

### **Curriculum**

All programs in area technology centers shall follow the KDE/OCTE Program of Studies. Programs consist of individual courses containing technical content. A complete listing of programs, course titles, and course lengths is available on the Office of Career and Technical Education's website <http://education.ky.gov/CTE/Pages/default.aspx>. All courses align with the Kentucky Department of Education's Career and Technical Education Program of Studies. The Kentucky TECH curriculum is aligned with:

- The Kentucky Department of Education's Core Academic Standards and aligned with student development goals set out in KRS 158.6451;
- Kentucky Occupational Skill Standards Assessment; and
- Program specific business and industry standards

Career and technical preparation programs shall provide a curriculum of sufficient length to permit students to secure entry level skills in the occupation for which they are training.

Programs in grades six (6) through eight (8) shall be designed to allow students to become aware of and explore clusters of occupations. Programs in grades nine (9) through twelve (12) shall provide in-depth exploration, specialized skill development and preparation for advanced education.

### **CURRICULUM REVISIONS**

Area Technical Centers must use the core sequence identified in the POS. Requests to change courses in the sequence are to be submitted using the *Career Pathway Request Forms*.

### **PROGRAM ADVISORY COMMITTEES**

An active advisory committee shall be organized at the program level with committee responsibilities to be determined in accordance with Kentucky Administrative Regulation consisting of a minimum of five (5) members. The membership of the committee shall be composed of employers, community agency representatives, certifying agency representatives, postsecondary partners and former students in the field. All program advisory committees shall have membership that is representative of the community (males, females, minorities, persons with disabilities). (See *Advisory Committee Program Membership Record*.)

The program advisory committee shall counsel, advise, and consult with the program area teacher on:

- Evaluation of curriculum
- Safety
- Equipment needs
- Projects for student learning
- Advocacy of the program in the community
- Recruitment of students
- Work-based learning
- Job placement of students
- Postsecondary transition
- Industry Certification
- Development of a vision for the program

Program advisory committees shall have at least two (2) meetings per year. A chairperson shall be elected by the committee. Agendas and minutes of meetings shall be maintained on file to document the meeting dates and recommendations of the committee. (See *Format for Minutes of Meetings* and *Advisory Committee Program Recommendations*.) Committee members shall complete the Advisory Committee Evaluation Program Profile annually. (See *Advisory Committee Program Evaluation Profile*.)

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#### **STEERING COMMITTEE**

Each Kentucky area technology center serving secondary students shall have a steering committee, whose composition and responsibilities shall comply with Kentucky Administrative Regulation. The steering committee is to consult, counsel, and advise on matters pertaining to the operation of the school in the following areas:

- Annual and long range program planning
- Operation and management procedures
- Programs to be offered
- Curriculum development
- In-service training of personnel
- Enrollment quotas for secondary students from the participating local school district(s)
- Discipline of students
- Class and school schedules
- Transportation of students
- Equipping and maintaining the facilities
- Program evaluation
- Student counseling and guidance
- Records and reports
- Training needs in the community
- Review of Goals and Mission of School

The steering committee shall provide organized and regular contact with and participation by representatives from each local school district and the business and industry community. The committee shall be composed of the following: (*See Steering Committee Membership.*)

1. Principal of the area technology center
2. Superintendent or designee of each cooperating school district
3. Board member from each cooperating school district
4. Principal or designee from each cooperating school district
5. Member from each site-based council
6. Local labor market area representatives (Business and Industry)
7. Guidance counselor from each cooperating school district
8. Local and State Officials (Recommended but not required)

The steering committee shall meet a minimum of once per year and conduct called meetings as needed. A chairperson shall be elected from the membership of the committee. The planned agenda and minutes shall be recorded for each meeting.

#### **STUDENTS WITH DISABILITIES**

The school shall operate its programs so that students with disabilities are instructed in accordance with the legal obligations contained in the local school district's policy and procedures manual relating to such programs.

**Curriculum**

**REFERENCES:**

705 KAR 4:231  
780 KAR 2:030  
780 KAR 2:040  
780 KAR 4:010  
KRS 158.645, KRS 158.6451  
Kentucky's Core Academic Standards

**RELATED POLICY:**

08.5

Adopted/Amended:  
Order #:

**Carl D. Perkins Programs**

Career and technical education programs shall meet the performance indicators in accordance with the requirements of the Carl Perkins Vocational-Technical Education Act, 20 USC 2301-2471.

The Carl D. Perkins Career and Technical Education Act continues the theme of program improvement, but the focus is on increasing the academic and technical knowledge and skills of secondary and postsecondary students who choose to enroll in career and technical education programs. Increasing or continuously improving the academic and technical attainment of skills of career and technical education students requires more effective instruction and keeping program content current/relevant with the needs, expectations, and methods of business and industry. The integration of academics with technical content is the instructional strategy used to increase academic and technical attainment of students. The academics are embedded in the technical content.

Career and technical education means organized educational activities that provide for the following:

- A. Offers a sequence of courses that—
  - I. Provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
  - II. Provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and
  - III. May include prerequisite courses (other than a remedial course) that meets the requirements of this subparagraph; and
- B. Includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship of an individual.

The Act also requires states to implement “Programs of Study”. A Program of Study has several components that result in a cooperative agreement between at least one (1) secondary institution and one (1) postsecondary institution having an agreement to give secondary students postsecondary credit for knowledge and skills acquired at the secondary level.

The official definition of a Program of Study is as follows:

Career and technical content areas that—

- 1. Incorporate secondary education and postsecondary education elements;
- 2. Include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare secondary students to succeed in postsecondary education;
- 3. May include the opportunity for secondary students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary credit; and
- 4. Lead to an industry-recognized credential or certificate at the postsecondary level, or an associate degree or a baccalaureate degree.

**Carl D. Perkins Funds**

The Kentucky Board of Education is the eligible agency to receive the Carl D. Perkins funds and designated the Office of Career and Technical Education as the agency responsible for administering, managing, and implementing and evaluating the outcomes of implementing the requirements of the Act. The Perkins funds must be used for approved career and technical education programs in high schools in local boards of education, area technology centers, and postsecondary institutions that offer associate degree or diploma programs in career and technical education. Baccalaureate degree career and technical education programs are not eligible for funding.

Eighty-five percent (85%) of the Perkins funds are designated for eligible recipients. The State is responsible for determining the split between secondary and postsecondary career and technical education. Eligible recipients are required to apply for federal funds to supplement non-federal funds. The federal funds shall be used to meet the requirements in the Act and to add value to the career and technical education programs. Each eligible recipient is required to complete a local application for funding; the application identifies what the improvements are and why the improvements were chosen for funding. Perkins funds are available for one fiscal year and the expenditures must occur in that fiscal year. The funds should be expended early, after approval of the local application, to immediately implement the improvements, monitor the improvement process as they are made to identify weaknesses that need to be corrected, and determine the success of the improvements by the end of school. A state may choose to reserve ten percent (10%) of the eighty-five percent (85%) portion of the funds for competitive projects for eligible recipients (schools) to apply.

Funding for secondary career and technical education programs and postsecondary career and technical education programs are determined by formula that is prescribed in the Act. The formula for secondary and postsecondary are different criteria. Both formulas look at financial need.

The remaining fifteen percent (15%) of the Perkins funds are for implementing the requirements of the law and for statewide activities that benefit all career and technical education programs. Five percent (5%) is for the administration of the Act and ten percent (10%) is for the statewide leadership activities. One percent (1%) of the total Perkins grant is reserved for programs in state institutions and a second reserve from \$60,000 to \$150,000 is for promoting nontraditional occupations. The balance of the ten percent (10%) is used for activities such as curriculum development or revision, professional development for teachers to become more effective teachers.

**ACCOUNTABILITY**

The accountability requirements initiated in the 1998 Act is continued in the 2006 Act. Some of the performance indicators have been tweaked to gather more data to demonstrate the success of students who are products of career and technical education. Each year the performance indicators are renegotiated. The renegotiation is based on the prior year performance. Institutions that do not meet the performance goals must write a plan for improvement and send the plan to the Office of Career and Technical Education. If the State does not meet its performance measures, it is also required to write an improvement plan.

**REFERENCE:**

Carl Perkins Vocational-Technical Education Act, 20 USC 2301-2471

Adopted/Amended:  
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## **Program Completion**

### **HIGH SCHOOL CREDIT**

The area technology center shall recommend that high school credit be given to secondary students completing career and technical education courses on the same basis as credit for courses taken at the sending high school. Credit shall be granted based on the sending high school's plan that has been approved by the Kentucky Department of Education.

### **SENIOR PLAN**

A senior plan will allow and encourage high school seniors to attend an area technology center for up to five (5) hours per day during their senior year. A plan shall be developed with input from participating high school(s) and be approved by the local board(s) of education and site-based council(s).

The following guidelines shall be followed:

1. The student shall be a high school senior.
2. The student shall have completed all course work required for high school graduation at his/her home high school, except for Senior English.
3. The student shall observe the technology center's calendar.
4. Prior to enrolling in this plan, the student shall meet the postsecondary entrance requirements (except high school graduation) for the program in which he/she is seeking enrollment.
5. The student shall be required to follow the published attendance guidelines.
6. The student shall be allowed to attend high school activities as approved by the principals of the sending high school and the area technology center.

A student who is removed from this program for attendance and/or academic violations shall be returned to the sending high school. The student may be eligible to reenroll in the area technology center under the regular program if approved by the principals of the sending high school and the area technology center.

### **COMPLETER**

A Completer is a student who has completed four (4) high-school credits in an approved sequence of technical courses relevant to a career pathway.

### **CAREER PATHWAY**

All students completing the following requirements may be awarded a career pathway certificate by the local high school:

1. Four (4) high-school credits in a coherent sequence of technical courses relevant to the career pathway,
2. High school graduation,
3. A career-related culminating project, and
4. A work-based learning experience related to the career pathway.

**Program Completion****CAREER PATHWAY (CONTINUED)**

The career pathway is the central focus for developing an Individual Learning Plan. Each student must complete an Individual Learning Plan (ILP) by the end of the sixth (6<sup>th</sup>) grade that incorporates emphasis on career development and addresses KDE academic expectations. 2.36-2.38. (See Academic Expectations on the Kentucky Department of Education's website.)

**CERTIFICATES**

*Business and Industry Certificate* – Many programs prepare for industry certifications. Upon completion of related coursework, students are prepared to take exams for industry certification or continue to postsecondary programs for additional preparation. These certifications are issued by the evaluating agency/organization.

*Skill Standards Certificate (KOSSA)* –

**Junior:** A junior career and technical concentrator (enrolled in at least the 3<sup>rd</sup> credit of a career pathway) **may** participate in the Kentucky Occupational Skill Standards Assessment for their program area of study.

**Senior:** A senior career and technical concentrator (enrolled in at least the 3<sup>rd</sup> credit of a career pathway) **must** participate in the Kentucky Occupational Skill Standards Assessment for their program area of study.

Successful students will receive a Skill Standards Certificate.

Skill Standards Assessment resources and sample scenarios can be found under Instructional Resources, Career and Technical Education on the Kentucky Department of Education's website for KOSSA:

<http://education.ky.gov/CTE/kossa/Pages/default.aspx>

**REFERENCES:**

702 KAR 7:125  
704 KAR 3:305  
705 KAR 4:231  
KRS 158.645, KRS 158.6451

**RELATED POLICIES:**

08.1131  
08.14

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### **Work-Based Learning**

A secondary career and technical education program shall provide opportunities for students to participate in high quality work-based learning experiences related to the program in which they are enrolled. Work-based learning experiences may include:

1. Job shadowing;
2. Mentoring;
3. Internships;
4. School-based enterprises;
5. Entrepreneurship;
6. Clinicals;
7. Cooperative education;
8. Service learning;
9. Apprenticeship; or
10. Work experience.

#### **WORK-BASED LEARNING MANUAL**

A guide to all work-based learning experiences, including sample forms, can be found on the Kentucky Career and Technical Education web site:

<http://education.ky.gov/CTE/Documents/WorkBasedLearningManual.pdf>

Sample forms are included throughout the Manual and in Appendix A, *Forms*.

Other forms and sample forms can be located via this link:

<http://kytech.ky.gov/>

#### **CLINICAL EXPERIENCE**

Guided clinical experience shall be an integral part of the Health and Human Services educational program. The guided clinical experience shall be appropriate to the level of the trainee's skill consistent with the educational objectives of the course and shall be integrated with the classroom instruction.

The school shall use the approved standardized written agreement or a clinical facilities agreement approved by the Cabinet's legal department to arrange for clinical training sites. Each cooperating agency shall specify responsibilities and authority of each party in the agreement.

#### **Medicaid Nurse Aide Training Program Requirements and Guidelines: (907 KAR 1:450)**

The Medicaid Nurse Aide Course consists of a minimum of seventy-five (75) hours with a minimum of sixteen (16) hours of supervised practical training. The Medicaid Services Manual for Nurse Aide Training and Competency Evaluation Program can be found on the KCTCS website <http://www.kctcs.edu/>.



**Work-Based Learning****COOPERATIVE EDUCATION/INTERNSHIP**

Cooperative Education refers to an educational program consisting of in-school instruction alternating with on-the-job work experience in a business or industrial setting. Cooperative education activities are planned experiences supervised by the school and the employer to ensure that each phase contributes to the student's education and career pathway.

The purpose of cooperative education programs shall be to develop occupational competence reinforced by real-life job experience.

The requirements to be met for Cooperative Education are listed in the Work-Based Learning Manual at the link below:

<http://education.ky.gov/CTE/Documents/WorkBasedLearningManual.pdf>

Students shall have proof of age on file with the employer. This may be a birth certificate, driver's license or a comparable record. Students under 18 shall comply with special labor laws. For information, see the Kentucky Child Labor Bulletin and the Federal Wage and Hour Publication #101.

Enrollees shall have taken the basic skill prerequisites required by the occupational program they are pursuing and be recommended by their teacher before being placed in cooperative education.

**INTERNSHIP - STUDENT**

Internships are typically work-based learning experiences involving students who have completed extensive school-based preparation relating to a career objective. Internships are usually one-time work experiences that may or may not lead to course credit and/or pay. Internships are conducted under the supervision of a competent job supervisor.

An internship program is most applicable to careers that require a high level of academic preparation and knowledge before a student is placed for field experience. Some internships simply involve observing professionals as they carry out their duties, while others are designed to allow students to apply hands-on activities that were taught in class.

Internships should be structured with a combination of classroom experience and field experience. A student needs time in the classroom each week for updating and progress evaluation. A specific set of competencies shall be agreed upon with the workplace personnel. The Internship Training Plan Agreement may be used to document this activity.

**Work-Based Learning****LIVE WORK PROJECTS (ON AND OFF-CAMPUS - 780 KAR 2:040)**

Live work is defined as a project that meets a curriculum requirement and is completed for an individual or organization. Area technology centers shall be permitted to accept live work projects when the administrative and instructional staffs deem the projects appropriate for training purposes. Live work projects shall relate to curriculum currently being studied.

Area technology centers accepting live work shall adhere to the following standards:

- All services performed shall be documented on work order forms provided by the Office of Career and Technical Education. (*See Form, Work Order - Approval Request*) No other type of work orders shall be used. The Principal is responsible for accounting for all unused work order forms. All services performed shall be recorded on a work order log. (*See Form, Work Order Log*)
- Anyone requesting live work shall be provided a copy of the school's policy for accepting and performing live work. Persons requesting live work shall sign the policy form indicating that they understand the policies and agree with them. (*See Form, Work Order Agreement*) No preferential consideration shall be given to anyone requesting live work.
- Live work orders shall be approved and initialed by the school principal and the teacher of the class.
- No live work shall be approved for a teacher in his/her program for his/her own use.
- Live work to be performed off site shall be carefully evaluated to determine if such experience is in the best interest of the student, school, and community. All off-campus live work shall have prior approval by the Associate Commissioner for the Office of Career and Technical Education. (*See Form, WBL - Off-Campus Training Project Request*)
- A *Field Trip and Off-Campus Training Project Permission for Short Trips* form shall be on file for all students participating in off-campus projects. This form will cover all off-campus short trips for the school year. (*See Form, Field Trip and Off-Campus Training Project Permission for Short Trips*)
- The Associate Commissioner of the Office of Career and Technical Education shall be notified immediately if there is a complaint from a local business that student work is conflicting with their business.

**STUDENT TRANSPORTATION**

Students participating in Work-Based Learning projects (cooperative education, mentoring, shadowing, etc.) shall provide their own transportation if not provided by local school district. OCTE staff shall not use their personal vehicle or ATC vehicle to transport students. (Also reference: Transportation of Students in Section 12 Secondary Programs/Students)

Students traveling to off-campus training projects, student organizations events, and miscellaneous field trips are to be transported by local district school buses or in accordance with 702 KAR 5:130.

**Work-Based Learning****MENTORING/SHADOWING**

Mentoring and shadowing are components of the partnership movement between schools, employers, and the community. Volunteers from the business/industry community are used on a one-on-one basis to broaden students' perspectives of the world of work. Mentoring is an opportunity for individuals to have a positive influence on the youth of today. Mentoring helps students become aware of career opportunities, work ethics, and the importance of positive self-esteem. Through shadowing experiences, students are given the opportunity to discuss items of interest and concern with the individual actually in the occupation they are shadowing. Employers are able to contribute to the education of students and showcase occupations that are not as well known or those where there will be a shortage of qualified candidates in the near future.

Students who are interested in participating in mentoring or shadowing shall complete an application and return it to the program teacher. The teacher shall be responsible for placing the student. *After the mentoring or shadowing experience has been completed, the student and mentor/employer shall complete an evaluation of the experience.*

**CLINICAL PROGRAMS - STATEMENT OF UNDERSTANDING**

Each student and parent, prior to being assigned to a clinical site, shall sign a Statement of Understanding. It covers the student's requirements to adhere to school policies, rules, and regulations; patient confidentiality; liability insurance requirement, immunization requirements, and other pertinent information. The legal guardian shall sign the Statement of Understanding if the student is a minor.

**REFERENCES:**

KRS 343.010; KRS 343.050; 29 C.F.R., Pts. 29 and 30  
702 KAR 5:130  
705 KAR 4:041  
705 KAR 4:231  
780 KAR 2:040  
907 KAR 1:450

Adopted/Amended:  
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**Articulation/Dual Credit**

Articulation is the process of linking secondary schools and postsecondary institutions for the purpose of assisting students in making a smooth transition from one level to another without experiencing delays, duplication of courses and/or loss of credit. Program area consultants may be contacted for a list of articulation agreements currently in place. Some area centers have negotiated individual agreements with postsecondary institutions.

The Statewide Dual Credit Agreement between the Kentucky Department of Education and the Kentucky Community and Technical College system allows career and technical education students to simultaneously enroll in high school and community and technical colleges for dual credit. Kentucky Tech students may transfer college credit earned through dual enrollment to any of the community and technical colleges in the state.

**REFERENCE:**

705 KAR 4:231

Adopted/Amended:

Order #:

**Career and Technical Education****MAXIMUM ENROLLMENT**

The maximum enrollment of students in career and technical education classrooms, laboratory or shop settings, and out-of-school settings shall be in compliance with Kentucky Administrative Regulations. The number of students enrolled in a class shall not exceed the number of work stations available in the facility.

**REFERENCES:**

KRS 156.488; KRS 157.072; KRS 157.360  
KRS 158.810; KRS 158.812; KRS 158.814; KRS 158.816; KRS 158.818  
705 KAR 4:231

Adopted/Amended:  
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## **Special Populations**

### **FEDERAL AND STATE REQUIREMENTS FOR SPECIAL POPULATIONS**

A secondary career and technical education program shall be designed to accommodate students with special learning needs, i.e., the disadvantaged, the disabled and individuals with limited English proficiency.

The Office of Career and Technical Education must meet the mandates of federal and state regulations as it relates to education. This includes the responsibility of the area technology centers to accommodate and seek ways to serve individuals with special needs. The Booklet entitled, "Guidelines for Vocational Education Programs: 1991-1996" provides for explanation, direction, and processes for serving special populations.

<http://www.ed.gov/about/offices/list/ocr/docs/vocre.html>

### **STUDENTS WITH DISABILITIES**

In addition to the above reference, area technology centers:

- May not refuse a person with a disability simply because the person has a disability;
- Must provide reasonable accommodations in an integrated setting;
- Must eliminate unnecessary eligibility standards or rules that deny equal opportunity;
- Are required to make reasonable accommodations in instruction;
- Are required to have published materials available in different formats;
- Must give special consideration as required by law and directed by local board of education policy when considering suspension of students who are covered under IDEA or Section 504; and
- Must provide reasonable accommodations for assessments for students with disabilities as permitted under law and regulation.

Individuals with a disability are those with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. These individuals are protected by federal law:

- Section 504 of Rehabilitation Act of 1973
- Americans with Disabilities Act
- Individuals with Disabilities Education Improvement Act of 2004

All students with a documented disability must have an Individual Educational Program (IEP) on file. Area technology center teachers should be members of the Admissions and Release Committee (ARC) for students who are enrolled in their program with an Individual Education Plan. If the instructor or representative from the area technology center disagrees with the placement determined by the ARC, he/she needs to sign the document but specify the disagreement in writing.

Students who have an Individual Education Program (IEP) may need modified instruction and/or testing. Material that is essential to the curriculum itself is not to be modified.

**Special Populations****STUDENTS WITH DISABILITIES (CONTINUED)**

The records of students who have special needs are to be kept confidential. Documentation is critical. This could include keeping documentation on phone calls to the high school or parent/guardian, any modifications made to instruction, and any type of accommodations that are made. The home high school may require more paperwork for the student with special needs, including periodic reports.

**REFERENCES:**

705 KAR 4:231

Individuals with Disabilities Education Improvement Act of 2004

<http://www.ed.gov/policy/speced/guid/idea/idea2004.html>

KRS 157.200

707 KAR Chapter 1

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

**RELATED POLICY:**

09.14

Adopted/Amended:  
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**Controversial Issues****JUDGMENT**

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms.

**ISSUES**

The study of controversial issues shall be objective and scholarly. Issues discussed shall be appropriate for and within the range of knowledge, understanding, age, and maturity of students and shall be current, relevant, and significant to the instructional program.

**MATERIALS**

All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

**NOT DISRUPTIVE**

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen.

**CONFERENCE WITH PRINCIPAL**

Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, he shall confer with the Associate Commissioner.

Adopted/Amended:

Order #:



**Counseling Services**

Continuous efforts shall be made to make students aware of the programs and services available that provide information and professional services on matters related to abuse of alcohol, drug abuse, harassment, safety, policies and procedures, etc. Students are encouraged to contact the school guidance counselor at their home high school for information and appropriate referral.

**CONFIDENTIAL MATERIAL**

All records and counseling information shall be kept in confidence.

**REFERENCES:**

KRE 506 (Kentucky Rules of Evidence)  
KRS 61.878

**RELATED POLICIES:**

08.113, 09.14

Adopted/Amended:

Order #:

**Instruction**

Instruction in secondary career and technical education programs shall be designed to:

1. Assist students preparing for school to work transition in recognized occupations and new or emerging occupations including high technology industries;
2. Prepare students for advanced or highly skilled postsecondary technical education programs or entrance into community and technical colleges or universities;
3. Assist individuals in obtaining computer literacy skills; and
4. Provide career guidance and academic counseling in the development of the individual graduation plan as established in 704 KAR 3:305.

**STANDARDS**

Instructional content shall:

1. Be aligned with state or national occupational skill standards that have been recognized by business and industry to include an understanding of all aspects of an industry;
2. Be developed and conducted in consultation with employers and other individuals having skills and knowledge of the occupational fields or industry included in the instruction;
3. Be developed to include a coherent sequence of academic and career or technical courses for each program, aligned with career clusters and pathways;
4. Be sufficiently extensive in duration and intensive within a scheduled unit of time to enable students to achieve the objectives of the instruction;
5. Be structured to provide for the integration of rigorous academic content relevant to the career area and aligned with the academic expectations, 703 KAR 4:060; and
6. Be linked to postsecondary education in order to provide smooth and seamless transition to postsecondary education in related technical fields. If possible, articulation of credit from secondary to postsecondary education shall be provided for students.

**REFERENCES:**

703 KAR 4:060

705 KAR 4:231

**RELATED POLICY:**

08.113

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**Lesson Plans**

Teachers are responsible for planning and organizing instruction through the use of lesson plans that outline the instructional sequence and explain instructional processes.

It is the responsibility of the Principal to ensure that teachers prepare and follow lesson plans.

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Order #:

**Grading****ASSIGNING STUDENT GRADES**

Student grades shall be based on an established criterion that is fairly and consistently administered. Sufficient tests, quizzes, lab work, and homework assignments shall be given to adequately assess student performance in the course. A record of all student performance shall be documented and maintained by the teacher.

**GRADE REPORTS**

Grades shall be submitted to the sending high schools to be recorded on the grade reports at the end of each grading period. Grades shall be reported on a schedule depending on the schedule of the sending high school(s).

**GRADING SCALE**

The grading scale used by the area technology center shall be the grading scale established by the sending high school. It shall be the responsibility of the teacher to notify the student of the grading scale and course requirements at the beginning of the course.

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Order #:

**Instructional Resources**

Textbooks and other instructional resources for secondary career and technical education programs in area technology centers are provided under the guidelines for local school districts.<sup>1</sup> Local school districts may establish and maintain a textbook rental program for grades 9-12. This shall not prohibit local districts from using local funds to provide a free textbook program. Local school districts not providing a free textbook program for grades 9-12 may establish annually a textbook rental fee. Textbooks for career and technical education programs are included in the adoption cycle as established by the Kentucky Department for Education. The teacher and school principal shall provide information on textbook needs to the school district(s) so textbooks can be ordered.

The teacher shall account for all textbooks and instructional materials purchased by the local school district(s). (*See Form, School - Textbook Assignment Sheet*)

**REFERENCES:**

<sup>1</sup>704 KAR 3:455

**RELATED POLICY:**

09.15

Adopted/Amended:

Order #:

### **Copyrights**

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law.

#### **ELECTRONIC MATERIALS**

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, video tapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form.

Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on Board equipment.

Through appropriate professional development activities, the technology coordinator shall inform all employees of their compliance responsibilities with electronic materials licensing agreements and of the penalties for violating these agreements.

The Principal or designee shall sign all District software license agreements. The school shall have on file a copy of the executed licensed software agreement, the original disk or the original documentation.

#### **COPYRIGHT RELEASE FROM STUDENTS**

A student who enrolls in a career and technical education course shall be required to sign a copyright release that gives the Office of Career and Technical Education permission to use copyrighted materials created by the student during the time he/she is enrolled in the course. This may include written work(s), image(s), and/or art objects created in the course for educational and promotional purposes. This form shall be completed at the time of enrollment and made a part of the permanent record. Parents shall sign the copyright release if the student is a minor. (*See Form, Copyright Release Form for Student Work*)

#### **REFERENCE:**

17 U.S.C. §107

#### **RELATED POLICY:**

08.2323

Adopted/Amended:

Order #:

**Review of Instructional Materials**

The review of instructional materials used in a Kentucky TECH instructional program, including textbooks and supplementary materials, on the basis of citizen concerns will be conducted in response to a properly filed written request. The request shall include a written statement of reason for objection and a statement of the desired action regarding the material under consideration.

Employees receiving a written request for review of instructional materials shall notify the Principal of the complaint, who shall then notify the Associate Commissioner. The Associate Commissioner shall notify the Commissioner of Education/designee of all complaints filed and the Principal's response.

The Principal shall provide a written response to the complainant within ten (10) days after receipt of the complaint.

**REFERENCE:**

Board of Educ., Island Trees v. Pico, 102 S.Ct. 2799 (1982)

Adopted/Amended:

Order #:

**Use of Technology**

(Acceptable Use Policy)

Kentucky TECH supports reasonable access to various information formats for students and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use Kentucky TECH technology.

**SAFETY PROCEDURES AND GUIDELINES**

Teachers shall supervise student computer use to promote ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other technological resources), and address issues of privacy versus administrative review of electronic files and communications. In addition, Kentucky TECH networks shall not be used for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all Kentucky TECH-owned devices with Internet access or personal devices that are permitted to access the Kentucky TECH network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors’ access to materials harmful to them.

A technology protection measure may be disabled by the Principal’s designee during use by an adult to enable access for bona fide research or other lawful purpose.

Specific expectations for appropriate Internet use shall be reflected in school rules including appropriate orientation for staff and students.

Because technology resources are provided for students as a learning tool. Certain rules must be followed. (*See Form: Student Enrollment - Computer Use Policy.*) This form must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Principal with a written request.

**DISREGARD OF RULES**

Individuals who refuse to sign required acceptable use documents or who violate Kentucky TECH and school rules governing the use of technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.



**Use of Technology**

(Acceptable Use Policy)

**DISREGARD OF RULES (CONTINUED)**

Students shall be subject to disciplinary action, up to and including recommendation for expulsion for violating this policy and acceptable use rules and regulations established by the school or Kentucky TECH.

**RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse Kentucky TECH for repair or replacement of Kentucky TECH property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a Kentucky TECH web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

**RESPONDING TO CONCERNS**

Kentucky TECH officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

**AUDIT OF USE**

Users with network access shall not utilize Kentucky TECH resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Principal/designee shall establish a process to determine whether Kentucky TECH education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

**AUDIT OF USE (CONTINUED)**

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

**RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

**REFERENCES:**

KRS 156.675; KRS 365.732; KRS 365.734  
701 KAR 5:120; 16 KAR 1:020 (Code of Ethics)  
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520  
Kentucky Education Technology System (KETS)

**RELATED POLICIES:**

03.1325; 03.17; 08.1353; 08.2322  
09.14; 09.421; 09.422; 09.426

Adopted/Amended:  
Order #:

**School Calendar**

Each area technology center shall develop a yearly school calendar containing a minimum of 175 instructional days. The calendar shall establish beginning and ending dates for each semester and identify legal holidays when the school will be closed. Five (5) days between August 1 and June 15 may be scheduled for in-service days. Principals have the option of scheduling up to two (2) days at the end of each semester for records days. Dates for spring break and Christmas/New Year's break shall be listed on the calendar. (See: School Calendar on the KY Tech Resource page.)

Postsecondary students enrolled in a secondary program will follow the secondary calendar. The academic calendar shall be prepared by the Principal and be consistent with the calendar(s) of the cooperating school district(s). The Principal must submit the calendar to the Office of Career and Technical Education for approval by May 31. Schools will be notified if the school calendar is approved by June 15.

All area technology centers shall be officially closed to students on the official holidays designated for Christmas and New Year's.

- An employee may either work during this period or take some form of approved leave.
- If employees desire to work during this period, they may do so only after submitting a work plan for approval by the supervisor prior to initiation of the work.

Schools shall be closed on the Tuesday after the first Monday in November in Presidential election years.

Schools shall be closed on the day of a regular or primary election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences.

**REFERENCES:**

780 KAR 3:080  
KRS 2.190  
KRS 118.035  
KRS 157.360; KRS 158.070

Adopted/Amended:  
Order #:

## **Programs for Adults**

### **GENERAL INFORMATION**

All funds budgeted for schools and appropriated through the legislative process shall be expended for secondary students. Therefore, any program operated for adults shall recover costs associated with that operation.

All such postsecondary projects shall be approved by the Principal and a completed *Customized Training Agreement* shall be available to the Principal and the Director of Technical Schools and Federal Programs.

### **PRIOR TO BEGINNING TRAINING**

- The *Customized Training Agreement* shall be prepared and include a line item budget or cost per participant that will satisfy the cost recovery guidelines listed below.
- Prior to the operation of a customized industry program, the appropriate budget contact shall be notified so that they will be aware of upcoming revenue and expenditures.
- Appropriate steps shall be taken (prior to program start up) to assure that instructional staff is eligible to teach (i.e. prior approval of dual status or call staff).

### **COST RECOVERY**

The cost recovery amount shall include:

1. The salary and fringe benefits of the instructor.
2. Instructor preparation time.
3. The cost of class and lab related supplies.
4. An amount agreed upon by the Principal and Director of Technical Schools and Federal Programs to cover the cost of utilities, cleaning, equipment use, and other associated costs not budgeted.

### **CONTINUING EDUCATION**

Continuing education classes for adults shall be designed to meet the needs of the labor market and for persons preparing or supplementing knowledge and skills for employment or job advancement. They shall meet the lifelong learning needs of the general public who require short-term training, retraining, or upgrading of skills for employment or job advancement. Specialized continuing education classes for adults may be offered on a cost recovery basis.

### **CUSTOMIZED INDUSTRY TRAINING**

Customized training programs may be provided at the requests of specific businesses to train new workers or retrain experienced workers. Meeting these training requests requires the development of a specialized training agreement specifying the duties and responsibilities of each party. These programs must be approved by the Principal and supervisor and operated on a cost recovery basis.

The Bluegrass State Skills Corporation (BSSC) provides business and industry with a possible funding source for such programs through BSSC guidelines and submission to BSSC for approval. A copy of the guidelines may be requested from Bluegrass State Skills Corporation, 3<sup>rd</sup> Floor Old Capitol Annex, 300 West Broadway, Frankfort, KY 40601.

**Programs for Adults****REFUND POLICY**

The refund policy for customized training programs shall apply to tuition charges for technical programs and classes in Kentucky TECH schools. Students in certificate or diploma programs may receive a partial refund of tuition within the first fifteen (15) school days of the program through withdrawal. The refund policy applies only to program withdrawal and does not apply to a reduced course load. The application fee is nonrefundable.

Within the first ten (10) instructional days of the program, students may receive a full tuition and activity fee refund. From eleven (11) to fifteen (15) instructional days, fifty (50) percent of the tuition is refundable. There shall be no refund after the 15<sup>th</sup> instructional day. *(See Form, Withdrawal and Request for Refund)*

Students enrolled in continuing education courses may be granted a full tuition refund of all amounts over fifteen (\$15) dollars if official withdrawal is completed prior to the third class session. No refunds shall be made after the third session, and tuition of fifteen (15) dollars or less shall not be refunded.

**REFERENCES:**

KRS 156  
780 KAR 2:140

Adopted/Amended:  
Order #:

### **Program Assessment**

Program assessment is a process of evaluating programs using established criteria for the purpose of continuous program improvement. However, it is not the sole measure of program success. Class enrollment, placement rates, completion rates, etc., also are indicators. The instrument used for the assessment process contains standards indicative of quality programs. (See *Program Assessment* <http://kytech.ky.gov/programassessment.htm>.)

Each item is scored as 4,3,2,1, 0 or N/A based upon specific criteria. Documentation to support the score for each item must be maintained by the program teacher. Standard thirteen (13) on national industry standards is the only standard that can be marked N/A if industry standards have not been set for a program area. The score for the assessment will be calculated by totaling the rating for each item and dividing by the total number of items excluding N/A's.

Teachers are responsible for completing the assessment instrument for their program and providing the necessary documentation to support the ratings. Teachers will prepare a Self-Assessment Program Assessment Rating Summary Sheet and submit it to the Principal. (See *Program Assessment*.) It is the Principal's responsibility to review the documentation and verify the ratings. The Principal shall keep the summary sheet on file in the school office and return a copy to the teacher. Scores shall be submitted to the Program Assessment Branch, 500 Mero Street, Frankfort, KY 40601, by June 15. All program assessment and corresponding documentation must be kept on file at least two (2) years. Each program is subject to periodic review by an assessment team composed of university educators, OCTE staff, KCTCS representatives, and local business community members.

Details regarding the program assessment process may be found at the following link:

<http://www.kytech.ky.gov/programassessment.htm>.

### **REQUEST FOR NEW PROGRAMS**

A signed request for new programs requires the following information and must be submitted with an approved cover sheet. The request must be forwarded to the Office of Career and Technical Education. (See *Forms*, *Request for New Program Checklist* and *Request for New Program Form*)

A description of the scope of the proposed program should include:

- Narrative description of the proposed program, including completion codes, program completion designation and length of program;
- Course listings with course descriptions; and
- Task lists for each new course developed with industry and advisory board/steering committees input for each new course.

New program requests that closely resemble programs already developed within the Kentucky TECH curriculum may be recommended to program committees to determine if they could be accommodated by some modification of the present program. If the program already exists in the Kentucky TECH System, individuals must submit copies of existing course descriptions. Any school applying to add to an existing program should submit an application for review and approval to the Director, Division of Secondary Education and Technical Training.

**Program Assessment****REQUEST FOR NEW PROGRAMS (CONTINUED)**

Justification for the program shall include:

- Industry survey
- Demand data – Figures to be included for projected local, state, and national demand for trained workers in the occupational area. The source of the data must be indicated. Additional statements of support from employers and other outside agencies also should be included.
- Supply data – Also to be included are a description of interest in the program, the source of potential students and other training sites available in this field and their locations. A student survey may be used to collect data for interest in the program.

Implementation of the program:

- Facility needs – How much space will be needed? Where is space available? Are modifications required to existing space?
- Equipment needs – A list of required new equipment needed and/or existing equipment that can be used and sources of new/used equipment shall be included.
- Personnel needs – Qualifications of personnel needed; to be stipulated if new or existing position(s) are involved.
- Resources needed – Calculations of anticipated costs for facility acquisition or renovation, equipment, and personnel, including anticipated start-up costs and continuing program costs. Expected sources shall be identified to meet anticipated financial needs (local, state, federal, fees, etc.).

When a request for a new program is received in the Office of Career and Technical Education, the program area consultant shall verify that all required documentation and signatures are included. If all documentation is included and the program need is justified, the request will be forwarded for the appropriate approval signatures.

Upon approval of the Request for New Program, the school Principal will be notified. **Approval of a new program does not mean that funding is approved.**

If a new school is involved, requirements, guidelines, and checklists will be established for opening the school.

**FLAGGING PROGRAMS**

The Office of Career and Technical Education is responsible for serving the technical education needs of students and business and industry. When a program no longer meets the needs of students and business and industry, it may be necessary to close the program and explore the possibility of opening a new one.

The Associate Commissioner/designee will establish an Enrollment Review Committee comprised of Area Technology Center principals and representatives from the Office of Career and Technical Education. The Committee shall be responsible for the review of the flagging process, making recommendations for process changes, and assembling as needed by the Associate Commissioner/designee.

**Program Assessment****FLAGGING PROGRAMS (CONTINUED)**

The Principal of each school shall report enrollment in the fall of each school year through the Kentucky Tech Enrollment Database. Student to Teacher Ratio (STR) will be determined through the data collected in the database. A program with a STR of 12.5 or less will be flagged for closure.

The Associate Commissioner/designee will notify the Principal and teacher by certified letter that the program has been flagged for closure. Once a program has been flagged, procedures for closing programs will be implemented.

**CLOSING PROGRAMS**

Procedures for closing a program with a vacant teacher position shall be as follows:

1. The Associate Commissioner's designee may recommend to the Associate Commissioner that a program be closed immediately.
2. The Associate Commissioner will make the final decision on program closure.
3. The Associate Commissioner/designee will notify the school Principal in writing of the official date for closure of a program or status for continuation.

Procedures for closing a program with a filled teacher position:

1. The Principal and teachers(s) of the school will receive a letter from the Associate Commissioner/designee indicating the program has an STR of 12.5 or less and is flagged for closure. The letter will provide information on establishing a Program Improvement Committee and the timeframe to meet goals for program continuation. The targeted closure date will be included.
  - a. Program Improvement Committee: When a program is flagged, the Associate Commissioner/designee will advise the school Principal to appoint and chair a Program Improvement Committee comprised of superintendent(s), high school principal(s), teacher(s), counselors, legislator(s), OCTE representative, and representatives from local business and industry to further evaluate the program and develop a plan for improvement to include a review of the program profile.
  - b. Timeframe: The Associate Commissioner/designee will notify the school of a decision to flag a program no later than December 30. The flag period will continue through May 1 of the next school year. For example: If a school is notified of a decision to flag a program in December 2014, the school will have until May 1, 2016 to increase enrollment to greater than 12.5 and meet the recommendations of the Program Improvement Committee.
  - c. Maintenance: If the program obtains a 12.5 STR following the flagging period, the program must sustain 12.5 STR for five (5) consecutive years. Should the flagged program not maintain 12.5 STR for five (5) consecutive years following the flagging period, the Associate Commissioner/designee, after consultation with the Program Improvement Committee, will make the final decision on program closure.

**Program Assessment****CLOSING PROGRAMS (CONTINUED)**

2. The Program Improvement Committee will monitor the improvement plan through the flagging and program closure timeframe, make a recommendation, and report on the progress of the program's improvement to the Associate Commissioner/designee by May 1 prior to closure. Meeting minutes of the Program Improvement Committee and the program advisory committee must accompany the report.
3. The Associate Commissioner/designee, after consultation with the Program Improvement Committee, will make the final decision on program closure.
4. The Associate Commissioner/designee will notify the school Principal and teacher(s) of the decision by mail by June 15. A multi-teacher program may be decreased by one (1) or more teachers.
5. If a Principal or teacher is subject to layoff due to a program closure, the layoff shall be in accordance with KRS 156. Certified staff members affected by a program closure may contact the KDE Human Resources division to find out their rights pursuant to KRS 156.

**FOLLOW-UP SYSTEM**

The follow-up system presently being used by the Office of Career and Technical Education began with the 1977-78 school year. The purpose of the system is to collect valid data to support requests pertinent to expansion, deletions, and/or additions of programs. While the system has been modified over the years, it still remains a very valid means of collecting data needed to make organized, well-planned decisions about the area technology centers' programs, services and activities.

The follow-up system is divided into the following components:

1. Initial follow-up,
2. Employer survey, and
3. Retention in program follow-up (postsecondary students only).

**INITIAL FOLLOW-UP**

- The initial follow-up shall begin in December and is to be completed in February of the appropriate year (approximately 6 months after the student completes or leaves). A computer-generated list of completers and/or leavers is available to each area technology center for completion of follow-up information.
- ATC staff is responsible for contacting students, either by letter, email, or telephone to determine their employment status. Students are coded according to the following:
  1. Military
  2. Employed in field related to training
  3. Employed in a field not related to training
  4. Unemployed (seeking employment)
  5. Pursuing additional education



**Program Assessment****INITIAL FOLLOW-UP (CONTINUED)**

6. Not in labor force/not pursuing additional education
  7. Status unknown
  8. Deceased
  9. Self-employed
  10. Apprenticeship
- Teachers shall collect information on the student's employer and hourly wages.
  - Information collected from the initial follow-up will be entered into TEDS (formerly VESIS).

**EMPLOYER SURVEY**

- Students coded as: **2 - Employed in a field related to training or 3 – Employed, not related to training**, on the initial follow-up survey are used to complete the Employer Survey. A cover letter and survey instrument shall be sent to each employer after all initial follow-up surveys are returned. (*See Form, Employer Survey Form*)
- The employer shall be asked to rate the employee's performance in the following areas:
  - a. Technical Knowledge
  - b. Work Attitude
  - c. Overall Rating
  - d. Relative Preparation
- This information is entered in TEDS (formerly VESIS) to produce the employer survey results.

**RETENTION IN PROGRAM FOLLOW-UP**

Six (6) months after the initial follow-up survey, postsecondary students whose response was a positive placement are contacted again to see if there has been a change in their placement.

**REFERENCES:**

KRS 158.645; KRS 158.6451; KRS 158.6453

705 KAR 3:141

705 KAR 4:231

780 KAR 4:010

OCTE Home page for connections to Program Assessment:

<http://kytech.ky.gov/pa21standards.htm>

Adopted/Amended:  
Order #:

**Program Certification**

The Office of Career and Technical Education recognizes the need for programs to meet national industry standards through program certification. Certification ensures that training programs meet or exceed industry-recognized, uniform standards of excellence. Each teacher and program must complete the requirements for industry certification, where available.

Certification in national industry standards is available by program area from the College and Career Readiness Division.

Interested parties may contact the Office of Career and Technical Education program area consultant for information and assistance on program certification.

Adopted/Amended:

Order #: