

**Construction****ADVICE SOUGHT**

When the Board engages in a major construction project, it will seek the advice of employees and citizens of the school district, as appropriate, in determining the scope and educational specifications of the construction project.

**FACILITIES PLAN**

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a school facilities plan for approval by the Board.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>Kentucky School Facilities Planning Manual, 702 KAR 004:180  
KRS 157.615; KRS 157.620; KRS 157.622  
KRS 162.060; KRS 162.070; KRS 162.080; KRS 162.090  
KRS 162.100; KRS 162.120; KRS 162.160  
KRS 162.290; KRS 162.300; KRS 322.360  
702 KAR 004:005, 702 KAR 004:050, 702 KAR 004:100  
702 KAR 004:160; 750 KAR 001:010

Adopted/Amended: 08/22/1996

Order #: 0694

**Alterations of Buildings and Grounds****APPROVAL NEEDED**

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds; renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Board and appropriate state agencies.

**REFERENCES:**KRS 160.290KRS 162.060302 KAR 029:050702 KAR 004:180

Adopted/Amended: 04/24/1996

Order #: 0579

**Maintenance****DEVELOPMENT OF PROGRAM**

The Superintendent shall be responsible for developing a maintenance program for all property under the jurisdiction of the Board. This program shall be presented annually to the Board for approval, and the Superintendent shall report periodically to the Board on the status of the maintenance program. The maintenance program shall include provisions which will minimize "down-time" on network file servers.

**REFERENCES:**

KRS 160.290

KRS 198B.650

815 KAR 008:010

902 KAR 045:150

Kentucky Education Technology System (KETS)

Adopted/Amended: 04/24/1996

Order #: 0579

**Responsibility for School Property****BUILDINGS AND GROUNDS**

The Principal/designee, under the direction of the Superintendent, shall have charge of and be responsible for the assigned school buildings, the furniture, books, equipment, apparatus, and supplies belonging thereto. Inspection of playgrounds and equipment shall be performed by the Superintendent's designee.

**PLAYGROUNDS AND EQUIPMENT**

The Superintendent's designee shall monitor the condition of all playgrounds and play apparatus at the school, periodically inspect playgrounds and play apparatus, and report the results in writing to the Superintendent.

School personnel shall work with this individual to assure that playground equipment to be purchased by, or donated to, the school meets District standards and is approved prior to installation. Only commercial grade equipment, suitable for use by children and accompanied by appropriate surface materials, shall be installed in school playgrounds.

**MAINTENANCE**

As the Principal observes or is notified of needed maintenance of the building, equipment and grounds, s/he shall report it to the Superintendent/designee in writing.

**REFERENCES:**

KRS 160.290

KRS 160.340

702 KAR 001:160

Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission

Adopted/Amended: 07/26/2004

Order #: 0127426

**Compliance With FCC Regulations**

**ELECTRONIC**

The use of technology shall comply with Federal Communication Commission (FCC) Rules and Regulations regarding Radio Frequency (RF) emission limits to provide an interference free radio frequency spectrum.

**REFERENCES:**

Kentucky Education Technology System (KETS)

Federal Communication Commission (FCC) Rules and Regulations

Adopted/Amended: 04/24/1996

Order #: 0579

**Community Use of School Facilities****WHO MAY USE**

The Board may grant the use of school facilities to responsible and organized groups for purposes that provide demonstrable benefit to the schools or to the community as a whole. School facilities shall not be used for personal or commercial activities.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.<sup>1</sup>

**AVAILABILITY**

The Board shall determine when and which facilities will be available to the community and establish reasonable fees for their rental.

**APPLICATION AND CONTRACT**

The Board shall adopt an official application form and an official rental contract, both of which shall detail the conditions of usage. Persons authorized to represent officially the renting organization must sign the application and contract. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

**LIABILITY**

The Board shall require a renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

**INSURANCE**

If the non-school related activity sponsored by the community group involves admission or is designated as a high-risk activity by the Superintendent or designee, the community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity.

**EXCEPTION**

Activities that are sponsored by approved student organizations, faculty groups, school-related parent groups or Board-designated community groups providing activities for students may use school facilities without charge when approved by the Principal and supervised by school personnel or adult supervisors designated by a community group.

**REFERENCES:**

<sup>1</sup>KRS 162.055

KRS 160.290; KRS 160.293; KRS 160.340; KRS 162.050

OAG 60-389; OAG 80-78

P. L. 107-110 (No Child Left Behind Act of 2001)

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

**RELATED POLICY:**

10.3

Adopted/Amended: 07/23/2012

Order #: 2012.433

**Rental Application and Contract****CONDITIONS OF RENTAL**

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the Superintendent or the Superintendent's designee.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that contract shall include:
  - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
  - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
  - c. Agreement to observe all fire and safety regulations;
  - d. Agreement that smoking is prohibited in any building owned or operated by the Board where children meet on a routine or regular basis and prohibition of alcoholic beverages in school buildings or on school grounds;
  - e. Observance that no immoral or illegal activity shall be allowed on the premises;
  - f. The presence of a school custodian at all times. The hourly wage of the custodian(s) must be included in the contract along with the social security and retirement payments required by law. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid.
  - g. Agreement that no alterations to the buildings or grounds be made without prior approval;
  - h. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
  - i. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; and
  - j. Agreement to leave the facilities in as good a condition as before used.

**REFERENCES:**

KRS 162.055; KRS 438.050

OAG 81-295

P. L. 107-110 (No Child Left Behind Act of 2001)

**RELATED POLICY:**

10.3

Adopted/Amended: 04/24/1996

Order #: 0579

**Public Sales on School Premises****SCHOOL-RELATED PURPOSE**

In compliance with the Board's prohibition of the use of school property for private business or personal gain, all sales activity on school premises must have a clear school-related purpose and must be approved by the Principal. Groups renting school facilities must indicate in their applications the nature of any sales to be conducted.

The Superintendent or designee shall develop administrative procedures governing the time, place and manner of any public sales on Board property.

Adopted/Amended: 04/24/1996

Order #: 0579



## **Safety**

### **BOARD TO ADOPT**

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's code of acceptable behavior and discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.

School safety plans shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans.

### **PRECAUTIONS**

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

### **REPORTING HAZARDS**

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

### **DEFIBRILLATORS (AEDs)**

The District may maintain an Automatic External Defibrillator (AED) in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with guidelines established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator.

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

Defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored by the Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

### **COMMUNICATION SYSTEM**

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

**Safety**

**REFERENCES:**

KRS 158.148; KRS 158.445; KRS 160.290; KRS 160.445  
KRS 311.667; KRS 411.148

**RELATED POLICIES:**

03.14; 03.24; 05.2; 05.21  
09.22; 09.221; 09.4 (entire section)

Adopted/Amended: 09/28/2009  
Order #: 0128498

## **Fire Drills**

### **MONTHLY DRILLS**

There shall be at least two (2) fire exit drills the first two (2) weeks of a school term and one each calendar month thereafter while school is in session. The route of exit is to be posted in all classrooms and other areas where students assemble.

### **MONTHLY REPORT**

On forms provided by the Superintendent, a monthly fire drill report is to be sent to the Superintendent.

### **IMPLEMENTATION**

The Principal is responsible for implementing this policy.

### **REFERENCES:**

Life Safety Code Handbook, Chapter 31  
KRS 227.220(3)(e)

Adopted/Amended: 04/24/1996  
Order #: 0579

**Building Lockdowns****DEFINITION**

*Building lockdown* means to restrict the mobility of building occupants to maintain their safety and care.

