

LEGAL: SB 2 AMENDS KRS 157.350 REGULATING SALARY INCREASES FOR ADMINISTRATORS FOR
CONTRACTS ENTERED INTO ON OR AFTER JULY 1, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.121

Salaries

SALARY SCHEDULES

The Minimum Salary Schedule for Certified and Equivalent Staff shall be approved by the Kentucky Board of Education annually. All certified and equivalent staff shall receive a salary increase not less than the percentage increase provided other elementary and secondary teachers.

All certified and equivalent staff shall be entitled to equivalent pay raises provided to other state employees.

~~An administrator, as defined in KRS 161.720, shall not receive a percentage pay increase greater than the percentage pay increase provided to classroom teachers, unless the pay increase is:~~

~~a) In conjunction with a professional advancement that imposes a significant change in job duties and responsibilities; or~~

~~b) The result of local board action to uniformly increase the pay associated with a specific job category.~~

~~If requested by the Board, the Commissioner of Education may grant a waiver in accordance with KRS 156.161.~~

EXTENDED EMPLOYMENT

The Associate Commissioner for the Office of Career and Technical Education (OCTE) or their designee may request that ~~the~~ teacher perform ~~other additional~~ essential services, for which extended employment shall be provided. ~~The~~Each special request shall be handled on an individual basis. The duties of an ATC Principal shall consist of 228 workdays between July 1 and June 30 annually, to be scheduled by the Associate Commissioner for the Office of Career and Technical Education OCTE or their designee. The regular work year for any teacher in an ATC shall be 190 workdays to be scheduled by the ATC Principal between July 1 and June 30 annually. A teacher may request to be employed beyond the 190 workdays. To request extended employment, a teacher in an ATC shall submit a written request to the ATC Principal.

PAYCHECK

Any teacher employed 190 working days shall be paid in twenty-four (24) paychecks.

DIRECT DEPOSIT

Direct deposit of state paychecks is mandatory for all new employees.

RANK CHANGES

A certified or equivalent employee shall have a salary adjustment ~~of five percent (5%) in accordance with the current OCTE salary schedule~~ retroactive to July 1 for educational rank changes that are confirmed by September 1 of each year.

It is the responsibility of the employee to provide the ATC Principal and Personnel/Payroll Officer with a copy of the new teacher certificate. The rank change request cannot be processed without a copy of the new certificate.

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Salaries

ACCRUAL OF COMPENSATORY LEAVE

~~1.~~ An appointing authority shall comply with the compensatory leave provisions of the Fair Labor Standards Act (FLSA), 29 USC Chapter 8. <https://www.dol.gov/sites/dolgov/files/WHD/publications/WH1318.pdf>.

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2. A qualified employee who is directed to, or who requests and is approved to work in excess of the prescribed hours of duty, shall be granted compensatory leave and/or paid overtime subject to the provisions of the FLSA, and the Kentucky Revised Statutes.
3. An employee who is transferred or otherwise moved from one state agency to another shall retain the compensatory leave in the receiving agency.

Teachers and Principals shall not accumulate compensatory time.

Compensatory time shall be prior approved by the immediate supervisor. Compensatory time must be prior approved using the designated Compensatory Time Approval Form. The amount of compensatory time is determined by the status of the employee/classification as exempt or non-exempt under the Fair Labor Standards Act. Employees should contact the personnel office for information regarding status as exempt or non-exempt for a specific employee/position.

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Most 156 employees are classified as exempt and do not have the 1.5 option. 156 EXEMPT employees do not have the 1.5 compensatory option available to them for a regular work week, but do have the 1.5 pay option only through the dual employment position.

The 156 exempt employee earns APPROVED compensatory time on an hour-for-hour basis, when activities require that they extend their workweek beyond the thirty-seven and one-half (37.5) hours provided through 780 KAR 3:072.

When a teacher is requested to teach a program for industry in addition to his/her normal daily classroom assignment, a dual employment position can be requested, in advance, to facilitate payment for the separate assignment hours (see DUAL EMPLOYMENT section below).

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Hours between thirty-seven and one-half (37.5) hours and forty (40) hours in a single workweek will be accrued as straight compensatory time of two and one-half (2.5) hours.

The choice is made for six (6) months at a time and cannot be changed until the end of that six (6) months period.

~~1.~~ Employees are only eligible for 1.5 pay or compensatory time when hours "physically" worked exceed forty (40) hours in a workweek. (Compensatory time awarded for holidays, voting leave, etc. cannot be considered when calculating the 1.5 factor.)

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~~2.~~ An example would be Labor Day week:

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Salaries

ACCRUAL OF COMPENSATORY LEAVE (CONTINUED)

- 7.5 Holiday Hours and 30 Hours “physically” worked.
- If the employee is authorized to work on a special project, he/she would have to “physically” work ten (10) additional hours to have physically worked forty (40) hours. Anything above the forty (40) hours would then fall under the 1.5 compensation plan applicable to the non-exempt employee.

18A employees should refer to the current Employee Handbook for further information regarding compensatory leave time.

Monitoring Compensatory Hours:

- 156: Exempt 156 employees can only accrue up to 200 compensatory hours (anything above that is not recognized by the payroll system.) Time should be monitored and used effectively.
- 18A: When compensatory time reaches 240 hours for a non-exempt 18A employee, the system will generate a block 50 payment for 50 of those hours. Time, work assignments and leave should be monitored.

REDUCTIONS IN COMPENSATORY LEAVE BALANCES

An employee who has a balance of at least 100 compensatory leave hours may be required to use compensatory leave before annual leave ~~unless-If~~ the employee’s annual leave balance exceeds the maximum that may be carried forward under 780 KAR 3:0782.

- If any non-school based eligible employee’s prescribed hours of duty are normally less than forty (40) hours per week, the employee shall receive compensatory leave for the number of hours worked that:
 - Exceed the number of normally prescribed hours of duty; and
 - Upon separation from state service, an employee shall be paid for all unused compensatory leave.
- School Breaks (Christmas, Fall, Spring, and other ~~District-Department~~ designated breaks – 156 Employees (780 KAR 3:080) – With Principal approval, an employee may either work during these periods or be on some form of approved leave. If the employee desires to work during this period, he may do so only upon the submission of a work plan by the employee and the approval of the plan by the employee’s supervisor prior to the initiation of the work.
- School Breaks (Christmas, Fall, Spring, and other ~~District-Department~~ designated breaks – 18A Employees
With Principal approval, 18A Employees may take leave during such breaks or be on an approved work plan.

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Salaries

DUAL EMPLOYMENT

When a full-time employee, primarily 156, is requested to teach a class for industry or community that is separate from his normal workday duties, the employee must be on Dual Employment to be compensated. This is a position, separate from the full-time position, with an hourly pay rate. The salary is based on the hourly rate of the full-time position and ~~and~~ can go up to 1.5 times the hourly rate. This type of industry or community program must be cost recovery.

- Written justification is required to establish a position and appoint an employee. Justification should include program need and funding source. Forward to Personnel/Payroll Officer.
- Dual employment is limited to 420 hours per school year.
- An alternative to dual employment would be for the school Principal to utilize flexible scheduling for employees, if possible.

REFERENCES:

KRS 18A.005

KRS 18A.120

KRS 18A.145

KRS 18A.355

~~KRS 156.161~~

KRS 156.800

KRS 156.808

~~KRS 161.720~~

101 KAR 3:045

780 KAR 3:020

780 KAR 3:065

780 KAR 3:072

780 KAR 3:080

780 KAR 3:160

780 KAR 6:005

780 KAR 6:010

780 KAR 6:020

780 KAR 6:062

[Fair Labor Standards Act](#)

RELATED POLICIES:

[03.11; 03.1211](#)

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LEGAL: SB 46 AMENDS 160.380 TO DIRECT THE COMMISSIONER TO REQUIRE NON-CDL DRIVERS OF NON-SCHOOL BUS PASSENGER VEHICLES TO MEET SPECIFIC REQUIREMENTS BEFORE TRANSPORTING STUDENTS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1321

Use of State Property

All Kentucky TECH personnel shall be responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Associate Commissioner/designee once it is confirmed that the item cannot be recovered.

- Local, state and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.
- The Commissioner or designee shall require any driver of any non-school bus passenger vehicle owned, leased or contracted by the Office of Career and Technical Education which is authorized to transport students to and from approved school activities and who does not have a valid commercial driver's license to meet the requirements set forth in KRS 160.380.
- In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using State property or facilities. State or local District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any State or local District facility, vehicle, electronic communication system, equipment, or materials in performing outside work. These items (including security codes and electronic records, such as email) are property of the State or local District and shall be used solely for job-related purposes.

TECHNOLOGY USE

Employees are directed to review and sign all applicable Acceptable Use forms as required by the KDE and those provided by the local District managing the employee's email account within the ATC. An employee's signature indicates that he/she is aware that certain information obtained through the State computer system is confidential and must be treated in such a manner. The Acceptable Use Policy also provides KDE access to all emails sent or received through the use of agency email accounts.

REFERENCES:

KRS 48.025; KRS 160.380
780 KAR 3:110
15-ORD-190

RELATED POLICY:

03.13216

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LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1324

PERSONNEL

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Political Activities

Discrimination on the basis of political activities is prohibited.

Office of Career and Technical Education (~~OCTE~~) employees shall follow the guidelines outlined in the KRS 18A.140 and KRS 156.838.

USE OF TAX DOLLARS AND RESOURCES

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot. The ~~Commissioner~~ OCTE shall inform all Office of Career Technical Education employees of the provisions of KRS ~~48.025~~.

REFERENCES:

KRS 18A.140

~~KRS 48.025~~, KRS 156.838

RELATED POLICY:

03.113

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LEGAL: HB 253 CREATES A NEW SECTION OF KRS 158 TO PROHIBIT DISTRICTS FROM PROVIDING OR UTILIZING ANY PROFESSIONAL DEVELOPMENT THAT USES THE THREE-CUEING SYSTEM OF TEACHING STUDENTS TO READ. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 253 ALSO AMENDS KRS 156.095 ADDING TRAINING FOR ALL EMPLOYEES ON APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.19

Professional Development

The Kentucky Department of Education (KDE) shall establish, direct, and maintain a statewide program of professional development (PD) to improve instruction in the schools. The KDE shall create a four (4) year recurring PD training schedule that includes all PD for certified staff. The ~~District Area Technology Center (ATC)~~ shall implement the PD training schedule created by the KDE.

All certified employees shall complete at least one (1) hour of each of the following trainings within twelve (12) months of initial hire and at least once every four (4) years thereafter:

- a. How to respond to an active shooter situation training prepared by the Department of Criminal Justice Training in collaboration with the ~~Kentucky Department of Education KDE~~, the Kentucky Law Enforcement Council, and the Center for School Safety;
- b. Child abuse and neglect prevention, recognition, and reporting training from the list of trainings approved by the KDE;
- c. Suicide prevention training:
 1. High-quality, evidence-based suicide prevention training, including risk factors, warning signs, protective factors, response procedures, referral, postvention, and the recognition of signs and symptoms of possible mental illness.

Postvention means a series of planned supports and interventions with persons affected by a suicide for the purpose of facilitating the grieving or adjustment process, stabilizing the environment, reducing the risk of negative behaviors, and limiting the risk of further suicides through contagion; and
- d. Self-study review of seizure disorder materials.

Programs may also include classified staff and parent members of school councils and committees.

~~The District is prohibited from providing or utilizing any professional development that uses the three cueing system of teaching students to read.~~

APPROPRIATE RELATIONSHIPS AND COMMUNICATIONS WITH STUDENTS

~~By June 30, 2027, all employees shall complete training developed by the Kentucky Department of Education KDE in collaboration with the Education Professional Standards Board (EPSB), related to appropriate relationships and to communication with students, whether the teacher/student relationship and communication is appropriate or inappropriate relationships and communication with students, sexual grooming, and sexual misconduct.~~

~~Beginning with the 2027-2028 school year, all new employees shall be required to undergo the training listed above within ninety (90) days of the employee's initial hiring. Any new employee who has completed the training within the prior five (5) years with a previous employer shall be exempt from the training.~~

SCHEDULING

Five (5) days during the school year (July 1 through June 30) may be scheduled for professional development training/professional development. The building administrator must approve all scheduled professional development training activities and maintain a record of topics/training covered. Professional development opportunities should be aligned to the professional growth plan and in addition to ~~beginning of the year~~ in-service trainings ~~offered at the beginning of the year~~.

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Professional Development

EMPLOYEE RESPONSIBILITY

Maintaining certification is the responsibility of the individual employee.

Teachers, principals and all other certified school personnel shall complete at least twenty-five (25) hours of professional development training annually beginning July 1 of each year. Effective Instructional Leadership (EILA) hours may count towards the twenty-five (25) hours. (Additional details regarding certification may be found at www.epsb.ky.gov)

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

Area Technology Center (ATC) employees are responsible for obtaining copies of certificates or other forms of documentation as proof of attendance and/or participation in professional development activities. Also, they are responsible for providing electronic or hard copy forms to the center office.

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) 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) hour obligation on an hour-for-hour basis.
5. ~~Regulations provide for the renewal of the five (5)-year Certificate for Career and Technical Education for educators in ATCs, it is expected that part of the requirement for this is the completion of~~ sixty (60) hours of approved upgrading experiences are completed.
 - a. Those full-time instructors must have a Technical Upgrade Transcript form on file in the ATC 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) 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~~ Division Director at KDE.

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PERSONNEL

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(CONTINUED)

Professional Development

OTHER CERTIFIED STAFF

Central 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
- Local training at ATC or with local school District
- Governmental Services Center (GSC)

REFERENCES:

KRS 158.070; ~~KRS 158.306~~; KRS 158.645; KRS 158.6451; ~~KRS 156.095~~
780 KAR 3:140
780 KAR 3:150
16 KAR 7:020

RELATED POLICIES:

03.14
03.1911
03.1912

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LEGAL: HB 67 AMENDS KRS 160.530 CLARIFYING THAT EXPENDITURES SHALL BE MADE IN ACCORDANCE WITH THE DISTRICT'S WORKING BUDGET APPROVED BY THE KENTUCKY DEPARTMENT OF EDUCATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 59 AMENDS KRS 48.025 EXPLICITLY APPLYING THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.31

Authority to Encumber and Expend Funds

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

All such postsecondary projects shall be approved by the ATC Principal and a completed Customized Training Agreement shall be available to the Principal, ~~and~~ the Associate Commissioner and Director.

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.¹

PROCARD

The ProCard is a credit card that can be used for purchasing within specified limits for each cardholder. All normal purchasing rules and regulations apply when using the ProCard.

Upon receipt, secretaries shall send their original ProCard invoices to the appropriate Regional ProCard Administrator. The payment accounting information shall be written on the invoices including:

Accounting Template: KD, KX, KF, etc

Expenditure Object: Such as E328 for classroom supplies

Dept Object: 2 Letter code used to identify program or administrative costs such as WL for welding or OP for Operations

HONORARIUM

- Within a calendar year, payment to a non-state employee cannot exceed \$1,000; otherwise a personal service contract shall be required.
- The individual shall be made aware that the amount received shall be 1099 reportable.
- A non-state employee receiving an honorarium for a specific project shall complete a Miscellaneous Expense Voucher which includes the individual's name, SS#, and address. The Forms Library and may be downloaded to a KFM File-via the following link:
<http://kentucky.gov/pages/search.aspx?terms=forms+library&affiliateId=GENERAL>
- Honorarium to non-state employees shall only be paid by staff in the Fiscal Services Branch in the Office of Career and Technical Education, Frankfort.
- A state employee may be paid for working on specific approved projects outside normal working hours; however, an employee shall only be paid through the payroll system.

REFERENCE:

¹[KRS 48.025](#)

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LEGAL: HB 652 AMENDS KRS 158.4433 MOVING THE SCHOOL MAPPING DATA PROGRAM TO THE KENTUCKY 911 SERVICES BOARD. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 14, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

05.4

Safety

SCHOOL MAPPING DATA

"School mapping data" means mapping information provided in an electronic or ~~+~~ digital format to assist first responders in responding to emergencies at schools. A participating district or campus shall not be required to adopt new school mapping data if, as of July 1, 2024, the ~~District~~ [Kentucky Department of Education \(KDE\)](#) or campus previously implemented school mapping data with capabilities that meet the requirements of the [Kentucky 911 Services Board](#). ~~Center for School Safety~~

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Pursuant to KRS 158.162, the local Board of Education shall maintain Automated External Defibrillators (AEDs) in designated locations throughout the Area Technology Center (ATC). An AED shall be used in emergency situations warranting its use in accordance with KRS 311.665 to KRS 311.669.

The local Board of Education shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

AEDs shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

SCHOOL EMERGENCY PLANNING

The ATC Principal shall adopt an emergency plan for the school that shall include:

1. Procedures to be followed in cases of medical emergency, fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164
2. A written cardiac emergency response plan; and
3. A copy of the data created through the School Mapping Data Program or, if the school mapping data is unavailable, a diagram of the facility that clearly identifies the location of each AED.

The emergency plan shall be provided to appropriate first responders and all school staff.

Following the end of each school year, a school nurse within the ~~District~~ school district, the ATC Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The ATC Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and document the date and time of any discussion.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the ATC Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;

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Safety

SCHOOL EMERGENCY PLANNING (CONTINUED)

2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;
3. Develop and adhere to practices to control access to the school.
4. Maintain the copies of the school mapping data created through the School Mapping Data Program to be made available to appropriate public safety agencies, but which shall be excluded from the application of KRS 61.870 to 61.884; and
5. Maintain a portable AED provided by the ~~District~~ Department in a public, readily accessible, well-marked location in every ATC building; and
 - a) Adopt procedures for the use of the portable AED during an emergency;
 - b) Adopt policies for compliance with KRS 311.665 to KRS 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
 - c) Ensure that a minimum of three (3) employees in the school be trained on the use of a portable AED in accordance with KRS 311.667; and
 - d) No later than November 1 of each school year, the ATC shall submit an annual report to the Kentucky Department of Education on:
 - i. The number and location of each portable AED in every school building;
 - ii. The name, school, and training date of each ATC employee and interscholastic athletic coach in the ATC trained in the use of a portable AED; and
 - iii. The progress made towards having a portable AED at all school-sanctioned athletic practices and competitions; and
6. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:
 - a) Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and
 - b) Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

No later than November 1 of each school year, the ATC Principal shall send verification to the Associate Commissioner that the school is in compliance with school emergency planning requirements.

By August 1 of each year, the ATC Principal shall report to the ~~Kentucky Department of Education (KDE)~~ on the number of portable AEDs at each school within the OCTE.¹

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Safety

SAFETY SIGNS

The following is a suggested list of safety signs that may be posted in the shop/classrooms to emphasize the importance of good safety practices:

- | | |
|------------------------------------|--|
| 1. Asbestos | 15. Machine Lockout |
| 2. Auto Lift Safety | 16. Metal Shop Safety Rules |
| 3. Compressed Air | 17. NOT AN EXIT |
| 4. DANGER – Hands and Fingers | 18. Out of Order |
| 5. DANGER – High Voltage | 19. Oxyacetylene Safety |
| 6. Do Not Start | 20. Protective Eyewear Required |
| 7. Electric Welding Safety | 21. Universal Precautions |
| 8. Electricity Shop Safety Rules | 22. Unlawful possession of a weapon |
| 9. Emergency Eyewash | 23. Visitors Report to Main Office Before
Entering Shops/classrooms |
| 10. Emergency Eyewash Instructions | 24. Warning -This Machine Will Coast |
| 11. EXIT | 25. Wear face shield (battery charger) |
| 12. Fire Extinguisher | 26. Wear face shield (charging station) |
| 13. Hazardous Materials in Use | 27. Wood Shop Safety Rule |
| 14. Hearing Protection Required | |

SAFETY PUBLICATIONS

The [ATC](#) Principal shall have resource information available in the school to ensure that the school is complying with all federal and state requirements. The Kentucky Department of Labor, Office of Occupational Safety and Health, Division of Education and Training, has available a variety of publications and forms relating to safety, wage and hour laws, child labor laws, wage discrimination, general industry standards, and construction standards at no cost. Instructional and informational publications are also available.

Training information and publications can be found on this website:

<https://elc.ky.gov/Pages/index.aspx>

COLOR CODING

Color coding shall be used as part of the school's safety and emergency procedures.

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

WORKPLACE/SCHOOL VIOLENCE

KDE is committed to providing a safe and secure environment for its employees, students, and customers. Acts of violence such as physical assault, threatening behavior or verbal abuse in Cabinet operated facilities, on [area technology center](#) ATC premises, on school buses, or at school sponsored or sanctioned events shall not be tolerated.

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Safety

WORKPLACE/SCHOOL VIOLENCE (CONTINUED)

In the event that an individual's (employee, student, or customer) actions are perceived to endanger someone's safety and well-being; supervisory personnel, building security, and/or appropriate law enforcement agencies shall be notified immediately. The KDE Safety - Desk Guide – Emergency Telephone Numbers or *local district form* must be completed and maintained at the secretary/receptionist's desk and/or other locations deemed appropriate.

Other acts of violence that are of a less threatening nature should be promptly reported to supervisory personnel. Use of the KDE *Safety - Violent Incident Report Form* is recommended.

A *Safety - Violent Incident Report Form* shall be completed and forwarded to the OCTE, Safety Officer, when a situation warrants.

Employees or students that engage in acts of violence shall be subject to disciplinary action up to and including dismissal/expulsion. In the event that an individual's (employee or customer) actions are perceived to endanger the safety and well-being of any employee or customer, appropriate law enforcement agencies including building security, police departments, county sheriffs, and state police and supervisory personnel should be notified immediately.

REFERENCES:

¹KRS 158.1621
KRS Chapter 198B
KRS 61.870 to KRS 61.884
KRS 158.110
KRS 158.162; KRS 158.164; KRS 158.4410; KRS 158.4433
KRS 311.667; KRS 311.665 to KRS 311.669
702 KAR 1:180; 780 KAR 3:065; 780 KAR 6:005
[Domestic Violence and Sexual Assault in the Public Workplace](#)

RELATED POLICIES:

03.14; 05.2; 05.41; 05.411; 05.42; 05.47; 09.221; 09.4 (entire section)

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LEGAL: SB 101 AMENDS KRS 158.150 ADDING BUS STOP TO THE JURISDICTION OF THE DISTRICT.
FINANCIAL IMPLICATIONS: POTENTIAL LOSS OF ADA FUNDING

SCHOOL FACILITIES

05.48

Weapons

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

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

EXCEPTIONS:

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

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

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

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

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to an Area Technology Center (ATC) or onto the center campus/property under jurisdiction of the local district shall be expulsion for a minimum of twelve (12) months. A student may be removed from an ATC; however, the expulsion decision rests with the student's superintendent/local board of education. However, the local board of education may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.¹

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

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Weapons

STATE POSTING REQUIREMENTS

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

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

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

WEAPONS STATE REPORTING REQUIREMENTS

Employees of the ~~area technology center~~ ATC shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon 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.

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

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

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

ENFORCEMENT

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

REFERENCES:

¹KRS 527.070; ~~KRS 158.150~~; 20 U.S.C. § ~~79617141~~ (Gun-Free Schools Act)

²KRS 158.4414

18 U.S.C. §921(a)

~~KRS 158.150~~; KRS 158.155; KRS 158.4431

KRS 160.290; KRS 160.340; KRS 161.790

KRS 237.106; KRS 237.110 KRS 237.138 to KRS 237.142

KRS 500.080; KRS 508.075; KRS 508.078; KRS 527.020

20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)

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

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SCHOOL FACILITIES

BA05.48
(CONTINUED)

Weapons

RELATED POLICIES:

02.31; 09.436; 09.4361

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LEGAL: HB 555 AMENDS KRS 158.854 ADDING AND ALLOWING STUDENT-BASED ENTERPRISE PROGRAM TO SELL COMPETITIVE FOODS THROUGHOUT THE SCHOOL DAY AND AUTHORIZES THE BOARD TO ESTABLISH POLICIES REGARDING THE OPERATION OF AND REVENUE GENERATED BY THE STUDENT-BASED ENTERPRISE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.111

Competitive Foods

MINIMAL NUTRITIONAL VALUE

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

“Competitive Food” shall mean all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under programs authorized by the National School Lunch Act and the Child Nutrition Act.

"School-day" means the period of time from midnight before to thirty (30) minutes after the end of the official school day.

“School Campus” shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, 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.

Fund-raising activities held off of the school campus or not during the school day are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations.

STUDENT-BASED ENTERPRISE

“Student-based enterprise” means an ~~District~~ATC approved program operated by the ~~District's~~ATC's students as part of a course designed to provide students with knowledge and experience of the operation of a business.

The ~~Board~~Office of Career and Technical Education (OCTE) may identify a student-based enterprise to sell competitive foods throughout the school day and establish policies for the operation of and the use of the proceeds from the student-based enterprise. Competitive foods sold by a student-based enterprise shall comply with the minimum nutritional standards established in 702 KAR 6:090. A student-based enterprise as part of a Career and Technical Education (CTE) course must also follow the OCTE Work-Based Learning Manual.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 220.12

KRS 156.160; KRS 158.850; KRS 158.854; 702 KAR 6:090

U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICY:

07.12

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LEGAL: HB 253 CREATES A NEW SECTION OF KRS 158 PROHIBITING DISTRICTS FROM UTILIZING A THREE-CUEING SYSTEM BY THE 2029-2030 SCHOOL YEAR AND TO REQUIRE INTERDISCIPLINARY EARLY CHILDHOOD THROUGH GRADE FIVE EDUCATORS TO COMPLETE A SCIENCE OF READING PROFESSIONAL LEARNING PROGRAM BY JUNE 30, 2029. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1

Curriculum

All programs in Area Technology Centers (ATCs) shall follow the KDE/OCTE Program of Studies (POS). Programs consist of pathways with individual courses containing technical content. A complete listing of programs, pathways, course titles, and course lengths is available on the Office of Career and Technical Education's (OCTE'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
- Program specific business and industry standards

Career and technical preparation programs and pathways 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 Technology Technical Centers (ATCs) must use the pathway course sequence identified in the POS. Requests to change courses in the sequence are to be submitted using the *Career Pathway Modification Process* (completed through the Technical Education Database System (TEDS)).

PROGRAM ADVISORY COMMITTEES

An active advisory committee shall be organized at the program level with committee responsibilities to be determined in accordance with 780 KAR 2:030 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 and consist of a minimum of five (5) members. All program advisory committees shall have membership that is representative of the community (males, females, minorities, persons with disabilities) and a membership record shall be kept on file at each ATC. (See Advisory Committee Program Membership Record.)

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

- | | |
|--|---|
| • Implementation 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 | |

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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 ~~at each Area Technology Center and submitted annually to the OCTE~~ to document the meeting dates and recommendations of the committee. (See *Format for Minutes of Meetings and Advisory Committee Program Recommendations*.)

~~PROGRAM ASSESSMENT~~

~~Assessment of the career and technical education programs shall be conducted in accordance with requirements and instruments approved by the OCTE. Staff from the OCTE 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~~ ~~ATC~~ serving secondary students shall have a steering committee, whose composition and responsibilities shall comply with ~~applicable~~ ~~780 KAR 2:030 Kentucky Administrative Regulation~~. The steering committee is to consult, counsel, and advise on matters pertaining, but not limited 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
- CTSO's
- 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~~ ~~ATC~~
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

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CURRICULUM AND INSTRUCTION

J08.1
(CONTINUED)

Curriculum

STEERING COMMITTEE (CONTINUED)

6. Local labor market area representatives (Business and Industry)
7. Guidance counselor from each cooperating school district
8. Local and State Officials (Recommended but not required)

The steering committee shall have a minimum of one (1) regularly scheduled meeting per semester and may call meetings as needed. The Principal of the ~~ATCACT~~ shall serve as the chairperson. The planned agenda and minutes shall be recorded for each meeting.

READING CURRICULUM AND INTERVENTIONS

~~By the 2029-2030 school year, the District shall not use any curriculum, reading intervention, or program of instruction that utilizes the three-cueing system of teaching students to read.~~

~~The District shall ensure that:~~

- ~~All curriculum, reading interventions, and programs of instruction utilized to teach students to read are high quality, fully aligned to state content standards, and based on literacy strategies that are scientifically researched with proven results in teaching phonemic awareness, phonics, fluency, vocabulary, and comprehension.~~
- ~~Beginning with the 2029-2030 school year, no school in the District is utilizing a three-cueing system of teaching students to read; and~~
- ~~By June 30, 2029, all interdisciplinary early childhood through grade five (5) educators have completed a science of reading professional learning program approved by the Kentucky Department of Education (KDE).~~

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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 158.306~~

KRS 158.645; KRS 158.6451 ~~KRS 158.791; KRS 158.8402~~

~~KRS 161.028~~

704 KAR 3:303

705 KAR 4:231

780 KAR 2:030; ~~780 KAR 2:040~~

Kentucky Academic Standards

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RELATED POLICY:

08.5

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LEGAL: HB 253 AMENDS KRS 158.307 REQUIRING RATHER THAN ALLOWING THE BOARD TO DEVELOP A POLICY ON DYSLEXIA. REVIEW KRS 158.307 FOR THE SPECIFICS TO BE INCLUDED IN THE POLICY. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.1313

CURRICULUM AND INSTRUCTION

~~A08.1313~~

~~(CONTINUED)~~

Dyslexia

REFERENCES:

KRS 158.305

KRS 158.307

707 KAR 1:340

RELATED POLICY:

~~08.131~~

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LEGAL: HB 257 AMENDS KRS 158.6453 REQUIRING THE SUPERINTENDENT TO ADOPT POLICIES THAT DETERMINE THE WRITING PROGRAM FOR THE DISTRICT AND THAT IS PUBLISHED ON THE DISTRICT'S WEBSITE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.215

Writing Program

~~The Superintendent shall adopt policies that determine the writing program for the District and ensure the writing program policy is published on the District's website.~~

~~The writing program shall include disciplinary specific writing across the curriculum and incorporate a variety of language resources, technological tools, and multiple opportunities for students to develop complex communication skills for a variety of purposes.~~

REFERENCE:

~~KRS 158.6453~~

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LEGAL: IN THE CASE OF *MAHMOUD V. TAYLOR*, 606 U.S. ____ (2025) THE UNITED STATES SUPREME COURT HELD THAT THE FIRST AMENDMENTS REQUIRES THE DISTRICT TO PROVIDE PARENTS/GUARDIANS WITH NOTICE OF MATERIALS TO BE TAUGHT AND THE RIGHT TO OPT OUT BASED ON SINCERELY HELD RELIGIOUS BELIEFS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.231

Religious Beliefs ExcusalNOTICE

At the beginning of each school year, or upon enrollment of a student during the school year, the District shall provide written notice to all parents/guardians that ~~the some~~ curriculum used in their child's ~~grade-level~~ courses may contain material that families may find in conflict with their sincerely held religious beliefs. The notice shall inform parents/guardians of their right to request excusal from specific curriculum. The District is not required to identify or enumerate specific materials in the annual notice.

REQUEST FOR EXCUSAL

A parent/guardian may request that their child be excused from instruction involving specific curricular material that the parent/guardian sincerely believes conflicts with their religious beliefs; however, this Policy does not apply to entire courses or subject areas. No provision of this Policy shall be construed to authorize the excusal of a student from curriculum, instruction, or programming that is required by federal law or federal regulation.

Excusal under this Policy means the student is not required to read, listen to, view, or participate in discussion of the specifically identified material. Excusal does not extend to the entire course, unit, or subject area in which the material appears.

A student may not be excused under this Policy from curriculum or instruction that is required by Kentucky law or Kentucky administrative regulation, including but not limited to any course of study, instructional content, or assessment mandated by statute or by the Kentucky Board of Education. The right of excusal established by this Policy applies only to discrete instructional materials within a course and does not authorize excusal from a course or subject area in its entirety.

All requests for excusal under this Policy shall be submitted in writing to the ~~ATC~~ Principal of the school in which the student is enrolled and shall include:

- a. the name of the complainant;
- b. the name of the student and ~~grade-level~~ specific course with content of concern ~~the student~~;
- c. a reasonably detailed description of the specific material to which the parent/ guardian objects, sufficient to allow the ~~ATC~~ Principal to locate and evaluate the material; and
- d. a statement that the parent/guardian sincerely believes the identified material conflicts with their religious beliefs.

DISTRICT REVIEW OF REQUEST

The District shall not inquire into the reasonableness, validity, or internal consistency of the claimed religious belief, and shall not require the parent/guardian to identify a specific religious denomination or institution. The ~~ATC~~ Principal/designee shall ~~work with the home district Principal/designee~~ to review the identified material to confirm whether it demonstrably contains the content described before acting on the request. If the ~~ATC~~ Principal/~~home district~~ Principal determines that the identified material does not demonstrably contain the content described by the parent/guardian, the request may be denied.

Religious Beliefs Excusal

DISTRICT REVIEW OF REQUEST (CONTINUED)

If ~~the Principal denies~~ a request is denied, the parent/guardian may appeal in writing to the Superintendent of the student's home district within ten (10) calendar days of the ~~Principal's~~ decision. The Superintendent shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the ~~Principal's~~ decision.

If the Superintendent denies the appeal, the parent/guardian may appeal in writing to the local Board within ten (10) calendar days of the Superintendent's decision. The local Board shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Superintendent's decision.

RESULT OF EXCUSAL

No student shall be penalized, disciplined, or subjected to differential treatment by any ~~ATCDistrict~~ employee because the student's parent/guardian has submitted a request under this Policy, whether granted or denied.

NOTICE TO PARENTS AND STUDENTS

Career and technical education (CTE) courses are designed to prepare students for industry certifications, postsecondary opportunities, and careers. Opting out of specific instructional content may affect a student's ability to successfully complete coursework, earn industry certifications, or meet career pathway expectations. Students and parents are encouraged to carefully review course requirements and content before enrolling in pathways that may include instruction, materials, or experiences that conflict with religious beliefs.

This Policy is independent of, and does not alter, limit, or supersede the rights provided under KRS 158.1415 or KRS 158.192. A parent/guardian seeking rights under either of those statutes shall proceed under the applicable statutory framework.

This Policy does not affect any right, obligation, or requirement imposed by federal law or federal regulation governing curriculum, instructional content, or student participation in educational programs.

Complaints regarding other issues shall be submitted pursuant to other appropriate policies including but not limited to: Grievances; Harassment/Discrimination; Title IX Sexual Harassment; Review of Instructional Materials; and Citizen Suggestions and Complaints.

REFERENCES:

KRS 158.1415; KRS 158.192

Mahmoud v. Taylor, 606 U.S. —522, 145 S. Ct. 2332, 222 L. Ed. 2d 695 (2025)

RELATED POLICIES:

03.16; 03.162; 03.1621; 03.26; 03.262; 03.2621

08.23; 08.2322; 09.4281; 09.42811; 09.428111; 10.2

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LEGAL: HB 67 AMENDS KRS 160.145 ADDING ADDITIONAL INDIVIDUALS FOR REPORTING PURPOSES. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 13, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.2323

Use of Technology

(Acceptable/Responsible Use Policy (AUP/RUP))

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

SAFETY PROCEDURES AND GUIDELINES

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

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

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

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

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

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

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

Use of Technology

(Acceptable/Responsible Use Policy (AUP/RUP))

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving ~~Distriet~~ **KY TECH** technological resources. A written parental request may be required prior to the student being granted independent access to electronic media involving **KY TECH**~~Distriet~~ technological resources. The parental request shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

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

RESPONDING TO CONCERNS

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

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own authentication credentials.

Employees shall not use their school email or other **KY TECH**~~Distriet~~ technology resources for personal use. These resources are to promote student learning and to communicate with students and parents/legal guardians.

Use of Technology

(Acceptable/Responsible Use Policy (AUP/RUP))

EMPLOYEE USE (CONTINUED)

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

In accordance with KRS 160.145, the Board shall designate a traceable communication system ~~to be the exclusive means~~ for ~~District/ATC~~ employees and qualified school volunteers to communicate electronically with students enrolled in the District or state-operated ATC serving the district. ~~The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.~~

A District/ATC employee or qualified school volunteer, ~~unless authorized,~~ shall not engage in unauthorized electronic communication with a student. ~~communicate electronically with a student:~~

- ~~1. Outside of the traceable communication system designated by the Board; or~~
- ~~2. Through an unauthorized electronic communication program or application.~~

~~This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer. "Family member" means a parent, brother, sister, son, daughter, aunt, uncle, or grandparent.~~

See policy 08.2324 for complete details and guidelines regarding Traceable Communications.

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

~~REPORTING PROCEDURES—POLICY 08.2324~~

~~A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:~~

- ~~a. If the subject of the report is a staff member, notify the Principal.~~
- ~~b. If the subject is the Principal, notify the Superintendent.~~
- ~~c. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.~~

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Use of Technology

(Acceptable/Responsible Use Policy (AUP/RUP))

AUDIT OF USE

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

The **ATC** Principal/designee shall establish a process to determine whether Kentucky TECH education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes). The principal shall also establish a process to determine whether Kentucky TECH education technology is being used for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of minors.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

REFERENCES:

KRS 156.675; KRS 365.732; KRS 365.734
701 KAR 5:120; 16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190

RELATED POLICIES:

03.13214; 03.1325; 03.13216 03.17; 08.1353; 08.2322; 08.2324
09.14; 09.421; 09.422; 09.426; 09.4261
10.5

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LEGAL: SB 101 AMENDS KRS 158.155 REQUIRING SCHOOL EMPLOYEES REPORT INTENTIONAL PHYSICAL INJURY OR INTENTIONAL ATTEMPT TO CAUSE PHYSICAL INJURY OF ANY SCHOOL EMPLOYEE AND INTENTIONAL ASSAULT RESULTING IN SERIOUS PHYSICAL INJURY TO LAW ENFORCEMENT UNLESS THE SCHOOL EMPLOYEE HAS CAUSE TO BELIEVE A STUDENT'S DISABILITY INTERFERED WITH HIS OR HER ABILITY TO CONFORM TO THE STUDENT CODE OF CONDUCT. ADDITIONAL REPORTING REQUIREMENT FOR DISTRICT CREATED LAW ENFORCEMENT AGENCY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 253 AMENDS KRS 160.380 REQUIRING DISTRICTS TO REPORT AND INVESTIGATE ABUSIVE CONDUCT INVOLVING A MINOR OR STUDENT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211

Employee Reports of Criminal Activity

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

KRS 158.155

Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency (or School Resource Officer (SRO) if no District law enforcement agency) and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee;
- ~~a-b.~~ Intentional Assault resulting in serious physical injury, as defined in KRS 500.080;
- ~~b-c.~~ A sexual offense;
- ~~c-d.~~ Kidnapping;
- ~~d-e.~~ Assault with the use of a weapon;
- ~~e-f.~~ Possession of a firearm or deadly weapon in violation of the law;
- ~~f-g.~~ The use, possession, or sale of a controlled substance in violation of the law; or
- ~~g-h.~~ Intentional or wanton damage to property causing a pecuniary loss of five hundred dollars (\$500) or more.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police, unless the school employee has cause to believe a student's disability interfered with his or her ability to conform to the Student Code of Conduct.

A District that has created their own law enforcement agency shall designate a local law enforcement agency not created by the District to receive reporting information from the District's law enforcement agency. The District's law enforcement agency shall file a weekly report for the preceding week identifying all reports received under KRS 158.155.

KRS 158.156

Any employee of a school who knows or has reasonable cause to believe that a student is 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 ATC Principal of the school attended by the victim.

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Employee Reports of Criminal ActivityKRS 158.156 (CONTINUED)

The ATC Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student at the time the student was involved in an incident reportable under this section. The ATC Principal shall file a written report with the Office of Career and Technical Education Associate Commissioner ~~of Career and Technical Education~~ and the local law enforcement agency or the KSP or the county attorney within forty-eight (48) hours of the original report.

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KRS 160.380

~~When an allegation of abusive conduct, as defined in KRS 160.380, is made against an DistrictATC employee to another DistrictATC employee, the DistrictATC employee in receipt of the allegation, whether communicated in writing, electronically, or orally, shall report the allegation to the ATC Principal and in accordance with KRS 620.030. The ATC Principal shall document the allegation in writing and notify the SuperintendentOffice of Career and Technical Education/designee. An investigation of the allegation shall be conducted by the DistrictOffice of Career and Technical Education until it is completed and shall not end prior to completion due to the employee transferring positions within the DistrictATC or leaving the DistrictKY Tech System of Schools, unless directed by the Cabinet for Health and Family Services or law enforcement officials to cease the investigation.~~

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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, 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 KSP; 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.

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REFERENCES:

KRS 158.155; KRS 158.156; KRS 160.380
KRS 209A.100; KRS 209A.110
KRS 508.125; KRS 525.070; KRS 525.080; KRS 527.070; KRS 527.080
KRS 620.030

STUDENTS

I09.2211
(CONTINUED)

Employee Reports of Criminal Activity

RELATED POLICIES:

03.13251; 03.23251; 03.13253; 03.23253
05.48
09.227; 09.422; 09.423; 09.425; 09.426; 09.438

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LEGAL: HB 253 AMENDS KRS 160.380 REQUIRING DISTRICTS TO REPORT AND INVESTIGATE ABUSIVE CONDUCT INVOLVING A MINOR OR STUDENT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.227

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral or written report, including but not limited to electronic submission, 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 or County Attorney in accordance with KRS 620.030.²

After making that report, the employee shall then immediately notify the ATC Principal of the suspected abuse. If the ATC Principal is suspected of child abuse, the employee shall notify the the Office of Career and Technical Education Associate Commissioner ~~of Career and Technical Education~~/designee.

Upon notification, the ATC Principal or the Office of Career and Technical Education Associate Commissioner ~~of Career and Technical Education~~/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

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.

When an allegation of abusive conduct, as defined in KRS 160.380, is made against an Career and Technical EducationATC employee to another Career and Technical EducationATC employee, the Career and Technical EducationATC employee in receipt of the allegation, whether communicated in writing, electronically, or orally, shall report the allegation to the ATC Principal and in accordance with KRS 620.030. The ATC Principal shall document the allegation in writing and notify the Associate CommissionerOffice of Career and Technical Education/designee. An investigation of the allegation shall be conducted by the Office of Career and Technical Education until it is completed and shall not end prior to completion due to the employee transferring positions within the Career and Technical EducationATC, or leaving the Career and Technical EducationKY Tech System of Schools, unless directed by the Cabinet for Health and Family Services or law enforcement officials to cease the investigation.

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 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 and not maintained with

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the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school.

STUDENTS

AB09.227
(CONTINUED)

Child Abuse

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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 or assessment 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, 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.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services, the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services, and the Safe Haven Baby Boxes Crisis Line number administered by the Safe Haven Baby Boxes national organization or any equivalent successor entity.

REFERENCES:

¹KRS 600.020

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 158.041; KRS 160.380; KRS 199.990

KRS 209.020; KRS 508.125; 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

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RELATED POLICIES:

03.19; 09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

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LEGAL: SB 101 AMENDS KRS 158.155 REQUIRING SCHOOL EMPLOYEES REPORT INTENTIONAL PHYSICAL INJURY OR INTENTIONAL ATTEMPT TO CAUSE PHYSICAL INJURY OF ANY SCHOOL EMPLOYEE AND INTENTIONAL ASSAULT RESULTING IN SERIOUS PHYSICAL INJURY TO LAW ENFORCEMENT UNLESS THE SCHOOL EMPLOYEE HAS CAUSE TO BELIEVE A STUDENT'S DISABILITY INTERFERED WITH HIS OR HER ABILITY TO CONFORM TO THE STUDENT CODE OF CONDUCT. ADDITIONAL REPORTING REQUIREMENT FOR DISTRICT CREATED LAW ENFORCEMENT AGENCY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: KRS 209.160 HAS BEEN RENUMBERED AS KRS 209A.045.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

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.

STUDENTS

Any student who threatens, physically assaults, batters or abuses school personnel or another student on school property, at a bus stop, or at a school function shall be subject to appropriate disciplinary action, including suspension or expulsion.¹

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Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The ATC Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.²

EDUCATIONAL PERSONNEL

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) 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. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The ATC Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process, or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline consistent with the School's code of conduct if the disruptive behavior persists.

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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.

The ATC Principal/designee shall review the removal to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

Assault and Threats of Violence

REMOVAL OF STUDENTS (CONTINUED)

At any time during the school year, for a student who has been removed from the classroom the ATC Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the ATC Principal may permanently remove a student from a classroom for the remainder of the school year if the ATC Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the ATC Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the ATC Principal shall be subject to an appeal process in accordance with Policy 09.42811/Grievances.

REPORT TO LAW ENFORCEMENT AGENCY

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency (or School Resource Officer (SRO) if no District law enforcement agency) and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- Intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee;
- Intentional Assault resulting in serious physical injury, as defined in KRS 500.080;
- A sexual offense;
- Kidnapping;
- Assault with the use of a weapon;
- Possession of a firearm or deadly weapon in violation of the law;
- The use, possession, or sale of a controlled substance in violation of the law; or
- Intentional or wanton Damage to property causing a pecuniary loss of five hundred dollars (\$500) or more.

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Assault and Threats of Violence

REPORT TO LAW ENFORCEMENT AGENCY (CONTINUED)

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency (or School Resource Officer (SRO) if no District law enforcement agency) and to either the local law enforcement agency or to the Kentucky State Police, unless the school employee has cause to believe a student's disability interfered with his or her ability to conform to the Student Code of Conduct.

A District that has created their own law enforcement agency shall designate a local law enforcement agency not created by the District to receive reporting information from the District's law enforcement agency. The District's law enforcement agency shall file a weekly report for the preceding week identifying all reports received under KRS 158.155.

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 ATC 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 ATC Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

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STUDENTS

BK09.425
(CONTINUED)

Assault and Threats of Violence

REFERENCES:

¹KRS 158.150

²KRS158.1559

KRS 158.155; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A.020; ~~KRS 209.160~~[KRS 209A.045](#)

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 527.070; KRS 532.060; KRS 534.030; KRS 620.030

702 KAR 5:080

RELATED POLICIES:

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48

06.34; 09.14; 09.2211; 09.422; 09.423; 09.426; 09.4281; 09.429; 09.4341

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EXPLANATION: SB 46 AMENDS KRS 156.153 REVISING NINE (9) PASSENGER VEHICLE TO TEN (10) OR FEWER PASSENGERS TO BE USED ALONG REGULAR BUS ROUTES AND APPROVED SCHOOL ACTIVITIES. DRIVERS MUST SUBMIT TO DRUG TESTING CONSISTENT WITH FEDERAL DRUG TESTING REQUIREMENTS AND BACKGROUND CHECKS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.
COST: COST OF DRUG TESTING, BACKGROUND CHECKS, AND CA/N CHECKS

STUDENTS

[FQB09.36](#)

School-Related Student Trips

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 (DPT) in the Kentucky Department of Education (KDE) has authorized transportation for secondary Area Technology Center (ATC) 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, or transporting carpentry or masonry students to off-campus building sites, etc.

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Class trips designated as educational, but not related to work experience, shall not be approved or reimbursed for payment by the ~~DPT~~. Expenses incurred for such trips shall be the responsibility of educators involved who plan the trips. In order to stay compliant with applicable statutes and federal law, before any destination is booked for an educational trip, the responsible educator shall research and ensure the activities, programs, and buildings provide necessary access to all persons with a disability. The destination of educational trips shall be investigated to the extent that programs, activities, and buildings are accessible to persons with a disability.

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Principals and teachers shall comply with the travel regulations for bus use established by the local school district(s). In accordance with KRS 156.153 and 702 KAR 5:130, ~~V~~ehicles that can transport ~~ten nine~~ (109) or fewer passengers, including the driver, may be used for approved school activities. Vehicles shall be clearly marked as transporting students. ~~+~~ 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. ~~A~~ OCTE staff shall not use their personal vehicle or ATC vehicle to transport students.

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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 or in accordance with the student's home school's student driver policy.

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 the parent/guardian of each eligible student participating in the field trip.

- Field Trip Permission Form - Short Trips (See KY Tech Procedures)
- Field Trip Permission Form - Student Organizations (See KY Tech Procedures)

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

STUDENTS

FQB09.36
(CONTINUED)

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 carrier.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 by the CTSO National Office. 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~~conferences:

1 – 8 <u>10</u> students	1 Chaperone
9 <u>11</u> – 16 <u>20</u> students	2 Chaperones
17 <u>21</u> – 24 <u>30</u> students	3 Chaperones
25 <u>31</u> – 32 <u>40</u> students	4 Chaperones

NOTE: The number of ~~chaperones~~students shall not exceed ~~8~~10 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 OCTE. 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.

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 employee's direct supervisor.

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School-Related Student TripsOUT OF STATE TRAVEL FOR STUDENT ORGANIZATION ACTIVITIES (CONTINUED)

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- 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 to the OCTE.
- If approved by the supervisor, the request shall be forwarded to the state director and then submitted to the Director for the OCTE 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 the appropriate form. (see KY Tech Procedures) 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 and parent shall sign a medical release/parent permission form (see KY Tech Procedures). The local adviser shall bring these forms to each student activity and submit them in accordance ~~to~~with 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

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School-Related Student Trips

STATE CONFERENCE TRIPS

A chapter shall be in “good standing” in order to participate in the state conference(s). A chapter in “good standing” is one that has paid membership dues by the deadline, has 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 (See KY Tech Procedures). The local advisor shall ~~assure~~ensure 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. Advisors will make room assignments. Student visitation should occur only in community spaces.~~

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.
- Participants 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.

School-Related Student Trips

TRIP CODE OF CONDUCT FOR PARTICIPANTS (CONTINUED)

- Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all school property at all times, including any vehicle, owned, operated, leased, or contracted for use by the state, and while attending or participating in any school-related student trip or student activity.
- 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).
- 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; 702 KAR 5:130

²KRS 161.180, 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

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School-Related Student Trips

RELATED POLICIES:

09.15; 09.122; 09.221; 09.32; 09.2241; 09.4232

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LEGAL: HB 67 AMENDS KRS 160.145 EXPANDING DEFINITIONS, LIMITING THE SCOPE OF UNAUTHORIZED ELECTRONIC COMMUNICATION AND EXCLUDING DESIGNATED TYPES OF COMMUNICATION FROM THE REQUIREMENT TO OBTAIN WRITTEN PARENTAL PERMISSION. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 13, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

A08.2324

Traceable Communications

The Board shall designate a traceable communication system ~~to be the exclusive means~~ for ~~ATC District~~ employees and qualified school volunteers to communicate electronically with students enrolled in the District ~~ATC~~. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

~~An ATC District employee or qualified school volunteer, unless authorized, shall not engage in unauthorized electronic communication as defined in KRS 160.145. A District ATC employee that violates this policy may be subject to disciplinary actions in accordance with, for certified employees, KRS 161.120 and 161.790, and for classified employees KRS 161.011. A qualified school volunteer that violates this policy may be prohibited by the District ATC from future school volunteer opportunities.~~ communicate electronically with a student:

- ~~1. Outside of the traceable communication system designated by the Board; or~~
- ~~Through an unauthorized electronic communication program or application.~~

~~This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.~~

Definitions

~~FAMILY~~

~~“Family member” means parent, brother, sister, son, daughter, aunt, uncle, or grandparent.~~

~~Parent~~

- ~~a. —“Parent” means parent, legal guardian, or other person or agency responsible for a student.~~

~~District Employee or Volunteer~~

~~“District employee or volunteer” means a school administrator, classified or certified employee, volunteer, nonfaculty coach or assistant coach, student teacher, or sponsor of an extracurricular program or activity.~~

~~Traceable Communication System~~

~~“Traceable communication system” means one (1) or more electronic school notification and communication programs or applications that:~~

- ~~d.a. Are designated by a Board of Education;~~
- ~~e.b. Trace all communications sent to or by a student; and~~
- ~~f.c. Provide parents an opportunity to access and review those communications.~~

~~UNAUTHORIZED ELECTRONIC COMMUNICATION~~

~~“Unauthorized electronic communication” means an electronic communication with a student by a District employee or volunteer who is not the student's family member that occurs outside of a~~

~~designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable communication system.~~

CURRICULUM AND INSTRUCTION
(CONTINUED)

A08.2324

Traceable Communications

CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated ~~District~~ ATC employee or qualified school volunteer who is not a family member to participate in private electronic communication~~communicate electronically~~ with his or her child outside of the traceable communication system.

WRITTEN DISCLOSURE

An ATC ~~District~~ employee or qualified school volunteer may submit a written disclosure notifying the ~~District~~ ATC of a commercial, nonprofit, or local government affiliation that could reasonably result in private electronic communication with a student outside of the traceable communication system. Upon filing the written disclosure, subsequent private electronic communication directly related to the disclosure is no longer subject to KRS 160.145.

REPORTING

An ATC ~~District~~ employee or qualified school volunteer that participated in unauthorized electronic communication subject to KRS 160.145 or reasonably believes ~~receives a report alleging~~ that another District employee or qualified school volunteer participated in unauthorized electronic communication that is subject to KRS 160.145 that has not been previously reported shall immediately notify the ATC Principal or applicable supervisor.

If the subject of the report is the ATC Principal or a District-wide employee, the reporting employee or volunteer shall immediately notify the Division Director in the Office of Career and Technical Education/Superintendent.

If the subject of the report is the Superintendent or a Kentucky Department of Education employee assigned to a school or area technology center within the District on a full-time and continuing basis, the reporting employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that an ATC ~~District~~ employee or qualified school volunteer violated KRS 160.145~~participated in unauthorized electronic communication~~, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
 - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
 - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;

3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011~~(7)~~; and

CURRICULUM AND INSTRUCTION

A08.2324

(CONTINUED)

Traceable Communications

4. If the individual that is the subject of the report is a **qualified school**~~District~~ volunteer, the school or ~~District~~ OCTE shall investigate the underlying allegations and, if substantiated, the **qualified school** volunteer ~~may~~shall be prohibited from future school ~~and District~~ volunteer opportunities.
5. Notwithstanding any statute to the contrary, notify the parent of each student that is an alleged party to the unauthorized electronic communication of each material phase of the investigation and disciplinary action including but not limited to a written summary of the results of an investigation and the final outcome of the disciplinary action.

A Principal or Superintendent who violates this reporting requirement shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

REFERENCES:

KRS 156.132
KRS 160.145
KRS 161.011; KRS 161.120; KRS 161.790

RELATED POLICIES:

03.1321; 3.13214; 03.1325; 03.162; 03.17
03.2321; 03.23214; 03.2325; 03.262; 03.2621; 03.27
03.6
08.13531; 08.2323