hallways, restrooms and all areas that cannot be secured shall be cleared.

Building Lockdowns

LOCKDOWN WITH WARNING PROCEDURES (CONTINUED)

- Students shall be sent to a closed supervised area.
- Assistance shall be provided to those needing special assistance.
- Staff shall lock exterior doors and classroom and lab doors.
- Staff shall pull shades and keep students away from windows.
- Staff shall control all movement, but continue classes unless otherwise instructed.
- The Principal or designee shall disable bells and announce when the regular schedule is to commence.
- The Principal or designee shall announce “all clear” after notification from appropriate local authorities.
- The Principal or designee shall document lockdowns and send a copy of the required documentation to the Safety Coordinator in the Frankfort office.

2. Lockdown with Intruder Procedures

- To initiate intruder lockdown procedures, the Principal or designee shall:
 - a. Order and announce “**lockdown with intruder procedure.**”
 - The announcement shall be repeated several times.
 - Announcements must be direct, because code words may lead to confusion.
 - b. The Principal or designee shall direct someone to call 911, so appropriate law enforcement authorities and emergency response teams may be dispatched.
 - c. The Principal or designee shall immediately direct all students, staff and visitors into nearest classroom or secured space.
 - d. Staff shall **NOT ALLOW anyone outside the building to enter the building.**
 - e. The Principal or designee shall determine a primary evacuation site and have those students report there.
 - f. Staff shall provide assistance to those needing special assistance.
 - g. Staff **SHALL NOT lock exterior doors.**
 - h. Staff shall lock classroom doors.
 - i. Staff shall move people away from windows and doors, pull shades, turn off lights, keep out of sight and direct all individuals to remain quiet and calm.
- Teacher shall take a head count and list names of each individual in the room.
- All individuals shall take cover under desks or tables and remain low to the ground.
- Individuals **SHALL NOT** respond to anyone at the door until “all clear” is announced by the Principal or designee.
- The Principal or designee shall announce “all clear” after notification from appropriate local authorities.
- Principal or designee shall document the lockdown and mail a copy of the documentation to the Safety Coordinator in Frankfort office.

Building Lockdowns**PROCEDURES (CONTINUED)****3. Shelter in Place Procedures**

To initiate shelter in place procedures, the Principal or designee, shall:

- Order and announce “**Shelter in place procedure.**”
 - a. Repeat the announcement several times.
 - b. Be direct because code words may lead to confusion.
- Immediately direct all students, staff and visitors into the nearest classroom.
- Direct staff to assist those needing special assistance.
- Direct staff to close and tape all windows and doors and seal the gap between bottom of door and the floor.
- Turn off air conditioning units and other air handling units.
- Not allow anyone to leave the classroom.
- Direct all occupants to stay away from doors and windows.
- Wait for further instructions from authorities.

The Principal or designee shall document the lockdown and mail copy to Safety Coordinator in Frankfort office.

REFERENCES:

KRS 158.162

KRS 158.164

RELATED POLICY:

05.4

Adopted/Amended:
Order #:

Severe Weather/Tornado Drills

Each center shall establish a severe weather emergency plan. The Kentucky Division of Disaster and Emergency Services and National Weather Service Offices in Kentucky have prepared a *Guide for Developing a Severe Weather Plan for Kentucky TECH Schools* to assist center personnel in developing this plan.

To maintain the safety and care of students and employees, a severe weather/tornado emergency procedure system shall be established to include, but not be limited to, the following components:

1. A school building disaster plan that provides for a drop procedure and safe area evacuation practices;
2. Designation of safe zones for each facility that have been reviewed by local fire marshal or fire chief as part of the school emergency planning process and posted in each room of the school;
3. Protective measures to be taken before, during, and following severe weather/tornado; and
4. Training of staff and students in the system, including use of a drop procedure.

Students shall be provided information during orientation on what the correct procedures to follow are in the event of actual severe weather. Staff and students should be directed to the designated shelter area if it is necessary to remain in the building. For tornadoes, once in the sheltered area, everyone should sit facing the interior wall with knees and head down, hands covering face and head. Staff and students should remain in the shelter area until instructed to move.