**ANNUAL PRACTICE**

A building lockdown practice shall be implemented at least once during each school year. As directed by the Superintendent, the Principal or other building supervisor shall document that the practice has occurred.

**PROCEDURE REQUIRED**

The school council or, if none exists, the Principal shall establish procedures to perform a building lockdown, including protective measures to be taken during and immediately following the lockdown. Each school year, the school shall provide appropriate notice of building lockdown procedures to students, parents, guardians, certified staff, and classified staff.

**REFERENCE:**

KRS 158.164

Adopted/Amended: 08/14/2006

Order #: 0127884

**Bomb Threats**

The Superintendent shall develop procedures to promote the safety of students and personnel in the event of a bomb threat.

**REFERENCE:**

OAG 77-254

KRS 508.075

KRS 508.078

Adopted/Amended: 04/24/1996

Order #: 0579

**Crowd Control**

The Superintendent or designee shall develop procedures to promote the orderly conduct and safety of students and other spectators who attend school-sponsored events.

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel.

**RELATED POLICY:**

09.35

Adopted/Amended: 04/24/1996

Order #: 0579

**Earthquakes**

The Superintendent shall develop written procedures to promote the safety of students and personnel in the event of an earthquake.

Written procedures shall include a building disaster plan, a "drop procedure" for all staff and students, protective measures and a method of instructing staff and students of these procedures.

**REFERENCE:**

KRS 158.163

Adopted/Amended: 04/24/1996

Order #: 0579

## **Weapons**

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

### **WEAPONS PROHIBITED**

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.<sup>3</sup>

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

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

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

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

### **FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device<sup>1</sup> to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.<sup>2</sup>

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

### **STATE POSTING REQUIREMENTS**

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:



**Weapons****STATE POSTING REQUIREMENTS (CONTINUED)**

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.<sup>2</sup>

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

**STATE REPORTING REQUIREMENTS**

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

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

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

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

**ENFORCEMENT**

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

**REFERENCES:**

<sup>1</sup>KRS 527.020; 20 U.S.C. §7141 (Gun-Free Schools Act); 18 U.S.C. §921(a)

<sup>2</sup>KRS 527.070, KRS 500.080

<sup>3</sup>KRS 237.106

KRS 158.150, KRS 158.154

KRS 158.155, KRS 160.290, KRS 160.340, KRS 161.790

KRS 237.110, KRS 508.075, KRS 508.078

Individuals with Disabilities Education Improvement Act (IDEA)

Section 504 of the Rehabilitation Act of 1973, as amended

**RELATED POLICIES:**

09.435; 09.436; 09.4361

Adopted/Amended: 05/24/2010

Order #: 2010-142

**Security**

**DEVELOPMENT OF PLAN**

The Superintendent shall develop and implement a plan ensuring the reasonable security of District property.

**RESPONSIBILITY**

The Principal shall be held responsible for the reasonable security of all school property under his supervision.

Adopted/Amended: 04/24/1996

Order #: 0579

**Property Insurance****COVERAGE**

The Board shall maintain an insurance program that will provide coverage in the event of loss or damage of school buildings and equipment therein. Such coverage shall be reviewed annually.

**REFERENCES:**

KRS 162.360  
KRS 160.105  
702 KAR 003:030  
OAG 66-36  
OAG 55-37,578  
OAG 56-38,182

Adopted/Amended: 04/24/1996  
Order #: 0579

**Property Insurance****COVERAGE**

The Board shall maintain an insurance program that will provide coverage in the event of loss or damage of school buildings and equipment therein. Such coverage shall be reviewed annually.

**REFERENCES:**

KRS 162.360

KRS 160.105

702 KAR 003:030

OAG 66-36

OAG 55-37,578

OAG 56-38,182

Adopted/Amended: 04/24/1996

Order #: 0579

**Recycling****RESPONSIBILITY**

Provided there is a recycling facility within the county or within a reasonable distance in an adjoining area, and if the District is able to locate a recycling vendor to serve the District without a resulting negative fiscal impact, all Board-owned and operated facilities shall recycle white paper and cardboard. Each school/school council shall design a plan or procedures for recycling those materials. The Superintendent/designee shall establish a recycling plan for Central Office and other non-school facilities and periodically review school and District plans/procedures for compliance with this requirement.

**REFERENCE:**

KRS 160.294

Adopted/Amended: 10/15/1998

Order #: 012547

**Construction**

**CAPITAL CONSTRUCTION PROCESS**

The capital construction process shall be conducted in compliance with applicable statutes and regulations (refer to Policy 05.1).

**PAYING FOR BUILDING PROGRAM**

When planning a capital construction project, the Superintendent and the Board shall analyze the District's financial capabilities to determine debt retirement schedule, state aid available, trend of property assessment, additional local tax, funds for debt retirement, and method of financing.

Review/Revised:6/22/09

**Alterations to Buildings and Grounds****AMENDMENTS TO THE LOCAL FACILITIES PLAN**

When there is a major change in enrollment or curriculum or a major disaster or other unforeseen occurrence that takes place during the District's planning cycle, the District may request an amendment to the District Facilities Plan. In making the request, the District shall follow the amendment process set out in the Kentucky School Facilities Planning Manual.

**ALTERATIONS IN GENERAL**

Any structural alteration of a building shall require the approval of the Board and appropriate state agencies.

Any alteration to a building or its grounds that significantly changes the appearance of the building or grounds shall require Board approval.

A consulting engineer, architect, or other qualified person shall review and/or approve playground equipment and/or other construction projects for safety in design and construction techniques.

**EQUIPMENT OWNED BY OUTSIDE GROUPS**

Equipment owned by a school-related organization such as, but not limited to, PTA/PTO shall meet all applicable safety standards as verified by the Superintendent/designee.

**SIGNS**

The Superintendent/designee shall grant prior approval for the erection of new signs or repainting of existing signs on school property.

Review/Revised:7/26/10

**Integrated Pest Management**

In compliance with applicable Kentucky Administrative Regulation (302 KAR Chapter 29), the District will implement a program of Integrated Pest Management (IPM) with the primary goal of controlling dangerous and destructive pests with judicious use of pesticides.

The IPM program shall include, but not be limited to, the following components:

- Persons who apply pesticides in any District school building shall be certified in keeping with applicable statutes and regulations.
- Notification in compliance with Kentucky Administrative Regulation.

Review/Revised:6/22/09



**Integrated Pest Management Notification**

THIS FORM MAY BE USED TO IMPLEMENT THE DISTRICT'S INTEGRATED PEST MANAGEMENT PROGRAM AND SHALL BE SENT OR GIVEN AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO A QUALIFYING PESTICIDE APPLICATION. A MASTER COPY OF EACH NOTIFICATION SHALL BE MAINTAINED BY THE SCHOOL IN A FILE MARKED IPM FOR TWENTY FOUR (24) MONTHS AFTER THE NOTICE IS ISSUED AND SHALL BE SUBJECT TO INSPECTION UPON REQUEST BY DIVISION OF ENVIRONMENTAL SERVICES PERSONNEL.

\_\_\_\_\_  
Date

Dear Parent/Guardian, District Employee, or Health Professional,

Please be advised that

- ☐ A pesticide will be applied in or around the school while school is in session under the calendar set by the Board or when students or others are to be in the building during the application or within twenty-four (24) hours after the application.
- ☐ Due to special circumstances, we were unable to provide the required advance notice of a pesticide application because \_\_\_\_\_

\_\_\_\_\_  
(why advance notice was not provided).

Please note the following information:

Date of pesticide application: \_\_\_\_\_

General location of pesticide application: \_\_\_\_\_

Pest(s) treated: \_\_\_\_\_

Pesticide(s) applied (brand name): \_\_\_\_\_

Active ingredients of pesticide(s) applied: \_\_\_\_\_

Method of pesticide application: \_\_\_\_\_

For more information, please contact \_\_\_\_\_ at \_\_\_\_\_.  
Name Phone Number

Review/Revised: 6/22/09

**Maintenance**

The maintenance program is designed to keep school property in good repair in order that the instructional program can be carried out efficiently, students can have a safe environment in which to work, and maintenance costs are minimized.

**SUPERINTENDENT**

The Superintendent/designee coordinates the maintenance program and approves all major maintenance projects.

**PRINCIPALS**

Principals and their school safety committees report needed repairs and/or maintenance problems to the Superintendent/designee.

**MAINTENANCE TEAM**

The maintenance plan is a team approach with team members being the Superintendent and/or designated Central Office administrators, building principals, school custodial staff, general maintenance person(s), outside service personnel, as needed, contracted maintenance/custodial agency, where applicable.

**MAINTENANCE PERSONNEL**

The maintenance supervisor and the building Principal/designee shall examine the school buildings monthly to determine the need for repairs and preventive maintenance. General maintenance personnel and the custodial staff shall make repairs and perform minor maintenance in keeping with the responsibilities specified in their job descriptions.

**AUTHORIZATION TO CALL OUTSIDE SERVICE**

Superintendent/designee is authorized to call outside service agencies (from a list approved by the Superintendent) for minor maintenance work beyond the maintenance team's level of training and expertise.

Review/Revised:6/22/09

**Maintenance Checklist**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee making the inspection.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Inside Electrical</u></b>				
Switches				
Receptacles				
Lights				
<b><u>Inside Plumbing</u></b>				
Toilets				
Sinks				
Drains				
Fixtures				
<b><u>Inside Carpentry</u></b>				
Windows				
Doors				
Floors				
Painting				
<b><u>Outside Electrical</u></b>				
Lights				
Power				
Lines and Poles				
<b><u>Outside Plumbing</u></b>				
Sewer				
Gutter				
Drains				
Downspouts				
<b><u>Outside Carpentry</u></b>				
Roof				
Painting				
Doors				
Windows				

**Maintenance Checklist**

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Grounds</u></b>				
Shrubs				
Trees				
Fencing				
Playground				
Playground Equipment				
Playground Poles				
Downspouts				
<b><u>Other</u></b>				

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR**\_\_\_\_\_  
*Recipient's Signature*\_\_\_\_\_  
*Date Received*  
Review/Revised:6/22/09

**Maintenance Request Form**

To report needed maintenance, click on the maintenance icon located on your computer desktop.

Review/Revised:6/22/09

**Before Winter Checklist**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee making the inspection.

Area Inspected	Location(s)	Checked by Personnel		
		YES	NO	DATE
<b><u>GENERAL PREPARATION</u></b>				
Develop Action Plan; train employees.				
Designate "Weather Watcher" to implement plan.				
Outline Emergency Organization responsibilities such as snow removal from roads, sidewalks, doorways, roofs.				
Prepare snow removal equipment.				
Establish heat system priorities.				
Locate ordinary thermometers in hard to heat areas.				
Make provisions to monitor unattended facilities.				
<b><u>BUILDINGS</u></b>				
Building shell in good condition.				
Close unnecessary openings.				
Design/protect heating/insulation systems prone to freeze damage to maintain minimum temp. of 40 degrees Fahrenheit (4 degrees Celsius).				
Prepare heating systems to maintain building temps above 40 degrees Fahrenheit (4 degrees Celsius).				
Provide safe, emergency heating equipment in areas prone to freezing; set to be activated automatically or by assigned personnel				
Identify/prepare concealed spaces such as crawl spaces to allow heat passage during cold spell				
<b><u>ROOFING</u></b>				
Inspect roof framework for weaknesses				
Assess roof's capacity for snow loading				
Develop plan for Emergency Organization /others to handle snow and ice loading on roof				
Remove debris from drains				

**Before Winter Checklist**

Area Inspected	Location(s)	Checked by Personnel		
		YES	NO	DATE
<b><u>EQUIPMENT</u></b>				
<b><i>Boilers</i></b>				
Completely drain idle equipment.				
Flush with proper antifreeze solution.				
Clear lines with compressed air.				
Remove slow points and dead ends where possible.				
Install steam traps on piping/equipment with drain valves.				
Install low-water fuel cutoffs with minimum piping exposed to ambient temperature.				
Consider/install heat tracing lines for piping that carries water to the water glass, low-water fuel cutoff column, and feed water regulator.				
<b><i>Other Equipment</i></b>				
Provide adequate heat, locate in heated enclosure, or provide the proper antifreeze solution for water-cooled equipment such as compressors, pumps, etc.				
Apply lubricants suitable for low-temp applications in equipment such as pumps, blowers, compressors.				
Remove water from oil coolers and water jackets and drain condensers of chilling units.				
Provide adequate fuel supplies.				
Check pressure vessel vents, relief valves, and safety valves to assure functional moving parts.				
Construct wind breaks to protect open piping/instruments.				
<b><u>FIRE PROTECTION EQUIPMENT</u></b>				
Place thermostats inside buildings to monitor temps.				
<b>For dry-pipe sprinkler systems:</b>				
Maintain dry-pipe valve room temp 40 degrees F (4 degrees Celsius).				
Check piping pitch and all pipe hangers.				
Drain all low points and install more drains, if necessary.				
Drain system thoroughly after annual trip test.				
Insulate enclosure/install heater to maintain temps above 40 degrees F (4 degrees Celsius).				
Take dry air supply for compressor from dry, room-temperature source.				

**A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR***Recipient's Signature**Date*

Review/Revised:6/22/09

**During Cold Weather**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee making the inspection.

Area Inspected	Location(s)	Checked by Personnel		
		YES	NO	DATE
<b><u>GENERAL EQUIPMENT</u></b>				
Weather watcher informs Emergency Organization informed of impending cold snaps.				
Employee/Security guard monitors/records temps in hard-to-heat areas, especially during idle periods.				
<b><u>BUILDINGS</u></b>				
Provide temporary interior openings to allow heat into concealed spaces during unusual cold spells.				
Check indicator post for tightness and repair leaks.				
Consider nonfreezing/multipurpose dry chemical fire extinguishers in areas where freezeups are a concern.				
<b><u>ROOFING</u></b>				
Activate snow watch/removal crew to monitor snow depths and remove unsafe accumulations from roofs.				
Clear drains of ice and snow. If roof is pitched and without drains, open paths to eaves to ensure drainage and prevent ponding.				
<b><u>EQUIPMENT</u></b>				
When freeze is expected, drain water-cooled equipment that is not otherwise protected.				
Frequently drain condensed moisture from compressed air lines.				
Maintain air-drying equipment of air supply system for instrumentation and air-actuated equipment.				
Install safe, continuous flow-through piping where insufficient cover is present for buried piping or where it is otherwise impractical to protect piping.				
Check pressure vessel vents, relief/safety valves to make sure parts are functional and openings are not obstructed.				
Thaw frozen piping and equipment carefully to avoid damage. Do not use open flames to avoid fire hazard.				
<b>If complete loss of heat occurs:</b>				
Drain equipment such as process piping, mill-use lines, heat exchangers, process equipment, compressors, etc.				
Institute emergency procedures for processes that are dependent on steam water supply to avoid solidification or runaway condition.				



**During Cold Weather**

Area Inspected	Location(s)	Checked by Personnel		
		YES	NO	DATE
<b><u>FIRE PROTECTION EQUIPMENT</u></b>				
Routinely check building thermometers to assess interior temperatures.				
Keep fire pump intake screens clear of ice.				
Make sure hydrants, hose houses, pumper connections, indicator posts, and other outdoor sprinkler system valves remain visible and accessible (free of ice and snow).				
If heat is lost, check all water-based extinguishers for possible freeze damage.				
If underground mains freeze, thaw them promptly				
<b>For wet-pipe sprinkler systems:</b>				
Check for broken pipe fittings, cracked piping, and any distorted/leaking sprinklers.				
After unusually cold weather, open inspector's test connection; if there is no flow, water in the piping is probably frozen.				
<b>For dry-pipe sprinkler systems</b>				
Regularly check air pressure and temps in dry-pipe enclosure.				
Use moisture traps and desiccants in the air supply piping if the system has a history of heavy condensation buildup.				

**A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.**

---

*Recipient's Signature*

---

*Date*

Review/Revised:6/22/09

**Playground Inspection Checklist**

<b>This checklist shall be submitted as directed to the Superintendent/designee.</b>
--

NAME OF INSPECTOR: \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

SCHOOL SITE: \_\_\_\_\_

AREA/ITEM	Benches/Seating	Merry-go-round	Swings	See - Saws	Monkey Bars	Chin-up Bars	Basketball Goal	Slides	Jungle Gym	Paved Areas	Playscape	OTHER (Specify): _____ _____
Concrete footings exposed												
Supports/anchors broken or missing												
Handrails, rungs/steps/seats are broken/ loose/missing												
Nails, screws, bolts, etc., exposed												
Nuts/bolts, caps, etc., loose or missing												
Bearings worn												
Parts need lubrication												
Graffiti/vandalism												
Paint needed												
Wood splintered												
Surface materials insufficient												
Cannot be repaired												
Unauthorized equipment present												
Other, specify: _____												

**COMMENTS:**


---



---

\_\_\_\_\_  
Signature of Inspector\_\_\_\_\_  
Date Submitted

Review/Revised:6/22/09

## SCHOOL FACILITIES

05.3 AP.1

### Community Use of School Facilities

#### PRIMARY PURPOSE

School facilities are for the primary purpose of meeting the educational needs of school-age youth in the district. However, with reasonable policies and procedures, the school can assist the community in meeting social, civic, recreational and cultural needs by effective utilization of school facilities.

#### PRIORITY FOR USE OF SCHOOL FACILITIES

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
I - School Groups	<p>Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts.</p> <p>Interscholastic activities including athletic teams, speech and debate, band competition and academic competition.</p> <p>Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council.</p>	Principal/ designee	Principal/ designee	None	None required
II - School-Related Groups	<p>District Adult/Community education programs</p> <p>Parent-Teacher Association/ Organization</p> <p>Booster Groups - academic, athletic and band</p> <p>4-H Clubs</p> <p>Scout groups</p> <p>County Recreation Programs</p> <p>Little League and/or comparable groups including, but not limited to, YMCA</p> <p>Adult farmers</p>	Superintendent/ designee	Principal/ designee	Custodial fees, if designated in contract	For activities designated by the Superintendent/designee

**Community Use of School Facilities****PRIORITY FOR USE OF SCHOOL FACILITIES (CONTINUED)**

<b>Priority</b>	<b>Examples of Groups</b>	<b>Approval</b>	<b>Scheduling</b>	<b>Fees Charged</b>	<b>Proof of Liability Insurance</b>
III - Community Interest Groups	Civic clubs Industrial groups Church groups Homemakers Farm Bureau Historical Society	Board	Principal/designee	Usage and custodial fees, as designated in contract	As specified in the contract Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.
IV - Meetings of General Public	General meetings of various community groups including, but not limited to, political parties.	Board	Principal/designee	Usage and custodial fees, as designated in contract	<input type="checkbox"/> As specified in the contract Organizations will be required to sign a release and indemnity agreement relieving the Board of any liability in accordance with Board policy 05.3.

**FOOD SERVICE**

Eligible groups may contract for meals to be served in school dining areas. Use of kitchen equipment requires the presence of a School Food Service employee.

**PUBLIC ELECTIONS**

School facilities may be used for public elections without charge.

**SPECIAL/EMERGENCY USE**

Special/emergency use of facilities may be approved by the Superintendent/designee with explanation made to the Board at its next regular meeting.

Review/Revised:6/22/09

**Request for Rental/Use of Facilities Application**

NAME OF REQUESTING ORGANIZATION \_\_\_\_\_

AREA OF THE FACILITY \_\_\_\_\_

PERSON WHO WILL BE PRESENT AND \_\_\_\_\_

DATE(S) THE FACILITY IS REQUESTED  
FROM \_\_\_\_\_ A.M., P.M. TO \_\_\_\_\_ A.M., P.M.  
PLEASE CIRCLE A.M. OR P.M.

THE REQUEST AREA(S) OF THE FACILITY WILL BE USED FOR THE FOLLOWING ACTIVITIES: \_\_\_\_\_

Is the organization planning to conduct sales on school premises? \_\_\_\_\_

SCHOOL EQUIPMENT TO BE USE \_\_\_\_\_

APPROXIMATE #OF PERSONS: \_\_\_\_\_

- ☐ I request waiver of the rental fee.
- ☐ I request wavier of the charge for custodian.

Fee Schedule

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
School Nutrition Employees				
Other				

Facility/Equipment Fee \$ \_\_\_\_\_

Personnel Cost \$ \_\_\_\_\_

Insurance Cost \$ \_\_\_\_\_

Total Cost \_\_\_\_\_

I have read the Rules and Regulations for Community Use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility and acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity.

SIGNATURE OF PERSON MAKING REQUEST  
ON BEHALF OF THE ORGANIZATION \_\_\_\_\_

Address \_\_\_\_\_

DATE \_\_\_\_\_

Home \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

Work \_\_\_\_\_

In the event school is closed due to weather conditions, all scheduled activities, with the exception of dinner meetings, will be cancelled and opportunity to reschedule or refund rental fee(s) will be made.

**----- AREA BELOW FOR OFFICIAL USE ONLY -----**

Martha Sebring for Café Requests \_\_\_\_\_

Date \_\_\_\_\_

Jon Jones/Linda Edmondson for Gym Requests \_\_\_\_\_

Date \_\_\_\_\_

Keith Howard for Auditorium Requests (High School) \_\_\_\_\_

Date \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Superintendent \_\_\_\_\_

Date \_\_\_\_\_

☐ Approved ☐ Not Approved☐ Approved ☐ Not Approved

Board Chairperson \_\_\_\_\_

Board Meeting Date \_\_\_\_\_

Review/Revised:7/25/11

**Reporting Form for Employee Extra Pay**

Name of Sponsoring Organization/Activity \_\_\_\_\_

Representative's Name \_\_\_\_\_

Facilities used by organization: ☐ gymnasium ☐ dining room/kitchen ☐ stadium  
☐ auditorium ☐ classrooms(s) ☐ other, specify \_\_\_\_\_

Personnel assigned to the event: ☐ Custodian(s) ☐ Food Service Employee(s)

☐ Supervisory personnel will be paid at not less than their regular hourly rate or regular overtime pay with pay beginning 30 minutes before and ending one (1) hour after the event or whenever the facility (including the stadium) is in good, useable order for the next day.

