

Facilities Development and Construction

The ~~b~~B Board shall provide adequate school facilities to meet the instructional needs of the pupils and staff, to provide for school activities, and to serve the community of which the school shall be an integral part. Money expended for school construction shall provide the best school facilities possible at the most economical cost. Monies shall be allocated to cover the cost of additional schools or classrooms and/or schools shall be reopened for regular use only after it is determined that such actions will facilitate the positive implementation of the student assignment plan.

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

REQUIREMENTS FOR CONTRACTORS

Each contractor performing work pursuant to a construction contract shall require that all employees of the contractor and all employees of its subcontractor(s) who will work on a District construction site shall submit to a state and federal criminal background check, ~~and provide proof of~~ a satisfactory drug screen and provide proof of eligibility to work in the United States of America. Each such contractor and subcontractor, as a condition of eligibility to perform work pursuant to a construction contract, shall certify to the ~~d~~District that it uses the federal E-Verify program to confirm the legal status of its newly hired employees. Persons convicted of felony sex offenses, drug trafficking, or violent crime using a weapon or testing positive for controlled substances shall not be permitted to work on ~~d~~District construction sites.

These provisions shall become part of the contractual obligation of the contractor and shall be reflected in the bid specifications, or, if the contract is not subject to bid requirements, in the negotiations with the contractor.

The Board supports continued educational opportunities for the Jefferson County workforce and encourages contractors to utilize apprenticeship training programs.

"Contractor" shall refer to any adult who is permitted access to school grounds pursuant to a current ~~or prospective~~ construction contract. The term "contractor" includes an employee of a contractor.

CONSTRUCTION CONTRACTS - MINORITY/WOMEN PARTICIPATION

The Board provides equal opportunities to all of its bidders with respect to the bidding and award of construction contracts. The Board is committed to increasing the accessibility of contracting opportunities to business enterprises that are owned by minorities and women. [Minorities include Black Americans, Asian Americans, Hispanic Americans, American Indians, American Eskimos, and American Aleuts] The ~~b~~B Board will make every effort possible to ensure that minority-owned and women-owned businesses and businesses that utilize a diverse workforce are provided a fair and equitable opportunity to participate in the procurement of District construction contracts.

Awarding of Contracts

A construction contract shall be officially awarded to the successful bidder by action of the ~~b~~B Board at a regular or special meeting. The awardee (successful bidder) and the architect and/or engineer shall receive formal notice of the awarding of the contract.

Facilities Development and Construction**CONSTRUCTION CONTRACTS—MINORITY/WOMEN PARTICIPATION (CONTINUED)****AWARDING OF CONTRACTS (CONTINUED)**

The architect and/or engineer shall prepare the contract documents (plans and specifications) in accordance with the policies and other requirements of the ~~bBoard of education~~. The Division of Facilities/Transportation shall prepare the contract in accordance with the provisions as set forth in the plans and specifications. The contract and copies of the performance and payment bond shall be executed in triplicate.

SELECTION OF ARCHITECT AND/OR ENGINEER

The ~~bBoard of education~~ may contract for professional services by an architectural or engineering firm without formal advertising.

The ~~sSuperintendent~~ shall be authorized to appoint an Architectural and Engineering Selection Committee for recommendation of firms. The criteria for the selection of an architect and/or engineer shall be approved by the ~~bBoard~~. The ~~sSuperintendent~~ shall recommend firms to the ~~bBoard of education~~ for approval.

DEVELOPMENT PLANS AND SPECIFICATIONS

The project architect shall advise the administration and ~~bBoard of education~~ on phases of the facility development program for which the architect has technical training and experience.

The architect shall perform other services as follows:

1. Translate the educational program for which the facilities are needed into building design and specifications.
2. Advise the ~~bBoard~~ on letting of contracts.
3. Provide periodic site inspections to familiarize himself/herself with the progress of the work.
4. Recommend approval and acceptance of completed facilities.
5. Supplement his/her services, when necessary, by consulting specialists such as landscape architects and heating, ventilating, electrical, structural, and acoustical engineers.