Whether the Principal retains students and staff in the building or evacuates will depend upon the advice of the police department, fire department, and local Office of Emergency Management instructions.

TIMES FOR DRILLS

Severe weather/tornado and safe area evacuation drills are to be held during the first thirty (30) instructional days of the school year and in January in keeping with the schedule set by the local school district. Designated school primary and secondary evacuation routes are to be posted by any doorway used for evacuation.

DOCUMENTATION

The Principal is responsible for implementing this policy.

Each school shall have on file a Severe Weather Checklist that identifies critical facility information and the communication system available to notify staff and students of a weather alert. Drills shall be documented using the Fire, Earthquake, Lockdown, and Tornado Drill Form.

NOTE: If catastrophic or life-threatening weather conditions created by a hurricane, tornado, flood or blizzard make it necessary for authorities to order evacuation or shut down the place of employment, employees required to evacuate or report to a location that has been shut down shall not be required to make up the time that is lost.

Severe Weather/Tornado Drills

REFERENCES:

KRS 158.162

KRS 158.163

RELATED POLICIES:

03.1332

05.4

Adopted/Amended:
Order #:

Bomb Threats**EVACUATION PROCEDURES**

In the event a bomb threat is received, school staff shall adhere to the following procedures. The person receiving the call shall:

1. Keep the caller on the phone as long as possible and do not hang up.
2. Call an adult to the phone if possible, if a student took the call.
3. Signal to someone nearby to alert the Principal's office.
4. Write down everything the caller says. Attempt to find out:
 - a. When the bomb is going to explode
 - b. Where it is right now
 - c. What it looks like
 - d. What kind it is
 - e. What will cause it to explode
 - f. Did the person place the bomb
 - g. Why was the bomb placed
 - h. What is the name and address of the caller
5. Call the police (911 or local police).
6. Pass information and instructions to teachers, orally or by messenger, as directed by the Principal or designee.
7. Complete the necessary documentation.

The Principal or designee will be responsible for the following:

- Directing occupants to evacuate the building. (Staff and students shall move far enough away from the building to protect against debris in the event of an explosion.)
- Calling the Office of Career and Technical Education to notify the necessary administrators.
- Announcing when staff and students may return to the building only after advised to do so by police.

REFERENCES:

OAG 77-254
KRS 508.075
KRS 508.078

Adopted/Amended:
Order #:

Earthquakes

PROCEDURES

The Principal shall schedule a minimum of two (2) earthquake and safe area evacuation drills during each school year in keeping with the schedule set by the local school district. Drills shall be held during the first thirty (30) instructional days of the school year and in January.

Each area technology center shall have one (1) “Drop and Cover” earthquake drill per year during the same time as the local school district drill. Students shall be informed of the procedures to follow during and after an earthquake. This information shall be printed in the student handbook and covered during the orientation process.

Students shall be informed of the following:

- Take cover under a table or desk.
- If the table or desk moves, hold the legs and move with it.
- Stay under shelter until shaking stops.
- Listen for a signal to evacuate the building.

The Principal and/or school staff shall do the following:

- Make a quick assessment of the situation.
- Decide whether to evacuate or to call for rescue officials.
- Signal an evacuation with whatever means available.
- Alert staff to known hazards along route or blocked exits.
- Be prepared to respond quickly to injuries, fires, hazardous materials and trauma.
- Account for all students.
- Calm and reassure frightened/injured students.
- Release students only to appropriate adults with help of police and/or appropriate officials, keep record of student releases.
- Complete necessary reports.

Drills shall be documented using the Fire, Earthquake, Lockdown, and Tornado Drill Form and keep a copy of the documentation on file.

REFERENCES:

KRS 158.162
KRS 158.163

Adopted/Amended:
Order #:

Weapons

This policy applies to students, staff members, and visitors to the school.

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in performance of their duties.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal or designee immediately make a report to the Principal of the sending high school and to Associate Commissioner, Office of Career and Technical Education. In addition, when they have reasonable belief that a violation has taken place, the Principal or designee shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to an area technology center or onto the center campus/property under jurisdiction of the local district shall be expulsion for a minimum of twelve (12) months. However, the local board of education may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.¹

STATE POSTING REQUIREMENTS

The following notice shall be posted in prominent locations in the school. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN
KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5)
YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.¹

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

Weapons**WEAPONS STATE REPORTING REQUIREMENTS**

Employees of the area technology center shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

REFERENCES:

¹KRS 527.070; KRS 158.150; 20 U.S.C. §7141 (Gun-Free Schools Act)
18 U.S.C. §921(a)
KRS 158.154; KRS 158.155; KRS 160.290; KRS 160.340; KRS 161.790
KRS 237.106; KRS 237.110 KRS 237.138 to KRS 237.142
KRS 500.080; KRS 508.075; KRS 508.078; KRS 527:020
Individuals with Disabilities Education Improvement Act (IDEA)
Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.436; 09.4361

Adopted/Amended:
Order #:

Campus Security

Security of the facility and equipment shall be maintained at all times. Signs directing visitors to the front office to check in shall be posted on all entrance doors to the facility. Classrooms and laboratories shall be locked when classes are not in session and the teacher is not present.

CRIME AWARENESS

This policy was adopted effective 1992 as a part of fulfilling the requirements of the “Student Right-to-Know and Campus Security Act” and because Kentucky TECH is committed to providing a safe and secure environment for all students and employees. Conduct that violates the intent, poses unacceptable risk upon other members of the Kentucky TECH community shall result in appropriate action as defined by school policy.

Students and staff shall be informed about campus security procedures and practices. For students, this information will be included in the student handbook. For staff, this information will be provided during the initial employment orientation, at the beginning of the school year, and in the staff handbook.

A variety of approaches are utilized for crime prevention, such as: + officers, appropriate lighting, light sensors, vacant building checks, local police patrols, staff monitoring of facilities and grounds, video monitoring and closed circuit cameras, audio surveillance (if used, signs must be posted at public entrances), visitor control process, burglar alarm, motion detection system, key control system, and magnetic door trips with automatic dials to police. Additionally, crime prevention efforts shall include the dissemination of information at student orientation, faculty in-services, and student organizations, where appropriate conduct at school-sponsored events is stressed.

PROCEDURES

- Students, employees, and others shall report criminal actions, or other emergencies occurring on campus, to the Principal or designee, who shall respond to each report with appropriate action and document the action taken.
- The Principal shall select the most appropriate security approaches for the school to maintain a safe and secure environment.
- The Principal shall maintain a working relationship with both the local and state police.
- The Principal or designee shall make an accurate report within twenty-four (24) hours of a reported occurrence to the Associate Commissioner, Office of Career and Technical Education.
- Students and employees shall be encouraged to be responsible for individual security and the security of others. The cooperation and involvement of students and employees in a campus safety program are absolutely essential. Students and employees shall assume responsibility for their own personal safety and security of personal belongings by practicing simple and common sense precautions.
- At off-campus school-sponsored events, such as student organization activities, the assigned advisor(s) shall monitor the events. All criminal occurrences shall be reported by the advisor to the Principal or designee.

Campus Security**PROCEDURES (CONTINUED)**

The Principal shall report campus security statistics each year as directed by the Associate Commissioner, Office of Career and Technical Education. This report shall include criminal offenses reported to campus security, number of arrests, prevention efforts, education programs, and completion rate.

REFERENCES:

KRS 158.162
Student Right-to-Know and Campus Security Act

RELATED POLICIES:

05.4
09.2211

Adopted/Amended:
Order #:

Equipment Insurance

When payment for equipment is made, eMARS automatically recognizes equipment as a fixed asset. The Principal/designee must complete information pertaining to the equipment so that insurance is activated. Equipment must be entered when payment is made. If equipment is not added to eMARS inventory, insurance will not cover it after ninety (90) days from date of purchase.

REFERENCES:

KRS 156.858
780 KAR 7:070

Adopted/Amended:
Order #: