

LEGAL: HB 195 AMENDED MULTIPLE KRS' TO CHANGE THE GENERAL EQUIVALENCY DIPLOMA (GED) TO HIGH SCHOOL EQUIVALENCY DIPLOMA.
FINANCIAL IMPLICATIONS; NONE ANTICIPATED

INTRODUCTION

01.0

DEFINITIONS

BOARD

The Kentucky Technical (KY Tech) Education Personnel Board established in KRS 156.840.

CERTIFIED EMPLOYEES

Those employees who fill school or educational assignments requiring the issuance of a certificate and are subject to personnel administration under KRS 156.800 to 156.860. These employees are subject to personnel administration under KRS Chapter 156.

CLASSIFIED POSITION

A position status as merit system employees under the provisions of KRS Chapter 18A, which is under the jurisdiction of the State Personnel Cabinet and Personnel Board. Typical examples of the type of employee within the Department for Technical Education who is included in the category of KRS Chapter 18A classified position are secretaries and maintenance workers.

CONTINUING EDUCATION INSTRUCTOR

A P-1 instructor hired on an hourly basis.

DUAL EMPLOYMENT POSITION

Employees serving in two (2) positions authorized by the Associate Commissioner of Career and Technical Education. An example of need for this position is when an employee is requested to teach a class for industry that is separate from his normal work day duties. Dual employment is limited to 420 hours per school year.

EMPLOYMENT LIST - 156

A list of qualified applicants eligible for employment, generated as a result of a request in connection with the filling of a 156 position.

EQUIVALENT EMPLOYEES

Those employees with educational backgrounds similar to certified personnel in the administration and conduct of educationally related services. These employees are subject to personnel administration under KRS Chapter 156.

INCREMENTS (ANNUAL)

The annual pay increase. The amount is allocated by the Legislature.

Dates	July 1 of each year, regardless of hire date.
156	
18A	12 months following the end of initial probationary period

INTERNAL MOBILITY SYSTEM

Current state employees (18A) interested in changing positions or being promoted may be placed in the Internal Mobility System by qualifying for the position. Additional information is available on the internet at:

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

DEFINITIONS**P-1 EMPLOYEES**

Employees that are hired through the 18A or 156 personnel system through Frankfort and have a Request for Personnel Position Action (P-1) generated as acknowledgement of their appointment.

PROBATIONARY PERIOD

All new employees serve a probationary period. An employee who does not satisfactorily complete the initial probationary period shall not be eligible for reemployment in that job classification.

<i>KRS 156/KRS 158</i>	First 12 Months -- Initial Probation
	Following 36 Months -- Limited Status
	Beginning the 5th Year -- Continuing Status
<i>18A</i>	First six (6) Months -- Probation

QUARTER

As it relates to payroll/personnel, a quarter is a three month period that falls in conjunction with the fiscal year and pay earned.

Quarter definitions are as follows (pay periods earned):

December 16 – March 15	March 16 – June 15
June 16 - September 15	September 16 - December 15

RANKED HOURLY INSTRUCTOR

Hourly instructors working less than 100 hours per month, and usually have a current teaching certificate.

REGISTER -18A

An official list of eligible applicants for a particular class maintained for use in making appointments or promotions to positions in the 18A classified services.

STATEMENT OF ELIGIBILITY - TYPES

- Statement issued as a result of someone successfully completing a specific course of study at a College or University and completing student teaching.
- Statement issued as a result of someone successfully completing the appropriate Teacher Testing process.

STUDENT LABOR

Students can be hired as a Non P-1 person for clerical, secretarial, maintenance, etc., which is not limited to the 75 hour rule as with similar titles in Non P-1. However, students cannot work when they are supposed to be in class.

DEFINITIONS**TEACHER TESTING**

All of Kentucky's new (full-time) teachers who do not have a current teaching certificate or Statement of Eligibility, must successfully complete the Teacher Testing Program. The testing process may include one or both of two (2) areas:

1. Compass/PRAXIS I
2. NOCTI/National Occupational Competency Testing Institute

TEMPORARY POSITIONS (156 ONLY)

Position that is established for a definite period of time of nine (9) months or less during a 12 month period. A letter is required justifying the need and stating the period of time the position is needed.

ACRONYMS RELEVANT TO TECHNICAL EDUCATION PROGRAMS

A - B	
A+ Certification	(Person has a broad knowledge and competency in core hardware and operating system technologies)
ABC	Associated Builders and Contractors
ABE	Adult Basic Education
ACT	American College Test
ADAAG	Americans with Disabilities Act Accessibility Guidelines
ADD	Area Development District
ADDA	American Design Drafting Association
AGC	Associated General Contractors
ARC	Admissions and Release Committee (IEP meeting)
ASE	Automotive Service Excellence
ASMS	Automated School Management System
ATC	Area Technology Center
AWS	American Welding Society
AYES	Automotive Youth Educational Systems
B&I	Business and Industry
BGABO	Bowling Green Administrative Business Office
BOB	Beginning of Business (personnel)
BSSC	Bluegrass State Skills Corporation

DEFINITIONS

<i>C - D</i>	
CAA	Community Action Agency
CAD	Computer Aided Drafting
CAM	Computer Aided Manufacturing
CARE	Commonwealth Access to Resources System
CBO	Community Based Organization
CC	Community College
CCNA	CISCO Certified Network Administrator
CDP	Career Development Portfolio
CEAK	Cooperative Education Association of Kentucky
CEU	Continuing Education Unit
CIDS	Career Information Delivery System
CIP	Classification of Instructional Programs
CNA	Certified Nursing Assistant
COB	Close of Business (personnel)
COE	Commission on Occupational Education
Comp TIA	Computing Technology Industry Association
Completer	A student who completes four courses in a sequence of courses leading to an occupation and graduates from high school. (Secondary Only)
Co-op	Cooperative Education
CTE	Career and Technical Education
CWE	Certified Welding Educator
CWEP	Community Work Experience Program
CWI	Certified Welding Instructor
CWSP	College Work-Study Program
DCIP	District Continuous Improvement Plan
DECA	Distribution Education Clubs of America
DES	Department for Employment Services
DIS	Department of Information Systems
DOT	Dictionary of Occupational Titles
DSI	Department for Social Insurance
DSS	Department for Social Services
DVR	Department for Vocational Rehabilitation
<i>E - F</i>	
EDC	Economic Development Cabinet
EEO	Equal Employment Opportunity
EILA	Effective Instructional Leadership Act

DEFINITIONS

EILTP	Effective Instructional Leadership Training Program
EKCEP	Eastern Kentucky Concentrated Employment Program
EKN	Employ Kentucky Network
EP	Exploratory Program
ESAR	Electronic Student Aid Data
ESL	English as a Second Language
FAA	Financial Aid Administrator
FBLA	Future Business Leaders of America
FFA	FFA
FCCLA	Family Career and Community Leaders of America (formerly Future Homemakers of America)
FFY	Federal Fiscal Year
FWS	Federal Work Study
FY	Fiscal Year
<i>G - H</i>	
GPA	Grade Point Average
GSC	Governmental Services Center
HOSA	Health Occupations Students of America
HSED	High School Equivalency Diploma
HSTW	High Schools That Work
HVAC	Heating, Ventilation and Air Conditioning
<i>I - J</i>	
ICP	Individual Career Plan
IEP	Individual Education Plan
ILP	Individual Learning Plan
ILRSP	Independent Living Rehabilitation Services Program
IT	Information Technology
JATC	Joint Apprenticeship and Training Committee
JOBS	Job Opportunities and Basic Skills
<i>K - L</i>	
KACTE	Kentucky Association for Career and Technical Education (Formerly Kentucky Vocational Association - KVA)
KAR	Kentucky Administrative Regulations
KASFAA	Kentucky Association of Student Financial Aid Administration
KATEA	Kentucky Applied Technology Education Association
KATS	Kentucky Assistive Technology Center
KCA	Kentucky Counseling Association
KCTCS	Kentucky Community and Technical College System

DEFINITIONS

KDE	Kentucky Department of Education
KEA	Kentucky Education Association
KERA	Kentucky Education Reform Act
KETS	Kentucky Education Technology System
KHEAA	Kentucky Higher Education Assistance Authority
KIDC	Kentucky Industrial Development Council
KLTI	Kentucky Leadership Training Institute
KNAT	Kentucky Medical Nurse Aide Testing
KOICC	Kentucky Occupational Information Coordinating Committee
KOSSA	Kentucky Occupational Skill Standards Assessment
KRS	Kentucky Revised Statutes
KTIP	Kentucky Teacher Internship Program
KVAT	Kentucky Vocational Achievement Test
KY Tech	State Operated Area Technology Centers
LD	Learning Disabilities
LEA	Local Education Agency
LEP	Limited English Proficiency
LGDEF	Local Government Economic Development Fund
LLMA	Local Labor Market Areas
LRC	Legislative Research Commission
<i>M - N</i>	
MARS	Management Administrative and Reporting System – Now EMARS
MIS	Management Information System
MNA	Medicaid Nurse Aide
MOA	Memorandum of Agreement
MOS	Microsoft Office Specialist
NAHOT	National Association of Health Occupation Teachers
NASDCTE	National Association for State Directors of Career and Technical Education (Formerly NASDVE - National Association for State Directors of Vocational Education)
NATEF	National Automotive Technicians Education Foundation
NATFACS	National Association of Teachers of Family and Consumer Sciences
NBEA	National Business Education Association
NCCER	National Center for Construction Education and Research
NCES	National Center for Research in Vocational Education
NEW	Nontraditional Employment for Women Act

DEFINITIONS

NIE	National Institute for Education
NIMS	National Institute for Metalworking Skills, Inc.
NNCCVE	National Network for Curriculum Coordination in Vocational Education
NOCTI	National Occupational Competency Testing Institute
NP	Nontraditional programs--occupations that employ less than 25% of one gender
NPI	New Principals' Institute
NTE	National Teachers Examination
NTI	New Teachers Institute
NVATA	National Vocational Agriculture Teacher Association
<i>O - P</i>	
O*Net	Occupational Information Network
OC	Occupational Classification
OCTE	Office of Career and Technical Education
OEA	Office of Education Accountability
OEOD	Office for Employee and Organizational Development in the Personnel Cabinet
OPM	Office of Policy and Management
OSHA	US Occupational Safety and Health Administration
PEBSCO	Kentucky Public Employees Deferred Compensation System
PGP	Professional Growth Plan
PIC	Private Industry Council
PIP	Program Improvement Plan
PL	Public Law
PCT	Price Contract
PPE	Pay Period Ending
PT	Part-time Employment
PTR	Pupil Teacher Ratio
PY	Program Year
<i>Q - R</i>	
RFP	Request for Proposals
<i>S - T</i>	
SACS	Southern Association of Colleges and Schools; AdvanceEd
SACSCASI	Southern Association of Colleges and Schools Kentucky Council on Accreditation and School Improvement
SAGE	System for Assessment and Group Evaluation
SAR	Student Aid Report
SAS	Simplified Access to Commonwealth Services
SAT	Scholastic Assessment Test

DEFINITIONS

SCIP	School Continuous Improvement Plan
SEA	State Education Agency
SEEK	Support Education Excellence in Kentucky
SEOG	Supplemental Educational Opportunity Grant
SFAS	Student Financial Aid Specialist
SISI	Standards and Indications for School Improvement
SJTCC	State Job Training Coordinating Council
SkillsUSA	(VICA) Vocational Industrial Clubs of America
SREB	Southern Region Educational Board
STC	School to Career (State funded)
STEP	Special Training Education Proficiency –Exam
STI	Software Technology Inc
TABE	Test of Adult Basic Education
TEDS	Technical Education Data System
TSA	Technology Student Association
U - V	
VEP	Vocational Exploratory Program
V-TECS	Vocational Technical Education Consortium of States
VICA	Vocational Industrial Clubs of America (SkillsUSA VICA)
VTE/UCC	Vocational Technical Education/University Coordinating Committee
W-X-Y-Z	
WIA	Workforce Investment Act
WIB	Workforce Investment Board
WISAR	Warehouse Initiative for Simplified Access Data Reporting
YFA	Young Farmer Association

REFERENCES:

KRS 151A
KRS 18A
KRS 156.800
KRS 156.840

LEGAL: THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICT WEBSITES TO BE ACCESSIBLE TO THOSE WITH DISABILITIES.

FINANCIAL IMPLICATIONS: COST OF CONDUCTING WEBSITE AUDIT FOR COMPLIANCE AND PROGRAMMING COSTS

INTRODUCTION

01.1

Kentucky TECH Guiding Principles

Kentucky TECH refers to the system of secondary technical education programs operated by the Office of Career and Technical Education (OCTE). The policies contained in this manual shall govern those area technology centers.

VISION

With high expectations and strong partnerships, Kentucky TECH will actively engage all students in the mastery of academic and technical skills needed to be ready for college and a career.

MISSION

The mission of career and technical education is to assist schools in providing students with skills necessary for a successful transition to postsecondary education or work and a desire for life-long learning in a global society.

PURPOSE

Career and technical education is an essential component of the high school curriculum. For many students, it represents as much as a third of their high school experience. It is a critical component in meeting the needs of students in academic achievement, career exploration, career preparation, and leadership development. Successful transition to postsecondary education, work, or the military is one of the goals of Kentucky's educational system. The percentage of students making a successful transition is a component of the high school accountability index.

BELIEFS

- Students learn best when they are actively engaged in the learning process.
- Students learn best when our staff maintains high expectations for learning.
- Students are motivated to learn when classroom instruction is related to real-world applications.
- All students in our school need to have an equal opportunity to learn.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when instruction incorporates both academic and technical skills.
- Effective school leaders engage in practices that support the ongoing improvement of teaching and student performance.
- Teachers, administrators, parents and the community share the responsibility for helping students learn.

NOTICE OF NONDISCRIMINATION

The Office of Career and Technical Education does not discriminate on the basis of race, color, national origin, sex, genetic information, religion, age, or disability in educational services and/or employment.

The Office of Career and Technical Education does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, age, marital status, or religion in admission to educational programs, activities, and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act and shall provide, upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and services necessary to afford individuals with a disability an equal opportunity to participate.

Kentucky TECH Guiding Principles**NOTICE OF NONDISCRIMINATION (CONTINUED)**

A nondiscrimination policy statement must be printed on the following publications:

- Publications describing admissions policies
- Enrollment Applications
- Employment Applications
- Student Handbooks
- Staff Handbooks
- Student Code of Conduct
- Program Catalogs
- Student Publications
- Program Brochures
- Letterhead
- Newsletters
- Other circulated publications

The following statement is to be used on **multi-page** publications:

“The (**name of agency, school, office, etc.**) does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, age, marital status and religion in admission to educational programs, activities, and employment practices in accordance with [Title VI](#) of the Civil Rights Act of 1964, [Title VII](#) of the Civil Rights Act of 1964, [Title IX](#) of the Education Amendments of 1972, [Section 504](#) of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act and shall provide upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information, contact (**name of the appointed person(s) serving as the coordinator(s) at the (name of agency, school, office, etc., work address and telephone number).**”

Single page publications such as program flyers, letterhead, newsletters, memoranda, etc., may use the following statement:

“EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES M/F/D”

ADA requires printed materials to be available in different formats.

YEARLY CLASSIFIED NEWSPAPER ADVERTISEMENT

The guidelines for elimination of discrimination and denial of services on the basis of race, color, national origin, sex, genetic information, and disability in vocational education programs require recipients of federal funds to notify students, parents, employees, and the general public that all vocational education programs, services, activities and employment are available without regards to race, color, national origin, sex or disability. Prior to the beginning of each school year (between July and September), each institution must publish a classified advertisement in a well-circulated newspaper in the service area of the institution. Regulations require that each institution affirm their nondiscrimination policy statement and identify their EEO Counselor’s name, address, and telephone number. A brief summary of vocational programs and admission criteria should be included in the announcement.

An original newspaper advertisement identifying the source and date of publication must be submitted annually to the Office of Career and Technical Education to be included in the report to the Office for Civil Rights to document compliance with the regulation. An Equity-Discrimination Newspaper Advertisement Form will be sent to the schools annually.

Kentucky TECH Guiding Principles**WEBSITE ACCESSIBILITY**

The OCTE is committed to ensuring accessibility of its website for students, employees, visitors, and members of the community with disabilities. All pages on the OCTE's website shall conform to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 developed by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI), or updated equivalents of these guidelines.

Under OCTE developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official OCTE web presence which is developed by, maintained by, or offered through the OCTE or third party vendors and open sources.

REFERENCES:

780 KAR 2:010
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Web Content Accessibility Guidelines

RELATED POLICIES:

03.113; 03.162
09.13; 09.42811
10.5

LEGAL: THE EVERY STUDENT SUCCEEDS ACT PROHIBITS EMPLOYERS FROM PROVIDING ANYTHING MORE THAN ADMINISTRATIVE AND PERSONNEL FILES FOR SCHOOL EMPLOYEES, CONTRACTORS, OR AGENTS THAT THEY KNOW OR HAVE PROBABLE CAUSE TO BELIEVE HAVE ENGAGED IN SEXUAL MISCONDUCT WITH A MINOR OR STUDENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT 05/02/17

PERSONNEL

03.1

Personnel

GENERAL PROCEDURES

Personnel involved in the operation of State operated area technology centers are under the direction of the KDE Office of Career and Technical Education.

Personnel matters involving area technology centers are initiated by the Principal and should follow the designated chain of command within the Office of Career and Technical Education and on to appropriate levels as deemed necessary by individual transactions. Personnel matters are governed by KRS 156 and KRS 18A. For questions, contact KDE Division of Resource Management at 502-564-3716.

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, OCTE employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. 7926.

REFERENCES:

¹KRS 156.808; 780 KAR 3:100
KRS 18A.111
KRS 18A.005
KRS 18A.011
KRS 156.826
101 KAR 1:325
780 KAR 3:060
780 KAR 6:050
P. L. 114-95, (Every Student Succeeds Act of 2015)
20 U.S.C. 7926;

LEGAL: ENACTMENT OF SB 6 (2017) PROHIBITS THE AUTOMATIC WITHHOLDING OR DEDUCTION FROM PAYROLL FOR DUES OR FEES FOR EMPLOYEE ORGANIZATIONS, ASSOCIATIONS, OR UNIONS WITHOUT PRIOR WRITTEN CONSENT FROM THE EMPLOYEE. SUCH WITHHOLDINGS CANNOT BE MADE BASED SIMPLY ON AN EMPLOYEE'S FAILURE TO "OPT OUT." AN AFFIRMATIVE WRITTEN AUTHORIZATION IS REQUIRED. SB 6 PROVIDES THAT EXISTING CONTRACTS WITH EMPLOYEE ORGANIZATIONS/EMPLOYEES RELATING TO WITHHOLDINGS CAN CONTINUE TO BE HONORED. GIVEN THAT THIS NEW LAW TOOK EFFECT IN JANUARY OF 2017, IT IS UNLIKELY THAT ANY EXCEPTION FOR EXISTING CONTRACTS WILL APPLY GOING FORWARD (2017-18 YEAR AND BEYOND). YOU SHOULD CONSULT SCHOOL DISTRICT COUNSEL IF YOU HAVE QUESTIONS REGARDING ANY SUCH EXISTING CONTRACTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1211

Salary Deductions

MANDATORY DEDUCTIONS

Mandatory payroll deductions made by the Board include:

1. State and federal income taxes;
2. Occupational tax, when applicable;
3. Applicable Kentucky Retirement System;
 - **TRS** (Teachers Retirement System): Primarily serves instructors and administrators
 - **KERS** (Kentucky Employees Retirement System): Primarily serves support staff
4. Any deductions required as a result of judicial process, e.g., salary attachments, etc.;
5. Medicare (FICA) when applicable.

OPTIONAL DEDUCTIONS

The following optional payroll deductions are authorized for those employees who choose to participate:

Credit Union

State employees can participate with credit unions through payroll deduction. Additional information may be obtained from the Personnel/Payroll Officer.

Deduction Percentages

To have an additional amount/percentage of federal and/or state tax deducted from paychecks, a new W-4 and/or K-4 should be completed and forwarded to the Personnel/Payroll Officer.

Deferred Compensation

The Kentucky Deferred Compensation Authority provides supplemental retirement coverage as an option for employees. Employees pay no federal or state taxes on the portion of their income contributed to the plan until withdrawal. To enroll, employees may contact the Kentucky Public Employees Deferred Compensation Authority.

Insurance – Health - See policy 03.124.

Insurance – Life - See policy 03.124.

Insurance – Optional

There are several optional insurance plans that can be payroll deducted, (such as life, dental, etc.), provided they are on the State's approved deduction list. Employees should contact the Personnel/Payroll Officer for specific information.

KEAP (Kentucky Employee Assistance Program) - See policy 03.1291.

Savings Bonds

The purchase of Savings Bonds can be payroll deducted. Contact the Personnel/Payroll Officer for additional information.

Salary Deductions**OPTIONAL DEDUCTIONS (CONTINUED)****Miscellaneous Payroll Deductions**

There are several miscellaneous deductions including deferred compensation, membership fees, and insurance programs that can be payroll deducted. These must be on the State's approved deduction list. Employees should contact the Personnel/Payroll Officer for specific information.

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer.

REFERENCES:

KRS 18A.250
KRS 336.134
101 KAR 2:160

RELATED POLICIES:

03.124
03.1291

LEGAL: HB 309 CREATES NEW SECTIONS OF KRS 209A THAT REQUIRE REPORTING ACTS OF DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE TO A LAW ENFORCEMENT OFFICER UPON THE REQUEST OF THE VICTIM. IN ADDITION, IF IT IS THE BELIEF OF THE PROFESSIONAL THAT THE DEATH OF A VICTIM WITH WHOM THEY HAVE HAD A PROFESSIONAL INTERACTION IS RELATED TO DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE, THAT MUST BE REPORTED. THIS NEW LANGUAGE ALSO REQUIRES EDUCATIONAL MATERIAL BE PROVIDED IF THERE IS REASONABLE CAUSE TO BELIEVE THAT A VICTIM WITH WHOM THEY HAVE HAD A PROFESSIONAL INTERACTION IS RELATED TO DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE.

FINANCIAL IMPLICATIONS: POSSIBLE COST OF PRINTING MATERIALS

PERSONNEL

03.13253

- CERTIFIED PERSONNEL –

Domestic/Dating Violence Reporting and Education

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

REFERENCES:

KRS 209A:020; KRS 209A.100; KRS 209A.110
KRS 209A.130; KRS 209.160; KRS 211.160
KRS 403.720; KRS 456.010; KRS 620.030

RELATED POLICIES:

09.14; 09.2211; 09.227; 09.425

LEGAL: FEDERAL REGULATION 40 C.F.R. 763.92 REQUIRES MAINTENANCE AND CUSTODIAL PERSONNEL WHO MAY WORK WITH ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM) TO RECEIVE TWO (2) HRS. OF ASBESTOS AWARENESS TRAINING. IN ADDITION, FEDERAL REGULATION 40 C.F.R. 763.93 REQUIRES CUSTODIANS AND MAINTENANCE PERSONNEL WHO ARE GOING TO BE DISTURBING ANY ACBM TO HAVE AN ADDITIONAL FOURTEEN (14) HRS. OF TRAINING.

FINANCIAL IMPLICATIONS: COST OF TRAINING

DRAFT (03/27/17) REFLECTS PROPOSED CHANGES FROM 2016 UPDATE

PERSONNEL

03.14

Health and Safety

SAFETY

It is the intent of the Officer of Career and Technical Education to provide a safe and healthful working environment for all employees, students and clients.

Therefore, it is the policy of the Department to emphasize safety to accomplish the Kentucky TECH mission to prepare Kentucky's current, future and emerging workforce for employment, lifelong learning and independence in a changing global economy.

It is the responsibility of the employee to do the following:

- a. Make a reasonable effort to maintain a safe and healthy work environment in his/her work area;
- b. Report accidents in a timely manner; and
- c. Apprise the supervisor of apparent health and safety hazards, who shall examine the situation and take appropriate action.

When submitting accident reports, the supervisor is responsible for keeping all medically related information confidential. Such information shall not be forwarded with a safety report.

FIRST AID

For the protection of any injured person or persons, and to avoid potential for personal or administrative liability, the following shall be implemented:

- 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, 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 should be equipped with gauze, bandages, large and small Band-Aids, bottle of peroxide, disinfectant wipes, rubber gloves, safety glasses, CPR breathing barrier, and other sterile materials required to stop bleeding and cover wounded areas and placed in each lab area.
- Fire blankets shall be placed in those areas where the potential for fire and explosion exist.

BLOODBORNE PATHOGENS CONTROL PROGRAM

1. The purpose of the Bloodborne Pathogens Exposure Control Program is to eliminate or minimize employee exposure to blood or other potentially infectious materials as detailed in the OSHA Bloodborne Pathogens Standard.
2. Blood means human blood, human blood components, and products made from human blood.

Health and Safety

BLOODBORNE PATHOGENS CONTROL PROGRAM (CONTINUED)

3. Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
4. Other potentially infectious materials means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals.

RESPONSIBILITY FOR COMPLIANCE

The administration of the Bloodborne Pathogens Exposure Control Program shall be the responsibility of the Area Technology Center Principal. These responsibilities shall include:

1. Establishing a written exposure control program and developing a schedule for implementing the provisions of the program and OSHA Standards.
2. Developing written procedures for cleaning and handling contaminated materials and for disposing of hazardous waste generated within the facility.
3. Providing appropriate personal protective equipment that is readily accessible to identified employees.
4. Providing hepatitis B vaccines under specific circumstances as defined by an exposure determination and/or medical follow-up for exposure incidents.
5. Providing warning labels or color-coded containers for use with hazardous waste.
6. Providing training to current employees within 90 days of the effective date of the program and initially to new employees and thereafter annually.
7. Developing written procedures for meeting the requirements for medical record keeping.
8. Providing for retention of medical records for the duration of employment, plus 30 years.
9. Conducting an annual review of the effectiveness of this exposure control plan and updating the program as needed.

EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur exposure to blood or other potentially infectious materials. Exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.). The exposure determination also lists all job classifications in which employees may be expected to incur collateral exposure. It is ATC Principal's responsibility to determine which job classifications or specific tasks and procedures involve occupational or collateral exposure.

Health and Safety

PROGRAM ELEMENTS

Bloodborne Pathogen Control Plan

1. Date of Plan (May 2013 Template)
2. Copy of most recent plan on file in KDE Human Resources
3. Control Plan is reviewed annually with documentation

Vaccination Records

1. Copies of vaccination records on file in ATC
2. Copies of vaccination records on file in KDE Human Resources

Declination Records

1. Copies of declination records on file in ATC
2. Copies of declination records on file in KDE Human Resources

Medical Recordkeeping File for Each Identified Employee (Maintained for the duration of employment plus 30 years)

1. Name and Social Security Number
2. Copy of Employee Hepatitis B Vaccination Status
3. Copy of Results of Examinations, Testing, and Follow-up
4. Copy of Healthcare Professional’s Written Opinion
5. Copy of all Information Provided to Healthcare Professional

Training Records (Records must be maintained for 3 Years)

1. Dates of Training
2. Contents/Summary of Training
3. Names and Job Titles of All Persons Attending the Training

PROCEDURES FOR REPORTING AND MANAGING AN EXPOSURE INCIDENT-EMPLOYEE

Time Line	All ATC employees who are involved in any situation with the presence of blood or Other Potential Infectious Materials, regardless of whether a specific exposure incident occurs, must be offered the full hepatitis B vaccination series as soon as possible, but no later than 24 hours after the incident.
Time Line	If an exposure incident occurs, all other post follow-up procedures according to the standard must be initiated immediately. Employer must ensure that the medical provider is familiar with and follows the recommendations for post exposure follow-up.

Health and Safety**PROCEDURES FOR REPORTING AND MANAGING AN EXPOSURE INCIDENT-EMPLOYEE (CONT.)**

ATC Principal	Complete and submit Workers' Compensation First Report of Injury. Link under Workers' Compensation contains a list of providers from which an employee will select a physician.
ATC Principal	Complete and submit Cabinet Accident Report.
ATC Principal	Provide to the physician: 1) Copy of the Bloodborne Pathogen Control Plan, 2) Description of the affected employee's duties as they relate to occupational exposure.
ATC Principal	Enter appropriate information into OSHA 300 Log.
	Obtain physician's written opinion within 15 working days of the completion of the evaluation.
ATC Principal	File and retain reports in employee's medical files.
ATC Principal	Report the incident to the Kentucky Department for Public Health, Division of Epidemiology and Health Planning.
Employee	Report the date, time, and type of exposure to first line supervisor.
Employee	Treatment in accordance with recommended guidelines, based on type of exposure.
Employee	Initiate a consent form for treatment, if indicated.
Employee	Adhere to follow-up treatment regimen and/or testing as prescribed by the physician. Follow-up will be paid for through Workers' Compensation.

STAFF TRAINING

Each Principal shall establish a safety training program that includes a general safety orientation for all staff upon initial employment and at the beginning of each school year. Training must be provided and documented in the following areas:

- Asbestos Training
- Bloodborne Pathogens
- Crime Awareness and Campus Security
- Drills – Fire, Tornado, Earthquake, Lockdown
- Emergency Plans and Fire Prevention
- Employee Fire Extinguisher Training
- First Aid Training and First Aid Kits
- Forklift Training
- Hazardous Communications
- Lockdown Procedures
- Lockout/Tagout
- Respirator Training
- Safety Committees and Inspections
- Safety Responsibility and Accountability
- Other Training as Identified

Health and Safety

FIRE EXTINGUISHER TRAINING

According to OSHA regulations, where portable fire extinguishers have been provided for employee use, the employer shall provide annual training for employees to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. This training shall be provided upon initial employment and at least annually thereafter. All area technology centers shall be covered by this regulation.

The Principal shall arrange for training that satisfies these requirements for the school staff. Local fire departments, fire marshals, or a member of the staff who possesses the proper qualifications can provide training. Fire extinguishers shall be checked monthly by designated staff to ensure they are in a fully charged and operable condition. In addition, all fire extinguishers are to receive six (6) and twelve (12) month maintenance as specified in OSHA Standards and Kentucky Fire code.

FORKLIFT TRAINING

The Occupational Safety and Health Act of 1970 includes a provision that only trained and authorized operators shall be permitted to operate a powered industrial truck. Accordingly, the employer shall provide training on the proper operation of industrial trucks. Forklifts fall under the category of powered industrial trucks. ([OSHA 29 CFR 1910.178](#)) Training shall be required to clarify the differences in handling between a truck and a car, to develop safe operating habits, and reduce the risk of injury.

Training shall be provided to all employees who operate equipment covered under this OSHA standard and documentation of the training shall be kept on file in the school office. Information on what is acceptable training is available from the Division of Education and Training, Kentucky Occupational Safety and Health Program, 1047 U.S. 127 South, Suite 4, Frankfort, KY 40601, or from the KDE Safety Coordinator.

HAZARD COMMUNICATIONS PROGRAM

The Hazard Communication Standard (often referred to as HazCom) established rules for all workplaces covered by OSHA. The standard requires that information on hazardous chemicals be communicated to all employees and students.

Program Requirements:

1. A written hazard communications plan shall be in place for the safety of all employees, students, and visitors.
2. Safety Data Sheets (SDS) must be made available by chemical manufacturers and distributed to the employer. The employer shall make them available to employees. **In area technology centers, the teacher shall be responsible for providing instructions on how to read Safety Data Sheets and the proper use, handling, and health hazards of chemicals used in the program.**
3. Containers shall be labeled so employees and students can handle chemical safely. Protective equipment shall be worn when chemicals may cause a health hazard or physical hazard. Chemicals that are not in the original container shall be properly labeled.
4. A complete inventory of all chemicals shall be prepared and available. (This inventory must be kept current.)

Health and Safety

HAZARD COMMUNICATIONS PROGRAM (CONTINUED)

5. All employees shall be trained annually to recognize and safely handle all chemicals at work. Training shall be provided on how to read and interpret an SDS and label. Students in area technology centers shall receive the same annual training as employees. Documentation of the training shall be kept on file in the school.

HAZARD COMMUNICATIONS PROGRAM

All hazardous waste materials shall be stored in labeled containers. Area technology centers are classified as limited quantity generators (businesses that generate less than 220 pounds of hazardous waste per month) and may be able to dispose of hazardous materials such as mercury containing fluorescent light bulbs on site. The safest method to dispose of hazardous waste is with a company who will supply and remove solvents and other waste. In all cases, accurate records shall be kept.

Used Motor Oil Recovery and Disposal:

Waste oil shall be properly stored in labeled containers. All hazardous waste shall be disposed of in accordance with EPA regulations (not to exceed 28 gallons liquid or 200 kg, in any given month). A log to record the amount of oil added to the container shall be maintained. Antifreeze shall not be added to used oil. Transmission fluid, rear end grease, hydraulic fluid, and brake fluid shall be added. Each used fluid added shall be logged accordingly.

If oil spills occur while placing used fluids in the container, Oil Dry or other appropriate cleaning compound shall be used to clean up the spill and the residue shall be placed in a garbage container. Once the container is filled, a certified used oil hauler shall be contacted to remove the oil. Receipts for all oil picked up shall be filed in the school office along with the log.

a. Used Oil Filters

To dispose of used oil filters, the following process shall be followed:

- Drain the oil and place it in a waste oil container for storage and eventual recycling.
- Drain oil filter into waste oil container and store used filter in a metal drum for recycling pickup.

b. Antifreeze

Antifreeze shall be stored in a labeled plastic container for recycling. Antifreeze shall not be mixed with used oil.

c. Mercury Containing Light Bulbs

Federal and State laws require some fluorescent lamps be treated as hazardous waste.

- Spent fluorescent lamps shall be on the list of registered hazardous waste-streams.
- Spent lamps shall be stored in protective boxes to guard against breakage.
- Boxes shall be labeled “UNIVERSAL WASTE-LAMPS.”
- Boxes shall be dated when first spent lamp was stored.
- Spent lamps may be stored for up to one (1) year before being picked up by certified hazardous waste hauler. Pickup documentation shall be kept on file.

Health and Safety

HAZARDOUS COMMUNICATIONS PROGRAM (CONTINUED)

- The Principal or designee shall check with the following for possible no cost or cost sharing opportunities for disposal: local school districts, city and/or county government personnel in charge of waste disposal, and company currently used for other hazardous waste disposal.

NOTE: Some fluorescent lamps, commonly referred to as “environmentally preferable” or “green ends” may or may not be approved for land-fill disposal. The green ends lamps do not automatically mean compliance with EPA regulations for land-fill disposal. Lamps shall pass the “toxicity characteristic leaching procedure” (TCLP) and the Center shall have the manufacturer’s product sheet verifying the lamps are EPA compliant for land-fill disposal.

d. Refrigerant Recovery

The 1990 Federal Clean Air Act requires that refrigerants used in mobile and stationary systems be recovered. Technical education teachers who do live work on equipment containing refrigerants shall have recycling recovery equipment in their program or have access to it.

Willful venting of CFC’s and HCFC’s into the atmosphere is strictly prohibited by the enforcement provision of the Clean Air Act, which carries very stiff penalties for violations. Students handling refrigerants shall be closely supervised by teacher.

LOCKOUT/TAGOUT

OSHA has established a lockout/tagout standard ([29 CFR 1910.147](#)) to safeguard workers from hazardous energy while they are performing maintenance on machines and equipment. The standard requires that equipment must be turned off and disconnected from the energy source prior to servicing. In addition, it further requires employers to develop written lockout/tagout procedures, provide training to all employees and students who could be injured, and to carry out periodic inspections (at least annually) to ensure that the energy control procedures are implemented properly.

Lockout:

- Lockout means bringing machinery to zero energy by locking out the power.
- Each teacher shall have an assigned lock, key and lockout device. No two (2) keys shall fit the same lock.
- Notify persons using the machinery that work will be performed on the machinery.
- Electrical power shall be turned off and an assigned lockout device attached.
- Appropriate warning signs shall be placed at the controls indicating that work is being performed on the machinery.
- Protective equipment shall be worn to include goggles, safety glasses, steel-toed shoes, etc.
- A check shall be made to make sure that the power is off and all moving parts of the machinery have come to a complete stop.
- A check shall be made to verify that all residual energy in the machine has been either controlled or eliminated.

Health and Safety

LOCKOUT/TAGOUT (CONTINUED)

- When work is completed, the work area shall be cleaned up and guards shall be replaced on machinery.
- When inspection is complete, the lockout device shall be removed and other employees and students shall be clear of the equipment before energizing the unit.
- Machinery shall be tested for proper operation.

Tagout:

- If equipment cannot be locked out, then it shall be tagged out.
- A tagout device is a warning device that takes the place of a lock without providing physical restraint.
- Tags shall clearly identify the employee who applied them and shall not be removed except by the person who applied them.
- Tags shall be readable and understandable and must warn against the hazardous conditions that will result if energy is restored to the machinery.
- Most tags shall display legends such as DO NOT START, DO NOT OPEN, DO NOT OPERATE - DANGER, etc.
- Tags shall be made of materials that can withstand environmental conditions.
- Tags shall be secured to energy-isolating devices so that they cannot be detached accidentally while in use.

Each Principal shall provide designated staff with appropriate lockout/tagout devices and training. The Principal shall observe and document the designated individuals performing lockout/tagout at least annually. Each teacher shall maintain a record of machinery and equipment that falls under the requirements of lockout/tagout.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each year, the Principal/designee shall conduct a hazard assessment to determine when and where the use of personal protective equipment (PPE) is necessary. The hazard assessment shall address:

1. Assignment of an employee responsible for assessing the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;
3. A training program to be conducted to educate employees about the need for PPE and when it must be worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure and the need for replacement; and
5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment.

Health and Safety

ASBESTOS PLAN

Each school shall have on file in the school office an asbestos management plan (if applicable).¹ Any asbestos work done in the building shall be filed with the plan. Parents/legal guardians and employees shall be notified at the beginning of the school year that the facility has been inspected and a management plan developed for any asbestos containing materials found during the inspection. This may be done by letter or published in the student handbook and faculty handbook. The management plan shall be available for inspection during normal business hours.

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. All new maintenance and custodial employees shall be provided asbestos training within thirty (30) days of hiring. Maintenance and custodians who will be involved in activities that will involve a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

EMERGENCY EYEWASH STATION STANDARDS

Eyewash stations shall be required in programs where the eyes or body of any person may be exposed to corrosive materials in accordance with [OSHA 1910.151 \(c\)](#).

Corrosive materials refer to any solid, liquid, or gaseous substance that burns, irritates, or destructively attacks organic tissues, most notably the skin, eyes, and when taken internally, the lungs and gastrointestinal tract.

The following are required guidelines for eyewash stations:

1. The eyewash shall have the capability to deliver fifteen (15) minutes of freely flowing water at a comfortable temperature range (15-35 degrees Celsius, or 60-95 degrees Fahrenheit), a maximum inlet pressure of 30 psig, and a minimum flow of 1.5 liters per minute. The flow shall be uninterrupted and the water filtered.
2. The emergency eyewash shall be accessible in locations that require no more than 10 seconds to reach and shall be within a travel distance no greater than 25 feet from hazard, or in the nearest safe area outside of the release area if the release could pose a further danger.
3. The valve shall be designed in such a manner that the water flow remains on without the use of the operator's hands.
4. The eyewash unit shall be activated weekly to flush the line and verify proper operation.
5. The weekly eyewash record shall be maintained for the previous twelve (12) consecutive months to verify compliance with testing procedures.
6. Each emergency eyewash station shall be identified with a highly visible sign that can easily be comprehended by the reader.
7. Instructions on proper usage shall be affixed to the eyewash facility.

Health and Safety

COMPRESSED AIR REGULATIONS

[OSHA 1910.242 \(b\)](#) states that compressed air cannot be used for cleaning purposes (work surfaces) unless the pressure is reduced to less than 30 p.s.i. and then only when effective chip guarding and personal protective equipment is used. For worker safety, a brush be used to remove dust and debris from clothing and not compressed air.

FALL PROTECTION

Maintenance of area technical centers and construction trades programs that may require employees and/or students to work six (6) feet above a lower level shall abide by the following OSHA standards.

- 1926.500 Scaffolds
- 1926.500 Fall Protection
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10756

Labs with mezzanine storage, or any overhead storage areas, shall abide by the following OSHA standards:

- 1910.23 Guarding Floor and Wall Openings and Holes
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9715
- 1910.27 – Fixed Ladders
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9719

OSHA 300 REPORTING REQUIREMENTS

The following OSHA reporting forms will be used:

[OSHA Form 300](#) – Log of Work Related Injuries

[OSHA Form 300A](#) – Summary of Work Related Injuries and Illnesses

All worksites shall maintain an OSHA log for each separate facility/department/school on a calendar year basis (January – December).

All logs and summaries shall be kept for five (5) years following the end of the calendar year to which it relates.

If there is a change in the extent or outcome of a case, the first entry shall be lined out and the new information entered.

All injuries shall be entered on the log within six (6) days after receiving knowledge that a case has occurred. If in doubt whether a case is recordable or not, it is recommended that all cases are logged, regardless of recordability. The log serves as a reference/tracking document and, in addition, an injury may not be recordable at first but may be determined recordable at a later date. It is important that all information on the logs and the IA1 reports are legible.

There are strict penalties for not complying with federal regulations regarding the posting of logs and maintaining of OSHA files. In cases of an OSHA inspection, the compliance officer will ask to review the log for the previous year and may ask to review the current year's log. Employers shall provide records to an OSHA compliance officer who requests them within four (4) hours.

To report an injury/illness, the Principal shall complete the First Report of Injury (IA-1)

Health and Safety

OSHA 300 REPORTING REQUIREMENTS (CONTINUED)

The area technology center Principals/designee shall take the following steps when reporting:

- The supervisor shall immediately call in all state employee work-related injuries, illness and fatalities to the Personnel Cabinet/Office of Worker's Compensation.
- The electronic copy of the First Report of Injury Form IA-1 generated by Worker's Compensation will be forwarded to the Department of Labor, the supervisor, and the Division of Resource Management.
- The supervisor shall obtain the signature of the injured employee (back side of IA-1 First Report of Injury or Illness Report) that relates to fraudulent claims and mail to Worker's Compensation at the following address:
Worker's Compensation Branch, Cabinet for Personnel
Suite 4, 1047 U.S. Highway 127 South
Frankfort, KY 40601.
- The hard copy of the IA-1 shall be kept on file (not in a personnel file) at the worksite, with the information recorded on the OSHA Form 301 and 300 Log.

OSHA 300-A SUMMARY OF WORK RELATED INJURIES AND ILLNESS

At the end of each calendar year, the Occupational Safety and Health Administration (OSHA) requires each covered location to review the OSHA 300 Log for completeness and accuracy and to prepare an Annual Summary of the OSHA 300 Log using the form OSHA 300-A (Summary of Work Related Injuries and Illness).

The summary must be certified by the ATC Principal for accuracy and completeness and be posted in the facility by February 1 of the year following the year covered by the summary. The summary must remain posted until April 30 of the year in which it was posted.

Preparing the OSHA 300-A Summary of Work Related Injuries and Illness requires four steps:

1. Reviewing the OSHA 300 Log;
2. Computing and entering the summary information on the OSHA 300-A;
3. OSHA 300-A is certified as indicated on the form;
4. Summary must be posted in a conspicuous place where notices are customarily posted.

The OSHA 300 Log and OSHA 300-A Summary are based on the actual number of employees at the worksite and both must be maintained even if the facility had no recordable accidents for the year.

SUBMISSION OF OSHA 300-A SUMMARY

Each ATC Principal shall forward to the KDE Safety Coordinator in the Division of Resource Management a copy of the completed and signed OSHA 300-A Summary.

KDE Accident Report

Every work related or workplace injury (students, employees, vendors, visitors, and customers) occurring in a Kentucky Department of Education facility, regardless of its severity, must be investigated and reported on the Department of Education Accident Report.

Health and Safety**ACCIDENT REPORTING (CONTINUED)**

The original Accident Report is maintained on file in the ATC with originals send to the KDE Safety Coordinator and Division Director.

Workers' Compensation First Report of Injury or Illness (IA-1)

For Workers' Compensation benefits, there is only one requirement of the employee—to “notify his/her supervisor as soon as practicable after happening thereof” (KRS 342). When a supervisor has knowledge of a work related injury or illness or alleged injury or illness to one of his/her employees, it is the supervisor's responsibility to obtain all pertinent information and complete Workers' Compensation First Report of Injury or Illness (IA-1). The supervisor responsible will enter the IA-1 online for submission directly to the Workers' Compensation Branch at <https://secure.kentucky.gov/personnel/workerscomp/default.aspx> or call 502-564-6846, 502-564-6847, or 1-888-860-0302.

REFERENCES:

¹401 KAR 58:010, 40 C.F.R. Part 763

Kentucky Department for Public Health

Centers for Disease Control and Prevention

Kentucky Labor Cabinet, 803 KAR 2:308; 803 KAR 2:404

OSHA 29 C.F.R. 1910

132 PPE Hazard Assessment

134/ Protective Breathing Devices

147 Lockout/Tagout

151/ Eyewash Stations

157 Portable Fire Extinguishers

178 Forklift Training

242/Compressed Air

1001 Asbestos-ACBM

1200 Hazard Communication

1030 Bloodborne Pathogens

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&dp_id=9806

Supervisor's Guide to Biohazards in the Workplace

RELATED POLICIES:

05.4, 05.41, 05.411, 05.42, 05.43, 05.47, 05.5, 09.22, 09.224

LEGAL: 2 C.F.R. § 200.430 REQUIRES DISTRICTS TO FOLLOW UNIFORM GRANT GUIDANCE FOR TRACKING PERSONNEL EXPENSES PAID FOR BY FEDERAL FUNDS. AUDITORS MAY ASK FOR A POLICY STATING SUCH. THIS NEW POLICY COMPORTS WITH THAT REGULATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.92

Uniform Guidance

Federal funds received by the District are to be administered and federally funded personnel expenses documented¹ in accordance with applicable Uniform Grant Guidance requirements.¹

REFERENCES:

¹2 C.F.R 200.430(i)
2 C.F.R. Part 200

RELATED POLICIES:

01.11
08.1345

LEGAL: 702 KAR 6:090 HAS BEEN REVISED SO THAT THE STATE NUTRITIONAL REQUIREMENTS FOR COMPETITIVE FOODS NOW ALIGN WITH THOSE OF THE FEDERAL REGULATION 7 C.F.R. 210.11.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.12

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal and subject to approval by the Associate Commissioner of the Office of Career and Technical Education or his/her designee.

BIDDING

Area Technology Centers are to follow the Kentucky Model Procurement Code contained in KRS Chapter 45A for the procurement and servicing of vending machines.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations.

For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored) as permitted by the school meal requirements.

In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220 may be available in vending machines at the high school level.

Size of beverages shall not exceed twenty (20) ounces for high schools.

SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, competitive foods or beverages shall not be sold from vending machines from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

REFERENCES:

KRS Chapter 45A
KRS 156.160
KRS 158.854
KRS 160.290
7 C.F.R. 210.11b
7 C.F.R. 220
702 KAR 6:090

RELATED POLICY:

07.111

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 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

Curriculum

PROGRAM ADVISORY COMMITTEES (CONTINUED)

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](#).)

PROGRAM ASSESSMENT

Assessment of the career and technical education programs shall be conducted in accordance with requirements and instruments approved by the Office of Career and Technical Education. Staff from the Office of Career and Technical Education shall conduct annual evaluations of career and technical education programs, based on state and federal accountability data, and identify programs for technical assistance and continuous improvement visits.

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 districts
- 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)

Curriculum**STEERING COMMITTEE (CONTINUED)**

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.

REFERENCES:

KRS 156.162
KRS 158.183; KRS 158.188
KRS 158.302
KRS 158.645; KRS 158.6451
704 KAR 3:303
705 KAR 4:231
780 KAR 2:030; 780 KAR 2:040
Kentucky Academic Standards

RELATED POLICY:

08.5

LEGAL: SB 159 CREATES A NEW SECTION OF KRS 158 TO REQUIRE STUDENTS TO PASS A 100 QUESTION CIVICS TEST DRAWN FROM THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES TEST TO BECOME A CITIZEN.

FINANCIAL IMPLICATIONS: POSSIBLE COST OF TESTING

LEGAL: HB 522 CREATED A NEW SECTION OF KRS 158 TO ALLOW STATE AGENCY CHILDREN WHO ARE AT LEAST SEVENTEEN (17) TO SEEK A HIGH SCHOOL EQUIVALENCY DIPLOMA.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.113

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.

Beginning July 1, 2018, students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program or a Section 504 Plan.

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.

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

Program Completion

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.

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 (6th) 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 3rd 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 3rd 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>

Program Completion

REFERENCES:

KRS 156.027; KRS 158.135
KRS 158.141; KRS 158.143; KRS 158.183; KRS 158.281
KRS 158.302; KRS 158.645, KRS 158.6451
702 KAR 7:125; 704 KAR 3:305; 705 KAR 4:231

RELATED POLICIES:

08.1131
08.14
08.222

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 and shall comply with 705 KAR 4:041. Work-based learning experiences may include:

1. Job shadowing;
2. Mentoring;
3. Service Learning;
4. School-based enterprises;
5. Entrepreneurship;
6. Internships;
7. Cooperative education; or
8. Pre-Apprenticeship.

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

LEGAL: THIS CLARIFIES THAT “PRIVILEGE” ONLY APPLIES TO INFORMATION INTENDED TO BE CONFIDENTIAL BUT IS NOT ABSOLUTE AND BELONGS TO THE CLIENT. HOWEVER THIS MAY BE OVERRIDDEN BY REPORTING STATUTES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.14

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 as provided by applicable law.

REFERENCES:

KRE 506 (Kentucky Rules of Evidence)
KRS 61.878
KRS 158.154; KRS 158.155; KRS 158.156
KRS 620.030

RELATED POLICIES:

08.113; 09.14

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; and
 - a. Provide career guidance and academic counseling in the development of the individual learning plan as established in 704 KAR 3:305. If needed, instruction shall be provided to upgrade and update individuals in their present occupations and to retrain existing workers.

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 technology and rigorous academic content relevant to the career area and aligned with the Kentucky Academic Standards, 704 KAR 3:303; 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, as well as dual credit opportunities.

REFERENCES:

704 KAR 3:303
704 KAR 3:305
705 KAR 4:231

RELATED POLICY:

08.113

LEGAL: SB 17 COVERS STUDENT EXPRESSION OF RELIGIOUS OR POLITICAL VIEWS IN ASSIGNMENTS WHILE MAINTAINING SCHOOL OVERSIGHT OF CURRICULUM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.221

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.

ASSESSMENT OF STUDENT WORK / NONDISCRIMINATION

Consistent with OCTE policies addressing assessment of student progress and grading and the determination of curriculum and assignments, instructional staff are expected to issue grades or assessments of student assignments, including in the classroom, based on responsiveness to the assigned task(s), accuracy, and quality of work, utilizing sound pedagogical judgment and providing modifications for students with disabilities as required by law, free from discrimination or penalty based on constitutionally protected expressions of religious or political views in otherwise responsive student submissions.

REFERENCE:

KRS 158.183

LEGAL: HB 80 (2016) AMENDED KRS 158.070 TO ALLOW DISTRICTS TO BE OPEN ON ELECTION DAY IF NO SCHOOL IN THE DISTRICT IS USED AS A POLLING PLACE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (03/27/17) REFLECTS PROPOSED CHANGES FROM 2016 UPDATE

CURRICULUM AND INSTRUCTION

08.3

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.

If any school in the District is used as a polling place, the school District shall be closed on the day of the election, and those days may be used for professional development activities, professional meetings, or parent-teacher conferences. Subject to the requirement that schools shall be closed on Presidential Election Day, the District may be open on the day of an election if no school in the District is used as a polling place.

REFERENCES:

KRS 2.190

KRS 118.035

KRS 157.360; KRS 158.070

780 KAR 3:080

RECOMMENDED: THIS CLARIFIES THAT A STUDENT'S PARENT IS NOT TO BE NOTIFIED IF A COURT ORDER PROVIDES TO THE CONTRARY (FOR EXAMPLE IN AN EMERGENCY ABUSE SITUATION).

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 33 CREATES A NEW SECTION OF KRS 620 DETAILING THE CABINET'S NOTIFICATION REQUIREMENTS WHEN IT IS AWARDED CUSTODY OF AN ABUSED, NEGLECTED OR DEPENDENT CHILD.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: THIS CLARIFIES THAT A SCHOOL FOLLOWS THE DIRECTION OF THE CABINET FOR HEALTH AND FAMILY SERVICES AS TO WHO MAY PICK UP A CHILD FROM SCHOOL ONLY AFTER A COURT HAS ISSUED AN ORDER COMMITTING THE CHILD TO THE CABINET.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (03/27/17) REFLECTS PROPOSED CHANGES FROM 2016 UPDATE

STUDENTS

09.1231

Student Release

Students shall be dismissed early from school only if they are signed out by the custodial parent/guardian/designee identified on the Student Release Form. (*See Form, Student - Enrollment - Release Form.*)

During the enrollment process, students shall have their custodial parent/guardian identify those individuals who have permission to sign the student out from the area technology center.

RELEASE PROCESS

Students shall sign out on the Student Sign In-Out Sheet when leaving and/or returning to the center. (*See Form, School - Student Sign In/Out.*)

The individual(s) who have permission to sign the student out shall present photo identification at the time the student is picked up from the area technology center.

The home high school shall be notified when students are released from the area technology center.

EXCEPTIONS

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet or when the Cabinet is granted custody of the student by a court order. In such case, the student's parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.¹

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect, or abuse, the Cabinet shall notify the Principal, Assistant Principal, or Guidance Counselor of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

Dismissal from School

EXCEPTIONS (CONTINUED)

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

REFERENCES:

1OAG 85-134; OAG 92-138
KRS 620.146
702 KAR 7:125

RECOMMENDED: THIS CLARIFIES THAT RELEASE OF THE STUDENT AND RELEASE OF RECORDS ARE HANDLED SEPARATELY. RELEASE OF RECORDS IS COVERED UNDER ACCESS TO STUDENT RECORDS (FERPA) POLICY 09.14.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (03/27/17) REFLECTS PROPOSED CHANGES FROM 2016 UPDATE

STUDENTS

09.12311

**Release of Students to
Divorced, Separated, or Single Parents**

The Principal of an area technology center shall release the student to either parent, guardian, or legal custodian unless the school has been informed and provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

REFERENCES:

20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
OAG 85-130; OAG 90-52

RELATED POLICY:

09.14

LEGAL: SB 17 ALLOWS STUDENTS TO EXPRESS RELIGIOUS OR POLITICAL VIEWS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.13

Equal Educational Opportunities

DISCRIMINATION PROHIBITED

No pupil shall be discriminated against because of age, color, disability¹, race, national origin, religion, sex, or veteran status.

EEO COUNSELOR(S)

Each Principal must designate one or more EEO counselor(s) to coordinate compliance with [Title VI](#), [Title VII](#), [Title IX](#), [Section 504](#), and [ADA](#) federal regulations. An EEO counselor should be a person in the Center who is available to students and staff at all times. The EEO counselor should be a person other than an administrator, academic counselor or supervisor. The Faculty Handbook and Student Handbook are examples of publications that should identify the EEO Counselor(s) by name, address and telephone number.

STUDENTS WITH DISABILITIES

The school shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The school shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the school to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION

The school shall observe the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

1. Infringe on the rights of the school to:
 - a. Maintain order and discipline;
 - b. Prevent disruption of the educational process; and
 - c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

Equal Educational Opportunities**GENDER EQUITY**

Teachers and administrators must devote attention to how they can achieve equity within the learning environment, teacher-student interaction, and curriculum. Educational practices must be implemented that address the needs of all students. Not only is it wrong to treat males and females differently in programs, it is discrimination which Federal and state laws prohibit.

The following is a list of precautions schools can take to ensure compliance with the law:

- Review policies and practices of the entire school
- Review course descriptions in handbooks and other publications
- Examine the master schedule
- Review instructional materials, course objectives and activities, and student organizations practices
- Analyze textbooks and implement guidelines for selection
- Implement fair recruitment practices
- Provide equity training to staff and students
- Establish written policies for dealing with gender equity issues
- Observe teachers for equitable and effective instructional practices
- Assess staff and students to determine the level of bias, stereotyping, and discrimination

REFERENCES:

¹Bd. of Educ., etc. v. Rowley 102 S.Ct. 3034 (1982)
Local district special education policy and procedures manual; Local district 504 procedures
KRS 157.200; KRS 157.224; KRS 157.230; KRS 157.350
KRS 158.183; KRS 160.295; Age Discrimination Act of 1975
Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act
Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
Vietnam Era Veterans Readjustment Assistance Act of 1974
28 C.F.R. Section 35.101 et seq.

RELATED POLICIES:

01.1; 03.113; 05.1; 08.131; 09.42811

LEGAL: THE BOARD MAY DESIGNATE A STUDENT'S ADDRESS AS DIRECTORY INFORMATION UNDER FERPA; HOWEVER, UNDER THE MCKINNEY-VENTO ACT, INFORMATION REGARDING A STUDENT'S LIVING SITUATION IS NOT CONSIDERED DIRECTORY INFORMATION. AS A RESULT, INFORMATION ABOUT A STUDENT'S LIVING SITUATION MUST BE PROVIDED THE SAME PROTECTIONS AS OTHER NON-DIRECTORY, PERSONALLY IDENTIFIABLE INFORMATION (PII) CONTAINED IN STUDENT EDUCATION RECORDS UNDER FERPA.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: THIS CLARIFIES THAT PARENTS ARE ENTITLED TO STUDENT EDUCATIONAL RECORDS REGARDLESS OF A LEGAL SEPARATION OR DIVORCE UNLESS THE PARENT'S RIGHTS HAVE BEEN TERMINATED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: THIS CLARIFIES THAT DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION TO SCHOOL OFFICIALS WITH A LEGITIMATE EDUCATIONAL INTEREST MAY INCLUDE MEDICAL STAFF AND/OR LAW ENFORCEMENT IF EMPLOYED BY THE DISTRICT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: THE "EVERY STUDENT SUCCEEDS ACT OF 2015 (P. L. 114-95)" ONLY ALLOWS PARENTS/GUARDIANS OF STUDENTS OR STUDENTS WHO HAVE REACHED AGE 18 TO OPT-OUT OF RELEASE OF INFORMATION TO MILITARY RECRUITERS. IN ADDITION, CHANGES TO THIS ACT INCLUDE OPT OUT TO INSTITUTIONS OF HIGHER LEARNING.

FINANCIAL IMPLICATIONS: POSSIBLE COSTS OF REPRINTING OF FORMS

DRAFT (03/27/17) REFLECTS PROPOSED CHANGES FROM 2016 UPDATE

STUDENTS

09.14

Student Records

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

The school shall comply with rights given to parents and eligible students by the Family Educational Rights and Privacy Act (FERPA) and to ensure compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

After a student reaches the age of 18 or is attending an institution of postsecondary education, the rights that were the parents accrue to the student. The parent's rights cease when the student takes over.

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

School personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the school discloses personally identifiable information from education records.

Student Records

DISCLOSURE OF RECORDS (CONTINUED)

In addition, considering the totality of the circumstances, the school may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Contractors, consultants, volunteers, and other parties to whom the school or the Kentucky Department of Education has outsourced services or functions may access student records provided they are:

- Under the school's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Principal in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

FERPA gives parents of students enrolled in Kentucky TECH schools and eligible students access to official records and data pertaining to those students and the right to deny access to those records to others unless authorized by law. FERPA denies Federal funds to any school district that does not allow parents access to their children's records. Parents and eligible students shall be allowed to inspect and review all materials that are incorporated into the student's cumulative record and be granted a hearing to challenge the contents of the records if requested.

Release of any information contained in student records maintained by the school to any person other than those permitted under law shall be done only upon written consent from the student's parents or the eligible student, specifying what is to be released, and to whom. A copy of records to be released shall be made available to parents and eligible students.

Authorized school personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the school an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.

Student Records

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES (CONTINUED)

- School officials (such as teachers, instructional aides, administrators, **including health or medical staff and law enforcement unit personnel**) and other service providers (such as contractors, consultants, and volunteers used by the school to perform institutional services and functions) having a legitimate educational interest in the information.

School officials/staff may only access student record information in which they have a legitimate educational interest.

For release of student information to media sources, see [*Student - Enrollment -Media Information Release Form*](#).

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the school receives such orders, the matter(s) may be referred to KDE counsel for advice.

DUTY TO REPORT

If it is determined that the school cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the Principal must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

DIRECTORY INFORMATION

The Principal is authorized to release student directory information as designated by the local board(s) of education. Approved “directory information” may include: name, address, phone number, date and place of birth, student’s school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released must notify the superintendent of the sending district in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA’s exceptions to required consent. The living situation is not considered directory information.

The school allows for disclosure of directory information only to specific parties for specific purposes as specified in the local district student directory information notification.

Unless the parent/guardian or student who has reached age 18 requests in writing that the local district not release such information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

Student Records

SURVEYS OF PROTECTED INFORMATION

The school shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

- 1. Any other protected information survey, regardless of funding;**
- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and**
- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.**

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

STUDENTS WITH DISABILITIES

The local district's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received and the local superintendent notifies the Principal, the Principal shall then release the information as permitted by law. Only the Principal and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

Student Records**RECORDS RETENTION**

Student record information shall be kept on file in the school office while the student is enrolled. Upon graduation/withdrawal, the student record shall be moved to inactive files and maintained for a minimum of three (3) years. If the student does not re-enroll within three (3) years after graduation/withdrawal, the inactive record shall be archived and maintained permanently in fireproof storage.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345

KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 159.160; KRS 159.250

KRS 160.990; KRS 161.200; KRS 161.210

KRS 365.732; KRS 365.734; KRS 600.070

702 KAR 1:140; 702 KAR 3:220; 20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35

Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705

KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

P. L. 114-95, (Every Student Succeeds Act of 2015)

42 U.S.C. 11431 et seq. (McKinney-Vento Act)

RELATED POLICIES:

09.12311; 09.43

LEGAL: KRS 620.030 REQUIRES TEACHERS, SCHOOL ADMINISTRATORS, OR OTHER SCHOOL PERSONNEL WHO KNOW OR HAVE REASONABLE CAUSE TO BELIEVE THAT A CHILD UNDER 18 IS DEPENDENT, ABUSED OR NEGLECTED, OR IS A VICTIM OF HUMAN TRAFFICKING TO REPORT IT TO LAW ENFORCEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 309 CREATES NEW SECTIONS OF KRS 209A THAT REQUIRE REPORTING ACTS OF DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE TO A LAW ENFORCEMENT OFFICER UPON THE REQUEST OF THE VICTIM. IN ADDITION, IF IT IS THE BELIEF OF THE PROFESSIONAL THAT THE DEATH OF A VICTIM WITH WHOM THEY HAVE HAD A PROFESSIONAL INTERACTION IS RELATED TO DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE, THAT MUST BE REPORTED.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211

Employee Reports of Criminal Activity

To promote the safety and well-being of students, employees shall make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- 1 The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - i Carrying, possession, or use of a deadly weapon; or
 - ii Use, possession, or sale of controlled substances; or
 - b. Any felony offense under the laws of this Commonwealth; and
- 2 The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

Any employee of a school who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the Association Commissioner of Career and Technical Education and the local law enforcement

agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

Employee Reports of Criminal Activity**KRS 209A.100**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

KRS 209A.110

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

REFERENCES:

KRS 158.154
KRS 158.155
KRS 158.156
KRS 209A.100
KRS 209A.110
KRS 525.070; KRS 525.080
KRS 527.070; KRS 527.080
KRS 620.030

RELATED POLICIES:

03.13251
03.13253
05.48
09.227
09.422
09.423
09.425
09.426

LEGAL: KRS 620.030 REQUIRES TEACHERS, SCHOOL ADMINISTRATORS, OR OTHER SCHOOL PERSONNEL WHO KNOW OR HAVE REASONABLE CAUSE TO BELIEVE THAT A CHILD UNDER 18 IS DEPENDENT, ABUSED OR NEGLECTED, OR IS A VICTIM OF HUMAN TRAFFICKING TO REPORT IT AS REQUIRED BY LAW.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 33 CREATES A NEW SECTION OF KRS CHAPTER 620 REQUIRING THAT WHEN THE CABINET FOR HEALTH AND FAMILY SERVICES IS AWARDED CUSTODY OF AN ABUSED, NEGLECTED, OR DEPENDENT CHILD, IT MUST NOTIFY THE PRINCIPAL, ASSISTANT PRINCIPAL, OR GUIDANCE COUNSELOR OF THE NAMES OF PERSONS AUTHORIZED TO CONTACT OR REMOVE THE CHILD FROM SCHOOL GROUNDS. THE PRINCIPAL, ASSISTANT PRINCIPAL, OR GUIDANCE COUNSELOR MUST DOCUMENT WHEN THEY RECEIVE SUCH NOTIFICATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 524 AMENDED KRS 156.095 TO REQUIRE EACH SCHOOL TO PROMINENTLY DISPLAY THE NATIONAL HUMAN TRAFFICKING REPORTING HOTLINE NUMBER ADMINISTERED BY THE UNITED STATES DEPARTMENT FOR HEALTH AND HUMAN SERVICES.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

LEGAL: HB 253 CREATES A NEW SECTION OF KRS 620 WHICH WILL REQUIRE A SCHOOL TO PROVIDE THE CABINET ACCESS TO A CHILD SUBJECT TO AN INVESTIGATION WITHOUT PARENTAL CONSENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 111 (2016) AMENDED KRS 156.095 TO REQUIRE EACH SCHOOL TO PROMINENTLY DISPLAY THE STATEWIDE CHILD ABUSE HOTLINE NUMBER ADMINISTERED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

DRAFT (03/27/17) REFLECTS PROPOSED CHANGES FROM 2016 UPDATE

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, or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services 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.

Child Abuse**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 Health and Family Services 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.

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 Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation without parental consent.⁴

AGENCY CUSTODY

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, Assistant Principal, or Guidance Counselor of the school in which the child is enrolled shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

The Principal, Assistant Principal, or Guidance Counselor shall document in writing when they have received the notification.

Child Abuse**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.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services.

REFERENCES:

¹KRS 600.020 (1)(15)

²KRS 620.030; KRS 620.040

³OAG 85-134; OAG 92-138

⁴KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990

KRS 209.020; KRS 620.050; KRS 620.146

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

RELATED POLICIES:

09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

LEGAL: SB 17 ALLOWS STUDENTS TO EXPRESS RELIGIOUS OR POLITICAL VIEWS WHEN SPEAKING AT OFFICIAL EVENTS. THE STUDENT'S PREPARED REMARKS ARE NOT TO BE ALTERED BEFORE DELIVERY WITHOUT THE STUDENT'S CONSENT, EXCEPT IN A VIEWPOINT NEUTRAL MANNER.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.32

Student Organizations and Student Speakers

All students must have the opportunity to join and participate in the activities of the student organization connected to or associated with the program in which they are enrolled. Recognized as an integral part of the career and technical education program, career and technical student organizations provide a unique program of career and leadership development, motivation and recognition exclusively for secondary and postsecondary students enrolled in technical education programs. The career and technical student organization is a powerful instructional tool that is integrated into the curriculum and classroom by technical educators who are committed to the development of the total person.

The Office of Career and Technical Education recognizes the educational programs and philosophies embraced by the following career and technical student organizations as being an integral part of career and technical education instructional programs:

Technology Student Association (TSA)

DECA – An Association for Marketing Students

Future Business Leaders of America (FBLA)

FFA

Health Occupations Students of America (HOSA)

SkillsUSA

Family, Career & Community Leaders of America (FCCLA)

Organizations administered by the Office of Career and Technical Education include HOSA for students in health related fields and SkillsUSA-VICA for students in industrial technology programs.

Teachers and administrators shall advise and assist student organizations as they strive to improve the quality and relevance of instruction. The Kentucky TECH framework for total student development should include training in leadership and professionalism, employability and work ethics, community service and civic responsibility. Together with competitive events and industry-validated curriculum, these training components provide graduates with a strong foundation for employability, re-employability, and positive citizenship. The career and technical student organization should constantly support each program in addressing employer demands that Kentucky TECH graduates be fully functional in a globally competitive, team-managed work environment. Membership, while voluntary, shall be made available and recommended to each student as soon after enrollment as possible.

All student organizations and student organization activities shall be open to all students regardless of race, color, national origin, sex, religion, marital status, or disability. Age guidelines are set by national career and technical student organization constitutions and by-laws.

Student Organizations and Student Speakers

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including clubs.

NOTE: The school may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

ORGANIZATION GUIDELINES

- The State Advisor/Director has final authority to override any decisions of the Executive Councils that do not comply with the philosophies of the Office of Career and Technical Education.
- Career and Technical Student Organization state conferences shall be for the purpose of student professional development and professionally judged competition in career/technical skills and leadership ability. These activities are co-curricular, but shall require no more than three (3) school days to complete.
- Leadership development activities offered at the state or regional level for local officers are co-curricular but shall not require more than two (2) days per year.
- State officer training systems vary with each student organization. State career and technical student organization officers are often called upon to deliver training and professional development to others. The school advisor shall work closely with the officers to develop responsible and prudent time management skills. As ambassadors for leadership, officers are expected to be exemplary students first and foremost.
- Advisor training is an integral part of the career and technical student organization year. Administrators shall work with instructors to create a professional development plan that includes training in delivery of leadership development through a recognized career and technical student organization.
- Students attending an organization activity shall be adequately chaperoned by a designated and approved advisor. A chaperone to student ratio shall be no more than eight (8) students to one (1) advisor.
- Secondary student participation in regional, state, and/or national career and technical student organization activities, while co-curricular, shall be subject to local board of education policies and regulations.
- All conferences shall be evaluated to ensure accessibility. It shall be the responsibility of all registered participants with disabilities to request reasonable accommodations. The accommodations needed for registered participants and/or staff including, but not limited to, deaf interpreters and special equipment shall be the responsibility of the school that submitted the registration.
- Student organizations shall submit an annual program of work outlining plans and activities for the school year to the Principal for approval.
- Teacher(s) and students shall be made aware of all monetary transactions within the student organization through the proper maintenance of financial records.

Student Organizations and Student Speakers**ORGANIZATION GUIDELINES (CONTINUED)**

- An organized record keeping system shall be available for review and audit upon request.
- A separate bank account in the name of the student organization shall be established with the requirement of two (2) signatures on each check or financial document. The two (2) signatures shall not be the Principal or school secretary.

EXPECTATIONS OF STATE OFFICERS

State officers shall represent the organization at all times in a manner that will reflect a positive image. They shall set an example for all members adhering strictly to the Code of Conduct for Participants as established by each organization. State Officers shall carry out the duties of their office, including:

- Being prepared to serve a full term representing their school and district.
- Attending local, state, and national activities including state and national conferences.
- Attending all State Officer training activities, some of which may be out of state.
- Serving the needs of local chapters and regions, including assisting with training local and regional officers.

State Officers found to be in violation of the above shall be reprimanded which may include resignation from their office according to each individual organization's policies.

STUDENT SPEAKERS

Selection of students to speak at official events shall be made in a viewpoint-neutral manner. If the prepared remarks of the student are reviewed by school personnel, the prepared remarks of the student shall not be altered prior to delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is, for example, obscene, vulgar, offensively lewd, or indecent. If the content of the student's speech is such that a reasonable observer may perceive affirmative institutional sponsorship or endorsement of the student speaker's religious or political viewpoint, the institution shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the institution.

REFERENCES:

KRS 158.183; KRS 161.185
705 KAR 4:231
Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

03.121
08.221
09.15
09.36

LEGAL: THIS CLARIFIES THAT PER 702 KAR 7:125, FOR STUDENTS TO BE COUNTED PRESENT, SCHOOL-RELATED TRIPS TAKEN DURING THE SCHOOL DAY MUST BE INSTRUCTIONAL IN NATURE.

FINANCIAL IMPLICATIONS: POSSIBLE REDUCTION IN THE NUMBER OF TRIPS TAKEN DURING THE SCHOOL DAY THAT ARE NON-INSTRUCTIONAL IN NATURE

DRAFT (03/27/17) REFLECTS PROPOSED CHANGES FROM 2016 UPDATE

STUDENTS

09.36

School-Related Student Trips

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

OFF-CAMPUS SITES

The Division of Pupil Transportation in the Kentucky Department of Education has authorized transportation for secondary area technology center students who are transported to off-campus sites that provide actual work experience for training programs. This work experience must be a component of the curriculum of the technical program. Examples of approvable off-campus transportation are transporting health science students to clinical sites, transporting carpentry or masonry students to off-campus building sites, etc.

Class trips designated as educational, but not related to work experience, shall not be approved or reimbursed for payment by the Division of Pupil Transportation. Expenses incurred for such trips shall be the responsibility of parties involved who plan the trips. The destination of educational trips shall be investigated to the extent that programs, activities, and buildings are accessible to persons with a disability.

Principals and teachers shall comply with the travel regulations for bus use established by the local school district(s). Vehicles that can transport nine (9) or fewer passengers, including the driver, may be used for approved school activities. Vehicles shall be clearly marked as transporting students.¹ If the local district imposes stricter guidelines for student transportation to school activities, the ATC should follow those guidelines.

Students participating in Work-Based Learning projects (cooperative education, mentoring, shadowing, etc.) shall provide their own transportation if not provided by a local school district. OCTE staff shall not use their personal vehicle or ATC vehicle to transport students.

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

Teachers may arrange field trips with administrative approval to various businesses and industries whenever the trip is relevant to the training program or is a student organization activity. A field trip permission form shall be completed and signed by each student participating in the field trip:

- [Field Trip Permission Form - Short Trips](#)
- [Field Trip Permission Form - Student Organizations](#)

Expenses incurred for such trips shall be the responsibility of the student organization and/or parties involved who plan the trips. Students shall not be permitted to drive a personal vehicle to a field trip site.

School-Related Student Trips**DRIVERS/VEHICLES**

All District- or State-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of vehicles and operation of approved passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.¹

Vehicles used to transport students on trips shall either be insured by a local board of education, owned by the state or be appropriately certificated as a common carriers.³

OUT OF STATE TRAVEL FOR STUDENT ORGANIZATION ACTIVITIES

School advisors serving as official chaperones to out-of-state national student organization meetings shall be selected using criteria established by the respective student organizations and published in their constitutions, by-laws, or published guidelines. Advisors shall stay within budget limitations. Special room, meal and travel rates are negotiated for the national meetings. The budget is generally based on actual costs not to exceed per diem and/or travel limitations. Budget constraints require that the following guidelines for chaperones shall be followed for national student organization meetings:

1 – 8 students	1 Chaperone
9 – 16 students	2 Chaperones
17 – 24 students	3 Chaperones
25 – 32 students	4 Chaperones

NOTE: The number of chaperones shall not exceed 8 to 1 ratio. Consideration shall be given to the number of students of each gender in assigning the number of chaperones to attend the meeting(s).

Requests for travel shall have the approval of the Principal, appropriate state career and technical student organization director, and the Office of Career and Technical Education. Chaperones shall be designated in the following priority order:

1. Advisors qualified to be “official advisors” according to the guidelines of each student organization;
2. State career and technical student organization directors;
3. Advisors attending to fulfill official state career and technical student organization obligations on national planning, coordinating, and contest committees; and
4. Corporate officers, persons receiving national recognition or honors, and those with other national obligations

A list of official representatives and chaperones for national conferences and state/national officer training activities shall be compiled by the state career and technical student organization director and sent to the appropriate administrators.

School-Related Student Trips

OUT OF STATE TRAVEL FOR STUDENT ORGANIZATION ACTIVITIES (CONTINUED)

Processing of out-of-state travel requests shall require the following:

- All out-of-state travel on official work time, with or without reimbursement of expenses, must first be reviewed by the supervisor.
- The supervisor shall initial the official out-of-state travel request form in the upper right hand corner acknowledging the request prior to submitting for approval.
- If approved by the supervisor, the request shall be forwarded to the state director and then submitted to the Director for the Office of Career and Technical Education for approval.
- Out-of-state travel requests must be submitted at least six (6) weeks prior to the actual travel time.
- Out-of-state travel requests shall follow the most current guidelines established for processing.

SUPERVISION AND TRAVEL OF STUDENTS

1. Local advisors shall be responsible for supervising students attending and participating in student organization events and activities.
2. A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips.² When traveling, students shall be accompanied by the local advisor who is an official chaperone and/or a member of the school faculty. Other school faculty or administrative staff may be utilized when the advisor is unable to travel or the size of the group warrants a second chaperone.² Districts may share an official chaperone but must submit a *Career and Technical Student Organization (CTSO) form*:

Advisor/Chaperone Consent Agreement.

3. Under the direction and supervision of local advisors, adult volunteers who have been approved by the local district may assist with supervisory responsibilities. Persons designated to accompany students shall be at least twenty-one (21) years old., shall not be a violent offender or have been convicted of a sex crime and shall submit to a criminal record check.⁴
4. When traveling out of the local community, each student shall sign a *medical release/parent permission form*. The local adviser shall bring these forms to each student activity and submit them in accordance to each association's guidelines.
5. When traveling to student organization events, including overnight trips, male and female chaperones are recommended when the group includes both genders.
6. Students shall be transported to student organization events and activities in accordance with state and local policies. A vehicle driver who is transporting students shall be a school employee or a person contracted by the school district or state agency.⁵

School-Related Student Trips

STATE CONFERENCE TRIPS

A chapter shall be in “good standing” in order to participate in the conference. A chapter in “good standing” is one that has paid membership dues by the deadline, submitted conference registration materials by the deadline, and met all financial obligations. The following individuals may attend the state conference:

- Competitors
- Voting delegates
- Advisors
- Officer candidates
- Campaign workers (limit 5)
- State officer guests (more than two (2) shall pay registration)

Every advisor and student shall sign a *code of conduct and medical release form*. The local advisor shall assure this is done. Advisors and students shall adhere to the association’s dress code at all conference activities (competitive events, general sessions, awards assembly, etc.). Name badges shall be worn at all times.

Curfew shall be followed. Local advisors shall conduct room checks each night at curfew. Visitation of male and female members in hotel guest rooms is not encouraged. Permission from advisors of both parties shall be obtained before visitation can take place. The chapter advisor(s) shall provide proper supervision between visitations of the opposite sex.

Chapters shall adhere to their local board policies regarding the transportation of students to and from the state conference. Advisors shall only transport students from their school, and only when the proper paper work has been completed. For off-site competitive events students shall utilize the transportation provided by the state association.

State officers shall be reimbursed for the following expenses while participating in the state conference:

- Lodging: Officers shall stay four (4) per room if at all possible. The association will cover the costs.
- Per diem based on the organization’s policies
- Registration (provided by the association)
- Travel, if needed (state officers are strongly encouraged not to drive to CTSO activities and meetings)

State officers shall receive a stipend toward National Conference expenses.

NATIONAL LEADERSHIP CONFERENCE TRIPS

Local chapters shall be responsible for their own travel arrangements. HOSA and SkillsUSA shall not arrange travel to the national conference for the state delegation. “Official Advisors” shall be selected based on each association’s guidelines. Chapters shall meet registration deadlines as established by the association.

School-Related Student Trips

TRIP CODE OF CONDUCT FOR PARTICIPANTS

Participants shall include advisors, students, and conference guests.

Local advisors/teachers/approved chaperones shall be responsible for their students at all times.

Each Career and Technical Student Organization shall adopt a Code of Conduct for its organization. The Code of Conduct shall be followed at all regional, state and national functions.

This Code of Conduct shall include at least the following:

- Participants shall attend all sessions in accordance with the conference agenda.
- Participants' behavior at all times shall be such that it reflects credit to the individual, the school, and the organization represented.
- All conference participants shall wear their conference ID while participating in conference activities.
- Participants shall keep advisors informed of where they are at all times.
- Participants shall sleep in the rooms for which they are registered.
- Students shall observe the designated curfew. (Curfew is described as being in the designated assigned room by the designated hour.) Curfew times shall be listed in the conference program.
- Participants shall respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians shall pay any damages to the property or furnishings in the hotel rooms or building.
- Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Participants shall not make excessive noise or have the radio or TV at a high volume.
- Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference/contest site. (Drugs prescribed by doctors are permissible in the original container.) Violators shall be expelled from the conference and turned over to the proper authorities. Chapter advisors shall notify parents/guardians and school principal of the action taken.
- Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisors of both parties and designated adult supervision shall be obtained before visitation can take place. The chapter advisors shall be responsible for providing proper supervision between visitations of the opposite sex.
- Participants shall immediately report any accidents, injuries, or illnesses to their advisor.
- Use of tobacco products shall be prohibited in business sessions, workshops and other scheduled conference activities and while in official dress.
- Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
- When leaving the hotel or conference site, students shall stay in groups of at least three (3).

School-Related Student Trips**TRIP CODE OF CONDUCT FOR PARTICIPANTS (CONTINUED)**

- Students shall not participate in any activity that might cause personal injury to themselves or any other person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the expense of the student/parent/guardian. The chapter advisor shall contact the parents/guardians and the school principal.
- The State Career and Technical Staff Person shall have the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local advisor or the assigned chaperone shall contact the parents/guardians and the school principal.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Principal/designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

REFERENCES:

¹KRS 156.153

²KRS161.180, KRS 161.185

³702 KAR 5:060

⁴KRS 161.148

⁵KRS 158.110, 702 KAR 5:080

KRS 158.110, KRS 158.838; KRS 160.340, KRS 189.125; KRS 189.540

702 KAR 1:160; 702 KAR 3:220

702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130; 702 KAR 7:125

RELATED POLICIES:

09.15; 09.122; 09.221; 09.32; 09.2241

STUDENTS

09.422

Bullying/Hazing

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

- The use of lewd, profane or vulgar language is prohibited.
- In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹
- This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods (cyber-bullying).
- Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

BULLYING DEFINED

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.²

REPORTS

Students that believe they are victims of bullying/hazing shall be directed to report such incidents to school personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including intervening and reporting to the Principal those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or school. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Bullying/Hazing**REPORTS (CONTINUED)**

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it to the Principal or designee.

In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

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, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

REFERENCES:

¹KRS 158.150

²KRS 158.148

KRS 158.156; KRS 525.080

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

RELATED POLICIES:

03.162; 09.13; 09.421; 09.425; 09.426; 09.42811
09.2211 (re reports required by law)

LEGAL: HB 309 CREATES NEW SECTIONS OF KRS 209A THAT REQUIRE REPORTING ACTS OF DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE TO A LAW ENFORCEMENT OFFICER UPON THE REQUEST OF THE VICTIM. IN ADDITION, IF IT IS THE BELIEF OF THE PROFESSIONAL THAT THE DEATH OF A VICTIM WITH WHOM THEY HAVE HAD A PROFESSIONAL INTERACTION IS RELATED TO DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE, THAT MUST BE REPORTED. THIS NEW LANGUAGE ALSO REQUIRES EDUCATIONAL MATERIAL BE PROVIDED IF THERE IS REASONABLE CAUSE TO BELIEVE THAT A VICTIM WITH WHOM THEY HAVE HAD A PROFESSIONAL INTERACTION IS RELATED TO DOMESTIC VIOLENCE AND ABUSE OR DATING VIOLENCE AND ABUSE.

FINANCIAL IMPLICATIONS: POSSIBLE COST OF PRINTING MATERIALS

STUDENTS

09.425

Assault and Threats of Violence

For purposes of this policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.¹

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Assault and Threats of Violence**DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the area.

NOTIFICATIONS

As soon as the Principal/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any school employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

References:

¹KRS 158.150
KRS 158.154
KRS 161.155; KRS 161.190; KRS 161.195
KRS 209A:020; KRS 209.160
KRS 209A.100; KRS 209A.110; KRS 209A.130
KRS 211.160; KRS 403.720; KRS 456.010
KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080; KRS 620.030

RELATED POLICIES:

03.123; 03.13253
09.14; 09.2211; 09.422

LEGAL: HB 253 CREATES A NEW SECTION OF KRS 620 WHICH REQUIRES A SCHOOL TO PROVIDE THE CABINET ACCESS TO A CHILD SUBJECT TO AN INVESTIGATION WITHOUT PARENTAL CONSENT.

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, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent² and shall provide the cabinet access to a child subject to an investigation without parental consent.³

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

³KRS 620.072

RELATED POLICIES:

09.1231; 09.227

LEGAL: THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICT WEBSITES TO BE ACCESSIBLE TO THOSE WITH DISABILITIES.

FINANCIAL IMPLICATIONS: COST OF CONDUCTING WEBSITE AUDIT FOR COMPLIANCE AND PROGRAMMING COSTS

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.

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.

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.

Visitors to the Schools**ACCOMMODATION**

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

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

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

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

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; KRS 620.146
OAG 91-13
P. L. 114-95, (Every Student Succeeds Act of 2015)
29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)
42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII
42 U.S.C. 12101 et seq., Americans with Disabilities Act

RELATED POLICIES:

01.1; 03.113; 03.1327; 03.162; 03.212; 03.262; 05.3;
09.1231; 09.227; 09.426; 09.42811; 10.2