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 Development and Construction

REFERENCES:

¹Kentucky School Facilities Planning Manual, 702 KAR 4:180
KRS 157.615; KRS 157.620; KRS 157.622; ~~KRS 160.380~~
KRS 162.010; 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 4:005, 702 KAR 4:050, 702 KAR 4:100
702 KAR 4:160; 750 KAR 1:010

RELATED POLICIES:

04.32
05.12

School Property - Naming Facilities and Alterations

APPROVAL NEEDED

Repairs or alterations may not be made to any building, nor any construction or alteration effected on the school grounds, without approval from the Superintendent/designee.

Major changes in room use involving transfer of installed furniture or equipment shall not be made without approval of the Superintendent/designee. Modifications to buildings, teaching spaces, and/or other support facilities shall be recorded on appropriate facility plans maintained by the Division of Facilities/Transportation.

All fixed or movable property purchased or donated for school use placed in schools shall become the property of the ~~Jefferson County Public Schools-District~~ unless otherwise specified.

NAMING OF FACILITIES

Naming of school buildings, building wings, ~~libraries-media centers, and other areas~~, athletic fields, gymnasiums, and other ~~school-d~~District facilities shall be the responsibility of the ~~b~~B~~oard of education~~. The ~~s~~S~~uperintendent~~ shall recommend one (1) name for each facility. Names usually will be selected from the following:

- Prominent state, local, or national figures;
- ~~p~~Pioneers;
- ~~e~~C~~ommunity~~ leaders, former school ~~b~~B~~oard~~ members; retired school leaders and/or teachers;
- ~~d~~D~~onors~~ of school property; and
- ~~g~~G~~eographic~~ areas.

~~School-d~~District facilities may be named for living persons. Facilities may not be named for active employees of the ~~school-d~~District. Preference, if clearly expressed, usually will be given to the name recommended by citizens of the school attendance area in which the facility is located.

~~School buildings, building wings, libraries-media centers and other areas-District facilities~~ may be renamed in the event they are closed and reopened. Criteria for renaming ~~schools~~District facilities shall be the same as those used for the selection of the original names.

REFERENCES:

KRS 160.290
KRS 162.060
302 KAR 29:050
702 KAR 4:180

Site Acquisition

The acquisition of sites for the ~~Jefferson County Public Schools District~~ shall be in accordance with the ~~d~~District's long-range building program. Such sites shall be submitted to the Louisville Metro Planning Commission for information and discussion after completion of the public notification procedures below and shall meet the ~~State~~Kentucky Department of Education's requirements.

PUBLIC INFORMATION MEETING

When an acceptable site has been identified, the ~~s~~Superintendent/designee shall conduct a public information meeting to hear comments from the public regarding the proposed site, at a suitable facility in a place convenient to the affected community. Public notification shall be given not less than fourteen (14) days prior to the scheduled meeting via the news media. At least fourteen (14) days prior to the meeting, notice shall also be mailed to adjacent neighbors, neighborhood associations registered with the Louisville Metro Planning and Design Services and/or the JCPS ~~Executive~~ Director of Facilities/Transportation, and the Louisville Metro Council member representing the area. The meeting shall be open to the public.

All persons desiring to be heard shall be given an opportunity to present oral testimony. The ~~b~~Board ~~of education~~ may set reasonable time limits for testimony. An audio or video record of the meeting shall be filed with the facilities plan and speakers may provide a written transcript of their testimony. An executive summary of the meeting shall be filed with the Louisville Metro Planning Commission and a copy of the executive summary will be mailed to any commenters requesting a mailed copy.

Every effort shall be made to purchase sites by negotiation with a willing seller at a fair and reasonable price. If a real estate agent is retained for the purpose of negotiating with an owner for the purchase of a site and the negotiation is successful, payment for services rendered shall be at a previously agreed upon rate.

If negotiations for the purchase of a site are not successful and every effort has been exhausted to achieve acceptable purchase terms, the right of eminent domain may be utilized and condemnation proceedings authorized.

Payment for services rendered by a real estate agent and/or attorney, in the case of condemnation proceedings, shall be made on an hourly basis.

FACTORS TO BE CONSIDERED

The following factors shall be considered when acquisition of a site for school purposes is being planned:

Accessibility and Safety

The site shall be readily accessible. Adequate public roads or streets shall be available to accommodate anticipated school traffic. The site shall be so located that a safe sight distance of at least 500 feet may be maintained at all vehicle exits and entrances to and from the site onto public roads, streets, or highways.

Site AcquisitionFACTORS TO BE CONSIDERED (CONTINUED)Size

The site shall be of adequate size and proper shape to provide for the development of ample playground facilities and future expansion. Elementary sites shall consist of five acres plus an additional acre for each 100 or fraction of 100 students anticipated. High school and middle school sites shall consist of 10 acres plus an additional acre for each 100 or fraction of 100 students anticipated.

Site Location

The site shall be free from disturbing noises, distracting influences, and hazardous surroundings; and the location shall be in agreement with the ~~e~~District's comprehensive educational plan.

Facilities Planning

The Superintendent/designee shall develop procedures to ensure that all facilities services shall be available to the site, such as, water, sewer, and electric services.

Facilities Planning Advisers

An attorney shall be retained to verify that a fee simple title can be obtained in conformance with Kentucky Revised Statutes prior to the purchase of a school site.

Advisers shall be used, if needed, to verify the availability of facilities services to the site according to procedures developed by the Superintendent/designee.

Enrollment Projections

It shall be the responsibility of the ~~Department of Research and~~ Demographics Unit to compile the data necessary to project enrollments several years in advance for each school in the ~~e~~District. On the basis of this information and funds available, the Division of Facilities/Transportation shall carry out new building construction, additions, remodeling and improvements, and other means of fulfilling needs of housing the school children of the ~~Jefferson County Public Schools District~~.

REFERENCE:

KRS 162.030

RELATED POLICIES:

01.421

04.32

05.1

Maintenance**DEVELOPMENT OF PROGRAM**

The Superintendent/designee shall develop procedures for the maintenance and repair of all facilities owned by the ~~b~~Board-of-education. The Superintendent shall report periodically to the Board on the status of the maintenance program.

An optimal program of good housekeeping practices and procedures shall be provided for all ~~physical~~District facilities. ~~of the Jefferson County Public Schools~~District.

REFERENCES:

[KRS 160.290](#)

[KRS 198B.650](#)

[815 KAR 008:010](#)

[902 KAR 045:150](#)

Kentucky Education Technology System (KETS)

Adopted/Amended: 01/01/1900

Order #:

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, 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 Executive Director of Facilities/Transportation.

School personnel shall work with the Executive Director of Facilities/Transportation 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 on school playgrounds.

MAINTENANCE

As the Principal/building administrator observes or is notified of physical hazards and/or needed maintenance of the building, equipment and grounds, s/he shall report it, using the required formwork order system, to the ~~appropriate director~~ Department of Facilities/Transportation who, in turn, shall make a prompt inspection and initiate steps to remedy the condition.

TRAFFIC AND PARKING CONTROLS

The ~~Superintendent~~ Principal or building supervisor shall develop procedures ~~for the administrator, p~~ Principal or building supervisor of each building owned by the Jefferson County Public Schools District to enforce vehicle parking and traffic control for each building owned by the District.

REFERENCES:

KRS 160.290

KRS 160.340

704 KAR 004:020

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

RELATED POLICIES:

05.4

09.23

Adopted/Amended: 01/01/1900

Order #:

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: 01/01/1900

Order #:

Energy Management

It is the intent of the Board that the District use energy resources in a safe and efficient manner with an on-going focus on identifying and implementing cost saving measures and developing staff and student commitment to identified energy management practices.

To promote this effort, the Superintendent/designee shall direct the development of an energy management plan (EMP) for Board approval and oversee the implementation and maintenance of that plan. The Superintendent/designee shall report the EMP results for each fiscal year, including annual District energy usage, costs and anticipated savings to KPPC - the Kentucky Pollution Prevention Center – by October 1st annually through the Kentucky Energy Efficiency Program for Schools (KEEPS).

A status report on implementation of the plan in Board-owned and Board-operated facilities shall be provided to the Board periodically.

