

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Action/Discussion Item:

Kentucky Tech System Policies and Procedures (state-operated area technology centers)

Applicable Statute or Regulation:

KRS 156.802 Office of Career and Technical Education – Kentucky Board of Education (Effective: June 25, 2013)

Action Question:

Should the Kentucky Board of Education approve the proposed amendments within Chapters 3, 5, 8, 9, and 10 of the Kentucky Tech Policies and Procedures Manual?

History/Background:

Existing Policy. The Kentucky Department of Education (KDE) has the responsibility for all administrative functions of the state in relation to the management, control, and operation of state-operated secondary area technology centers. The secondary area technology centers shall be operated in compliance with program standards established by the Kentucky Board of Education.

In June of 2014, the Kentucky Board of Education approved the revised edition of the *KY Tech Policies and Procedures Manual*. These policies guide the work of administrators, teachers, and staff in the state-operated area technology centers.

The manual includes 10 chapters. KDE contracts with the Kentucky School Boards Association (KSBA) for annual maintenance, revision, and upkeep of these policies and procedures. The following amendments to the identified chapters have been recommended by the KSBA for the 2015-16 academic year (affected pages of the manual are attached):

❖ Chapter 03: Personnel

- 03.112 – CERTIFICATION AND RECORDS
 - Changes to 16 KAR 3:080 which went into effect 12/06/13 address certification changes for career and technical education school principals.
- 03.13214 - CERTIFIED PERSONNEL
 - A new section must be added to clarify that taking pictures, video, or audio recordings of others may result in violation of confidentiality and privacy and may be prohibited.

❖ Chapter 05: School Facilities

- 05.4 - SCHOOL EMERGENCY PLANNING
 - *SB 39 requires the best available severe weather safe zones to be determined in consultation with state and local safety officials and guided by principles set forth by the national weather service and the federal emergency management agency.*
- 05.42 - SEVERE WEATHER / TORNADO DRILLS
 - *SB 39 requires the best available severe weather safe zones to be determined in consultation with state and local safety officials and guided by principles set forth by the national weather service and the federal emergency management agency.*

❖ Chapter 08: Curriculum and Instruction

- 08.2323 – USE OF TECHNOLOGY
 - *The federal communications commission (FCC) issued “e-rate modernization orders” and made regulatory changes increasing the retention requirements for e-rate documents related to the application for, receipt, and delivery of supported services from five (5) years to ten (10) years effective July 1, 2015.*

❖ Chapter 09: Students

- 09.224 – EMERGENCY MEDICAL TREATMENT
 - *Revisions to 702 KAR 1:160 require that when enrolled students, for whom documentation under KRS 158.838 (2) or (7) has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, or seizure rescue medications shall be present.*
- 09.2241 – STUDENT MEDICATION
 - *Revisions to 702 KAR 1:160 require clean-up language regarding training for administration of diabetes medication. Therefore, the qualifying statement about administration guidelines may be removed.*
- 09.227 – CHILD ABUSE
 - *SB 119 revised KRS 156.095 to now require boards to select a child abuse training program from a list maintained by KDE. All current administrators, certified personnel, office staff, instructional assistants, coaches and extracurricular sponsors are to complete this training by January 31, 2017. New employees in the positions listed above hired after January 31, 2017, shall have 90 days to complete the training. Training shall be given every 2 years after January 31, 2017.*
 - *Language addressing the interviewing of alleged victims of child abuse at school is repeated from district policy 09.4361 (police officers in the school). This should make it easier for users to find.*

- 09.42811 – HARRASSMENT / DISCRIMINATION GRIEVANCES
 - *This language is being removed as it is a legal court standard that is not controlled by policy and the office of civil rights' position is that it leads staff other than administrators to believe they do not have to address allegations of harassment.*
- 09.4361 – POLICE OFFERS IN THE SCHOOL
 - *School officials shall follow directions provided by the investigating officer or cabinet as to whether to contact a parent regardless of who the alleged perpetrator is.*

❖ **Chapter 10: Community Relations**

- 10.5 – VISITORS IN THE SCHOOL
 - *This change is suggested by KSBA legal staff to help address privacy and disruption concerns arising from increasing requests from outside entities wishing to observe students in a classroom setting. In addition, this change is to clarify that taking pictures, video, or audio recordings of others without permission may result in violation of confidentiality and privacy and may be prohibited.*

Staff Recommendation(s) and Rationale(s):

Staff recommends the KBE adopt the amended policies within Chapters 3, 5, 8, 9, and 10 of the Kentucky Tech Policies and Procedures Manual. These changes will continue to assist administrators and faculty in the delivery of instruction and implementation of programs of study that align with the goals of the Kentucky Board of Education.

Impact on Getting to Proficiency:

The adoption of the amended policies will guide the area technology centers in the development of continuous improvement strategies related to preparing all students for college and a career. The policies align with the KBE goals of Next Generation Learners.

Groups Consulted and Brief Summary of Responses:

Kentucky Department of Education (OCTE and OGSS Staff)
Kentucky School Boards Association

KDE staff and KSBA support the proposed amendments.

Contact Person:

Dale Winkler, Ed.D.
Associate Commissioner
Office of Career and Technical Education
502-564-4286
Dale.winkler@education.ky.gov

A handwritten signature in black ink, appearing to read "Ray Holliday". The signature is fluid and cursive, with the first name "Ray" and last name "Holliday" clearly distinguishable.

Commissioner of Education

Date:

August 2015