

KY Tech Policies & Procedures

Proposed Changes to Chapters 3, 5, 8, 9, and 10

August 2015

Certification and Records

Maintaining certification is the responsibility of the individual employee. It shall be the responsibility of the employee to see that the required certification is on file with **the school and OCTE** and is kept current at all times.

VERIFICATION OF EDUCATION AND WORK EXPERIENCE - 151B

- *Instructors:* The Area Technology Center Principal shall verify employment history, education and experience.
- Office of Career and Technical Education curriculum consultants shall determine if an applicant is qualified by reviewing the application.

Certification must be maintained as part of continuing employment.

1. **College Commitment:** Instructors, who do not have the applicable degree, must make a commitment to obtain the required 64 college hours within ten (10) years.
2. **Licensure:** If licensure is a part of the requirements to qualify for employment, current licensure must be maintained.
3. **Teacher Testing:** If applicant does not have a Teaching Certificate or Statement of Eligibility, he/she must successfully complete the Teacher Testing Program.
4. **New Teacher Institute (NTI):** NTI provides intense training on classroom presentation and situations. New instructors who have not had student teaching are required to participate in New Teacher Institute training and may acquire three (3) college hours through a participating college or university. It is the employee's responsibility to contact the university/advisor to effect acquisition of the three (3) hours credit. In some instances, new teachers who have participated in student teaching may be required to participate in NTI.
5. **Internship:** New Teachers (as indicated under NTI above) shall go through a year of internship. For this year, they will have an internship committee assigned to monitor their progress. The committee consists of: (1) Center Principal, (2) College/University Representative, and (3) Resource Teacher. The Resource Teacher will assist and guide the new teacher through the initial year.

Successful completion of Internship is a requirement of continued employment.

TEACHER AND PRINCIPAL CERTIFICATION

All certification documentation should be forwarded through the Personnel /Payroll Officer (Employee to Area Technology Center Office for Principal's signature to Personnel/Payroll Officer.)

Certified and equivalent employees in the Office of Career and Technical Education shall meet the requirements for professional education as specified in the classification system and shall maintain the continuing education requirements and administrative regulations promulgated by the ~~Executive Director~~[Associate Commissioner](#) of the Office of Career and Technical Education and the Board for Elementary and Secondary Education specified for each certified position as a condition of employment.

Certification and Records**TEACHER AND PRINCIPAL CERTIFICATION (CONTINUED)**

Certification is the responsibility of the instructor and is a requirement of continued employment. If applicable, instructors must maintain current licensure as specified for their particular occupational area.

Different components of certification are as follows:

Center Principals:

1. Principals who possess administrative certification but have no experience in administration shall participate in required staff development activities offered through the Office of Career and Technical Education.
2. **New Instructors:** All instructors in the Kentucky Tech System who do not have previous certification and teaching experience with Kentucky Tech, shall be required to successfully complete the New Teacher Internship program (as a condition of continued employment.)
 - a. Must make a commitment to obtain 64 college hours within ten (10) years, if they do not have appropriate degree.
 - b. Must successfully complete one (1) year of internship and during that year, acquire three (3) college hours through a participating University (can use NTI training to acquire the three (3) hours.) Must be the NTI credit.
 - c. If applicable, must obtain and/or maintain current licensure, as part of continued employment.
 - d. Center Principal will work with the instructor in contacting the appropriate Teacher Educator at a participating University, as needed.
3. **New Teacher Institute:** All new teachers (new to Kentucky Tech) must attend NTI.
4. **All Instructors:**
 - Shall maintain current certification. It is the responsibility of the instructor to monitor the requirements for renewal and to initiate appropriate paperwork for renewal.
 - The ATC Principal shall also track certification expiration dates and renewal efforts.
 - Shall maintain current licensure as part of continued employment (if licensure is part of the requirement for the position.)
 - Shall complete at least twenty-five (25) clock hours of professional development training annually beginning July 1 of each year. Additional details regarding certification may be found at the EPSB web site:

<http://www.kyepsb.net/>

Certification and Records**TEACHER AND PRINCIPAL CERTIFICATION (CONTINUED)**

- Instructors who must meet specific continuing education requirements as a part of their occupational licensure obligation shall earn those hours in accordance with the administrative regulations set by the credentialing body. These hours, when completed, shall apply to the twenty-five (25) clock hour obligation on an hour-for-hour basis, beginning July 1 of each year.

If an employee does not hold a valid certificate, does not complete the requirements for renewal, or does not complete the appropriate continuing education requirements, his employment shall be terminated. The Associate Commissioner may make a “one time” exception if the requirements could not be met due to personal illness or other just cause beyond the control of the employee. The employee may be granted one (1) year in which to obtain the requirement.

CERTIFICATION RENEWAL INSTRUCTORS

- Most current certificates reflect the additional education required to renew the certificate.
- In most instances, renewal requires the completion of a TC-3.
- If college hours are required, must attach an official transcript with the TC-3.
- Principal must sign TC-3.
- Forward all documents to Certification Officer.
- Part-time substitute teachers certified through the TC-4 process must renew that each year by June 30, by submitting a new, updated TC-4 through the ATC office to the Personnel/Payroll Officer prior to June 30. An official transcript is **NOT** required for renewal.

CERTIFICATION RENEWAL PRINCIPALS

Each five (5) year renewal after the initial certification shall require the completion of:

- Two (2) years of experience as a Career and Technical Education Principal;
 - Three (3) semester hours of additional graduate credit related to the position of Career and Technical Education Principal; or
 - Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Training Program.
- Application for certificate renewal shall be made on form TC-2.

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Certification Renewal Fees:

TYPE OF CERTIFICATION REQUESTED	FEE REQUIRED
1. Renewal of Five and 10 Year Certificates	\$50
2. Renewal of One Year Certificates (one year certificates can only be renewed up to 10 times)	\$-0-
3. Rank Change	\$50

Fees must be in the form of a money order or Cashier's Check – no personal checks. The document should be made payable to Kentucky State Treasurer. (Staple to the renewal document being forwarded)

Certification and Records**MINIMUM CERTIFICATION/QUALIFICATION REQUIREMENTS - ~~151B-156~~ APPLICANTS****TEACHER**

MINIMUM REQUIREMENTS: Must hold the Rank III Kentucky teaching certificate in the subject area to be taught;

OR

Must hold a Kentucky Statement of Eligibility in the subject area to be taught;

OR

Four (4) years of appropriate work experience – two (2) of which must be within the last five (5) years **WITH SPECIAL REQUIREMENTS AS OUTLINED FOR SPECIFIC TEACHING AREA.**

NOTE: Certain instructional areas require additional licensure or certification for the occupational area.

Teacher - Minimum Requirements

- Must hold the Rank III Kentucky teaching certificate in the subject area to be taught;

OR

- Must hold a Kentucky Statement of Eligibility in the subject area to be taught;

OR

- Four (4) years of appropriate work experience, one (1) year of which must be in an approved long-term- care facility (for health sciences teachers).
- **Special Requirements:** (as indicated for specific teaching subject)

PRINCIPAL**PRINCIPAL CERTIFICATION**

Area Technology Center Principals ~~must hold one (1) of the following:~~ may receive certification as a Career and Technical Education Principal as follows:

- ~~Kentucky Vocational Principal's certificate~~ **OR** ~~Kentucky Statement of Eligibility for Vocational Principal~~ Complete a minimum of three (3) years of teaching experience in the field of Career & Technical Education;
- ~~Kentucky Secondary Principal's certificate~~ **OR** ~~Kentucky Statement of Eligibility for Secondary Principal~~ Complete an approved educator preparation program for Career and Technical Education Principal, per 16 KAR 5:010; and
- ~~B-C.~~ Obtain the specified minimum score on any assessment required by 16 KAR 6:030;
A valid Kentucky Certificate for Career & Technical Education, and a minimum of three- (3) years teaching experience in the field of Career & Technical Education

(CONTINUED)

Certification and Records**MINIMUM CERTIFICATION/QUALIFICATION REQUIREMENTS - ~~151B-156~~ APPLICANTS**

PRINCIPAL (CONTINUED)

~~C.D.~~ Have a minimum of three (3) years of teaching experience in the field of Career & Technical Education, and

~~• Has completed all coursework requirements, and~~

Failure to obtain specified credentials as indicated for a specific area may result in the dismissal of an instructor.

In accordance with the following policy, time shall be allowed for instructors who are mandated for specific credential renewal such as RN, ASE, A+, and AWS:

- A. No more than three (3) paid workdays per school year shall be allowed for continuing education offered during a workday.
- B. The continuing education needs of the instructor shall be determined in consultation with the instructor's immediate supervisor and approved by the Executive Director for the Office of Career and Technical Education.
- C. A written request for approval must be submitted to the Executive Director through the Area Technology Center and Supervisor prior to the beginning of the continuing education program.
- D. A brochure or other written documentation describing the offering must be submitted with the request.

NOTE: The Office is reviewing the possibility of new and emerging industry credentials. As they become available, requirements will be amended.

Certification and Records**CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES****Automotive Technology:**

- **Requirements for employment and/or continued employment** - Personal Certification is required in a Minimum of 4 (Four) Areas (ASE).
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Diesel Technology:

- **Requirements for employment and/or continued employment** - Personal Certification is required in a Minimum of Five (5) Areas.
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field, but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Collision Repair:

- **Requirements for employment and/or continued employment** - Minimum Personal Certification is required in Painting and Refinishing (B2).
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Electrical License:

- **Requirements for employment and/or continued employment** - None
- **Current Policy** - Electrical occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

Health Sciences:

- **Requirements for employment and/or continued employment** - current RN License and one (1) year long-term care experience.
- **Current Policy** - License fees for Health Science Teachers are required by the state to practice the occupation in the field and must be paid by the individual.

HVAC License:

- **Requirements for employment and/or continued employment** – None
- **Current Policy** – HVAC occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

Certification and Records**CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES (CONTINUED)****Information Technology:**

- **Requirements for employment and/or continued employment** -Mandatory CompTIA A+ Certification. Cisco Academy Instructors are also required to obtain (1) CCNA and (2) CCAI within two (2) years.
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

Welding:

- **Requirements for employment and/or continued employment** -Must have AWS or be able to obtain within specified time frame.
- **Current Policy** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the Kentucky Department of Education.

CREDENTIAL - RENEWAL REQUIREMENTS**Health Sciences - Credential – Renewal Requirements**

Instructors must possess a current RN license and keep that current.

Cosmetologist - Credential – Renewal Requirements

Applicants for renewal of current active cosmetologist instructor licensure shall earn eight (8) contact hours of approved continuing education during the period of July 1 through June 30 of each year for renewal of cosmetologists instructor license expiring on June 30 of a current licensure period. These hours must be approved by and registered with the Kentucky State Board of Hairdressers and Cosmetologists. Enacted by Senate Bill 199: KRS 317A.050 (1996). <http://www.lrc.st.ky.us/kar/201/012/055.htm>

Automotive Technology - Credential – Renewal Requirements

Mandatory ASE (Automotive Service Excellence) Certification in:

1. Engine Performance
2. Brakes
3. Steering and Suspension
4. Electricity/Electronics

Master Certification Strongly Recommended

Collision Repair/Auto Body Technology - Credential – Renewal Requirements

Mandatory ASE (Automotive Service Excellence) Collision Repair Certification in Painting and Refinishing

Master Certification Strongly Recommended

Certification and Records**CREDENTIAL - RENEWAL REQUIREMENTS (CONTINUED)****Diesel Technology - Credential – Renewal Requirements**

Mandatory ASE Medium/Heavy Truck Certification in following areas:

1. Diesel Engines
2. Suspension and Steering
3. Brakes
4. Electrical/Electronics
5. Preventive Maintenance Inspection

Master Certification Strongly Recommended

Welding Technology - Credential – Renewal Requirements

Mandatory AWS (American Welding Society) certification in one (1) or more of the following:

1. Certified Welder
2. CWI (Certified Welding Inspector)
3. CWE (Certified Welding Educator)
 - Employees hired January through June have through the end of that calendar year to acquire the applicable certification
 - Employees hired July through December will have through the end of the next school year (June) to acquire the applicable certification

Information Technology - Credential – Renewal Requirements

Mandatory CompTIA A+ Certification

Cisco Academy Instructors are also required to obtain within two (2) years:

1. CCNA (Cisco Certified Network Associate)
2. CCAI (Cisco Certified Academic Instructor)

NEW TEACHER INTERNSHIP

The Kentucky Teacher Internship Program (KTIP) is designed to provide assistance to new teachers. Its main goal is to help new teachers experience a successful first year in the classroom. The program strengthens effective teaching skills and helps the intern teacher recognize behaviors that are ineffective or counterproductive for pupil learning.

KRS 161.030 requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship.

How a new teacher becomes an intern:

- A person who has completed an approved teacher preparation program must pass the assessment approved by the Education Professional Standards Board and apply to the Division of Certification for a teaching certificate. When the requirements have been completed, as evidenced by the application, official transcript, and report of the assessments, the applicant is issued a statement of Eligibility valid for five (5) years.

Certification and Records**NEW TEACHER INTERNSHIP (CONTINUED)**

- When the teacher secures employment in an approved public school or accredited non-public school in Kentucky, the Confirmation of Employment section of the Statement of Eligibility Form must be completed and forwarded to the Division of Testing and Internship.
- A one-year (1) teaching certificate is then issued to cover the teaching assignment and a three-member internship committee is appointed and monitored by the Division of Testing and Internship. The committee shall be composed of three (3) persons:
 1. Resource Teacher,
 2. Center Principal of the school where the internship is served, and
 3. Teacher Educator from a state-approved teacher training institution.

NOCTI – PERFORMANCE

The National Occupational Competency Testing Institute (NOCTI) performance test is given twice a year at area technology centers, universities, and/or KCTCS facilities across the state.

1. Location depends on the technical area being tested and the number of requests for a given test. If possible, test locations will be as close as possible to the individuals requesting the test.
2. Length of test varies from one and one-half (1.5) hours to a maximum of six (6) hours.
3. Tests are given on a Saturday starting at 9:00 a.m.
4. Each test for a person in a teaching position is \$150; others will be charged \$300. Payment will be in advance, by certified check or money order made payable to Kentucky State Treasurer.
5. Test information may be found at www.nocti.org.
6. If taking for college credit, college advisor should be consulted.
7. Test registration and payment will be in advance. Refunds will only be given with written notice.
8. Contact NOCTI Test Coordinator, Office of Career and Technical Education, Frankfort.

NOCTI - WRITTEN

The National Occupational Competency Testing Institute (NOCTI) test is a component of the Teacher Testing process.

1. The test is usually given at an Administrative Business Office.
2. The written test is designed for an experienced worker.
3. Test with a maximum of 200 questions.
4. It is a timed test, with a maximum of three (3) hours allowable.
5. Test scores are calculated by percentage grade; each question is worth one (1) point.
6. Test information may be found at www.nocti.org.

Certification and Records**TEACHER TESTING**

Successful completion of the testing process will result in the issuance of a Statement of Eligibility, which, if employed, is the first step toward obtaining a teaching certificate.

The Teacher Test consists of one (1) or any combination of two (2) areas (depending on the particular area for which the applicant needs certification and the individual's education.):
Compass Information: Reading 78, Pre-Algebra 48, Writing 68.

1. **COMPASS**– 16 KAR 6:020. It states in Section 1 (2) "Each applicant without a teacher preparation degree shall successfully complete the Pre-Professional Skills Test (PPST) for communication skills and general knowledge. PPST testing fees, dates and locations are available in the PRAXIS handbook.

PPST - Passing Scores

- a. Reading – 167
 - b. Mathematics – 166
 - c. Writing - 167
2. **NOCTI** (National Occupational Competency Testing Institute)
 - Written, Experienced Worker Test
 - Maximum of 200 Questions
 - Test Score is calculated by percentage grade; each question is worth one (1) grade point

Who Has to Test:

Teacher applicants must have completed appropriate college entry tests or will be required to successfully complete appropriate written tests prior to receiving their certification. The Education Professional Standards Board (<http://www.kyepsb.net/>) is charged with: selecting the tests; determining minimum acceptable levels of achievement on each test; establishing a reasonable fee related to the cost of administration of the tests (such fees to be paid by the teacher applicants).

REFERENCES:

KRS 158.802
16 KAR 3:080
16 KAR 6:020
16 KAR 6:080
16 KAR 9:080
201 KAR 12:055
705 KAR 4:231
780 KAR 3:140

RELATED POLICIES:

03.1; 03.11; 03.114; 03.19

RECOMMENDED: THIS CHANGE IS TO CLARIFY THAT TAKING PICTURES, VIDEO, OR AUDIO RECORDINGS OF OTHERS MAY RESULT IN VIOLATION OF CONFIDENTIALITY AND PRIVACY AND MAY BE PROHIBITED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL 03.13214

- CERTIFIED PERSONNEL -

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

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LEGAL: 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.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (07/01/15)

SCHOOL FACILITIES

05.4

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 the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, 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

(CONTINUED)

Safety

SEMI-ANNUAL SAFETY INSPECTIONS (CONTINUED)

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 | 4. DANGER – Hands and Fingers | 7. Electric Welding Safety |
| 2. Auto Lift Safety | 5. DANGER – High Voltage | 8. Electricity Shop Safety Rules |
| 3. Compressed Air | 6. Do Not Start | 9. Emergency Eyewash |

- | | | |
|------------------------------------|---|---|
| 10. Emergency Eyewash Instructions | 18. Out of Order | 24. Warning -This Machine Will Coast |
| 11. EXIT | 19. Oxyacetylene Safety | 25. Wear face shield (battery charger) |
| 12. Fire Extinguisher | 20. Protective Eyewear Required | 26. Wear face shield (charging station) |
| 13. Hazardous Materials in Use | 21. Universal Precautions | 27. Wood Shop Safety Rules |
| 14. Hearing Protection Required | 22. Unlawful possession of a weapon | |
| 15. Machine Lockout | 23. Visitors Report to Main Office Before Entering Shops/classrooms | |
| 16. Metal Shop Safety Rules | | |
| 17. NOT AN EXIT | | |

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.

Safety**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.

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)

LEGAL: 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.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

05.42

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 [the best available](#) safe zones for each facility, [in consultation with local and state safety officials and informed by guiding principles set forth by the national Weather Service and the Federal Emergency Management Agency 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](#).

SCHOOL FACILITIES

05.42
(CONTINUED)

Severe Weather/Tornado Drills

DOCUMENTATION (CONTINUED)

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.

REFERENCES:

KRS 158.162
KRS 158.163

RELATED POLICIES:

03.1332
05.4

LEGAL: 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. FINANCIAL IMPLICATIONS: ADDITIONAL RECORDS STORAGE COSTS; NOTE TO DISTRICT: THERE MAY BE POTENTIAL FUNDING IMPLICATIONS AS SUPPORTS FOR E-RATE SERVICES ARE PHASED OUT.

CURRICULUM AND INSTRUCTION

08.2323

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.

Use of Technology

(Acceptable Use Policy)

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.

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:

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-ten~~ (**510**) years after the last day of service in a particular funding year.

Use of Technology
(Acceptable Use Policy)

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)
[47 C.F.R. 54.516](#)

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RELATED POLICIES:

[03.13214/03.23214](#); 03.1325; 03.17; 08.1353; 08.2322
09.14; 09.421; 09.422; 09.426; [09.4261](#)
[10.5](#)

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LEGAL: 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.

FINANCIAL IMPLICATIONS: POSSIBLE ADDITIONAL STAFFING

STUDENTS

09.224

Emergency Medical Treatment

When enrolled students, for whom documentation under KRS 158.838 has been provided to the school, are present during school hours or as participants in school-related activities, an employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, or seizure rescue medications shall be present.

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FIRST AID

The following information shall be provided during initial employment orientation and at the beginning of each school year.

- Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.
- In no case shall ointments, salves, disinfectants or oral medicine be rendered except on advice of a physician.
- In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
- First aid kits shall be placed in each lab/shop area and equipped with gauze, bandages, large and small Band-Aids, bottle of peroxide, disinfectant wipes, latex gloves and other sterile materials required to stop bleeding and cover wounded areas.
- Fire blankets shall be placed in those areas where the potential exists for fire and explosion. Large shops shall have two (2) fire blankets.

SICKNESS/ACCIDENTS

The following steps shall be implemented:

1. First aid shall be administered as required (ambulance called if necessary). The first aid provider shall be trained and certified in first aid. Injured persons shall not be transported in private auto or state vehicle by center personnel.
2. The center Principal or designee shall be notified.
3. Personnel shall secure the area for inspection by the Frankfort safety unit. The Principal or designee shall notify the Safety Director in the Frankfort Office. This procedure shall be used when accidents are severe enough in nature to cause or could cause loss of life or limb. All other accidents are to be reported and detailed on the *designated accident reporting form* as soon as possible after first aid is provided and the victim and/or area is secured.
4. Personnel shall secure the name of any witnesses available, and if possible make photos of the accident scene.

STUDENTS

09.224
(CONTINUED)

Emergency Medical Treatment

REFERENCES:

702 KAR 1:160
KRS 156.160; KRS 156.502; [KRS 158.838](#)

RELATED POLICIES:

03.14, 09.22, 09.2241

LEGAL: REVISIONS TO 702 KAR 1:160 CLEAN UP LANGUAGE REGARDING TRAINING FOR ADMINISTRATION OF DIABETES MEDICATION. THEREFORE, THE QUALIFYING STATEMENT ABOUT ADMINISTRATION GUIDELINES MAY BE REMOVED.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2241

Student Medication

School personnel authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160. ~~Guidelines for diabetes medication administration under 702 KAR 1:160 no longer apply to training of non-licensed school personnel.~~

School personnel shall not dispense medication of any type. However, antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

A student who takes prescription or over the counter medication shall have written permission on file in the office before medication is brought to school.¹ Medications shall be carried in their original container. If medication is to be taken during school hours, the teacher shall be notified. Any drug that is seen and not reported to the teacher shall be in violation of school policy. This information shall be communicated to students during the orientation process and included in the student handbook.

SELF-ADMINISTRATION

As authorized by policy of the student's sending district, a student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and health care practitioner files with the student's sending district a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.²

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.³

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

STUDENTS

09.2241
(CONTINUED)

Student Medication

REFERENCES:

¹OAG 73-768

²KRS 158.834; KRS 158.838

³KRS 158.836

KRS 156.502; KRS 158.832

702 KAR 1:160

Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973

OAG 77-530; OAG 83-115

RELATED POLICIES:

09.22; 09.224

LEGAL: 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.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASE IN COST OF SUBSTITUTES AND INCREASED RECORDKEEPING

RECOMMENDED: 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.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹ shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.²

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Associate Commissioner of Career and Technical Education/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the school shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the school, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Families and Children or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the school that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school.

Child Abuse**INTERVIEWS**

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.³

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete KBE selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

Formatted: Normal, Justified, Space After: 6 pt**REFERENCES:**

¹KRS 600.020 (1)(15)

²KRS 620.030; KRS 620.040

³OAG 85-134; OAG 92-138

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580;

KRS 156.095; KRS 199.990

KRS 209.020; KRS 620.050

OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
Regulations Implementing Title IX

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09.42811; 09.4361; 10.5

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LEGAL: 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.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.42811

Harassment/Discrimination Grievances

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

School staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the superintendent of the local school district. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the local district Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. ~~Without a report being made to the Principal, EEO Counselor or other local district administrator, the school shall not be deemed to have received a complaint of harassment/ discrimination.~~

Employees who believe prohibited behavior is occurring or has occurred shall notify the Principal, who shall immediately invoke the grievance investigation process. The Principal/designee may take interim measures to protect complainants during the investigation.

Harassment/Discrimination Grievances**PROCESS**

The following student grievance process must be published each school year in its entirety in a student handbook or code of conduct for each center with an assurance that every student is notified and receives a copy of this policy and procedure.

Students shall be informed of this procedure as part of the Kentucky TECH student orientation. Documentation of this training is to be placed in student files each year.

TITLE VI – TITLE IX – SECTION 504 – ADA – HARASSMENT**STUDENT GRIEVANCE PROCEDURE**

Students who feel they have been discriminated against, harassed by students or employees, denied reasonable accommodations, and/or denied an opportunity to enroll in a vocational program, or participate in activities because of their race, color, national origin, sex, disability, age, religion, or marital status have the right to file an informal and/or formal complaint as follows:

NOTE: Regulations require notification of 180 days for filing with the Office for Civil Rights and/or filed within 60 days after the institution or other agency has completed its investigation and notified the complainant that it will take no further action. Extension can be granted for good reason.

INSTITUTION EEO/GRIEVANCE COUNSELOR(S)

NAME _____

ADDRESS _____ PHONE _____

STUDENT INFORMAL GRIEVANCE PROCEDURE

Step 1: If a complainant feels that he/she has been discriminated against, the student must first bring the problem to the attention of the EEO/Grievance Counselor within five (5) days of the knowledge or alleged cause for grievance occurs. The EEO Counselor will conduct a preliminary investigation of the alleged complaint.

Step 2: The complainant, EEO/Grievance Counselor, and other involved parties will work informally to negotiate a solution within five (5) school days (or a total of ten (10) days from filing a grievance).

Step 3: If the grievance cannot be satisfactorily resolved by working informally, the student may want to proceed to file a formal written grievance within five (5) school days. (A total of fifteen (15) school days from filing a grievance)

Step 4: A formal written grievance may be filed within fifteen (15) days of starting the Informal Grievance Process by completing the [Formal Grievance Process Form](#), which is available from the [Title VI](#), [Title IX](#), [Section 504](#), [ADA](#) and Harassment Coordinator.

NOTE: Days given are to keep the process moving and can be changed by agreement of all parties.

In the following Formal Grievance Procedure, the reference to the EEO/Grievance Counselor is the person assigned the duties of Title VI, Title IX, Section 504, ADA, and Harassment at the various levels in the procedure.

Harassment/Discrimination Grievances**STUDENT FORMAL GRIEVANCE PROCEDURE**

Step 1: Within fifteen (15) school days of the alleged discrimination or denial of service, a student will file written notice to the appointed institution EEO/Grievance Counselor. The student's written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, expected outcomes, and be signed and dated by the student filing the grievance. The appointed EEO/Grievance Counselor shall respond in writing regarding the process followed, persons involved, and other investigative steps taken to try and resolve the alleged grievance. The EEO/Grievance Counselor's response will be given to the complainant within five (5) school days from the date of initiation of Step 1 of the formal grievance process. (*See Form, [Formal Grievance Response to the Student](#).*) The proposed solution to resolving the alleged grievance will have to be approved by the Kentucky TECH administrator and other parties involved. (Within a total of twenty (20) school days from the initiation of the grievance process)

Step 2: If the complainant is not satisfied with the proposed solution, the complainant may appeal in writing by notifying the Kentucky TECH administrator within five (5) school days of the proposed solution to be taken in Step 1. (*See Form, [Formal Grievance Appeal Form for Students](#).*) The Step 2 appeal written notice must contain all written documentation from Step 1 and the student's written reasons for not accepting the proposed solution to be taken. The Kentucky TECH administrator will respond in writing to the complainant within five (5) school days from the date of the Step 2 written appeal as to the action to be taken (or within a total of thirty (30) school days from the initiation of the grievance process).

Step 3: If the complainant is not satisfied with the recommended action to be taken by the Kentucky TECH administrator, the complainant may appeal in writing within five (5) school days to the attention of the EEO/Grievance Coordinator, Office of Career and Technical Education, Capital Plaza Tower, Frankfort, KY 40601. Mark the envelope "CONFIDENTIAL". The Step 3 written appeal must contain all written documentation related to Step 1 and Step 2 of this Formal Grievance Process. The complainant must include their written statement as to the reasons for not accepting the proposed solution to their alleged grievance. The EEO/Grievance Coordinator for the Office of Career and Technical Education will respond in writing, within twenty (20) school days of the date of the Step 3 appeal as to the recommended action to be taken, or within fifty-five (55) school days from the initiation of the grievance process.

A complainant may withdraw a complaint at any time during Step 1, 2, and 3 by completing the Complaint Withdrawal Form for Students. (*See Form, [Complaint Withdrawal Form for Students](#).*)

The following is another option for resolving a complaint that can be used by students, parent/guardian of a minor student, or employees:

In the event that the complainant is not satisfied with the action taken at any point in the grievance process or upon completion of Step 3, the complainant may call or write for technical assistance to the Director of the Office of Civil Rights, Eastern Division, in Philadelphia, PA. If the complainant wants to file a grievance with OCR it must be in writing, signed, and dated and include any information collected or used in the attempt to resolve the complaint at the local level. The complainant has 180 days to file with OCR from the date of the incident or within 60 days after completion of the local grievance process.

Harassment/Discrimination Grievances**NOTIFICATIONS**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, school personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

School employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

STUDENTS

09.42811
(CONTINUED)

Harassment/Discrimination Grievances

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Principal shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

REFERENCES:

¹KRS 158.156

42 USC 2000e, Civil Rights Act of 1964, Title VII

Racial Incidents and Harassment Against Students at Educational Institutions;
Investigative Guidance (U.S. Department of Education)

U. S. Supreme Court - Franklin vs. Gwinnett County

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)

Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights

Regulations Implementing Title IX

Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)

Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

RELATED POLICIES:

09.13; 09.2211; 09.227

09.422; 09.426

RECOMMENDED: 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.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4361

Police Officers in the School

School officials shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody.) As soon as possible, officials shall endeavor to notify the parents of students who are arrested.¹

When students are arrested at school, the Principal/designee shall make a written record of the identity of the officer making the arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant, and the place of custody.

CRIMES OFF SCHOOL PROPERTY

In the interest of the student's welfare, the following requirements shall be followed when police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

1. Parents/guardians shall be notified by school officials as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order, or juvenile petition or arrange to interview the student off the school grounds.
4. If the student is an alleged victim of abuse or neglect ~~by a parent~~, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.²

CRIMES ON SCHOOL PROPERTY

Except in cases of emergencies involving threats to health and safety, when the Principal calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s).

REFERENCES:

¹OAG 76-129

²OAG 85-134, OAG 92-138

RELATED POLICIES:

09.1231; 09.227

RECOMMENDED: 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. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

COMMUNITY RELATIONS

10.5

Visitors to the Schools

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

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

REGISTRANTS

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

A registrant is defined as:

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

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

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

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

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

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

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

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

OUTSIDERS

(CONTINUED)

Visitors to the Schools**CONDUCT/PROHIBITION ON RECORDING**

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

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Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

ACCOMMODATION

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

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

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

USE OF TOBACCO

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

REFERENCES:

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

RELATED POLICIES:

03.1327; 05.3; 09.227; [09.426](#)