

Volunteers

DEFINITION

Volunteers are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or ~~District~~ state-operated area technology center (ATC) programs and who do not receive compensation for their assistance. Volunteers are encouraged to use their time and effort to support school and ~~District~~ ATC programs.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a certified school teacher or administrator in a public school shall not be considered volunteers.

Classified hourly employees shall not be permitted to volunteer for duties related to their primary job.

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at the time of employment or within the past twelve (12) months, whichever is the more recent.

SUPERVISION OF VOLUNTEERS

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

Volunteers who assist at an ATC on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as an ATC employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

RECORDS CHECK

The ATC shall conduct, at the Office of Career and Technical Education's (OCTE) expense, a state criminal records check through the Administrative Office of the Courts (AOC) on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for students at a school site or on school-sponsored trips.

The principal also may require volunteers to submit to a state and national criminal (fingerprint) history background check and to provide a clear CA/N check, defined in KRS 160.380 as "a letter from the Cabinet for Health and Family Services indicating that there are no substantiated findings of child abuse or neglect relating to a specific individual." With prior approval of the principal, the background checks will be conducted at the OCTE's expense. Otherwise the volunteer must pay for the background checks.

The required criminal records check shall be repeated every five (5) years for continuing volunteers or sooner if deemed necessary by local administration or the OCTE.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and the volunteer has undergone the required records check.

The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

The principal/designee shall have the discretionary option to require a criminal records check on any other volunteer who may come into direct or indirect contact with students and whose position is not listed herein.

PERSONNEL

03.6
(CONTINUED)

Volunteers

BASIS FOR DISQUALIFICATION

The Principal shall have the authority to disqualify any individual from participating in school and/or District programs as a volunteer.

Applicants with the following convictions shall not be authorized to volunteer:

1. Any conviction for sex-related offenses;
2. Any conviction for offenses against minors;
3. Any conviction for felony offenses except as provided in number 5 below;
4. Any conviction for deadly weapon-related offenses;
5. Any conviction for felony drug-related offenses within the past seven (7) years;
6. Any conviction for misdemeanor drug-related offenses within the past five (5) years;
7. Any conviction for violent, abusive, threatening or harassment related offenses;
8. Other convictions determined by the Principal to bear a reasonable relationship to the ability of the applicant to serve as a volunteer.

Volunteers shall immediately notify the school Principal if they are convicted of or plead guilty to one of the criminal offenses listed above.

WORK-BASED SITE SUPERVISORS

Work-based learning site supervisors are considered volunteers. Pursuant to [KRS 160.380](#) and [KRS 161.148](#), prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at the time of employment or within the past twelve (12) months, whichever is the more recent. The OCTE may pay for the background check if the employer background check is not within the last twelve (12) months.

TRANSPORTATION OF STUDENTS

State-operated area technology center vVolunteers shall not transport students.

ORIENTATION

The ~~Principal~~^{Superintendent/designee} shall develop orientation materials and procedures to be provided to all volunteers in the ~~ATC~~^{District}. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

REFERENCES:

- ¹KRS 161.148
KRS 160.380; ~~KRS 161.044~~

RELATED POLICIES:

03.5; 08.113; 08.1131

Certification and Records

Maintaining certification is the responsibility of the individual employee. It shall be the responsibility of the employee to see that the required certification is on file with the School and the Office of Career and Technical Education (OCTE) and is kept current at all times. Certificates and certification information are available to employees through their Kentucky Educator Certification System (KECS) account.

VERIFICATION OF EDUCATION AND WORK EXPERIENCE - 156

- *Instructors:* The Area Technology Center (ATC) Principal shall verify employment history, education and experience of all applicants.
- The OCTE program consultants shall determine if an applicant is qualified to interview for a position by reviewing the application. Official approval by the program consultants is given when the Verification of Experience form (available on the OCTE website) has been submitted for certification and reviewed by the consultant.

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PROCESS TO BECOME OCCUPATION-BASED CERTIFIED

1. Applicant completes online employment application for appropriate KY TECH position.
2. Kentucky Department of Education (KDE) OCTE will verify the candidate has a successful and appropriate occupational experience in the area in which certification is sought and meets the qualifications set forth in 016 KAR 002:020 and clear the Principal to interview the candidate.
3. Principal conducts interviews with desired candidate pool and notifies KDE Human Resources (HR) of the top candidate to hire.
4. Applicant completes the following:
 - Verification of Experience form for Occupation-Based Career and Technical Education Certification and Ranking
 - If the applicant has earned college credit, an official transcript must be mailed or sent electronically through the National Student Clearing House or Parchment to the OCTE Certification Specialist
 - Child Abuse and Neglect (CA/N) check (DPP-156)
 - Fingerprint (state and federal)
5. The OCTE will review the Verification of Experience form and official transcript to determine if additional assessment(s) are needed to show academic and/or technical content knowledge. If additional assessment(s) (The Kentucky Online Testing (KYOTE), National Occupational Competency Testing Institute (-NOCTI)-and/or NOCTI a general knowledge entrance exam) are needed, the OCTE Certification Specialist will communicate with candidate to schedule any additional assessment(s).

NEW TEACHER TESTING

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

ACT:

Reading – score of 20 or higher

Mathematics – score of 19 or higher

English (Writing) – score of 18 or

SAT:

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

Mathematics - score of 460 or higher

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

KYOTE:

Reading – score of 20 or higher

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

English (Writing) – score of 6 or higher

GED College Readiness:

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

Mathematics – score of 165 or higher on Mathematical Reasoning

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

NOCTI - WRITTEN

The National Occupational Competency Testing Institute (NOCTI) test is a component of the Teacher Testing process and is required for all new occupation-based teachers who do not have a content-related degree in the technical area for which they are seeking certification. Testing is scheduled through the Office of Career and Technical Education (OCTE). Applicants are responsible for payment of the testing fee.

1. The test must be given at an approved NOCTI testing center
2. The test is an online multiple-choice test and is designed for an experienced worker.
3. Test with a maximum of 2.00 questions
4. It is a timed test, with a maximum of three (3) hours allowable
5. Test scores are calculated by percentage grade; each question is worth one (1) point.
6. Test information may be found at www.nocti.org.

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

1. Candidate is responsible for ensuring that all applicable documentation is ~~forwarded~~provided to OCTE. If any documentation needs to be mailed send to, ATTN: Certification Specialist, 300 Sower Boulevard, 5th floor, Frankfort, KY 40601 if sent US Mail, or emailed to the OCTE Certification Specialist. Background checks and CA/N results are sent electronically to the OCTE ~~human resources~~HR contact ~~for the~~*Documentation Includes:

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Certification and Records

PROCESS TO BECOME OCCUPATION-BASED CERTIFIED (CONTINUED)

Documentation to be sent to OCTE includes:

- Application for Occupation-Based Career and Technical Education Certification and Ranking (Verification of Experience form)
 - Candidates seeking certification who have been self-employed must secure documentation on length and experience of self-employment in related area (e.g. Schedule C, W2, 1099) and submit with the Verification of Experience form.
 - If the ACT, SAT, or GED College Readiness is used to meet the requirements of the general knowledge exam, official score reports are sent to the OCTE Certification Specialist. Score reports must be within the allowable timeline set by the Educational Professional Standards Board.
 - KYOTE (see requirements for other valid assessment) scores, if required. The KYOTE assessment may be taken locally but must be proctored by a School employee that has taken the Administration Code Training (based on [703 KAR 005:080](#) Administration Code for Kentucky's Educational Assessment Program) KYOTE tests are scheduled by the OCTE Certification Specialist.
 - NOCTI Assessments (if required) are scheduled by the OCTE Certification Specialist and must be taken at a NOCTI approved testing center. OCTE will order the test once the fee has been paid by the applicant, and the test will be scheduled at the applicant's choice of testing locations by OCTE. See current EPSB CTE Assessment Order for Occupation-Based Certification for information on cut scores needed and industry certifications that may substitute for NOCTI.
 - Official High School Transcript, GED or Official College/University Transcript
 - Any applicable required License/Certification or diploma or official score reports for all required assessments~~NOCTI test~~ (if applicable)
7. Once the Verification of Experience form is received by the OCTE Certification Specialist, it will be reviewed by the respective program consultant for official approval. If approved, and all other required documentation/testing has been received/completed, the OCTE Certification Specialist will start the certification process in ~~the~~ KECS. An email to the ~~applicant~~^{notification} will be sent with instructions on how to create a KECS Account. Once the account has been created, all supporting documentation for certification will be uploaded to the system. Once the documentation has been uploaded and the application started, the applicant will receive an email with instructions to login to their KECS account to complete the online Character and Fitness. Once that is complete, the online application will be finalized and will go to the Education Professional Standards Board (EPSB) for final review and issuance of a One (1)-Year Provisional Occupation Based Certificate for Occupation-based teacher certification~~one~~. Before the candidate can begin working with students, KDE must have the provisional teacher certificate on file in the teacher's KECS account. Notification that the certificate has been issued will be sent to the applicant from within their KECS account. The ~~candidate-applicant~~ should login to KECS and print their certificate and provide a copy to their Principal and HR.

Certification must be maintained as part of continuing employment.

Certification and Records

PROCESS TO BECOME OCCUPATION-BASED CERTIFIED (CONTINUED)

College Commitment: Instructors, who do not have the applicable degree, must make a commitment to obtain the required degree within six (6) years of initial certification. The one (1)-year provisional certificate must be renewed each year. The New Teacher Institute (NTI) serves as the requirement for renewal basis until all requirements of NTI have been met and the teacher has completed the program. After NTI has been completed, subsequent renewals of the one (1)-year provisional certificate will require six (6) credit hours toward the completion of the required content-related degree program on an official transcript. The one (1)-year provisional certificate shall be limited to five (5), one (1)-year renewals for a total validity period of six (6) years.

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

New Teacher Institute (NTI): NTI provides intense training on classroom management, classroom assessment, instructional planning, instructional strategies, working with diverse student populations, and CTE-specific teacher dispositions. New instructors who have not been previously certified to teach secondary education in Kentucky by EPSB, participate in NTI two (2) year program. Current certified teachers that add an occupation-based area to their existing certificate, may be asked to participate in one (1) year of NTI (placed in Year 2 cohort). Upon hire, instructors are automatically registered for NTI and expected to complete the two (2)-year program, a combination of face-to-face state-wide and regional meetings, online collaboration, and classroom-based support provided by KDE program consultants, trained mentor coaches, mentor teachers and building administrators.

Successful completion of NTI is a requirement of continued employment.

TEACHER AND PRINCIPAL CERTIFICATION

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

Certified and equivalent employees in the OCTE shall meet the requirements for professional education as specified in the classification system and shall maintain the continuing education requirements and administrative regulations promulgated by the EPSB specified for each certified position as a condition of employment.

Maintaining cCertification is the responsibility of the ~~instructor~~employee and is a requirement of continued employment. If applicable, ~~instructors~~employees must maintain current licensure as specified for their particular occupational area. ~~If a teacher's certification lapses, they will be issued an Emergency Substitute certification at Rank IV until the requirements have been met to reissue their certification.~~

Certification and Records

TEACHER AND PRINCIPAL CERTIFICATION (CONTINUED)

Different components of certification are as follows:

Center Principals:

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1. **Center Principals:** Principals who possess administrative certification but have no experience in administration shall participate in required staff development activities offered through the [Office of Career and Technical Education](#) OCTE.
2. **Instructors without Kentucky secondary certification:** All instructors in the Kentucky Tech System who do not have previous certification and teaching experience with Kentucky Tech, shall be required to successfully complete the NTI program (as a condition of continued employment.)
 - a. Must make a commitment to obtain an occupation-based degree in the occupation area in which certification is sought or a degree from an approved occupation-based educator preparation degree program within six (6) years of initial provisional certification, if they do not have appropriate degree.
 - b. If applicable, must obtain and/or maintain current licensure, as part of continued employment.
3. **All Instructors:**
 - Shall maintain ~~current~~ certification. It is the responsibility of the instructor to monitor the requirements for renewal and to initiate appropriate paperwork for renewal.
 - Shall maintain ~~current~~ licensure as part of continued employment (if licensure is part of the requirement for the position.)
 - Shall complete at least twenty-four (2~~5~~4) clock hours of professional development training annually beginning July 1 of each year. Additional details regarding certification may be found at the EPSB web site:
<http://www.goteachky.com>
 - Instructors who must meet specific continuing education requirements as a part of their occupational licensure obligation shall earn those hours in accordance with the administrative regulations set by the credentialing body. These hours, when completed, shall apply to the twenty-four (2~~5~~4) clock hour obligation on an hour-for-hour basis, beginning July 1 of each year.
 - The ATC Principal shall also track certification expiration dates and renewal efforts.

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

Certification and Records

MINIMUM CERTIFICATION/QUALIFICATION REQUIREMENTS - 156 APPLICANTS

TEACHER

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

OR

Must hold a Kentucky Statement of Eligibility in the subject area to be taught if the teacher completed a college or university teacher preparation program;

OR

Must meet the requirements pursuant to 016 KAR 002:020.

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

PRINCIPAL

PRINCIPAL CERTIFICATION

ATC Principals must hold one (1) of the following:

- (1) Certificate for a Career and Technical Education School Principal or**
- (2) Certificate for Instructional Leadership-School Principal, Level-1 and Level-2 or**
- (3) Meet other eligible EPSB Principal certification options and obtain the specified minimum score on any required assessment.**

CERTIFICATION RENEWAL INSTRUCTORS

- Most current certificates reflect the additional education required to renew the certificate.
- -Provisional certification renewal requires completion of a KECS Occupation-based renewal form. Initial issuance **requires the Verification of Experience form.** ~~Renewal~~ of or application for rank change requires completion of a KECS Occupation-based renewal form. **If requesting a rank change, an official transcript showing the content-related degree was conferred is required.** Note: these forms are NOT available in KECS. Contact the OCTE Certification ~~O~~fficer for forms. ~~This~~ **Renewal** form is also required for ALL ATC teacher renewals/rank changes even if ~~they have~~ **the instructor has a** traditional certification.
- Once the instructor has completed NTI, if their degree is not complete, the instructor is required to obtain six **(6)** hours of relevant coursework each year and must submit ~~an~~ official transcript with the KECS Occupation-based renewal form.
- Principal must sign certification forms.
- Forward all documents to the OCTE certification specialist.
- Part-time substitute teachers certified through the CA-4VE process must renew certification each year by June 30, by submitting a new, updated CA-4VE through the ATC office to the OCTE Certification ~~O~~fficer prior to June 30. An official transcript is **NOT**

required for renewal if a transcript is on file in KECS. A substitute can be hired based on college hours/degree (at least 64 college credit hours with a 2.5 GPA. There is no GPA requirement if they have a degree) OR based on work experience which will allow the substitute to supervise students in a shop or lab.

CERTIFICATION RENEWAL PRINCIPALS

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

- ~~Two-Three~~ (32) years of experience in the position for which the certification was issued; or
- ~~Six-Three~~ (63) semester hours of new graduate credit related to the position for each year of experience not completed; or
- -Completion of EILA hours as specified in [KRS 156.101](#) by September 1 of the expiration year.

Application for certificate renewal shall use the KECS Occupation-Based Certification renewal form

Certification Renewal Fees:

Fees shall be paid electronically online through the Kentucky Educator Credentialing System (KECS).

Certification and Records

MINIMUM CERTIFICATION/QUALIFICATION REQUIREMENTS—156 APPLICANTS

TEACHER

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

OR

~~Must hold a Kentucky Statement of Eligibility in the subject area to be taught if the teacher completed a college or university teacher preparation program;~~

OR

~~Must meet the requirements pursuant to 016 KAR 002:020.~~

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

PRINCIPAL

PRINCIPAL CERTIFICATION

~~ATC Principals must hold one (1) of the following:~~

- ~~(1) Certificate for a Career and Technical Education School Principal or~~
- ~~(2) Certificate for Instructional Leadership School Principal, Level 1 and Level 2 or~~
- ~~(3) meet other eligible EPSB Principal certification options and obtain the specified minimum score on any required assessment.~~

CREDENTIALING AND CREDENTIAL RENEWAL

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

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

- A. No more than three (3) paid workdays per school year shall be allowed for continuing education offered during a workday.

~~1-B. _____~~ The ~~continuing education~~ professional development needs of the instructor shall be determined in consultation with the instructor's ~~immediate supervisor~~ Principal and approved by the ~~Office of Career and Technical Education~~ OCTE.

~~2-C. _____~~ A written request for approval must be submitted to the ~~Office of Career and Technical Education~~ OCTE through the ~~Area Technology Center~~ ATC and ~~Supervisor~~ Principal prior to the beginning of the ~~continuing education program~~ professional development.

~~3-D. _____~~ Written documentation describing ~~the offering~~ professional development must be submitted with the request.

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CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES

Automotive Technology:

- **Requirements for employment and/or continued employment** - Personal Certification is required in a Minimum of 4 (Four) Areas (ASE).

Certification and Records

CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES (CONTINUED)

- **Current Policy for Payment of Fees** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the [Kentucky Department of EducationKDE](#).

Aviation:

- **Requirements for employment and/or continued employment** - Active Federal Aviation Administration (FAA) certified pilot's license OR FAA ground instructor certification.
- **Current Policy for Payment of Fees** – Aviation license fees are required by the state to practice the occupation in the field and must be paid by the individual.

Diesel Technology:

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

Collision Repair:

- **Requirements for employment and/or continued employment** - Minimum Personal Certification is required in the area being taught- Painting and Refinishing (B2) and/or Non-Structural Analysis & Damage Repair (B3).
- **Current Policy for Payment of Fees** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the [Kentucky Department of EducationKDE](#).

Electrical License:

- **Requirements for employment and/or continued employment** - Minimum of a Kentucky Journeyman Electrician license or four (4) years as an Electrician in an Industrial setting with experience in single and 3-phase voltage.
- **Current Policy for Payment of Fees** - Electrical occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

Health Sciences:

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

HVAC License:

- **Requirements for employment and/or continued employment** – Minimum of a Kentucky Journeyman HVAC license.

- **Current Policy for Payment of Fees** – HVAC occupational license fees are required by the state to practice the occupation in the field and must be paid by the individual.

Computer Science:

- **Requirements for employment and/or continued employment** - Cisco Academy Instructors are required to complete a training from Cisco to teach the curriculum.

Certification and Records

CERTIFICATION REQUIRED TO TEACH AND PAYMENT OF FEES (CONTINUED)

- **Current Policy for Payment of Fees**- The Cisco Academy training is not required by the state to teach Computer Science pathways but the training is required to teach the Cisco Academy program, therefore, they may be paid by the ~~Kentucky Department of Education~~ KDE.

Plumbing License:

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

Welding:

- **Requirements for employment and/or continued employment** ~~- Must have AWS or be able to obtain within specified time frame.~~ **Must possess a valid professional credential (CWI/CWE), a Technical Performance Qualification (CW/3G), or an equivalent national certification at the time of hire.**
- **If a candidate does not hold one of these approved certifications, they must obtain a qualifying credential within the mandatory state-defined grace period.**
- **Current Policy for Payment of Fees** - These certifications are not required by the state to practice the occupation in the field but are required to teach the program, therefore, they may be paid by the ~~Kentucky Department of Education~~ KDE.

CREDENTIAL - RENEWAL REQUIREMENTS

- **Health Sciences - Credential – Renewal Requirements**

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

- **Automotive Technology - Credential – Renewal Requirements**

Mandatory ASE (Automotive Service Excellence) Certification in:

1. ~~A4 – Suspension & Steering Engine Performance~~
2. ~~A5 – Brakes~~
3. ~~A6 – Electrical/Electronic Systems Steering and Suspension~~
4. ~~G1 – Maintenance & Light Repair Electricity/Electronics~~

Master Certification (A1-A8) Required for AST programs and Strongly Recommended for MLR programs

- **Aviation Programs**

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Active Federal Aviation Administration (FAA) certified pilot's license OR FAA ground instructor certification.

Collision Repair/Auto Body Technology - Credential – Renewal Requirements

Mandatory ASE (Automotive Service Excellence) Collision Repair Certification in the area(s) being taught (B2 and/or B3)

B2 -- Painting and Refinishing

B3 – Non-Structural Analysis & Damage Repair

Master Certification Strongly Recommended

— Diesel Technology - Credential – Renewal Requirements

Mandatory ASE Medium/Heavy Truck Certification in following areas:

1. T4 – Brakes ~~Diesel Engines~~
2. T6 – Electrical/Electronic Systems ~~Suspension and Steering~~
3. T8 – Preventative Maintenance Inspection ~~Brakes~~
4. Choice of T2, T3, T5, or T7 ~~Electrical/Electronics~~

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Certification and Records

CREDENTIAL - RENEWAL REQUIREMENTS (CONTINUED)

~~5. Preventive Maintenance Inspection~~

Master Certification Strongly Recommended

• Welding Technology - Credential – Renewal Requirements

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

~~1. Certified Welder~~

~~2. CWI (Certified Welding Inspector)~~

~~3. CWE (Certified Welding Educator)~~

~~• Employees hired January through June have through the end of that calendar year to acquire the applicable certification~~

~~• Employees hired July through December will have through the end of the next school year (June) to acquire the applicable certification. Instructors must hold one or more of the following:~~

~~Professional Credentials (CWI or CWE): Instructors holding AWS Certified Welding Inspector or Educator designations must still demonstrate current manual proficiency through a performance-based test, such as a 3G weld.~~

~~Technical Performance Qualifications:~~

~~○ AWS Certified Welder (CW): Must be maintained via timely continuity submissions.~~

~~○ 3G SMAW Structural Certification: A vertical groove weld certification meeting or exceeding AWS D1.1 (Structural Steel), AWS D1.5 (Bridge Welding), or KYTC/KY DOT requirements.~~

~~Recognized Issuing Bodies: Certifications are accepted from the AWS, KY DOT, ASME, or API.~~

~~Third-Party WPQR: Credentials from other national testing facilities are accepted if accompanied by a valid Welding Procedure Qualification Record (WPQR) witnessed by a third-party inspector and a current six-month continuity log.~~

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~~NOCTI PERFORMANCE~~

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

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

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

~~3. There is a fee to cover the cost of test administration. Persons wishing to test should contact the OCTE to inquire about current testing fees.~~

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- ~~4. Test information may be found at www.noeti.org.~~
- ~~5. If taking for college credit, college advisor should be consulted.~~
- ~~6. Test registration and payment will be in advance. Refunds will only be given with written notice.~~
- ~~7. Contact NOCTI Test Coordinator, Office of Career and Technical Education, Frankfort.~~

~~NOCTI-WRITTEN~~

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

- ~~1. The test must be given at an approved NOCTI testing center~~
- ~~2. The test is an online multiple-choice test and is designed for an experienced worker.~~
- ~~3. Test with a maximum of 200 questions.~~

Certification and Records

~~NOCTI—WRITTEN (CONTINUED)~~

- ~~4. It is a timed test, with a maximum of three (3) hours allowable~~
- ~~5. Test scores are calculated by percentage grade; each question is worth one (1) point.~~
- ~~6. Test information may be found at www.nocti.org.~~

~~NEW TEACHER TESTING~~

~~Entrance exams are required for persons seeking occupation-based teacher certification if they do not have any college credit posted on an official post-secondary transcript.~~

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

~~ACT:~~

~~Reading—score of 20 or higher~~

~~Mathematics—score of 19 or higher~~

~~English (Writing)—score of 18 or~~

~~SAT:~~

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

~~Mathematics—score of 460 or higher~~

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

~~KYOTE:~~

~~Reading—score of 20 or higher~~

~~Mathematics—score of 22 or higher on College Readiness Mathematics or score of 14 or higher on College Algebra~~

~~English (Writing)—score of 6 or higher~~

~~GED College Readiness:~~

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

~~Mathematics—score of 165 or higher on Mathematical Reasoning~~

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

Certification and Records

NEW TEACHER TESTING (CONTINUED)

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

REFERENCES:

~~[KRS 158.802](#)~~ [156.802](#)

~~[016 KAR 003:080](#)~~

~~[016 KAR 006:020](#)~~

~~[16 KAR 4:060](#)~~

~~[16 KAR 2:020](#)~~

~~[16 KAR 8.040](#)~~

~~[016 KAR 009:080](#)~~

~~[705 KAR 004:231](#)~~

~~[780 KAR 003:140](#)~~

RELATED POLICIES:

03.1; 03.11; 03.114; 03.19

Adopted/Amended: 8/7/2025

Order #: VIII.B

PERSONNEL

03.12

Compensation and Benefits

The Kentucky ~~Department-Board~~ of Education shall establish salary schedules and employee benefits for all personnel.

COBRA

At the time of initial employment an employee shall be given the first COBRA notification. Second notification and continuation of benefits shall be contingent upon the employee's notifying the district of a qualifying event.¹

REFERENCES:

¹Consolidated Omnibus Budget Reconciliation Act

[KRS 156.812](#)

~~[KRS 156.808](#)~~

~~[KRS 164.020](#)~~

~~[KRS 199.555\(1\)](#)~~

~~[101 KAR 002:120](#)~~

RELATED POLICY:

03.121

Adopted/Amended: 4/9/2024

Order #: VI.B

Continuing Status

Probationary Period: New 156 hires do not acquire continuing status until the beginning of the fifth (5th) year as indicated below:

First Twelve (12) Months: *Initial Probation*

Following Thirty-Six (36) Months: *Limited Status (Renewable on an annual basis)*

Beginning the Fifth (5th) Year: *Go to Continuing Status (does not begin until the actual first day of the fifth (5th) year)*

A certified employee who has earned continuing status in the state certified personnel system under [KRS 156.800](#) to [KRS 156.860](#) shall be granted a continuing service contract as defined in [KRS 161.720](#) upon transfer to a local board of education. A principal who has earned continuing status prior to transfer shall be granted a continuing service contract, but the provisions relating to demotion of the principal under [KRS 161.765](#) shall apply.

Each teacher shall be provided access to a copy of his or her employment contract upon request.¹

REFERENCES:

¹[KRS 158.060](#)
[KRS 156.800](#) to [KRS 156.860](#)
[KRS 161.720](#)
[KRS 161.765](#)

RELATED POLICIES:

03.1
03.112

Adopted/Amended: 8/7/2025
Order #: VIII.B

Health and Safety

SAFETY

It is the intent of the Office of Career and Technical Education ([OCTE](#)) to provide a safe and healthy working environment for all employees, students, and clients.

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

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

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

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

FIRST AID

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

- Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.
- In no case shall ointments, salves, or oral medicine be rendered except on advice of a physician.
- In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
- ~~First aid kits should be equipped with gauze, bandages, large and small Band-Aids, bottle of peroxide, disinfectant wipes, rubber gloves, safety glasses, CPR breathing barrier, and other sterile materials required to stop bleeding and cover wounded areas and placed in each lab area.~~ First aid kits should be clearly visible and stocked with gauze, bandages, assorted Band-Aids, peroxide, disinfectant wipes, nitrile gloves, safety glasses, a CPR breathing barrier, and other sterile supplies needed to control bleeding and protect wounds, with one placed in every lab area.
- Fire blankets shall be placed in those areas where the potential for fire and explosion exist.

BLOODBORNE PATHOGENS CONTROL PROGRAM

1. The purpose of the Bloodborne Pathogens Exposure Control Program is to eliminate or minimize employee exposure to blood or other potentially infectious materials as detailed in the [Occupational Safety and Health Administration \(OSHA\)](#) Bloodborne Pathogens Standard ([Bloodborne Pathogens - Standards | Occupational Safety and Health Administration \(osha.gov\)](#)).
2. Blood means human blood, human blood components, and products made from human blood.
3. Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Health and Safety**BLOODBORNE PATHOGENS CONTROL PROGRAM (CONTINUED)**

4. "Other potentially infectious materials" means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals.

RESPONSIBILITY FOR COMPLIANCE

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

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

EXPOSURE DETERMINATION

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

PROGRAM ELEMENTS**Bloodborne Pathogen Control Plan**

1. Date of Plan
- ~~2. Copy of most recent plan on file in KDE Human Resources~~
- ~~3.2~~ Control Plan is reviewed annually with documentation

Health and Safety**PROGRAM ELEMENTS (CONTINUED)****Vaccination Records**

~~4.1~~ Copies of vaccination records on file in ATC (employee)

~~5. Copies of vaccination records on file in KDE Human Resources~~

Declination Records

1. Copies of declination records on file in ATC

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

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

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

Training Records (Records must be maintained for 3 Years)

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

PROCEDURES FOR REPORTING AND MANAGING AN EXPOSURE INCIDENT-EMPLOYEE

Timeline	All ATC employees who are involved in any situation with the presence of blood or Other Potential Infectious Materials, regardless of whether a specific exposure incident occurs, must be offered the full H epatitis B vaccination series as soon as possible, but no later than 24 hours after the incident.
Timeline	If an exposure incident occurs, all other post follow-up procedures according to the standard must be initiated immediately. Employer must ensure that the medical provider is familiar with and follows the recommendations for post exposure follow-up.
ATC Principal	Complete and submit Workers' Compensation First Report of Injury <u>or Illness (IA-1)</u> . Link under Workers' Compensation contains a list of providers from which an employee will select a physician.

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

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

STAFF TRAINING

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

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

Health and Safety

FIRE EXTINGUISHER TRAINING

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

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

FORKLIFT TRAINING

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

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

HAZARD COMMUNICATIONS PROGRAM

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

Program Requirements:

1. A written hazard communications plan shall be in place for the safety of all employees, students, and visitors.
2. Safety Data Sheets (SDS) must be made available by chemical manufacturers and distributed to the employer. The employer shall make them available to employees. In ~~area~~technology centersATCs, the teacher shall be responsible for providing instructions on how to read Safety Data Sheets and the proper use, handling, and health hazards of chemicals used in the program.

3. Containers shall be labeled so employees and students can handle chemicals safely. Protective equipment shall be worn when chemicals may cause a health hazard or physical hazard. Chemicals that are not in the original container shall be properly labeled.
4. A complete inventory of all chemicals shall be prepared and available. (This inventory must be kept current.)

Health and Safety**HAZARD COMMUNICATIONS PROGRAM (CONTINUED)**

5. ~~All employees shall be trained annually to recognize and safely handle all chemicals at work. Training shall be provided regarding how to read and interpret an SDS and label. Students in area technology centers ATCs shall receive the same annual training as employees. Documentation of the training shall be kept on file in the school.~~ All employees shall receive annual training on recognizing and safely handling all chemicals used in the workplace. This training must include instruction on how to read and interpret Safety Data Sheets (SDS) and chemical labels. Students in (ATCs) are required to complete the same annual training as employees. Documentation of all completed training shall be maintained on file at the school.

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

Used Motor Oil Recovery and Disposal:

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

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

a. Used Oil Filters

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

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

b. Antifreeze

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

c. Mercury Containing Light Bulbs

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

- Spent fluorescent lamps shall be on the list of registered hazardous waste ~~streams.~~

- Spent lamps shall be stored in protective boxes to guard against breakage.
- Boxes containing spent lamps shall be labeled “**UNIVERSAL WASTE-LAMPS.**”
- The date when the first spent lamp was stored shall be the date on the box.

Health and Safety**HAZARDOUS COMMUNICATIONS PROGRAM (CONTINUED)**

- Spent lamps may be stored for up to one (1) year before being picked up by certified hazardous waste hauler. Pickup documentation shall be kept on file.
- The Principal or designee shall ~~check for~~ check for possible no cost or cost sharing opportunities for hazardous waste disposal with the following entities: adjacent local school districts, city and/or county government personnel in charge of waste disposal, and the company currently used by the District for other hazardous waste disposal.

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

d. Refrigerant Recovery

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

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

LOCKOUT/TAGOUT

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

Lockout:

- Lockout means bringing machinery to zero energy by locking out the power.
- Each teacher shall have an assigned lock, key, and lockout device. No two (2) keys shall fit the same lock.
- Notify all affected persons using the machinery that work will be performed on the machinery.
- Electrical power shall be turned off, and an assigned lockout device attached by the authorized employee.
- Appropriate warning signs shall be placed at the controls indicating that work is being performed on the machinery.

Health and Safety**LOCKOUT/TAGOUT (CONTINUED)**

- Protective equipment shall be worn including goggles or safety glasses, steel-toed shoes, etc.
- A check shall be made to make sure that the power is off and all moving parts of the machinery have come to a complete stop.
- A check shall be made to verify that all residual energy in the machine has been either controlled or eliminated.
- When work is completed, the work area shall be cleaned up and guards shall be replaced on machinery.
- When inspection is complete, the lockout device shall be ~~removed~~removed, and other employees and students shall be clear of the equipment before energizing the unit.
- Machinery shall be tested for proper operation when inspection is complete.
- A tagout device shall accompany any lockout device except in cases where its application is not feasible.
-

Tagout:

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

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

1. Assignment of an employee responsible for performing an assessment of the workplace for hazards;
2. Selection of appropriate PPE to safeguard employees from hazards that cannot be eliminated;

Health and Safety**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

3. A training program to be conducted to educate employees about the need for PPE and when and how it must be properly worn;
4. Training of employees on the use and care of PPE, how to recognize deterioration and failure of PPE and the need for replacement of PPE; and
5. Requiring employees to wear designated PPE as deemed necessary by the hazard assessment.

ASBESTOS PLAN

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

Any custodial or maintenance personnel who may work in a building with asbestos-containing building materials (ACBM) shall have a minimum of two (2) hours of asbestos awareness training. All new custodial and maintenance employees shall be provided asbestos training within sixty (60) days of hiring. Custodians and maintenance personnel that have duties potentially involving a disturbance of ACBM shall receive an additional fourteen (14) hours of asbestos training.

EMERGENCY EYEWASH STATION STANDARDS

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

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

The following are required guidelines for eyewash stations:

1. The eyewash station shall have the capability to deliver fifteen (15) minutes of freely flowing water at a comfortable temperature range (15-35 degrees Celsius, or 60-95 degrees Fahrenheit), a maximum inlet pressure of 30 psig, and a minimum flow of 1.5 liters per minute. The flow shall be uninterrupted and the water filtered.
2. The emergency eyewash station shall be accessible in locations that require no more than ten (10) seconds to reach and shall be within a travel distance no greater than ~~fifty twenty-five (5525)~~ feet from any potential hazard, or in the nearest safe space outside of the release area if the release could pose a further danger.
3. The valve shall be designed in such a manner that the water flow remains on without the use of the operator's hands.

Health and Safety**EMERGENCY EYEWASH STATION STANDARDS (CONTINUED)**

4. The eyewash station shall be activated weekly to flush the line and verify proper operation.
5. The weekly eyewash record shall be maintained for the previous twelve (12) consecutive months to verify compliance with testing procedures.
6. Each emergency eyewash station shall be identified with a highly visible sign that the reader can easily comprehend.
7. Instructions on proper usage shall be affixed to the eyewash station.

COMPRESSED AIR REGULATIONS

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

FALL PROTECTION

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

- 1926.500 Scaffolds
- 1926.500 Fall Protection

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10756

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

- 1910.28 Guarding Floor and Wall Openings and Holes
- 1910.27 – Scaffolds
- 1910.23 – Fixed Ladders

KDE Accident Report

- Every work-related or workplace injury (students, employees, vendors, visitors, and customers) occurring in a KDE facility, regardless of its severity, must be investigated and reported on the Department of Education Accident Report.
- The original Accident Report is maintained on file in the ATC with a copy sent to the KDE Safety Coordinator and Division Director.

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

For Workers' Compensation benefits, there is only one requirement of the employee—to "notify his/her supervisor as soon as practicable after happening thereof" (KRS 342:038). When a

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supervisor has knowledge of a work-related injury or illness or alleged injury or illness to one of his/her employees, it is the supervisor's responsibility to obtain all pertinent information and complete the IA-1. The supervisor responsible will enter the IA-1 online for submission directly to the Workers' Compensation Branch at the following link: <https://personnel.ky.gov/Pages/Workers'-Compensation-Insurance.aspx>

A hard copy of the IA-1 shall be kept on file (not in a personnel file) at the worksite, with the information recorded on the OSHA Form 301 and 300 Log.

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE

~~The Office of Career and Technical Education (OCTE)~~OCTE shall, within eight (8) hours from when reported to the employer, employer's agent, or another employee, make an oral report to the Kentucky Labor Cabinet of the death of an employee as a result of a work-related incident, including death resulting from a heart attack. [Kentucky OSHA Division of Compliance \(502\) 564-3070. Additionally, report to KDE Safety Administrator 502-320-2686.](#)

Health and Safety

REPORTING FATALITIES, AMPUTATIONS, HOSPITALIZATIONS, OR LOSS OF EYE (CONTINUED)

~~The~~ OCTE shall, within ~~seventy-two (72)~~ hours from when reported to the employer, employer's agent, or another employee, make an oral report to the Kentucky Labor Cabinet of an amputation suffered by an employee, an employee's loss of an eye, or the hospitalization of an employee, including hospitalization resulting from a heart attack.² Kentucky OSHA Division of Compliance (502) 564-3070. Additionally, report to KDE Safety Administrator 502-320-2686.

OSHA 300 REPORTING REQUIREMENTS

The following OSHA reporting forms will be used:

OSHA Form 300 – Log of Work-Related Injuries

OSHA Form 300A – Summary of Work-Related Injuries and Illnesses

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

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

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

All injuries shall be entered on the log within six (6) days after receiving knowledge that a case has occurred. If in doubt whether a case is recordable or not, it is recommended that all cases are logged, regardless of recordability. The log serves as a reference/tracking document and, in addition, an injury may not be recordable at first but may be determined recordable at a later date. It is important that all information on the logs and the ~~IA-1~~ reports are legible.

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

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

~~The ATC Principals/designee shall take the following steps when reporting:~~

- ~~• The supervisor shall immediately call in all state employee work-related injuries, illness and fatalities to the Personnel Cabinet/Office of Worker's Compensation.~~
- ~~• The electronic copy of the First Report of Injury Form IA-1 generated by Worker's Compensation will be forwarded to the Department of Labor, the supervisor, and the Division of Resource Management.~~
- ~~• The supervisor shall obtain the signature of the injured employee (back side of IA-1 First Report of Injury or Illness Report) that relates to fraudulent claims and mail to Worker's Compensation at the following address:~~

~~Worker's Compensation Branch, Cabinet for Personnel, Suite 4, 1047 U.S. Highway 127 South, Frankfort, KY 40601.~~

- ~~• The hard copy of the IA-1 shall be kept on file (not in a personnel file) at the worksite, with the information recorded on the OSHA Form 301 and 300 Log.~~

PERSONNEL

03.14
(CONTINUED)

Health and Safety

OSHA 300-A SUMMARY OF WORK-RELATED INJURIES AND ILLNESS

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

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

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

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

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

SUBMISSION OF OSHA 300-A SUMMARY

Each ATC Principal shall forward to the KDE Safety Coordinator in the Division of Resource Management a copy of the completed and signed OSHA 300-A Summary by January 10~~5~~.

KDE Accident Report

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

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

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

~~For Workers' Compensation benefits, there is only one requirement of the employee to "notify his/her supervisor as soon as practicable after happening thereof" (KRS 342.038). When a supervisor has knowledge of a work-related injury or illness or alleged injury or illness to one of his/her employees, it is the supervisor's responsibility to obtain all pertinent information and complete the Workers' Compensation First Report of Injury or Illness (IA-1). The supervisor responsible will enter the IA-1 online for submission directly to the Workers' Compensation Branch at the following link: <https://personnel.ky.gov/Pages/Workers'CompensationInsurance.aspx> or the supervisor may call 502-564-6846, 502-564-6847, or 1-888-860-0302.~~

PERSONNEL

03.14
(CONTINUED)

Health and Safety

REFERENCES:

¹[401 KAR 058:010](#): 40 C.F.R. Part 763

²[803 KAR 002:181](#)

Kentucky Department for Public Health

Centers for Disease Control and Prevention

Kentucky Labor Cabinet; [803 KAR 002:308](#); [803 KAR 002:404](#)

OSHA 29 C.F.R. 1910

132 PPE Hazard Assessment

134/ Protective Breathing Devices

147 Lockout/Tagout

151/ Eyewash Stations

157 Portable Fire Extinguishers

178 Forklift Training

242/Compressed Air

1001 Asbestos-ACBM

1200 Hazard Communication

1030 Bloodborne Pathogens

Supervisor's Guide to Biohazards in the Workplace

RELATED POLICIES:

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

Adopted/Amended: 4/9/2024

Order #: VI.B

Holidays and Annual Leave

HOLIDAYS

All employees shall be paid for the holidays designated for state employees.

Kentucky state government observes ~~12~~12.5 holidays per year (~~12~~13.5 days in presidential election years.). Any employee required to work on a state holiday to serve students shall have their calendar adjusted to reflect a modification to their working days.

Area Technology Centers (ATCs): When school is in session during a state designated holiday, teachers can be compensated.

HOLIDAY	DAY	# OF DAYS
New Years	January 1*	2
Martin Luther King Birthday	Third Monday in January	1
Good Friday	Friday before Easter	.5 (3.75 hours)
Memorial Day	Last Monday in May	1
Juneteenth	June 19 th	1
Independence Day	July 4	1
Labor Day	First Monday in September	1
Presidential Election Day	First Tuesday in November of presidential election years	1
Veterans Day	November 11	1
Thanksgiving	Fourth Thursday in November*	2
Christmas	December 25*	2

*An extra day is given for Thanksgiving, Christmas, and New Year's.

- A list of dates designated for specific holidays is provided annually.
- When a holiday listed above falls on Saturday, it is observed on Friday. Holidays occurring on Sunday are observed on Monday.

Holiday Pay for 156 Part-Time Employees

All part-time 156 employees in P-1 "active" **budgeted positions** with a maximum of 99 hours per month, including cost recovery positions, shall be paid half-time for holidays. For purposes of this policy, "active" shall mean an employee who is in a P-1 position would receive pay for all or part of the pay period in which the holiday occurs.

NOTE:

- If the employee's name is not listed on a KY Tech/OCTE Budget Sheet, **holiday pay shall not be granted.**
- 99 hour substitute teachers, called in on an emergency basis, are not considered to be in a "budgeted position."

Holidays and Annual Leave**HOLIDAYS (CONTINUED)**

18A: [KRS 18A.190](#) provides that, State employees shall be given a holiday on the following days:

- (a) The first day of January plus one (1) extra day;
- (b) The third Monday in January;
- (c) Good Friday, one-half (1/2) day;
- (d) The last Monday in May;
- (e) The fourth day of July;
- (f) The first Monday in September;
- (g) The eleventh day of November;
- (h) Presidential election day as required under [KRS 2.190](#);
- (i) The fourth Thursday in November plus one (1) extra day; and
- (j) The twenty-fifth day of December plus one (1) extra day.

This applies to all active employees. No criteria with respect to work schedules are applicable in determining eligibility for holiday pay for full-time, part-time and interim employees.

ANNUAL LEAVE – ELIGIBLE TO EARN

- 18A employees should reference [101 KAR 002:102](#) or the current employee handbook.
- 156 employees should reference [780 KAR 003:072](#).

ATTENDANCE ACCOUNTING PROCEDURES

Employees who plan to be on annual leave or compensatory leave will have leave granted only upon PRIOR approval and mutual agreement between the employee and the employee's supervisor. The ATC Principal will provide supervision and assistance for the area center staff. The next level supervisor will provide assistance and supervision for the ATC Principal.

18A and 156 annual leave is converted after the December leave is calculated and should be received on February's check.

Annual leave in excess of the maximum allowed to carry forward from one (1) calendar year to another shall be converted to sick leave. Conversion will take place in January for 156 and 18A employees.

Annual Leave Usage

- Leave requests should be made timely.
- Accumulated leave may be granted (as agreed to by the supervisor and employee) up to at least the amount of time earned that year, if operating requirements of the agency permit.
- An employee with at least 100 hours of compensatory time may be requested to use compensatory time before annual, unless their annual leave exceeds the amount of hours that can be carried forward.
- Annual leave shall be used in increments of hours or one-quarter (1/4) hours.

Holidays and Annual Leave**Annual Leave and Separation**

1. Upon proper resignation and/or retirement an employee shall be paid a lump sum for accumulated annual leave, with exception as noted in # 6 (this section), up to the amount of maximum accumulation rate for their months of service. Leave remaining after the payment of the maximum provided will be removed from the balance and transferred to the sick leave balance.
2. An employee who is laid off shall be paid in a lump sum for all accumulated annual leave.
3. An employee changing positions with no break in service shall retain accumulated annual leave in the receiving agency.
4. An employee who has been dismissed for cause related to misconduct or who has failed, without proper excuse, to give proper notice of resignation or retirement shall forfeit accumulated annual leave and will not be paid this benefit.
5. An employee may request in writing that accumulated annual leave not be paid upon resignation, and that all or part of the amount that does not exceed the maximum be waived, if he resigns or is laid off because of an approved plan of privatization of services he performed, and the successor employer has agreed to credit employee with an equal amount of annual leave.
6. Failure of a 156 employee to give thirty (30) calendar days notice with his resignation may result in forfeiture of accrued annual leave.
7. Upon the death of an employee, the estate will be paid for accrued annual leave.

ANNUAL LEAVE - ELIGIBILITY FOR STATE PAID HEALTH AND LIFE INSURANCE BENEFITS

To be eligible for state paid health and life insurance benefits:

- Twelve (12) month employees must have worked or been on paid leave or family and medical leave, other than educational leave, during any part of the previous month.
- Ten and one-half (10½) month employees must have worked or been on paid leave or family medical leave, other than educational leave, during any part of the previous month, except between June 16 and July 31, when coverage is granted without regard to work and/or pay restrictions). The July 4th holiday affects payment of the state paid portion.
- If an employee is unable to work and uses paid leave to qualify (as outlined above), paid leave days shall be used consecutively.

REFERENCES:

[KRS 2.110](#)
[KRS 2.190](#)
[KRS 18A.190](#); [KRS 18A.195](#); [KRS 18A.203](#)
[KRS 156.812](#)
[101 KAR 002:102](#); [101 KAR 002:106](#)
[780 KAR 003:072](#); [780 KAR 006:062](#); [780 KAR 003:080](#)

PERSONNEL

03.122
(CONTINUED)

Holidays and Annual Leave

RELATED POLICIES:

03.1232, 03.1332

Adopted/Amended: 8/7/2025
Order #: VIII.B

Harassment/Discrimination

APPLICABILITY

This policy applies to all employees, students, clients and contract personnel doing business with the Office of Career and Technical Education (OCTE).

The OCTE is committed to maintaining an educational and work environment that is free from harassment and violence on the basis of sex (including sexual orientation or gender identity), genetic information, race, color, national origin, disability, age 40 or over, religion, marital status, limitations related to pregnancy, childbirth, or related medical conditions, or any other basis prohibited by federal, state, or local law, ordinance, or regulation involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

Accordingly, the OCTE strictly prohibits any form of harassment, discrimination, or violence on the basis of any of the protected areas mentioned above. Complaints of such conduct shall be investigated in a prompt, effective and uniform manner. Appropriate action shall be taken to correct and prevent reoccurrence of the harassment/discrimination behavior.

DEFINITION

~~Discriminatory harassment is any conduct that, by reference to any of the aforementioned protected areas, intentionally or recklessly abuses, ridicules or disparages a person or persons so as to adversely affect their work performance, academic performance, or service received from the OCTE.~~ Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex (including sexual orientation or gender identity), gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions. It is intimidation that is sufficiently severe, pervasive, or objectively offensive so as to adversely affect an employee's ability to do their job or create a hostile or abusive work environment. It may involve threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, including racial slurs or hate speech, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 03.1325, or where it does not violate provisions of policy 09.422, relating to Bullying/Hazing.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who

may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)
OCTE shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

PROHIBITED CONDUCT

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

1. Derogatory nicknames, slurs, intimidation, name calling, ridicule or mockery, insults, put downs, stereotyping, demeaning stories, jokes, or pictures relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Treating someone differently, or less favorably based upon a protected class;
3. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
4. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected classes;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected classes.

~~State law specifically prohibits unwelcome sexual advances, requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; or other verbal or physical conduct of a sexual nature that has the purpose of or creates a hostile or offensive environment.~~

~~Examples of prohibited sexual harassment behavior include, but are not limited to:-~~

- ~~1. Negative or offensive comments, jokes, or suggestions about an individual's gender or sexuality;~~
- ~~2. Sexual innuendo, including embarrassing comments or terminology addressed to a specific employee;~~
- ~~3. Vulgar or indecent gesture, language or joke;~~
- ~~4. Bringing or displaying a sexually suggestive object, book, magazine, photograph, cartoon, calendar or picture in the workplace;~~
- ~~5. Use of the computer to transmit, solicit, display or download obscene messages or material;~~

Harassment/Discrimination**PROHIBITED CONDUCT (CONTINUED)**

- ~~6. Threatening, demeaning or offensive conduct directed toward an individual because of his/her gender;~~
- ~~7. Unwelcome sexual advances, request for sexual favors, or sexually motivated physical conduct/contact;~~
- ~~8. Slang names or labels such as "honey", "sweetie", "boy", "girl" that others find offensive;~~
- ~~9. Commenting about or calling attention to an individual's body, attire or sexual characteristics in a negative or embarrassing way; or~~
- ~~10. Ridiculing, ignoring or not taking seriously an individual who experiences sexual harassment.~~

~~Examples of prohibited racial harassment behavior include, but are not limited to:~~

- ~~2. A physical act of aggression or assault upon another individual because of race, color, or national origin;~~
- ~~3. Unwelcome verbal harassment or abuse; or~~
- ~~4. Unwelcome behavior or words directed at an individual because of race, color, or national origin.~~

~~Examples of prohibited religious harassment behavior include, but are not limited to:~~

- ~~1. Physical conduct related to an individual's religion;~~
- ~~2. Verbal conduct related to an individual's religion; or~~
- ~~3. A physical act of aggression or assault upon another because of religion.~~

REPORTING RESPONSIBILITY

Employees subjected to harassment or other prohibited behavior shall report the harassment to their supervisor.

Individuals other than employees who need to register a complaint about harassment, are encouraged to seek the aid of an EEO Counselor at the ATC, or the OCTE Ombudsman.

CONFIDENTIALITY

The privacy of the complainant and the accused harasser shall be protected to the fullest extent permitted by the circumstances. An individual interviewed in the course of resolving the complaint shall be cautioned to treat the information as confidential. Breach of this confidentiality directive shall be grounds for disciplinary action.

RETALIATION

Retaliation by or against any party involved in a complaint shall be strictly prohibited. Retaliation shall be grounds for disciplinary action in and of itself.

Harassment/Discrimination**FALSE ACCUSATION**

If a complaint is filed falsely and maliciously, or if it is learned that false information is provided to anyone in the course of an investigation, disciplinary action shall be taken.

QUESTIONS OR CONCERNS

Questions or concerns regarding this policy should be addressed to an employee's supervisor or the individual authorized to handle discrimination matters.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

REFERENCES:

[KRS 18A.140](#)

[KRS 156.020](#)

[780 KAR 003:120](#)

[780 KAR 3:072](#)

~~780~~

~~KAR~~

~~3:072~~

~~KAR~~

~~003:072~~

[42 USC 2000e.](#)

42 USC 2000e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII

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

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

Genetic Information Nondiscrimination Act of 2008

Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25

Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

H.R. 1065 (EH) - Pregnant Workers Fairness Act

RELATED POLICIES:

03.11; 03.113; 03.1325; 03.16; 09.422; 09.42811

Adopted/Amended: 4/9/2024

Order #: VI.B

Budget Process**BUDGET DEVELOPMENT**

The Kentucky Department of Education Kentucky TECH Administrative Branch is responsible for developing the budget for the Office of Career and Technical Education and area technology centers on an annual basis. Information is solicited from the various departments as well as the area technology centers. This information includes, but is not limited to:

- Salaries – current, projected changes, annual increment, retirement rates
- Classroom supply needs
- Utility expenses
- Anticipated retirements/resignations
- Equipment expenses – purchases and maintenance
- Travel expenses
- Professional development

FUNDING

Funding for salaries, training and instructional aids is allocated by the Kentucky Legislature each year for state operated schools. Also, Federal funds are available through the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act of 2018:

<https://www.govinfo.gov/content/pkg/COMPS-3096/pdf/COMPS-3096.pdf>

REFERENCE:

Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act of 2018

Adopted/Amended: 6/4/2014

Order #: XXIII.B.2

Facility Requirements

BUILDING ACCESSIBILITY

Building accessibility is a requirement under numerous federal laws.¹ ~~Refer to the Equal Employment Opportunity (EEO) Counselor's manual contains a section on website for accessibility that addresses~~ reasonable accommodations, building accessibility, and ~~signage in more detail. Refer to that manual for information on~~ signage requirements inside the building, in parking lots, and on entrances to buildings, restrooms, telephones and elevators.

A completed copy of the Accessibility Checklist used for surveying buildings and planning the removal of barriers must be kept on file in the ~~Area Technology Center (ATC)~~. This document is intended as a guide to increase awareness of architectural barriers to accessibility encountered by people with disabilities. The checklist is based upon Kentucky Standards for Accessibility that reflects the American National Standards (ANSI A117.1).

http://ada.ky.gov/documents/Checklist_2000.pdf

REQUIRED SIGNS

The following signs are required to be posted in public/employee accessible locations in ~~area technology centers~~ ATCs:

- Americans with Disabilities Act
- Child Labor Law
- Employee Polygraph Protection Act
- Equal Employment Opportunity
- Fair Employment
- Family and Medical Leave Act
- Minimum Wage
- OSHA Job Safety and Health Protection
- Public Accommodation
- Unemployment Insurance
- Uniformed Services Employment and Reemployment Rights Act
- Safe Haven Baby Boxes crisis line number
- Sexual Extortion hotline number
- Statewide Child Abuse hotline number
- National Human Trafficking hotline number
- 9.—Signage prohibiting the use of all tobacco, alternative nicotine, or vapor products at all times and by all persons on or in the property
- Any additional postings required by State or Federal regulations

Signs may be obtained by visiting <http://www.dol.gov/>.

SIGNS REQUIRED IN VEHICLES

Signage shall be posted on or in any vehicle that is owned, operated, leased, or contracted for use by Kentucky TECH schools, clearly stating that the use of all tobacco, alternative nicotine, or vapor products is prohibited at all times and by all persons on or in the property.

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REFERENCES:

¹Title VI of the Civil Rights Act of 1964, 20 U.S.C. 1681, Education Amendments of 1972, Title IX, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act [780 KAR 007:060](#); [780 KAR 007:010](#); [780 KAR 007:020](#)
American National Standards (ANSI A117.1 - <http://www.ansi.org/>
[KRS 164.2815](#)

RELATED POLICIES:

03.113, 03.121, 03.12322, 03.124, 03.14, 10.5

Adopted/Amended: 4/9/2024
Order #: VI.B

Programs for Adults

GENERAL INFORMATION

All funds budgeted for schools 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 Principal and a completed Facility Usage Contract shall be completed and submitted ~~to~~ the Director of Technical Schools and Continuous Improvement for approval by the Office of Career and Technical Education (OCTE) Associate Commissioner prior to the class start date.

PRIOR TO BEGINNING TRAINING

- The Facility Usage Contract shall be prepared and include a line item budget or cost per participant that will satisfy the cost recovery guidelines listed below.
- Prior to the operation of a customized industry program, the ~~appropriate~~OCTE budget contact shall be notified so that they will be aware of upcoming revenue and expenditures.
- Appropriate steps shall be taken (prior to program start up) to ~~assure—ensure~~ that instructional staff is eligible to teach (i.e. prior approval of dual status or call staff).

COST RECOVERY

The cost recovery amount shall include:

1. The salary and fringe benefits of the instructor.
2. Instructor preparation time.
3. The cost of class and lab related supplies.
4. An amount agreed upon by the Principal and Director of Technical Schools and Continuous Improvement to cover the cost of utilities, cleaning, equipment use, and other associated costs not budgeted.

CONTINUING EDUCATION

Continuing education classes for adults shall be designed to meet the needs of the labor market and for persons preparing or supplementing knowledge and skills for employment or job advancement. They shall meet the lifelong learning needs of the general public who require short-term training, retraining, or upgrading of skills for employment or job advancement. Specialized continuing education classes for adults may be offered on a cost recovery basis.

CUSTOMIZED INDUSTRY TRAINING

Customized training programs may be provided at the requests of specific businesses to train new workers or retrain experienced workers. Meeting these training requests requires the development of a specialized training agreement specifying the duties and responsibilities of each party. These programs must be approved by the Principal and supervisor and operated on a cost recovery basis.

The Bluegrass State Skills Corporation (BSSC) provides business and industry with a possible funding source for such programs through BSSC guidelines and submission to BSSC for approval. A copy of the guidelines may be ~~may be~~ found at cedky.com/cdn/142_gia_stic_guidelines.pdf.

Programs for Adults**REFUND POLICY**

The refund policy for customized training programs shall apply to tuition charges for technical programs and classes in Kentucky TECH schools. [Adult s](#)Students in certificate or diploma programs may receive a partial refund of tuition within the first fifteen (15) school days of the program through withdrawal. The refund policy applies only to program withdrawal and does not apply to a reduced course load. The application fee is nonrefundable.

Within the first ten (10) instructional days of the program, [adult](#) students may receive a full tuition and activity fee refund. From eleven (11) to fifteen (15) instructional days, fifty (50) percent of the tuition is refundable. There shall be no refund after the 15th instructional day. *(See Procedures, Withdrawal and Request for Refund)*

[Adult s](#)Students enrolled in continuing education courses may be granted a full tuition refund of all amounts over fifteen (\$15) dollars if official withdrawal is completed prior to the third class session. No refunds shall be made after the third session, and tuition of fifteen (15) dollars or less shall not be refunded.

REFERENCES:

[KRS 156.856,](#)
[KRS 156.802](#)~~KRS 164.0064~~
[780 KAR 002:140](#)
~~[780 KAR 7:020](#)~~

Adopted/Amended: 4/9/2024
Order #: VI.B

Request for New Programs

~~Program assessment is a process of evaluating programs using established criteria for the purpose of continuous program improvement. However, it is not the sole measure of program success. Class enrollment, placement rates, completion rates, etc., also are indicators. The instrument used for the assessment process contains standards indicative of quality programs. (See Program Assessment <http://kytech.ky.gov/programassessment.htm>.)~~

~~Each item is scored as 4,3,2,1, 0 or N/A based upon specific criteria. Documentation to support the score for each item must be maintained by the program teacher. Standard thirteen (13) on national industry standards is the only standard that can be marked N/A if industry standards have not been set for a program area. The score for the assessment will be calculated by totaling the rating for each item and dividing by the total number of items excluding N/A's.~~

~~Teachers are responsible for completing the assessment instrument for their program and providing the necessary documentation to support the ratings. Teachers will prepare a Self Assessment Program Assessment Rating Summary Sheet and submit it to the Principal. (See Program Assessment.) It is the Principal's responsibility to review the documentation and verify the ratings. The Principal shall keep the summary sheet on file in the school office and return a copy to the teacher. Scores shall be submitted to the Program Assessment Branch, 500 Mero Street, Frankfort, KY 40601, by June 15. All program assessment and corresponding documentation must be kept on file at least two (2) years. Each program is subject to periodic review by an assessment team composed of university educators, OCTE staff, KCTCS representatives, and local business community members.~~

~~Details regarding the program assessment process may be found at the following link:~~

~~<http://www.kytech.ky.gov/programassessment.htm>~~

REQUEST FOR NEW PROGRAMS

A signed request for new programs requires the following information and must be submitted with an approved cover sheet. The request must be forwarded to the Office of Career and Technical Education (OCTE) and include a New Program Viability survey, which may be provided by the ATC Supervisor.

A description of the scope of the proposed program should include:

- Narrative description of the proposed program, including completion codes, program completion designation and length of program;
- Course listings with course descriptions; and
- Task lists for each new course developed with industry and advisory board/steering committees input for each new course.

New program requests that closely resemble programs already developed within the Kentucky TECH curriculum may be recommended to program committees to determine if they could be accommodated by some modification of the present program. If the program already exists in the Kentucky TECH System, individuals must submit copies of existing course descriptions. Any school applying to add to an existing program should submit an application for review and approval to the Director of Technical Schools and Continuous Improvement.

Request for New Programs**REQUEST FOR NEW PROGRAMS (CONTINUED)**

Justification for the program shall include:

- Industry survey
- Demand data – Figures to be included for projected local, state, and national demand for trained workers in the occupational area. The source of the data must be indicated. Additional statements of support from employers and other outside agencies ~~also~~ should also be included.
- Supply data – ~~Also to be included are a~~ description of interest in the program should be included; the source of potential students and other training sites available in this field and their locations. A student survey may be used to collect data for interest in the program.

Implementation of the program:

- Facility needs – How much space will be needed? Where is space available? Is a new building required? Are modifications required to existing space? Is modification to existing space required?
- Equipment needs – A list of required new equipment needed and/or existing equipment that can be used and sources of new/used equipment shall be included.
- 6. ~~Personnel needs – Required qualifications for personnel; specify whether positions are new or existing. Qualifications of personnel needed; to be stipulated if new or existing position(s) are involved.~~
- 7. ~~Resources needed – Calculations of anticipated costs for facility acquisition or renovation, equipment, and personnel, including anticipated start-up costs and continuing program costs. Expected sources shall be identified to meet anticipated financial needs (local, state, federal, fees, etc.).~~

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When a request for a new program is received in the OCTE, the Director of Technical Schools and Continuous Improvement shall verify that all required documentation and signatures are included. If all documentation is included and the program need is justified, the request will be forwarded for the appropriate approval signatures within KDE. The School Principal will be notified of the approval or denial of the new program via email from the Division Director.

Approval of a new program does not guarantee funding for program implementation. Funding for new programs will be determined based on available financial resources required for the program's sustainability. The School Principal will be notified of the approval or denial of program operational funding.

~~If a new school is involved, requirements, guidelines, and checklists will be established for opening the school.~~

FLAGGING PROGRAMS

The OCTE is responsible for serving the career and technical education needs of students and business and industry. When a program no longer meets the needs of students ~~and or~~ business and industry, it may be necessary to close the program and explore the possibility of opening a new one program.

Request for New Programs**FLAGGING PROGRAMS (CONTINUED)**

The Associate Commissioner/designee will establish an Enrollment Review Committee comprised of ~~Area Technology Center~~ ATC principals and representatives from the OCTE. The Committee shall be responsible for the review of the flagging process, making recommendations for process changes, and assembling as needed by the Associate Commissioner/designee.

The OCTE shall report enrollment by October 1st ~~of~~ each school year through the KTS Data Exchange (Infinite Campus). A Student to Teacher Ratio (STR) will be determined through the data collected in Infinite Campus. A program with a STR of 12.5 or less will be flagged for closure.

The Associate Commissioner/designee will notify the Principal and teacher by certified letter that the program has been flagged for closure. Once a program has been flagged, procedures for closing programs will be implemented.

CLOSING PROGRAMS

Procedures for closing a program with a vacant teacher position shall be as follows:

1. The Associate Commissioner's designee may recommend to the Associate Commissioner that a program be closed immediately.
2. The Associate Commissioner will make the final decision on program closure.
3. The Associate Commissioner/designee will notify the school Principal in writing of the official date for closure of a program or status for continuation.

Procedures for closing a program with a filled teacher position:

1. The Principal and teachers(s) of the school will receive a letter from the Associate Commissioner/designee indicating the program has an STR of 12.5 or less and is flagged for closure. The letter will provide information on establishing a Program Improvement Committee and the timeframe to meet goals for program continuation. The targeted closure date will be included.
 - a. Program Improvement Committee: When a program is flagged, the Associate Commissioner/designee will advise the school Principal to appoint and chair a Program Improvement Committee comprised of superintendent(s), high school principal(s), teacher(s), counselors, legislator(s), OCTE representative, and representatives from local business and industry to further evaluate the program and develop a plan for improvement to include a review of the program profile.
 - b. Timeframe: The Associate Commissioner/designee will notify the school of a decision to flag a program no later than December 30. The flag period will continue through May 1 of the next school year. For example: If a school is notified of a decision to flag a program in December 2014~~24~~, the school will have until May 1, 2026~~16~~ to increase enrollment to greater than 12.5 and meet the recommendations of the Program Improvement Committee.

Request for New Programs**CLOSING PROGRAMS (CONTINUED)**

- ~~10.c.~~ *Maintenance*: If the program obtains a 12.5 STR following the flagging period, the program must sustain 12.5 STR for five (5) consecutive years. Should the flagged program not maintain 12.5 STR for five (5) consecutive years following the flagging period, the ~~Associate Commissioner/designee, after consultation with the Program Improvement Committee, will make the final decision on program closure, program may be closed.~~
2. The Program Improvement Committee will monitor the improvement plan through the flagging and program closure timeframe, make a recommendation, and report on the progress of the program's improvement to the Associate Commissioner/designee by May 1 prior to closure. Meeting minutes of the Program Improvement Committee and the program advisory committee must accompany the report.
 3. The Associate Commissioner/designee, after consultation with the Program Improvement Committee, will make the final decision on program closure.
 4. The Associate Commissioner/designee will notify the school Principal and teacher(s) of the decision by mail by June 15. A multi-teacher program may be decreased by one (1) or more teachers.
 5. If a Principal or teacher is subject to layoff due to a program closure, the layoff shall be in accordance with KRS 156. Certified staff members affected by a program closure may contact the KDE Human Resources division to find out their rights pursuant to KRS 156.

REFERENCES:

[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#)
[705 KAR 003:141](#)
[705 KAR 004:231](#)

Adopted/Amended: 4/9/2024
Order #: VI.B

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Admissions and Attendance

ENROLLMENT QUOTAS

If more than one (1) local school district enrolls students in an area technology center (ATC), the enrollment quota for eligible secondary school students, ~~including students from home schools and private schools~~, shall be determined on a pro-rata basis. Quotas shall be determined by the ATC Principal in cooperation with the school's steering committee. Quota calculations shall be kept on file in the ~~area technology center~~ ATC office for a minimum of two (2) years.

Quotas shall be determined using the following guidelines:

- The ratio of students enrolled in grades 9 –12 in a given school to the total number of students participating in the school district(s) served;
- The total enrollment capacity of the ~~area technology center~~ ATC during the regular school day; and,
- The total number of workstations in each career and technical education program in the ~~area technology center~~ ATC during the regular school day.

Each participating high school in the local school district(s) shall receive a quota of secondary school students. If quotas are not filled, the enrollment vacancies shall be reallocated to the other feeder schools, ~~students from home schools, and/or students from private schools in the district~~ on the same basis as the original quotas. Vacancies will be offered to the feeder district schools before home schools or private schools.

Any high school that is not currently a formal feeder of the respective ATC may request enrollment to its programs. If the requested program(s) are at current capacity, the ATC shall accommodate the request to the extent possible; however, a phased approach may be considered over time to reach the high school's determined quota using the guidelines stated above. Reallocation of unfilled seats ~~shall occur~~ will occur no later than two weeks after the start of a school year or semester. -Vacant seats will be offered to all feeder district school(s) before home or private school students.

A written, dated, request must be provided to the ATC principal from a homeschool or private school student identifying the pathway for which the student is seeking enrollment. Remaining unfilled seats will be allocated to homeschool or private school students on a first come first served basis. Seats are not guaranteed from year to year. Principals shall communicate in writing to enrollees that seats are not guaranteed.

REFERENCES:

KRS 157.360; KRS 158.100; 705 KAR 3:141 ~~KAR 003:141~~ P.L. 705 KAR 4:231
P. L. 114-95, (Every Student Succeeds Act of 2015)
Plyler v. Doe, 457 U.S. 202 (1982)
Equal Educational Opportunities Act of 1974 (EEOA)
Strengthening Career and Technical Education for the 21st Century Act

Adopted/Amended: 8/3/2022
Order #: VIII.A.

Student Insurance**MEDICAL AND ACCIDENT INSURANCE**

In accordance with [780 KAR 002:110](#), all students enrolled in Area Technology Centers (ATCs) shall have medical and accident insurance coverage during the period of enrollment. The policy shall be a full excess policy (\$10,000 maximum limit) and pay the covered expenses incurred that are in excess of those paid or payable by another plan. Students shall be directed to take a copy of the insurance claim to their physician or hospital when seeking medical assistance due to injury while at the technical school. ATC staff shall complete the claim form and submit bills for payment.

LIABILITY INSURANCE FOR CLINICAL PARTICIPATION

~~State funds shall not be expended for the purchasing of student liability insurance. However, Students in schools that operate~~ health sciences programs where clinical experience is a required element of the curriculum will be covered by insurance purchased by the Office of Career and Technical Education. ~~may purchase student liability insurance provided the student reimburses the school. Students are responsible for the expense of liability insurance associated with their instructional program.~~

REFERENCES:

[780 KAR 002:110](#)

~~KRS 156.860~~ ~~KRS 158.860~~

~~KRS 156.860~~

~~KRS 156.802~~

~~KRS 156.842~~

Adopted/Amended: 4/9/2024

Order #: VI.B

Harassment/Discrimination Grievances**DEFINITION**

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

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

PROHIBITION

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

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

DISCIPLINARY ACTION

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

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the ~~superintendent of the local school district~~ Office of Career and Technical Education. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the Kentucky Department of Education by contacting the Division of Resource Management to reach the local district Department's Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

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

PROCESS

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

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

Harassment/Discrimination Grievances**NOTIFICATIONS**

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

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

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

PROHIBITED CONDUCT

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

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

CONFIDENTIALITY

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

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

STUDENTS

09.42811
(CONTINUED)

Harassment/Discrimination Grievances

RETALIATION PROHIBITED

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

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

FALSE COMPLAINTS

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

OTHER CLAIMS

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

REFERENCES:

¹[KRS 158.156](#)

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

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

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

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

Regulations Implementing Title VII

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

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

Regulations Implementing Title IX

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

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

Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

RELATED POLICIES:

09.13; 09.2211; 09.227; 09.422; 09.426

Adopted/Amended: 4/9/2024

Order #: VI.B

Search and Seizure

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor, administrative assistance, maintenance worker) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

WEAPONS DETECTION SYSTEMS

Principal or designee(s) trained in the equipment's use use of the equipment are authorized to use stationary or mobile metal detectors as provided.

WITNESS/PERSONAL SEARCHES

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall also be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested shall be subject to other disciplinary actions.

REGULAR INSPECTION

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the School, or the Office of Career and Technical Education (OCTE) are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

STUDENTS

09.436
(CONTINUED)

Search and Seizure

FACILITY DRUG SEARCH

A request to use dogs for a drug search in an [Area Technology Center \(ATC\)](#) shall not be conducted without a search warrant or consent of the Principal or designee. Although local boards own area center facilities operated by the OCTE, local law enforcement officials should either obtain the consent of [ATC](#) Principal or designee or present a search warrant. For further advice on this procedure, contact the OCTE and/or the Kentucky Department of Education Office of Legal Services.

OTHER DISRUPTIVE ITEMS

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

REFERENCES:

¹New Jersey vs. T.L.O., 105 S.Ct. 733 (1985)
[KRS 161.180](#); [KRS 531.335](#)
Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (2009)

RELATED POLICIES:

08.2323; 09.4261

Adopted/Amended: 4/9/2024
Order #: VI.B