**SIGNATURES BELOW VERIFY SERVICE FOR THIS EVENT**

_____ <i>Employee's Signature</i>	_____ <i>Date of Service</i>	_____ <i># of Hours Worked</i>
_____ <i>Employee's Signature</i>	_____ <i>Date of Service</i>	_____ <i># of Hours Worked</i>
_____ <i>Employee's Signature</i>	_____ <i>Date of Service</i>	_____ <i># of Hours Worked</i>
_____ <i>Employee's Signature</i>	_____ <i>Date of Service</i>	_____ <i># of Hours Worked</i>
_____ <i>Employee's Signature</i>	_____ <i>Date of Service</i>	_____ <i># of Hours Worked</i>

For Central Office use only			
Employee Name _____	# of Hours @ \$ _____	per hour	Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour	Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour	Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour	Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour	Total \$ _____
Employee Name _____	# of Hours @ \$ _____	per hour	Total \$ _____
_____ <i>Superintendent/designee's Signature</i>		_____ <i>Date</i>	
Submit this form to the Central Office within one (1) week of the event.			

Review/Revised:6/22/09

**Public Sales on School Premises**

Public sales on school premises must be approved in accordance with Procedure 05.3 AP.1.

The rules for conducting public sales are as follows:

1. The official application for use of school facilities must be completed.
2. No sales shall be scheduled during the school day or at any time that may interfere with the school program.
3. All sales activities shall be conducted in a manner that does not threaten the safety of participants or the security of District property.
4. All sales must be conducted within the time frame and at the location designated in the contract for usage.

**RELATED PROCEDURES:**

05.3 AP.1

05.31 AP.21

Review/Revised:6/22/09

**Use of Automatic External Defibrillators (AED)****NOTE:** If an AED is not immediately available, perform CPR until AED arrives on the scene.**PURPOSE OF PROCEDURE:**

To provide trained employees of the District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

**DURING SCHOOL HOURS:**

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be safe prior to attempting to assist.
2. Determine responsiveness of victim.
3. Activate emergency system:
  - a) At any phone, dial 911.
  - b) Call main office and alert them to emergency and location of unconscious person.
  - c) Main office staff will assign an individual to retrieve the AED and meet responding volunteer(s) at emergency scene.
  - d) The office staff will assign someone to wait at the facility entry to direct Emergency Medical Services (EMS) to victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:
  - a) Open airway.
  - b) Check for breathing – if not breathing, or if breathing is ineffective, give two (2) slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If victim is breathing, place him/her in the recovery position, and monitor breathing closely.
  - c) Check for signs of circulation such as pulse and coughing, or movement.
  - d) If there are no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

**NOTE:** If a rescuer is alone and the victim is a child under eight (8) years old or under 25 kg. (55 lbs.) and has no known cardiac condition, perform one (1) minute of infant/child CPR prior to activating the emergency response system and getting the AED.

5. Turn on the AED.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
  - a) Peel electrode pads, one at a time, from the backing or liner.
  - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
  - c) Wipe chest clean and dry if victim's chest is dirty or wet.
  - d) Press electrode pads firmly to skin.



**Use of Automatic External Defibrillators (AED)****DURING SCHOOL HOURS (CONTINUED)**

**NOTE:** If victim is under eight (8) years old or under 25 kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, b, c, and d. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for a minute, and the child is over one (1) year old, you may use regular adult pads. Do not delay treatment to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four (4) feet of victim while AED is evaluating heart rhythm.

**SHOCK ADVISED**

1. Clear area, making sure no one is touching the victim.
2. Push SHOCK button when prompted. (If the AED is a fully automatic unit, the shock occurs without rescuer interaction.)
3. Device will analyze the victim's heart rhythm and shock up to three (3) times.
4. After three (3) shocks device will prompt to check for pulse (or for breathing and movement) and, if absent, start CPR.
5. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one (1) minute.
6. Device will count down one (1) minute of CPR and will automatically evaluate victim's heart rhythm when CPR time is over.

**NO SHOCK ADVISED**

1. Device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
2. If pulse or signs of circulation such as normal breathing and movement are present, perform CPR for one (1) minute.
3. If pulse or signs of circulation are present, check for normal breathing.
4. If victim is not breathing normally, give rescue breathing according to training.
5. AED will automatically evaluate victim's heart rhythm after one (1) minute.
6. If victims regain signs of circulation, such as breathing or movement, place them on their side in the recovery position, and monitor their breathing closely.
7. Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives.
8. Victim must be transported to hospital.
9. Leave AED attached to victim until EMS arrives, and disconnect AED.
10. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.

**Use of Automatic External Defibrillators (AED)****AFTER SCHOOL HOURS**

1. Athletic trainer-covered events:
  - a) Determine unresponsiveness
  - b) Activate emergency system:
    - At any phone, dial 911.
    - Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
  - c) If present, the athletic trainer or designee will retrieve the AED.
  - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
  - e) Follow procedure outlined above. See During School Hours section starting with 4a.
2. Other school events (if AED is available)
  - a) Determine responsiveness.
  - b) Activate emergency system:
    - At any phone, dial 911.
    - Alert the supervising staff member of the emergency.
  - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
  - d) Follow procedure outlined above. See School Hours section starting with 4a.

**AFTER USE**

1. A copy of AED use information will be sent within 24 hours (weekdays) of the emergency to:
  - a) Medical Director
  - b) AED Program Coordinator
2. The responder will document the event using the District accident form and will forward a copy of completed form to the AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to manufacturer guidelines.
4. Electrode pads must be replaced and reconnected to the device (electrode pads and CHARGE-PAK charging unit must be replaced in the LIFEPAK CR Plus AED).
5. Contents of the resuscitation kit must be replaced if used.
6. Critical Event Stress debriefing will be conducted by:
  - a) Medical Director
  - b) AED Program Coordinator

Review/Revised:6/22/09

**Monthly Facility Safety Inspection Report**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee making the inspection.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Grounds</u></b>				
Condition of steps				
Condition of walkways				
Condition of parking areas				
Handrails on all steps and ramps				
Security lights				
Holes in lawn				
Debris on grounds				
Condition of seats/bleachers				
<b><u>General Areas</u></b>				
Condition of floors				
Floors dry				
Floors not slippery				
Floor openings properly covered				
Intake vents clean				
Exhaust vents clean				
Signs of basement water seepage				
Signs of roof leakage				
Ceiling material secure				
Water piping system				
Waste piping system				
Steam piping system				
Air piping system				
Loading dock				
Storage room(s)				
Waste disposal area(s)				
Broken glass				
Adequate lighting in all areas				
Handrails secure				
Stair tread secure				

**Monthly Facility Safety Inspection Report**

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Means of Egress</u></b>				
Exits clearly marked				
Exits free of obstructions				
Fire doors kept closed				
Doors operate freely				
Evacuation plan(s) posted				
<b><u>Emergency Procedures</u></b>				
Written procedures				
Emergency call list posted				
Personnel trained for emergencies				
First-aid facilities				
First-aid personnel				
<b><u>Material Storage</u></b>				
Storage areas kept clean				
Material properly stacked				
Proper lighting				
Flammable materials properly stored				
Material properly labeled				
<b><u>Machinery/Equipment</u></b>				
Condition of ladders				
Operating instructions posted				
Guards in place				
Personal protective equipment provided				
Condition of hand tools				
Condition of power tools				
Is machinery/equipment clean?				
Belts guarded in place				
Machinery and equipment properly anchored				
<b><u>Electrical</u></b>				
All electrical circuits properly fused				
Condition of extension cords				
Extension cords not used extensively				
Wiring and fixtures properly covered				
Control panels accessible				
Condition of switches and outlets				

**Monthly Facility Safety Inspection Report**

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Fire Protection</u></b>				
Sprinkler valves accessible				
Sprinkler valves sealed open				
Fire alarm boxes unobstructed				
Adequate number and type of fire extinguishers				
Fire extinguishers properly maintained				
Standpipe and hose unobstructed and in good condition				
Automatic systems in kitchen(s) properly maintained				
Emergency lighting system operable				
Smoking properly controlled				
<b><u>Employees</u></b>				
Lifting properly				
Utilizing personal protective equipment				
Using proper tool for the job				
Following prescribed job procedures				

**A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.**

\_\_\_\_\_  
*Recipient's Signature*

\_\_\_\_\_  
*Date*  
Review/Revised:6/22/09

**Monthly Food Service Facility Safety Inspection Report**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee making the inspection.

Conditions	Location	Acceptable	Needs Attention	Date Corrected
Electrical equipment properly grounded?				
Electrical equipment provided with an adequate maintenance program?				
Electrical switches located at a high point, away from moisture?				
Switches located so they can be readily reached in an emergency?				
Switches located so that it is not necessary to lean on or against equipment when reaching for the switch?				
Floor regularly and adequately maintained?				
Employees instructed to immediately pick up or clean up all dropped items and spillage?				
Employees properly instructed in the operation of machines?				
Employees forbidden to use equipment unless specifically trained in its use?				
Machines properly equipped with guards?				
Guards always used by all employees?				
A pusher or tamp provided for use with the grinder?				
Slicer properly and adequately equipped with guard?				
Mixers in safe operating condition?				
Mixer beaters properly maintained to avoid injury from broken metal parts and foreign particles in the food?				
Machines mounted on portable tables for easy movement in preparation area?				
Stationary locking devices on portable tables to keep them stationary when in use?				
Adequate and proper fire extinguishers provided?				
Employees instructed in the use of extinguishers according to type of fire?				
Adequate knife storage provided?				
Correct knife used for the job?				

**Monthly Food Service Facility Safety Inspection Report**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted.

Conditions	Location	Acceptable	Needs Attention	Date Corrected
Knives properly maintained?				
Doors and drawers kept closed when not in immediate use?				
Cut resistant glove used when cleaning and sharpening the slicer?				
Storerooms and walk-ins kept orderly?				
Carts used for moving heavy food items?				
Safety a part of routine instructions?				

**A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.**\_\_\_\_\_  
*Recipient's Signature*\_\_\_\_\_  
*Date*

Review/Revised:6/22/09

**Compliance With AED Requirements**

NAME OF EMPLOYEE: \_\_\_\_\_ DATE OF TRAINING: \_\_\_\_\_

Having completed the required AED training, I hereby confirm that I have read and understand the policies and procedures for use of Automatic External Defibrillators (AED) for the District. Should I have questions at any time while serving as an Emergency Responder/Expected AED User, I contact the designated AED contact for clarification. I agree to follow the terms and guidelines set forth in the policy and procedures for this District.

\_\_\_\_\_  
Emergency Responder/Expected AED User Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Superintendent/designee Signature\_\_\_\_\_  
Date  
Review/Revised: 6/22/09



**AED Reporting Form**

<b>Submit this form to Superintendent/designee within forty-eight (48) hours of AED treatment.</b>
--

**EMERGENCY RESPONDER:** \_\_\_\_\_**LOCATION OF AED USE:** \_\_\_\_\_**PATIENT NAME:** \_\_\_\_\_ **DATE OF INCIDENT:** \_\_\_\_\_☐ Staff Member☐ Student☐ Parent/Visitor

Condition of patient upon arrival (check all that apply)

☐ unconscious☐ not breathing☐ no pulse and/or shows signs of circulation such as normal breathing, coughing or movement**NUMBER OF DEFIBRILLATIONS:** \_\_\_\_\_

Please describe the incident from the beginning of the emergency until its conclusion:

---

---

---

---

---

Were efforts terminated? ☐ Yes ☐ No If yes, please explain why the efforts were terminated.

---

---

\_\_\_\_\_  
*Signature of Emergency Responder*\_\_\_\_\_  
*Date*

Review/Revised:6/22/09

**AED Inspection Log**

DATE	INSPECTED/ IN-SERVICE	INSPECTED/OUT- OF-SERVICE	SUPT/DESIGNEE & SITE /SUPERVISORS NOTIFIED AND DATE	MISSING/FAULTY EQUIPMENT (LIST)	INITIALS OF INSPECTOR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____		

Review/Revised:6/22/09

**Fire Drills****DRILLS**

The Principal shall schedule fire drills according to Policy 05.41 and shall complete Procedure 05.41 AP.2.

**RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

The Principal/designee shall:

1. Plan/coordinate all drills to minimize disruption of the educational process.
2. Provide plan of predrill and pretraining instruction, including but not limited to, warning signals and safe areas, for all staff and students.
3. Use a distinctive fire alarm for fire drills only and an “all-clear” signal to indicate a return to the classroom.
4. Designate an outdoor evacuation area for each classroom at least 100 feet away from the building and out of doorways.
5. Prepare and keep on file a report on all drills and forward a copy to the Superintendent/designee, as required.
6. Implement the following procedures when reporting fires:
  - a) Ring alarm, evacuate building, and call Fire Department.
  - b) Notify Superintendent/designee.
  - c) In conjunction with Fire Department personnel, ascertain whether or not building is safe to re-enter. Immediately notify Superintendent/designee of any damage.
  - d) Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
7. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

**FACULTY/STAFF RESPONSIBILITIES**

Faculty/staff shall:

1. Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).
2. Close all classroom windows and doors before leaving.
3. Turn off all lights and gas jets in the room.
4. Maintain order during the evacuation and arrange assistance for students with disabilities.
5. Take roll book and check roll when the class is in its evacuation area. No person is to remain in the building during a fire drill.
6. Report to the Principal any student who is missing.

**RELATED PROCEDURE:**

05.41 AP.2

Review/Revised:6/22/09

**Drill and/or Disaster Report****THIS FORM IS TO BE USED TO REPORT ALL FIRE, TORNADO, BOMB, LOCKDOWN, AND EARTHQUAKE DRILLS.**

NAME OF SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

☐ Drill ☐ Actual EventTYPE OF DRILL: ☐ Fire ☐ Tornado ☐ Earthquake ☐ Bomb Threat ☐ Lockdown

Date of Drill/Event \_\_\_\_\_ Time of Drill/Event \_\_\_\_\_

Time taken to evacuate building or to seek shelter \_\_\_\_\_

Time elapsed during drill/event, if appropriate \_\_\_\_\_

Number of students using ☐ Crutches \_\_\_\_\_ ☐ Wheelchairs \_\_\_\_\_ Other, specify \_\_\_\_\_Was building safety ascertained? ☐ Yes ☐ NoBy whom? ☐ Superintendent ☐ Law enforcement ☐ Fire Department personnelWere students transported to another facility? ☐ Yes ☐ NoWas there a decision to dismiss school early? ☐ Yes ☐ NoCOMMENTS: *(Include any comments about safety or problems encountered during the drill.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For each drill, the Principal/designee shall complete and keep on file this form and provide copy (ies) to the Superintendent/designee, as required.

\_\_\_\_\_  
*Principal/designee's Signature*\_\_\_\_\_  
*Date***THIS FORM IS TO BE USED WITH THE FOLLOWING PROCEDURES:**

05.41 AP.1  
05.42 AP.1  
05.43 AP.1  
05.47 AP.1

Review/Revised:6/22/09

**Severe Weather Drills****DRILLS**

The Principal/designee shall schedule severe weather drills according to Policy 05.42 and shall complete Procedure 05.41 AP.2.

**DEFINITIONS**

*Severe weather* - Tornadoes, destructive winds, severe thunderstorms, severe snow or freezing rain shall be considered to be severe weather.

*Drop procedure* – an activity during which each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows.

*Safe area* – a designated space including an enclosed area with no windows, a basement or the lowest floor using the interior hallway or rooms, or taking shelter under sturdy furniture.

**RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

Implementation of the school building disaster plan shall be the responsibility of the Principal or designee. As part of the implementation process, the Principal/designee shall:

1. Plan/coordinate all evacuation drills to minimize disruption of the educational process.
2. Provide plan of predrill and pretraining instruction, including but not limited to, warning signals, the approved drop procedure, and safe areas, for all staff and students.
3. Assure that the school can receive and understand communications for severe weather watches and warnings.
4. Sound the severe weather alert signal that is different from the fire alarm and the “all-clear” signal.
5. Designate, mark, and post assigned and alternate safe areas as follows:
  - a) Students/personnel who are housed in one-story buildings, shops, and in portable buildings shall be brought into interior halls or corridors of the main buildings.
  - b) Students/personnel who are housed in two-story buildings should be evacuated from the top floor to interior halls of the lower floor. If this space does not accommodate all students, the smallest number of students possible should be kept in corridors of the second floor southwest area.
  - c) Students/personnel shall not be placed in auditoriums, gymnasiums, cafeterias, or other large areas with a wide, free span roof or in boiler or furnace rooms.
6. Maintain in the Principal’s office a master chart of the safe areas.
7. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
8. Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
9. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

**Severe Weather Drills****FACULTY/STAFF RESPONSIBILITIES**

The faculty and staff shall:

1. Utilize designated safe areas during a severe weather drill or warning.
2. Instruct students in the procedures to be used during a severe weather drill, watch, or warning.
3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
4. Require students to use one of the following positions, as appropriate:<sup>1</sup>
  - a) Rest on knees, lean forward, cover face by crossing arms above face.
  - b) Sit on floor, cross legs, cover face with folded arms.
  - c) If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.
5. Remain in the assigned safety area with students until the “all-clear” signal or recall signal is given.
6. Report to the Principal any student who is missing.

**CUSTODIANS’ RESPONSIBILITIES**

When a tornado warning has been received, the Principal/designee shall notify the head custodian/designee to:

1. Turn off all gas and electrical appliances.
2. Turn off all motor-operated equipment and pilot lights to hot water heaters or stoves in furnace rooms, cafeterias, home economics rooms, and shops.

**BUS DRIVERS’ RESPONSIBILITIES**

If the bus is en route to or from school when a severe weather warning is issued, drivers shall:

1. If available, take shelter in a substantially strong, weather proof building in the immediate vicinity.
2. Otherwise, stop the bus near a depression or cut in the road where possible and keep the students in the bus, except when a tornado or destructive winds occur, in which case lead students away from the bus and power lines and instruct them to lie flat in a ditch.

<sup>1</sup> Kneeling and sitting positions should be maintained for only a short period of time. If the alert must be kept for a longer time, students should be permitted to stand for a brief period and then resume kneeling or sitting positions.

**RELATED PROCEDURE:**

05.41 AP.2

Review/Revised:7/26/10

**Bomb Threat Drills/Response****DRILLS**

The Principal shall schedule a bomb threat drill once during each school year and shall complete Procedure 05.41 AP.2.

**RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

The Principal/designee shall:

1. Plan/Coordinate all drills to minimize disruption of the educational process.
2. Provide a plan of pre-drill and pre-training instruction, including but not limited to, warning signals, assessment of threat protocol and designation of safe areas for all staff and students.
3. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
4. Put into action the following procedures when a bomb threat has been received:
  - a) Implement assessment process to determine whether to evacuate the building.
  - b) Evacuate building, if so indicated by the assessment process, and call 911/local emergency, fire department, and law enforcement personnel, as appropriate.

Make building accessible to agency representatives who respond, by providing the search team with a floor plan and keys to unlock rooms.
  - c) Notify Superintendent/designee.
  - d) If the decision is made to evacuate the building, ascertain whether or not building is safe to re-enter in conjunction with law enforcement officials. Immediately notify Superintendent/designee if any damage occurs.
  - e) Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
5. If an actual bomb is discovered on school grounds:
  - a) Immediately report the bomb by calling 911, local/state police and the fire department.
  - b) Evacuate the bomb site to at least 850 feet away; do not permit re-entry by employees or students until each device has been removed or disarmed by the bomb squad.
  - c) Remind all persons that cell phones or radios are not to be used as this may cause detonation.
6. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

**Bomb Threat Drills/Response**

**FACULTY/STAFF RESPONSIBILITIES**

The faculty and staff shall:

1. Post in each room and discuss with each class rules for bomb threat evacuation, including student responsibilities. These will include directions on the designated exits, alternative exits, assigned evacuation area(s), and designated safety precautions such as a ban on cell phone or radio use during a bomb threat drill or evacuation.
2. If a written bomb threat is received, the employee receiving it should preserve it for investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.
3. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
4. Direct students to take all personal items with them when an evacuation is ordered.
5. Scan the area noting any items that appear to be out of place, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.
6. Take roll book and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person is to remain in the building during a bomb threat or bomb threat drill.
7. Report to the Principal any student who is missing.

**RELATED PROCEDURES**

05.41 AP.2

05.43 AP.2

Review/Revised:6/22/09



**Bomb Threat Checklist***(Print on color-coded paper and keep at main receptionist's desk at each school and at the Central Office.)*

**INSTRUCTIONS:** If a recording device has been put in place and the threat is received by telephone, start the recorder immediately. Don't hang up the phone. If the caller hangs up, leave the phone off the hook. Be calm. Be courteous. Listen, do not interrupt the caller, notify colleagues of your activity by prearranged signal while caller is on the line; ask to have message repeated.

Date call received \_\_\_\_\_ Time \_\_\_\_\_

Exact words of person placing call \_\_\_\_\_

If the threat is received via email, tell another employee to alert Central Office immediately as you record information and correspond with the sender using the questions below. **ASK** the following questions:

What time is the bomb set to explode? \_\_\_\_\_ How many devices are involved? \_\_\_\_\_ Where is each located? \_\_\_\_\_ Floor \_\_\_\_\_ Area \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

Why was it placed? \_\_\_\_\_

Did you place the bomb (s) ☐ Yes ☐ No If not, who did? \_\_\_\_\_Are you a current student? ☐ Yes ☐ NoAre you a former student? ☐ Yes ☐ No

What is your address? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your name? \_\_\_\_\_

VOICE CHARACTERISTICS		BACKGROUND NOISE		NOTIFY THE FOLLOWING	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Music	<input type="checkbox"/> Television	<input type="checkbox"/> State Police	
<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile - Age _____	<input type="checkbox"/> Children	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Local Law Enforcement/Emergency	
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Accent	<input type="checkbox"/> Conversation	<input type="checkbox"/> Shopping Mall	<input type="checkbox"/> Superintendent*	
<input type="checkbox"/> Loud	<input type="checkbox"/> Calm	<input type="checkbox"/> Airplane	<input type="checkbox"/> Train	<input type="checkbox"/> Fire Department	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Nasal	<input type="checkbox"/> Traffic	<input type="checkbox"/> Office	<input type="checkbox"/> building Principal/site administrator	
<input type="checkbox"/> Angry	<input type="checkbox"/> Broken	<input type="checkbox"/> Machinery	<input type="checkbox"/> Other, specify _____	<input type="checkbox"/> Other, specify _____	
<input type="checkbox"/> Slow	<input type="checkbox"/> Sincere				
<input type="checkbox"/> Normal	<input type="checkbox"/> Speech Problem (stutter, lisp)				
	<input type="checkbox"/> Other, specify _____				

\*Consultation with the Superintendent shall be required prior to dismissal for the remainder of the school day.

Additional Information \_\_\_\_\_

Signature of Person Receiving Call \_\_\_\_\_

Date \_\_\_\_\_

Review/Revised:6/22/09

**Crowd Control****PRINCIPAL'S RESPONSIBILITY**

It is the Principal's responsibility to promote the orderly conduct and safety of the students and other spectators attending events on school property. Crowd control procedures shall include the following:

1. The Principal shall ensure that enough authorized school personnel are assigned to provide adequate supervision.
2. The Principal may request law enforcement personnel to be present if s/he anticipates the crowd may pose a conduct or safety problem.
  - a) Law enforcement personnel shall be provided for athletic events, as approved by the Superintendent.
  - b) The Principal shall determine the number of officers needed and advise as to their placement.
3. The admission gate or entrance shall be controlled and admission limited to eligible students, chaperones, guests, spectators, and other authorized persons.
4. No one under the influence of alcohol or drugs shall be admitted.
5. If a disturbance occurs, school authorities shall determine if the event needs to be concluded and may close the event, as appropriate, and send those in attendance off the school grounds.

**RELATED POLICIES:**

05.3

09.311

09.35

Review/Revised:6/22/09

## **Earthquakes**

### **DRILLS**

The Principal shall schedule a minimum of two (2) earthquake drills during each school year and shall complete procedure 05.41 AP.2.

### **RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

The Principal/designee shall:

1. Provide a plan of pre-drill and pretraining instruction, including but not limited to, warning signals and safe areas for all staff and students.
2. Plan/coordinate all drills to minimize disruption of the educational process.
3. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
4. Notify Superintendent/designee if transportation or evacuation to another facility may be necessary.
5. Determine, in conjunction with the Superintendent, the need for schools to be dismissed early.

### **FACULTY/STAFF RESPONSIBILITIES**

Faculty/staff shall post in each room and discuss with each class rules for earthquake preparedness, including student responsibilities; maintain order during the drill or quake and arrange for the assistance of students with disabilities; and report to the Principal any student who is missing.

#### **If indoors**

1. Drop and take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls.
2. Stay away from windows, light fixtures, and suspended objects.
3. Under no circumstances should persons rush through or outside the building, exposing themselves to falling debris, live wires, etc.
4. After the tremors have ceased, evacuate the building and move all personnel to safe areas.

#### **If outdoors**

1. As appropriate, move away from building.
2. Avoid utility poles and over-head wires.
3. Do not enter any building that has sustained damage until competent personnel have examined the building and declared it safe.
4. Before students and staff are permitted to re-enter a building, the building must be checked for structural soundness, including but not limited to, the integrity of electrical wiring, heating and fuel systems, and water distribution system.

### **RELATED PROCEDURE:**

05.41 AP.2

Review/Revised:6/22/09

**Monthly Facility Security Inspection Report**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee completing the inspection.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Perimeter</u></b>				
Authorized vehicle traffic only				
Perimeter gates operable				
Dumpsters are located away from buildings				
Access to roof is limited				
Directional signs on curbs and streets				
Landscaping arranged to prevent blind spots				
Walkways are not obstructed				
Exterior lighting in operation				
Condition of perimeter fencing				
<b><u>Buildings</u></b>				
Designated visitors' entrance is clearly marked				
Doors to high-risk areas are locked				
Door hinges have nonremovable pins				
Door frames made of pry-proof metal				
Doors have security glass				
Windows have latches				
Miscellaneous openings secured (roof, coal chute, crawl space)				
Files, safes, and vaults secured				
Fire alarms and smoke detectors operational				
<b><u>Traffic Control</u></b>				
Parking lot/through and cruising traffic				
Speed bumps				
Access to student vehicles is limited				
Parking areas are clearly identified				
Parking lots located in direct visual observation				
School vehicles are parked within school perimeter				
Vehicle entry to playground or activity areas is blocked				

**Monthly Facility Security Inspection Report**

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Lighting</u></b>				
Exterior lights have break-resistant lenses or mesh covers				
Access points are well-illuminated				
Loading and unloading zones are well-illuminated				
Lights are mounted in a way to reduce shadow areas				
Lights provide illumination without glare				
Back-up or supplementary lighting in case of power failure				
Lights inspected and replaced regularly				
<b><u>Security Measures</u></b>				
Security system operational				
Key control system				
Proper identification and inventory program				
Locks and/or latches in good condition				
Anchor pads or locking devices on portable equipment				
Alarm system operational and in good repair				
School security officers' services				
Incident reporting procedure				
After-hours law enforcement checks				

**A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.**

\_\_\_\_\_  
*Recipient's Signature*

\_\_\_\_\_  
*Date*

Review/Revised:6/22/09

**Property Insurance****REPLACEMENT COST**

Fire and extended coverage on all nonsurplus buildings shall be carried in the amount of the replacement cost.

**APPRAISAL OF BUILDINGS**

An appraisal of nonsurplus buildings may be made every five (5) years. The professional appraiser shall estimate the replacement cost, and an adjustment will be made each year to compensate for any increased labor and material costs.

**INVENTORY OF CONTENTS**

An inventory of the contents of each school shall be made each year as specified in Policy 04.7. The inventory will show the description, cost, date of purchase, condition, quantity, and location of each item inventoried. Inventory lists shall be maintained in Central Office.

**CO-INSURANCE AND DEDUCTIBLE**

Each building and its contents shall be insured for an amount equal to 100% of the replacement cost as shown on the schedule of values certified by the Kentucky Department of Education or as determined through a certified replacement cost appraisal of the building and its contents performed by an appraiser experienced in appraising commercial or governmental property and properly licensed to perform appraisal services in Kentucky. A NO co-insurance plan with a per-occurrence deductible of \$1,000 will be specified. The maximum allowable deductible per occurrence is five percent (5%) of the prior year's capital outlay allotment or \$25,000, whichever amount is smaller.

Review/Revised:7/25/11