REFERENCE:

[KRS 160.325](#)

Adopted/Amended: 01/01/1900

Order #:

Community Use of School Facilities

WHO MAY USE

The Board encourages the use of school buildings by school-related groups, Parent-Teacher-Student Associations, or other parent groups whose purpose is to serve or benefit the school program. Regular rental fees shall not be charged to school-related groups. Such groups shall reimburse the school district for any additional personnel costs.

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.¹

~~The Board may grant the use of school facilities to responsible individuals 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, except as noted in the provision below.

Availability

Non-profit organizations, governmental agencies and individuals may use school buildings or facilities for lawful public assemblies. For-profit organizations may use school buildings or facilities for the purpose of providing before or after school enrichment and other educational programs for the benefit of students in attendance at the school. Use of facilities shall not interfere with school functions and operations. Groups shall obtain necessary approvals and pay appropriate fees and costs prior to the usage.

The Superintendent shall establish procedures for the use of school facilities. Such procedures shall include the provision that the use of tobacco products in board-owned buildings is prohibited. Beginning in the 2013-2014 school year, the District shall become tobacco free and the use of tobacco products in or on any property owned or operated by the Board shall be prohibited.

CHARGES

A schedule of charges shall be developed to cover the cost of the purchase or use of District equipment, supplies, and human services required to respond to legitimate requests by individuals or organizations. Charges shall be reviewed and adjusted annually or more often if necessary in order to provide for adequate reimbursement for supplies and services.

Pursuant to this policy, the Superintendent shall establish and implement a facility use procedure for the use of school buildings by school-related groups and other organizations or individuals. Such procedures shall include a schedule of rental fees and charges.

Revenues from any real estate holdings acquired in anticipation of future school needs or from the rental of property which may be temporarily unused for public school purposes shall accrue to the appropriate fund under the Board's management and control.

APPLICATION

The District shall utilize an official application form which shall detail the conditions of usage. Persons authorized to represent officially the renting individual/organization must sign the

Community Use of School Facilities

application. 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 the 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, t~~The individual or group shall provide a certificate of liability insurance for a minimum of \$1 million per occurrence and \$2 million aggregate naming the Board as an additional insured under the policy for the activity.

REFERENCES:**¹ KRS 162.055**

KRS 160.290; KRS 160.293

KRS 160.340; KRS 162.050

OAG 80-78; OAG 60-389

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: 11/26/2012

Order #: 2012-353

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

In compliance with the Board's prohibition on the use of school property for ~~personal use or~~ commercial activities that do not serve or benefit the school program, all sales activity on school premises must have a clear school-related purpose and must be approved by the Principal/building supervisor. Groups renting school facilities must indicate in their applications the nature of any sales to be conducted.

To promote good nutritional habits for our students and families, non-profit community organizations, government agencies and groups that benefit the school program shall be permitted to conduct farmers markets on Board property with the approval of the Principal/building supervisor. The sponsor of any farmers market held on Board property must provide evidence of compliance with all applicable state and local laws, regulations and ordinances regarding the operation of a farmers market.

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

Adopted/Amended: 01/01/1900

Order #:

Related Policy:

05.3

Safety**BOARD TO ADOPT PLAN**

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.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. School facility design, maintenance, and usage;
2. Safety and security procedures, orientation and training in use and management of equipment and facilities;

~~Each school administrator shall create and maintain a hazard free environment for students and employees of the Jefferson County Public Schools District in compliance with local and state regulations as set forth in Kentucky Revised Statutes, Chapter 338, "Occupational Safety and Health of Employees", as amended; Life Safety Code, revised; the Kentucky Building Code, and Kentucky Fire Prevention Code, as amended; and other laws governing the operation of public schools in the state of Kentucky.~~

3. Supervision of students;
4. Compliance with state and federal safety requirements;
5. Periodic reports to the Board concerning implementation of the plan and its effects on District students, personnel, and operations.
6. Emergency/erisis interventionSchool Emergency Planning;

~~The school council or, if none exists, the Principal charged with the responsibility of operating a building site, shall have a plan of action to provide for any natural or man-made disaster which affects the safety of students and employees housed in that facility. That plan shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of all emergency plans, including a diagram of the facilities, shall be given to first responders, including local fire, police, and emergency medical personnel and shall be made available to all occupants of the building. and aA master copy shall be sent to the Security Unit for evaluation and permanent filing. Following the end of each school year, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.~~

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

Safety

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

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

- a. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
- b. Identify severe weather safe zones and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;
- c. Develop school procedures to follow during an earthquake; and
- d. Develop and adhere to practices to control access to the school.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

6.

7. Community involvement.

PRECAUTIONS

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

REPORTING HAZARDS

Each ~~All~~ employees observing a potential safety or security hazard shall report such hazard in writing to building administrators ~~any observed unsafe physical hazards using the appropriate Form 423-I, who~~ ~~The building administrator~~ shall then report the physical hazard using the work order system to the ~~appropriate director~~ Department of Facilities/Transportation who, in turn, shall make a prompt inspection and initiate steps to remedy the condition.

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.

REFERENCES:

A New Section of KRS Chapter 158

KRS 158.445

KRS 158.148

KRS 160.290

KRS 160.445

KRS 311.667

KRS 411.148

RELATED POLICIES:

03.14/03.24

05.2

SCHOOL FACILITIES

05.4
(CONTINUED)

Safety

| 05.21; 05.41; 05.411; 05.42; 05.45; 05.47
09.22
09.221
09.4 (entire section)

Adopted/Amended: 01/01/1900
Order #:

Fire Drills

MONTHLY DRILLS

~~All principals and building managers shall implement fire exit drill procedures as stipulated in the Kentucky Standards of Safety, revised 1999.~~ There shall be at least two (2) fire exit drills the first month of a school term and one (1) additional fire drill per each calendar month for the remainder of the school term. The route of exit is to be posted in all classrooms and other areas where students assemble.

In climates where the weather is severe the monthly fire exit drills shall be permitted to be deferred provided that the required number of fire exit drills is achieved and at least four (4) are conducted before the drills are deferred.

REQUIRED REPORT

On forms provided by the Superintendent, a monthly fire drill report is to be completed and maintained at the school. The appropriate reporting form, detailing the date and time of each fire drill, weather conditions when the occupants were evacuated, the number of occupants evacuated, and the total time for evacuation shall be kept on the premises.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCES:

~~Kentucky Standards of Safety, revised 1999~~
Life Safety Code Handbook, Chapter 31
KRS 227.220(3)(e)

RELATED POLICY:

05.4

Building Lockdowns

DEFINITION

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

ANNUAL PRACTICES

A building lockdown practice shall be implemented at least ~~one~~twice during each school year. At a minimum, lockdown drills shall be held during the first thirty (30) instructional days of the school year and in January. 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. Local law enforcement agencies shall be invited to assist in establishing lockdown procedures. 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](#)

[A New Section of KRS Chapter 158](#)

RELATED POLICY:

[05.4](#)

Adopted/Amended: 01/01/1900

Order #:

Severe Weather/Tornado Drills

PROCEDURE SYSTEM

To maintain the safety and care of students and employees, a severe weather/tornado emergency procedure system shall be established to include, but not be limited to, the following components:

1. A school building disaster plan that provides for a drop-shelter procedure and safe area evacuation practices;
2. Designation of a safe areazones for each facility that have been reviewed by the local fire marshall or fire chief as part of the school emergency planning process and posted in each room of the school;
3. Protective measures to be taken before, during, and following a severe weather/ tornado; and
4. Training of staff and students in the emergency procedure system, including use of a drop procedure.

TIMES FOR DRILLS

Each school location shall conduct a minimum of ~~four emergency/disaster drills per year of which at least~~ two (2) severe weather/tornado/safe area and safe area evacuation drills per school year. ~~One A severe weather/tornado/safe area and safe area evacuation~~ drill shall be ~~conducted in the month of March to prepare for the tornado season.~~ held during the first ~~full month~~ thirty (30) instructional days of the school year and again in ~~February, March, or April~~ January. Designated ~~safety areas~~ school primary and secondary evacuation routes and the route thereto are to shall be ~~posted in all classrooms and other areas where students assemble by any doorway used for evacuation.~~

REQUIRED REPORT

The appropriate reporting form, detailing the date and time of each severe weather/tornado drill, ~~weather conditions when the occupants were evacuated, the number of occupants evacuated, and the total time for evacuation~~ shall be kept on the premises.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCE:

A New Section of KRS Chapter 158
KRS 158.163

RELATED POLICY:

05.4

Adopted/Amended: 01/01/1900
Order #:

Bomb Threats

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

REFERENCES:

OAG 77-254

KRS 508.075

KRS 508.078

Adopted/Amended: 01/01/1900

Order #:

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 notifying the District's security department prior to the event and 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: 01/01/1900

Order #:

Earthquakes

~~Each school location shall conduct a minimum of two (2) earthquake drills per year.~~ 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. As used in this policy, "drop procedure" means an activity by 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.¹

Each school location shall conduct a minimum of two (2) earthquake drills per year.

REQUIRED REPORT

The appropriate reporting form, detailing the date and time of each earthquake drill, weather conditions when the occupants were evacuated, the number of occupants evacuated, and the total time for evacuation shall be kept on the premises.

REFERENCE:

¹[KRS 158.163](#)

RELATED POLICY:

05.4

Adopted/Amended: 01/01/1900
Order #:

Weapons

This policy applies to all individuals on District property including students, staff members, and visitors to the school. Violations of this policy shall be reported to a law enforcement agency.

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 event is prohibited.³

~~Employees are prohibited from the possession and/or use of firearms or other deadly weapons of any kind, in the workplace, or on dDistrict property at any time, unless authorized by the sSuperintendent/designee. Violation of this policy by employees Failure to comply with this prohibition~~ is grounds for disciplinary action up to and including termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent/designee, who shall recommend to the Board whether determine if charges for expulsion for a minimum of one (1) calendar year from the District schools should be filed under Policy 09.435 or if the student should be assigned to an alternative school or otherwise disciplined pursuant to the Code of Acceptable Behavior and Discipline. 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~~event that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

LOOK-ALIKE WEAPONS

Any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one will be considered a look-alike weapon. Any student who represents a look-alike weapon to a staff member or another student as a real weapon and/or who uses it to intimidate, threaten, or harass someone will be treated as if he or she used a real weapon., ~~according to state and federal laws.~~

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, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in the 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 device⁴ 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.

(Continued)

Weapons

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.²

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.¹

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:

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.²¹

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:

¹KRS 527.0270; KRS 158.150; 20 U.S.C. §7141; (Gun-Free Schools Act); 18 U.S.C. §921(a)

²~~KRS 527.070, KRS 500.080~~

³~~KRS 237.106~~

~~KRS 158.150~~, KRS 158.154

KRS 158.155, KRS 160.290, KRS 160.340, KRS 161.790

KRS 237.106; KRS 237.110, KRS 500.080;

KRS 508.075, KRS 508.078; KRS 527.020

Individuals with Disabilities Education Improvement Act (IDEA)

Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.4341

09.435

09.436

09.4361

Adopted/Amended: 01/01/1900

Order #:

Security of Facilities

The Superintendent/designee shall develop procedures to protect, to the extent possible, students and employees from criminal acts ~~of crimes~~ while they are on school property and ~~shall~~ to implement a plan to promote the reasonable security of District property. ~~preserve building sites from physical damage by vandals. The Superintendent/designee shall develop procedures to implement this policy.~~

Restitution shall be sought, whenever possible, for damaged, lost, stolen or vandalized school property.

RESPONSIBILITY

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

RELATED POLICIES:

05.21

09.421

Adopted/Amended: 01/01/1900

Order #:

Recycling**RESPONSIBILITY**

If the District can locate a recycling vendor to serve the District without a negative fiscal impact, all Board-owned and operated facilities shall recycle white paper, cardboard and other recyclables as practicable. The Superintendent/designee shall establish a recycling plan for all school facilities and periodically review compliance with this requirement.

REFERENCE:

[KRS 160.294](#)

Adopted/Amended: 01/01/1900

Order #: