

1 LEGAL: SB 8 REVISES THE DEFINITION OF AN SRO, TRAINING REQUIREMENTS, AND ADDS A  
2 FIREARM REQUIREMENT.

3 FINANCIAL IMPLICATIONS: NONE ANTICIPATED

4 DRAFT 6/18/20

5 ADMINISTRATION

02.31

## 6 **School Resource Officers (SROs)**

### 7 **DEFINITION**

8 "School resource officer" or "SRO" means an officer whose primary job function is to work with  
9 youth at a school site who has specialized training to work with youth at a school site and is:

- 10 (a) 1. A sworn law enforcement officer; or  
11 2. A special law enforcement officer appointed pursuant to KRS 61.902; and  
12 (b) Employed:  
13 1. Through a contract between a local law enforcement agency and a school district;  
14 2. Through a contract as secondary employment for an officer, as defined in KRS 16.010,  
15 between the Department of Kentucky State Police and a school district; or  
16 3. Directly by a local Board of Education.<sup>1</sup>

### 17 **TRAINING REQUIREMENTS**

18 ~~Effective January 1, 2020, a~~All School Resource Officers (SROs) with active SRO certification  
19 shall successfully complete forty (40) hours of annual in-service training that has been certified or  
20 recognized by the Kentucky Law Enforcement Council for SROs. Any SRO who fails to  
21 successfully complete training requirements within the specified time periods, including approved  
22 extensions, shall lose his/her SRO certification and shall no longer serve in the capacity of an SRO  
23 work in a school.

### 24 **FIREARM REQUIREMENT**

25 Each SRO shall be armed with a firearm, notwithstanding any provision of local board policy,  
26 local school council policy, or memorandum of agreement.<sup>2</sup>

### 27 ~~**SUPERINTENDENT TO REPORT**~~

28 ~~No later than November 1 of each year, the Superintendent shall report to the Center for School~~  
29 ~~Safety the number and placement of SROs in the District. The report shall include the source of~~  
30 ~~funding and method of employment for each position.~~

### 31 **REFERENCES:**

32 <sup>1</sup>KRS 158.441

33 <sup>2</sup>KRS 158.4414

34 KRS 61.902

35 ~~KRS 158.4414~~

36 KRS 158.4415

### 37 **RELATED POLICY:**

38 09.4361  
39  
40  
41

4 SCHOOL FACILITIES

05.48

5 **Weapons**

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

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

10 Exceptions:

- 11 • [Each School Resource Officer \(SRO\) shall be armed with a firearm, notwithstanding any](#)  
12 [provision of local board policy, local school council policy, or memorandum of](#)  
13 [agreement.](#)<sup>2</sup>
- 14 • An exception may be made for students participating in an authorized curricular or  
15 extracurricular activity or team involving the use of firearms and to those persons listed in  
16 KRS 527.070.
- 17 • Law enforcement officials, including peace officers and police as provided in KRS 527.070  
18 and KRS 527.020, are authorized to bring weapons onto school property in performance  
19 of their duties.

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

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

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

29 **FEDERAL REQUIREMENTS REGARDING STUDENTS**

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

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

3 **Weapons**4 **STATE POSTING REQUIREMENTS**

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

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

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

11 **WEAPONS STATE REPORTING REQUIREMENTS**

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

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

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

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

29 **ENFORCEMENT**

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

32 **REFERENCES:**

33 <sup>1</sup>KRS 527.070; KRS 158.150; 20 U.S.C. §7141 (Gun-Free Schools Act)

34 <sup>2</sup>[KRS 158.4414](#)

35 18 U.S.C. §921(a)

36 KRS 158.154; KRS 158.155; KRS 160.290; KRS 160.340; KRS 161.790

37 KRS 237.106; KRS 237.110 KRS 237.138 to KRS 237.142

38 KRS 500.080; KRS 508.075; KRS 508.078; KRS 527:020

39 [20 U.S.C. § 1400 et seq.](#) Individuals with Disabilities Education ~~Improvement~~ Act (IDEA)

40 Section 504 of the Rehabilitation Act of 1973, as amended

41 **RELATED POLICIES:**

42 09.436; 09.4361

LEGAL: SB 72 AMENDS KRS 620.030 TO ADD A VICTIM OF FEMALE GENITAL MUTILATION TO  
REQUIRED REPORTING.

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.

#### **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.

**Employee Reports of Criminal Activity****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, or is a victim of female genital mutilation, 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

New Section of KRS 508

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

1 LEGAL: SB 72 AMENDS KRS 620.030 TO ADD A VICTIM OF FEMALE GENITAL MUTILATION TO  
2 REQUIRED REPORTING.

3 FINANCIAL IMPLICATIONS: NONE ANTICIPATED  
4

5 STUDENTS

09.227

## 6 Child Abuse

### 7 **REPORT REQUIRED**

8 Any teacher, school administrator, or other school personnel who knows or has reasonable cause  
9 to believe that a child under age eighteen (18) is dependent, abused or neglected<sup>1</sup>, or a victim of  
10 human trafficking, or is a victim of female genital mutilation, shall immediately make a report to  
11 a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family  
12 Services or its designated representative, the Commonwealth's Attorney or the County Attorney  
13 in accordance with KRS 620.030.<sup>2</sup>

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

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

### 25 **WRITTEN REPORT**

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

### 32 **WRITTEN RECORDS**

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

### 38 **INTERVIEWS**

39 If the student is an alleged victim of abuse or neglect, school officials shall follow directions  
40 provided by the investigating officer or Cabinet for Health and Family Services representative as  
41 to whether to contact a parent<sup>3</sup> and shall provide the Cabinet access to a child subject to an  
42 investigation without parental consent.<sup>4</sup>

**Child Abuse****AGENCY CUSTODY**

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal of the school in which the child is enrolled, and the District's Director of Pupil Personnel 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) By written notice via email or fax 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. 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 email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

**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:**

<sup>1</sup>KRS 600.020 ~~(1)(15)~~

<sup>2</sup>KRS 620.030; KRS 620.040

<sup>3</sup>OAG 85-134; OAG 92-138

<sup>4</sup>KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990; KRS 209.020; New Section of KRS 508

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: REQUIREMENTS FOR BOOSTER CLUBS AND SCHOOL ACTIVITY FUNDS HAVE BEEN  
UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS  
(REDBOOK) ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WENT INTO EFFECT  
AUGUST 2019.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.33

## **Fund-Raising Activities**

### **DEFINITION**

Fund-raising is an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fund-raising activities shall be deposited in the school's activity fund bank account or the District bank account.<sup>4</sup>

### **APPROVAL REQUIRED**

Fund-raising activities shall be requested in the program of work and approved by the Principal<sup>1</sup> before actual fund-raising activities can occur. Fund-raising activities should be scheduled outside of the regular school day to avoid any loss of instructional time. Local board of education policies concerning fund-raising shall be followed.

Funding for student organizations comes from dues, business donations, fund-raising activities and funds generated from vending machines. Funds from vending machines shall be used to supplement student organization budgets and shall be deposited in the name of the student organization and managed according to established procedure.

### **PUPIL NOT COMPELLED**

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.<sup>2</sup>

### **GAMING ACTIVITIES LICENSE**

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.<sup>2</sup>

### **CONDUCT OF ACTIVITIES**

Any support/booster organization wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student. No dues, fees, or charges shall be assessed to students or parents.

### **REFERENCES:**

<sup>1</sup>KRS 158.290

<sup>2</sup>Accounting Procedures for Kentucky School Activity Funds

KRS 238.505; KRS 238.535; KRS 238.540

KRS 156.160; KRS 158.854; OAG 78-508; OAG 79-330; OAG 79-556

### **RELATED POLICIES:**

04.312

09.32



### **Certification and Records**

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

#### **VERIFICATION OF EDUCATION AND WORK EXPERIENCE - 156**

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

#### **Process to Become Occupation-Based Certified**

1. Applicant completes online application for appropriate KY TECH position.
2. Kentucky Department of Education (KDE) Office of Career and Technical Education (OCTE) will verify the candidate has a successful and appropriate occupational experience in the area in which certification is sought and clear the Principal to interview the candidate.
3. Principal conducts interviews with desired candidate pool and notifies KDE Human Resources (HR) of the top candidate to hire.
4. Applicant completes the following:
  - Application for Occupation-Based Career and Technical Education Certification and Ranking (CA-3)
  - If the applicant has college hours, an official transcript must be mailed to the OCTE Certification Specialist
  - Child Abuse / Neglect check (DPP-156)
  - Fingerprint form FD-258
5. OCTE will review CA-3 to determine if additional assessment is needed to show academic and/or technical content knowledge. If additional assessment (KYOTE and/or NOCTI) is needed, OCTE Certification Specialist will communicate with candidate to schedule any additional assessment(s).
6. Candidate is responsible for ensuring that all documentation, including background results, are forwarded to OCTE, ATTN: Certification Specialist, 300 Sower Boulevard, 5th floor, Frankfort, KY 40601. \*Documentation Includes:
  - Application for Occupation-Based Career and Technical Education Certification and Ranking (CA-3)
  - Candidates seeking certification who have been self-employed must secure documentation on length and experience of self-employment in related area/and submit with the CA-3.
  - KYOTE (see requirements for other valid assessment) scores, if required. The KYOTE assessment may be taken at any KCTCS testing center.
  - Official High School Transcript, GED or Official College/University Transcript

## Certification and Records

### PROCESS TO BECOME OCCUPATION-BASED CERTIFIED (CONTINUED)

- Any applicable required License/Certification or diploma or NOCTI test (if applicable)

7. The KDE OCTE forwards the CA-3 to Educational Professional Standards Board (EPSB), who will issue a One (1)-Year Provisional Occupation Based Certificate for Teaching via the email address provided on the candidate's CA-3 form. The candidate is responsible for setting up an online account with EPSB and will be provided with email instructions to complete that process. KDE must have the provisional teacher certificate on file before the candidate can begin working with students. Upon receipt of communication via email from EPSB with a link to the provisional teaching certificate, the candidate should email a copy of the certificate to the Principal.

Certification must be maintained as part of continuing employment.

**College Commitment:** Instructors, who do not have the applicable degree, must make a commitment to obtain the required degree~~64 college hours~~ within six (6)~~ten (10)~~ years of initial certification.

**Licensure:** If industry licensure is a part of the requirements to qualify for employment, current licensure must be maintained.

~~**Teacher Testing:** If applicant does not have a Teaching Certificate or Statement of Eligibility, he/she must successfully complete the Teacher Testing Program.~~

**New Teacher Institute (NTI):** NTI provides intense training on classroom management, classroom assessment, instructional planning, instructional strategies, working with diverse student populations, and CTE-specific teacher dispositions ~~presentation and situations~~. New instructors who have not been previously certified to teach secondary education in Kentucky by EPSB ~~had student teaching~~ are required to participate in NTI~~New Teacher Institute~~ training and may acquire three (3) college hours through a participating college or university. It is the employee's responsibility to contact the university/advisor to effect acquisition of the three (3) hours credit. ~~In some instances, new teachers who have participated in student teaching may be required to participate in NTI.~~ Upon hire, instructors are automatically registered for NTI and expected to complete the two (2)-year program, a combination of face-to-face state-wide and regional meetings, online collaboration, and classroom-based support provided by KDE program consultants, trained mentor coaches, mentor teachers and building administrators.

~~**Internship:** New Teachers (as indicated under NTI above) shall go through a year of internship. For this year, they will have an internship committee assigned to monitor their progress. The committee consists of: (1) Center Principal, (2) College/University Representative, and (3) Resource Teacher. The Resource Teacher will assist and guide the new teacher through the initial year.~~

Successful completion of NTI~~Internship~~ is a requirement of continued employment.

## **Certification and Records**

### **TEACHER AND PRINCIPAL CERTIFICATION**

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

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

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

Different components of certification are as follows:

#### **Center Principals:**

1. Principals who possess administrative certification but have no experience in administration shall participate in required staff development activities offered through the Office of Career and Technical Education.

2. **New Instructors without Kentucky secondary certification:** All instructors in the Kentucky Tech System who do not have previous certification and teaching experience with Kentucky Tech, ~~may~~**shall** be required to successfully complete the ~~NTI New Teacher Internship~~ program (as a condition of continued employment.)

- a. Must make a commitment to obtain an occupation-based degree in the occupation area in which certification is sought or a degree from an approved occupation-based educator preparation degree program within six (6) years of initial provisional certification ~~64 college hours within ten (10) years~~, if they do not have appropriate degree.

- ~~b. Must successfully complete one (1) year of internship and during that year, acquire three (3) college hours through a participating University (can use NTI training to acquire the three (3) hours.) Must be the NTI credit.~~

- ~~e.b.~~**e.b.** If applicable, must obtain and/or maintain current licensure, as part of continued employment.

- ~~d. Center Principal will work with the instructor in contacting the appropriate Teacher Educator at a participating University, as needed.~~

3. ~~New Teacher Institute:~~ **New Teacher Institute:** All new teachers (new to Kentucky Tech) must attend NTI.

## **Certification and Records**

### **TEACHER AND PRINCIPAL CERTIFICATION (CONTINUED)**

#### **4.3. All Instructors:**

- Shall maintain current certification. It is the responsibility of the instructor to monitor the requirements for renewal and to initiate appropriate paperwork for renewal.
- The ATC Principal shall also track certification expiration dates and renewal efforts.
- Shall maintain current licensure as part of continued employment (if licensure is part of the requirement for the position.)
- Shall complete at least twenty-five (25) clock hours of professional development training annually beginning July 1 of each year. Additional details regarding certification may be found at the EPSB web site:

<http://www.epsb.ky.gov> <http://www.kyepsb.net/>

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

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

### **CERTIFICATION RENEWAL INSTRUCTORS**

- Most current certificates reflect the additional education required to renew the certificate.
- ~~In most instances, renewal requires the completion of a TC-3. Provisional certification renewal requires completion of a CA-2 form. Initial issuance, renewal of or application for rank change requires completion of a CA-1 form.~~
- ~~Once the instructor has completed NTI, if degree is not complete, the instructor is required to obtain six hours of relevant coursework each year and must submit If college hours are required, must attach~~ an official transcript with the ~~CA-2TC-3~~.
- Principal must sign ~~certification forms TC-3~~.
- Forward all documents to ~~OCTE certification specialist~~ ~~Certification Officer~~.
- Part-time substitute teachers certified through the ~~TC-4CA-4VE~~ process must renew that each year by June 30, by submitting a new, updated ~~TC-4CA-4VE~~ through the ATC office to the Personnel/Payroll Officer prior to June 30. An official transcript is **NOT** required for renewal.

## **Certification and Records**

### **CERTIFICATION RENEWAL PRINCIPALS**

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

- Two (2) years of experience in the position for which the certification was issued as a Career and Technical Education Principal; or
- Three (3) semester hours of newadditional graduate credit related to the position for each year of experience not completed of Career and Technical Education Principal; or
- Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Training Program. Completion of EILA hours as specified in KRS 156.101 by September 1 of the expiration year.

Application for certificate renewal shall be made on form CA-1TC-2.

### **Certification Renewal Fees:**

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

Fees shall be paid electronically through the online e-pay system at <http://www.epsb.ky.gov> must be in the form of a money order or Cashier's Check—no personal checks. The document should be made payable to Kentucky State Treasurer. (Staple to the renewal document being forwarded)

## **Certification and Records**

### **MINIMUM CERTIFICATION/QUALIFICATION REQUIREMENTS - 156 APPLICANTS**

#### **TEACHER**

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

**OR**

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

**OR**

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

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

#### **Teacher - Minimum Requirements**

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

**OR**

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

**OR**

- Four (4) years of appropriate work experience with two (2) of those years in the last five (5) years, one (1) year of which must be in an approved long-term- care facility (for health sciences teachers).

- Special Requirements: (as indicated for specific teaching subject)

#### **PRINCIPAL**

### **PRINCIPAL CERTIFICATION**

Area Technology Center Principals must hold one (1) of the following: (1) Certificate for a Career and Technical Education School Principal or (2) Certificate for Instructional Leadership-School Principal. Requirements for a Career and Technical Education Principal are as follows:

- A. Complete a minimum of three (3) years of teaching experience in the field of Career & Technical Education;
- B. Complete an approved educator preparation program for Career and Technical Education Principal, per 16 KAR 5:010; and
- C. Obtain the specified minimum score on any assessment required by 16 KAR 6:030.

## **Certification and Records**

### **CREDENTIALING AND CREDENTIAL RENEWAL**

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

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

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

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

### **CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES**

#### **Automotive Technology:**

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

#### **Diesel Technology:**

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

#### **Collision Repair:**

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



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

- **Requirements for employment and/or continued employment** - Minimum of a Kentucky Journeyman Electrician license or four (4) years as an Electrician in an Industrial setting with experience in single and 3-phase voltage.~~None~~
- **Current Policy** - Electrical occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

**Health Sciences:**

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

**HVAC License:**

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

**Information Technology:**

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

**Plumbing License:**

- **Requirements for employment and/or continued employment** – Minimum of a Kentucky Journeyman Plumber license.
- **Current Policy** – HVAC occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.



**Certification and Records****CREDENTIAL - RENEWAL REQUIREMENTS (CONTINUED)****Welding:**

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

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

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

**Cosmetologist - Credential – Renewal Requirements**

Applicants for renewal of current active cosmetologist instructor licensure shall earn eight (8) contact hours of approved continuing education during the period of July 1 through June 30 of each year for renewal of cosmetologists instructor license expiring on June 30 of a current licensure period. These hours must be approved by and registered with the Kentucky State Board of Hairdressers and Cosmetologists. ~~Enacted by Senate Bill 199: KRS 317A.050 (1996).~~

**Automotive Technology - Credential – Renewal Requirements**

Mandatory ASE (Automotive Service Excellence) Certification in:

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

*Master Certification Strongly Recommended*

**Collision Repair/Auto Body Technology - Credential – Renewal Requirements**

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

*Master Certification Strongly Recommended*

**Diesel Technology - Credential – Renewal Requirements**

Mandatory ASE Medium/Heavy Truck Certification in following areas:

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

*Master Certification Strongly Recommended*

## **Certification and Records**

### **CREDENTIAL - RENEWAL REQUIREMENTS (CONTINUED)**

#### **Welding Technology - Credential – Renewal Requirements**

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

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

#### ~~Information Technology – Credential – Renewal Requirements~~

~~Mandatory CompTIA A+ Certification~~

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

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

#### ~~New Teacher Internship~~

~~THE KENTUCKY TEACHER INTERNSHIP PROGRAM (KTIP) IS DESIGNED TO PROVIDE ASSISTANCE TO NEW TEACHERS. ITS MAIN GOAL IS TO HELP NEW TEACHERS EXPERIENCE A SUCCESSFUL FIRST YEAR IN THE CLASSROOM. THE PROGRAM STRENGTHENS EFFECTIVE TEACHING SKILLS AND HELPS THE INTERN TEACHER RECOGNIZE BEHAVIORS THAT ARE INEFFECTIVE OR COUNTERPRODUCTIVE FOR PUPIL LEARNING.~~

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

#### ~~How a new teacher becomes an intern:~~

- ~~• A person who has completed an approved teacher preparation program must pass the assessment approved by the Education Professional Standards Board and apply to the Division of Certification for a teaching certificate. When the requirements have been completed, as evidenced by the application, official transcript, and report of the assessments, the applicant is issued a statement of Eligibility valid for five (5) years.~~
- ~~• When the teacher secures employment in an approved public school or accredited non-public school in Kentucky, the Confirmation of Employment section of the Statement of Eligibility Form must be completed and forwarded to the Division of Testing and Internship.~~
- ~~• A one-year (1) teaching certificate is then issued to cover the teaching assignment and a three-member internship committee is appointed and monitored by the Division of Testing and Internship. The committee shall be composed of three (3) persons:
  - ~~1. Resource Teacher,~~
  - ~~1. Center Principal of the school where the internship is served, and~~
  - ~~1. Teacher Educator from a state approved teacher training institution.~~~~

**Certification and Records****NOCTI – PERFORMANCE**

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

1. Location depends on the technical area being tested and the number of requests for a given test. If possible, test locations will be as close as possible to the individuals requesting the test.

2. Length of test varies from ~~three (3) one and one half (1.5)~~ hours to a maximum of six (6) hours.

~~3. Tests are given on a Saturday starting at 9:00 a.m.~~

~~3. THERE IS A FEE TO COVER THE COST OF TEST ADMINISTRATION. PERSONS WISHING TO TEST SHOULD CONTACT THE OCTE TO INQUIRE ABOUT CURRENT TESTING FEES.~~

~~Each test for a person in a teaching position is \$150; others will be charged \$300. Payment will be in advance, by certified check or money order made payable to Kentucky State Treasurer.~~

4. Test information may be found at [www.nocti.org](http://www.nocti.org).

5. If taking for college credit, college advisor should be consulted.

6. Test registration and payment will be in advance. Refunds will only be given with written notice.

7. Contact NOCTI Test Coordinator, Office of Career and Technical Education, Frankfort.

**NOCTI - WRITTEN**

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

1. The test ~~must be given at an approved NOCTI testing center is usually given at an Administrative Business Office.~~

2. The ~~written~~ test is an online multiple-choice test and is designed for an experienced worker.

3. Test with a maximum of 200 questions.

4. It is a timed test, with a maximum of three (3) hours allowable.

5. Test scores are calculated by percentage grade; each question is worth one (1) point.

6. Test information may be found at [www.nocti.org](http://www.nocti.org).

**NEW TEACHER TESTING**

Entrance exams are required for persons seeking occupation-based teacher certification if they do not have any college credit posted on an official post-secondary transcript. Successful completion of the testing process will result in the issuance of a Statement of Eligibility, which, if employed, is the first step toward obtaining a teaching certificate.

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

Candidate must send official college transcripts (if applicable) to the KDE OCTE certification specialist. If the candidate does not have a degree, the candidate will be required to take a general knowledge exam (ACT/SAT/KYOTE/GED) and obtain a passing score.

**ACT:**

Reading – score of 20 or higher

Mathematics – score of 19 or higher

English (Writing) – score of 18 or

**SAT:**

Reading – score of 470 or higher on Evidence-based Reading and Writing

Mathematics - score of 460 or higher

English – score of 430 or higher on Evidence-based Reading and Writing

**KYOTE:**

Reading – score of 20 or higher

Mathematics – score of 22 or higher on College Readiness Mathematics or score of 14 or higher on College Algebra

English (Writing) – score of 6 or higher

**GED College Readiness:**

Reading – score of 165 or higher on Reasoning through the Language Arts

Mathematics – score of 165 or higher on Mathematical Reasoning

English (Writing) – score of 165 or higher on Reasoning through the Language Arts.

**NOCTI (National Occupational Competency Testing Institute)** – The NOCTI written exam may be required for certain occupational areas to further verify work experience in the area they will be teaching.

○ Written, Experienced Worker Test

○ Maximum of 200 Questions

○ Test Score is calculated by percentage grade; each question is worth one (1) grade point

○ If NOCTI is required, the exam will be scheduled by the KDE OCTEST Certification Specialist. The NOCTI requirement may be waived if the applicant has an approved industry certificate(s).

## Certification and Records

### NEW TEACHER TESTING (CONTINUED)

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

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

#### ~~**PPST--Passing Scores**~~

- ~~a. Reading 167~~
- ~~a. Mathematics 166~~
- ~~a. Writing 167~~

- ~~1. **NOCTI** (National Occupational Competency Testing Institute)~~

- ~~• Written, Experienced Worker Test~~
- ~~• Maximum of 200 Questions~~
- ~~• Test Score is calculated by percentage grade; each question is worth one (1) grade point~~

### Who Has to Test:

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

### **REFERENCES:**

KRS 158.802  
16 KAR 3:080  
16 KAR 6:020  
16 KAR 6:080  
16 KAR 8.040  
16 KAR 9:080  
201 KAR 12:055  
705 KAR 4:231  
780 KAR 3:140

### **RELATED POLICIES:**

03.1; 03.11; 03.114; 03.19

1 LEGAL: SB 1 (2019) AMENDED KRS 156.095 TO REQUIRE TRAINING FOR HOW TO RESPOND TO AN  
2 ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES  
3 REQUIRING DIRECT CONTACT WITH STUDENTS.  
4 FINANCIAL IMPLICATIONS: COST OF TRAINING  
5 LEGAL: SB 8 CHANGES THE ACTIVE SHOOTER TRAINING REQUIREMENT TO PROVIDED OR  
6 PREPARED BY THE KY DEPARTMENT OF CRIMINAL JUSTICE TRAINING IN COLLABORATION WITH  
7 KDE INSTEAD OF PROVIDED OR PREPARED BY KDE.  
8 FINANCIAL IMPLICATIONS: NONE ANTICIPATED  
9 ADDITIONAL CHANGES ARE AT THE REQUEST OF THE OFFICE OF CAREER TECH

10 DRAFT 7/7/20

11 PERSONNEL

03.19

## 12 **Professional Development**

### 13 **SCHEDULING**

14 Five (5) days during the school year (~~July~~~~August~~ 1 through June ~~30~~~~45~~) may be scheduled for  
15 professional development training/professional development. The building administrator must  
16 attend or conduct all scheduled professional development training activities and maintain a record  
17 of topics/training covered. The following is a suggested list of topics to cover during in-service:

- 18 • Safety Training
- 19 • School Policies and Procedures
- 20 • Curriculum/Lesson Planning
- 21 • Equity Training
- 22 • Record keeping
- 23 • Special Populations
- 24 • Integration/Collaboration Activities
- 25 • Student Orientation Process
- 26 • School Accountability~~Program Assessment~~

### 27 **EMPLOYEE RESPONSIBILITY**

28 Maintaining certification is the responsibility of the individual employee.

29 Teachers, principals and all other certified school personnel shall complete at least twenty-five  
30 (25) hours of professional development training annually beginning July 1 of each year. Effective  
31 Instructional Leadership (EILA) hours will count towards the twenty-five (25) hours. (Additional  
32 details regarding certification may be found at [www.epsb.ky.gov](http://www.kyepsb.net/)~~http://www.kyepsb.net/~~)

33 Certified and equivalent employees in the Office of Career and Technical Education must meet  
34 requirements for professional education as specified for their specific classification.

35 Area Technology Center employees are responsible for obtaining copies of certificates or other  
36 forms of documentation as proof of attendance and/or participation in professional development  
37 activities. Also, they are responsible for providing electronic or hard copy form~~seopies~~ to the  
38 ~~C~~center ~~O~~office.

**Professional Development****EMPLOYEE RESPONSIBILITY (CONTINUED)**

Instructors shall:

1. Prepare annual plan for upgrading and maintaining up-to-date skills.
2. Plan should include subject matter, teaching methods, and supporting/general development.
3. All instructors shall complete at least twenty-five (25) clock hours of professional development to include technical upgrade training each year, beginning July 1.
4. Instructors who must meet continuing education requirements as a part of their occupational licensure obligation shall earn those hours in accordance with regulations set by the credentialing body. These hours can apply to the twenty-five (25) clock hour obligation on an hour-for-hour basis.
5. Regulations provide for the renewal of the five (5)-year Certificate for Vocational Education. It is expected that ~~P~~part of the requirement for this is the completion of sixty (60) hours of approved upgrading experiences.
  - a. Those full-time instructors must have a Technical Upgrade Transcript form on file in the Area Technology Center office.
  - b. Documentation for training is required as back-up to the Technical Upgrade Transcript.
  - c. A Technical Upgrade Transcript must be attached to the request for teacher certification renewal.
  - d. These hours can count toward the twenty-five (25) clock hour requirements.
6. Instructors are responsible for obtaining proof of those hours and providing that proof of attendance/participation, to ATC Principal. The ATC Principal will maintain a file in the school office. A copy of the Professional Development Form will be sent to the Frankfort Professional Development Coordinator.

**OTHER CERTIFIED STAFF**

Central Office, administrative business office, and school-based certified and equivalent staff members are required to complete twenty-five (25) hours of training annually, between July 1 and June 30 each fiscal year.

Training sources include:

- Upgrade training that may be specified by the Associate Commissioner/designee
- Statewide workshops and program area conferences
- Office for Employee and Organizational Development (OEOD)
- Governmental Services Center (GSC)

**Professional Development****ACTIVE SHOOTER SITUATIONS**

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training ~~Kentucky Department of Education~~ in collaboration with the Kentucky Law Enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

**REFERENCES:**

KRS 158.645; KRS 158.6451; KRS 158.070  
780 KAR 3:140  
780 KAR 3:150  
16 KAR 7:020

**RELATED POLICIES:**

03.14  
03.1911  
03.1912



### **Curriculum**

All programs in area technology centers shall follow the KDE/OCTE Program of Studies (POS). 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; and
- ~~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 ProcessForms*.

### **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:

- |   |   |
|---|---|
| • <del>Implementation</del> <u>Evaluation</u> of curriculum | • Work-based learning                     |
| • Safety  | • Job placement of students               |
| • Equipment needs   | • Postsecondary transition                |
| • Projects for student learning                             | • Industry Certification                  |
| • Advocacy of the program in the community                  | • Development of a vision for the program |
| • Recruitment of students                                   |   |

## **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 ~~have meet~~ a minimum of one (1) regularly scheduled meeting per semester once per year and ~~conduct~~ called meetings as needed. The Principal of the technology center shall serve as the chairperson.~~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