

Facilities Construction/Naming**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.¹

FACILITY NAMING GUIDELINES

It is the responsibility of the Board to adopt official names for public school facilities. In doing so, it is preferred that school facilities be named for individuals who have made an outstanding contribution to the community, county, state or nation or to identify the facility with the community or neighborhood in which it is located. These names should be clearly identifying, widely known and recognized.

When a new or reconfigured school facility is initiated, the Superintendent will establish a temporary, generic name to designate the site or building for planning purposes. The Board may then seek input from the community as to a permanent facility name. At the direction of the Board, the Superintendent shall establish a committee to discuss and suggest facility names. This committee shall make a suggestion of at least two (2) naming options which the Superintendent shall bring to the Board.

If there is a strong interest within the community, the Board will also consider petitions to rename existing school facilities or a portion of a school facility, to include athletic facilities. Said petitions should be presented to the Superintendent, who will then present the petition to the Board.

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.²

CONSTRUCTION OVERSIGHT

Construction projects shall be undertaken and conducted in compliance with standards set forth in applicable statutes and regulations, including, but not limited to, rules covering the capital construction process.²

REFERENCES:

¹Kentucky School Facilities Planning Manual

²702 KAR 004:160

KRS 157.615; KRS 157.620; KRS 157.622; KRS 158.447

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

KRS 424.260; KRS Chapter 45A

702 KAR 004:005; 702 KAR 004:050; 702 KAR 004:100

702 KAR 004:170; 702 KAR 004:180; 750 KAR 001:010; 750 KAR 001:030

Adopted/Amended: 8/18/2014

Order #: 24

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:8/18/1997

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.

INTEGRATED PEST MANAGEMENT

In compliance with applicable Kentucky Administrative Regulation (302 KAR Chapter 29), the District shall implement a program of Integrated Pest Management (IPM) with the primary goal of controlling pests, general pests, and wood-destroying organisms 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.

REFERENCES:

[KRS 158.447](#)

[KRS 160.290](#)

[KRS 162.060](#)

[302 KAR 029:010](#); [302 KAR 029:020](#)

[302 KAR 029:050](#); [302 KAR 029:060](#)

[702 KAR 004:180](#)

Adopted/Amended: 7/18/2016

Order #: 5

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:7/19/10

Integrated Pest Management Application and Notification

“Children are present” means the designated time period between two (2) hours before the start time and forty-five (45) minutes after the dismissal time of the regularly scheduled school day as determined by the school authority under the calendar set by the school Board.

Notification by the school to parents or guardians on the registry shall be required if the school authority, after consultation with the certified applicator, determines that a pesticide application is necessary when children are present in the school.

For pesticide applications made when children are present, the school authority shall provide the notification to persons listed on the registry at least one (1) hour prior to the making of the application.

Pesticides may be applied without notification indoors and to outside areas when children are not present.

The area where the point of application of a pesticide occurred shall be posted by the certified applicator regardless of the absence or presence of children

Review/Revised:6/20/2016

Integrated Pest Management Notification

WRITTEN NOTICE IN THE FOLLOWING FORM SHALL BE SENT OR GIVEN AT THE BEGINNING OF THE SCHOOL YEAR. A COPY OF THE NOTIFICATION SHALL BE MAINTAINED BY THE SCHOOL AUTHORITY FOR TWENTY FOUR (24) MONTHS AFTER THE NOTICE IS ISSUED AND SHALL BE SUBJECT TO INSPECTION UPON REQUEST BY KENTUCKY DEPARTMENT OF AGRICULTURE PERSONNEL.

Date

Dear Parent or Guardian:

Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.

Name: _____ School: _____

Phone Number: _____ Email Address: _____

For more information, please contact _____ at _____.
Name Phone Number

Review/Revised:6/20/2016

Donor Recognition

The Board actively encourages gifts and donations to the District and acknowledges that plaques, name plates, donor walls, and similar recognitions may provide appropriate forms of recognition, and encourage future donations, if done in accordance with and in direct support of the District's mission and vision and this Policy:

1. Donations and gifts under \$5,000 must be approved by the SBDM Council or District Office. Donations and gifts of \$5,000 or more require approval of the Board.
2. Donations and gifts become the property of the District. All requests for recognitions shall be considered by the District Giving/Naming Committee. Recognitions shall be determined by the Giving/Naming Committee comprised of two (2) Board Members and five (5) other District Personnel with final approval by the Board.
3. Donors may request how the donation is to be used. Plaques, name plates, donor walls, and similar recognitions may be in recognition of gifts of an appropriate amount, to be determined by the Giving/Naming Committee.
4. Plaques, name plates, donor walls, and similar recognitions placed in a school should be done so in consultation with the school's Principal and/or SBDM Council and approved by the Giving/Naming Committee.
5. Corporate names are allowed provided they do not contain corporate logos, slogans, or other advertising, or otherwise violate Board policy. No recognition on plaques, name plates, donor walls, or similar recognitions will be permitted for corporate or business entities whose primary focus of sales or manufacturing is included but not limited to illegal drugs, alcohol, tobacco, or firearms; or whose recognition would suggest the promotion of the use such.
6. The District may remove or alter a physical donation and/or its recognition in the future if deemed necessary. Reasons include, but are not limited to: (1) safety concerns; (2) age and condition; (3) student capacity; and/or (4) facilities renovation.

REFERENCE:

[KRS 156.480](#)

[KRS 160.580](#)

[Accounting Procedures for Kentucky School Activity Funds](#)

RELATED POLICIES:

03.1322; 03.2322; 04.61; 05.11; 10.4

Adopted/Amended: 7/18/2016

Order #: 8

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: 6/22/1994

Order #: 269

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

☐ General maintenance/utility personnel, ☐ the maintenance supervisor ☐ school custodian ☐ building Principal/designee ☐ other, as specified _____ 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:8/18/97

School Custodial and Maintenance Checklist

School/Location Inspected:			Date:		
Inspection Criteria	Max Score	Actual Score	Inspection Criteria	Max Score	Actual Score
Entrance/Corridors			Offices - Other		
Entrance glass clean and free of smudges?	5		Windows clean?	5	
Wall, lights and vents clean?	5		Wall, lights and vents clean?	5	
Floor finished with "depth shine"? Or carpet clean?	5		High and low dusting done?	5	
Corners & baseboards clean?	5		Furniture and counters clean?	5	
High dusting & damp wiping completed?	5		Wastebaskets clean & lined?	5	
Drinking fountains clean?	5		Floor clean/carpet clean?	5	
Fire extinguishers/cabinets clean?	5		TOTAL SCORE	30	
TOTAL SCORE	35				
Grounds			Classrooms		
Curbs free of weeds/litter?	5		Board and trays clean?	5	
Shrub areas pruned?	5		Walls, lights, vanity glass, baseboards clean?	5	
TOTAL SCORE	10		Floor clean?	5	
Custodial/Mechanical Rooms			High dusting/damp wiping?	5	
Custodial/storage area clean, organized, stocked?	5		Wastebaskets clean & lined?	5	
Carts properly stocked? Equipment clean?	5		Pencil sharpener clean?	5	
All bottles labeled & filled?	5		Walls, lights, vents clean?	5	
Mechanical room floors, etc. clean?	5		Fixtures clean?	5	
Furnace room clean and free of flammable materials?	5		TOTAL SCORE	40	
TOTAL SCORE	25		Restrooms		
Gymnasium			Fixtures clean and sanitized?	5	
Floor, walls and seats clean?	5		Chrome cleaned?	5	
Trash picked up from bleachers/stairs?	5		Floors finished with "deep shine"?	5	
Lights working properly?	5		Wastebaskets & towel dispensers clean?	5	
TOTAL SCORE	15		Mirrors clean?	5	
			High/low (damp) dusting completed?	5	
			Supplies stocked?	5	
			TOTAL SCORE	40	
			OVERALL TOTAL POINTS		
			OVERALL QUALITY SCORE		
			195		

Comments: _____

Scoring Scale: (5) Excellent, (4) Above Average, (3) Average, (2) Needs Improvement, (1) Unsatisfactory

Building Representative _____ Inspected by _____

Review/Revised:4/18/2016

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 school personnel and reviewed by the District Maintenance Department.

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 potential hazards to the Superintendent/designee.

School personnel shall work with the District Maintenance Department to assure that playground equipment to be purchased by, or donated to, the school meets District standards and is approved prior to installation. Only safety approved 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: 8/15/2005

Order #: 15

By: _____

CONDITION

- Unrepairable
- Jagged/exposed screws, bolts, etc.
- Jagged/exposed concrete footings
- Broken supports/anchors
- Broken rails, steps, rungs, seats
- Loose bolts, nuts, etc.
- Missing supports/anchors
- Missing rails, steps, rungs, seats
- Missing bolts, nuts, caps, plugs
- Worn surface material
- Surface vandalism
- Repainting necessary
- Inadequate surfacing material under equipment
- Worn bearings
- Lubricate moving parts
- Other (specify)
- Satisfactory

Comments: _____

Review/Revised:4/18/2016

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: 6/22/1994

Order #: 269

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, which shall address the following components:

1. A District level committee shall be appointed by the Superintendent/designee to develop and implement the energy management plan (EMP).
2. The District level committee shall track and monitor the EMP to determine progress toward managing and reducing energy costs.
3. Effective with the 2011-2012 school year, 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 following the end of each fiscal year.

REFERENCE:

[KRS 160.325](#)

Adopted/Amended: 8/16/2010

Order #: 12

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

Under procedures developed by the Superintendent, the Board may grant the use of school facilities to responsible and organized local groups for purposes that provide demonstrable benefit to the schools or to the community as a whole. School facilities are not available to groups outside the school district unless approved by the Superintendent. 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.¹

AVAILABILITY

The Board shall determine when and which facilities will be available to the community and may 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.

Formal written application for the use of school property should be made to the school Principal as far in advance as possible.

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.

CHARGES AND FEES

The renting group or organization may be charged fees as established by the Board for the use of facilities.

All individual groups and organizations using school facilities for non-school functions and activities shall be responsible to the Board for the payment of supervisory services which are provided by the Board.

Community Use of School Facilities**EXCEPTION**

Activities that are sponsored by approved student organizations, faculty groups, or school-related parent groups may use school facilities without charge when approved by the Principal and supervised by school personnel.

DISREGARD OF RULES

Disregard of the rules and regulations governing the use of school buildings and facilities shall result in the refusal of the Board to grant the offending group or organization further use of the buildings and facilities.

RESTITUTION OF DAMAGES

The renting group or organization shall reimburse the Board for any repair of damages to or replacement of school property lost stolen, damaged, or vandalized while under its care.

REFERENCES:

¹[KRS 162.055](#)

[KRS 160.290](#)

[KRS 160.340](#)

[KRS 162.050](#)

[OAG 60-389](#); [OAG 80-78](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

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

RELATED POLICIES:

05.31

10.3

Adopted/Amended: 7/16/2012

Order #: 4

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. However school facilities shall not be used by members of the community or community groups for:

- Personal events (such as birthday parties, weddings, showers, engagement parties)
- Non-school related commercial purposes
- Gambling
- Political events, activities or meetings including those conducted on behalf of an elected official, candidate, slate of candidates or political organizations (other than a candidate forum in which all candidates are invited to participate)

PRIORITY FOR USE OF SCHOOL FACILITIES

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
I - School Groups	Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts. Interscholastic activities including athletic teams, speech and debate, band competition and academic competition. Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council.	Principal/ designee	Principal/ designee	None	None required
II - School-Related Groups	District Adult/Community education programs Parent-Teacher Association/ Organization Booster Groups - academic, athletic and band 4-H Clubs Scout groups County Recreation Programs Little League and/or comparable groups including, but not limited to, YMCA Adult farmers	Superintendent/ designee	Principal/ designee	Custodial fees, if designated in contract	As specified in the contract NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. (<u>Accounting Procedures for Kentucky School Activity Funds</u>)

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

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
III - Community Interest Groups	Civic clubs Industrial groups Homemakers Farm Bureau Historical Society	Superintendent/ designee	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	Superintendent/ designee	Principal/designee	Usage and custodial fees, as designated in contract	None required 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.

LONG TERM USE

It is the intent of this procedure that eligible groups, other than school groups or school-related groups, may only contract for after-hour use of facilities for events that are of a limited duration. Contracts for after-hour use of District facilities for regularly scheduled, recurring events shall be limited to a term of three (3) months.

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:3/16/2015

Application and Contract**CONDITIONS OF USE**

The use of school facilities is subject to the following conditions:

1. An official application shall be made to the Principal.
2. Permission to use facilities will be granted only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
 - a. Acceptance of responsibility by officials of the organization for any damage or loss resulting from the usage;
 - b. Agreement that 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 the use of tobacco, including alternative nicotine products and vapor products shall not occur twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property including stadiums/athletic fields;
 - e. Prohibition of alcoholic beverages in school buildings or on school grounds;
 - f. Observance that no immoral or illegal activity shall be allowed on the premises;
 - g. The presence of a Board employee at all times. The wage of the employee(s) must be included in the contract along with the social security and retirement payments required by law. If the employee's services are required beyond the normal 40-hour week as defined by the Board, overtime wages must be paid.
 - h. Agreement that no alterations to the buildings or grounds be made without prior approval;
 - i. Agreement that parties shall not sublease or reassign any portion of the building or item of equipment covered by the contract;
 - j. Agreement that school equipment shall not be a part of the contract unless specifically enumerated; and
 - k. Agreement to leave the facilities in as good a condition as before used.

REFERENCES:

[KRS 162.055](#); [KRS 438.050](#); [KRS 438.305](#)
[OAG 81-295](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICY:

10.3

Adopted/Amended: 7/18/2016

Order #: 7

Building Use Form

Name of School Requested

Using Organization

Requested Facility (gym cafeteria,
auditorium, athletic field, etc.)

Date and Time to be Used

Date Request Made

Date Request Granted

Number of People Using Facility

Contact Person

Purpose of Meeting

COMMENTS AND/OR OTHER AGREEMENTS:

I, _____, agree to be in charge of those persons present and to assume the responsibility for their conduct. Also, I agree to pay for any and all damages that are incurred as a result of misuse, destructive or negligent acts.

Signature

- The Principal has the authority not to allow use of the gym and/or other facilities or to terminate its use if all obligations are not satisfied by the group.
- A representative of the school system employed in the building must be present and paid an hourly rate as calculated each year.
- The Board of Education will charge a utility fee of \$20.00 per hour. The Board of Education will charge a fee of \$50.00 per hour for athletic field lighting.
- School facilities shall not be used by members of the community or community groups for personal events, commercial purposes, gambling, religious worship services or political events, activities or meetings including those conducted on behalf of an elected official, candidate, slate of candidates or political organizations (other than a candidate forum in which all candidates are invited to participate).
- Drugs/Alcohol or tobacco products including alternative nicotine products and vapor products are not permitted in schools or on school premises.
- Approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity.

Review/Revised:8/15/2016

Reporting Form for Employee Extra Pay

SCHOOL _____

ACTIVITY/ORGANIZATION _____

DESTINATION _____

(Bus Drivers)

DATE FACILITY USED _____

SCHOOL EMPLOYEE TO BE PAID _____

**Facility/Activity
(Check one)**

Athletic Field _____

Gym _____

Auditorium _____

Cafeteria _____

Bus _____

Admissions _____

SIGNATURE _____ SIGNATURE _____

(Employee)

(Principal)

COST CALCULATION FOR THIS AGREEMENT:Hours Paid _____ X \$ _____ = \$ _____
(rate of pay)

Utility Fee _____ X \$ 20.00 per hour = \$ _____

Mileage Fee _____ X \$ 1.30 per mile = \$ _____

Athletic Field Lighting _____ X \$50.00 per hour = \$ _____

TOTAL DUE \$ _____

ACTIVITIES LEGEND**PAY TO BOARD****EMPLOYEE PAY (less deductions)**

Building Supervisor

Cafeteria Workers*

Bus Drivers

Admissions Employees

SCHEDULE TO BE CALCULATED EACH YEAR

The difference in the amount due the Board and employee pay is to cover the cost of matching social security, retirement, unemployment tax and worker's compensation.

***When cafeteria workers are being paid, two (2) sets of forms must be completed:**

1. One form for utility costs submitted to Board of Education accompanied by check or cash.
2. Second form for employee paid-submitted to School Cafeteria Account accompanied by cash or check.

PROCEDURE FOR SUBMITTING MONEY, REPORTING FORMS, BUILDING USE FORMS, AND TIME SHEET TO BOARD OFFICE:

1. Money, Reporting Form, Building Use Forms and timesheets must be submitted together to the Finance Department, Accounts Receivable. Submit Reporting form in duplicate.
2. The above is to be submitted to Accounts Receivable no later than the 25th of the month.

Building Use Form PD Center**POLICIES: AGREEMENT FOR USE OF PD CENTER MEETING ROOMS
HENDERSON COUNTY SCHOOLS
HENDERSON, KY 42420**

This lease/rental agreement is between Henderson County Schools (the owner) and _____,
_____, the leaser/renter, to use on _____,
(Name of the requesting organization/group)

_____ in the amount of \$ _____
(Specific date requested) (Rental fee, if applicable)

which allows for access between the hours of _____
(Please include time for set-up and clean-up)

Purpose of this activity (please be specific): _____

1. Henderson County Schools supported groups have first priority. Henderson County School organizations and activities include, but are not limited to: Board meetings, Principal meetings, District committees, FRYSC activities and meetings, department meetings, school sponsored activities and meetings, and professional development activities. Non-Henderson County School groups will be considered as "outside groups".
2. Henderson County School groups may reserve meeting space up to one (1) year in advance. The PD Center staff reserves the right to re-locate any group as needed. Henderson County School supported groups have first priority to meeting space. Outside groups may reserve meeting space, up to three (3) months in advance, with the approval of Henderson County Schools.
3. Use of the facilities is limited to educational and/or business meeting related to education, youth development, literacy, family strengthening, and community partnerships. Private parties, family reunions, receptions, showers, dances, political functions (exception: use as official polling place) etc., are examples of events that are not allowed. Regardless of the unique qualifier for the individual group/organization, Henderson County Schools serve all people regardless of race, color, age, sex, religion, disability, or national origin. The responsible person for the meeting is expected to meet any specific needs for those in attendance.
4. A \$100.00 "Facility Deposit" is required no less than thirty (30) days prior to the planned event for all profit and non-profit groups wishing to utilize the PD Center facilities. If the space is left in satisfactory condition, the deposit will be returned to the renter. If the deposit is not presented to the PD Center staff, the meeting space will not be held for the requested date. No-shows, without cancellation fourteen (14) days prior to the meeting, will forfeit the return of the deposit.
5. Rental fees are assessed to those groups who are not considered to be a "Henderson County Schools sponsored activity" at the following rates:

Up to 10 people in the group:	\$25.00 for up to 4 hours \$50 for over 4 hours*
10-25 people in the group:	\$50.00 for up to 4 hours \$100.00 for over 4 hours*
25-50 people in the group:	\$75.00 for up to 4 hours \$150.00 for over 4 hours*
Over 50 people in the group:	\$100 for up to 4 hours \$200 for over 4 hours*
Use of the Kitchen:	Additional \$25.00 per use/day
(*- in a 24 hour time frame, or any one day)	

Building Use Form PD Center

6. Renter agrees to pay for any losses or damages to the premises and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, or furnishings in, on, or about the premises which are damaged or destroyed through the willful or negligent act or acts of the part of the renter, its employees, agent, invitee, guests, or assigns. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment or replacement. All repairs will be arranged for by Henderson County Schools.
7. The individual signing this lease in behalf of the renter does hereby and personally guarantee that he/she has full authority to act in behalf of the renter in the execution of this lease agreement.
8. The owner (Henderson County Schools or the Board of Education) assumes no risk. The renter releases the owner of any and all liability for damages, injury, or loss to any person, goods, merchandise, or machines from any cause whatsoever. Further, the renter hereby covenants to indemnify and save harmless said owner from any damage, injury, or loss from any cause, whosoever, arising in or out of said party of the renter's use or occupancy of the building or premises, including any goods, merchandise, fees for attorneys and litigation, machines, etc. left on the premises.
9. No sign, poster, advertisement, notice, or other attachment shall be inscribed, painted, or affixed on any part of the outside or inside of the building, except door glass. Do not tape, pin, nail, or tack anything on walls, facings, or wooden doors. Tape can be used on glass of doors only. No decorations can be attached to walls, facings, pictures, or doors. Easels are available upon prior request.
10. Renter furnishes all equipment and program materials, as well as their own table covers, eating utensils, paper products, cleaning items, towels, dish cloths, food condiments, etc. PD Center supplies in building are not to be used unless otherwise specified. Garbage bags will be furnished. Trash should be placed in the appropriate receptacles.
11. Renter is responsible for the set up of the facility. Renter is not to pull, drag or scoot tables, chairs, or furniture. Please pick up chairs and tables when they need to be moved. Please clean up after your group, removing all trash from the floors, tables, and counters. ROOM SHOULD BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND.
12. No alcoholic beverages or illegal drugs, etc., are allowed on the premises. Use of tobacco including alternative nicotine products and vapor products is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on school-owned property, including stadiums/athletic fields.
13. Henderson County Schools staff will have reasonable access to the premises during the term of this lease agreement. Rental/use of the facility will not interfere with any District activity or disrupt the operation of the school. Limited parking during school hours is available. There is no parking permitted in the bus lane or child pick up area.
14. Policies are subject to change at any time without written notice.
15. In all cases of disagreement arising herein, the statutes and laws of the Commonwealth of Kentucky shall govern. And, the renter further states that he/she does not intend to, and will not, use said premises for any other purpose that will constitute any violation of city, county, state, or federal laws. Will not allow immoral or illegal activity and shall observe fire and safety regulations.
16. Meeting space policy questions can be directed to the Professional Development Center by contacting Marilyn Schwallier at _____.
17. The leaser/renter agrees to be responsible for any cleanup costs incurred by the owner as a result of the room(s) being left in unacceptable condition. The owner will bill the leaser/renter for these cleanup costs, with payment expected within thirty (30) days of the billing. Any damage to the meeting space(s) or facility shall be in accordance with the statement #6 of this agreement. Proof of liability insurance shall be attached to the PD Center Agreement.

Building Use Form PD Center

18. Reservations will be kept by the Henderson County School PD Center staff. Forms are available at the PD Center and available on the Henderson County Schools web page - <http://www.henderson.kyschools.us/>.
19. Scheduling will be done on a first come, first serve basis, with any Henderson County Schools supported program receiving priority.
20. Requests for use of facilities should be submitted on this form, which may be requested from the PD Center during business hours or accessed through the above listed web page. Telephone requests will be held for a maximum of two (2) working days pending receipt of the signed reservation form. If a for-profit group will be utilizing the facilities, a check for the appropriate rental fees is expected prior to the start of the planned event.
21. Refund of payment will be considered, if the planned event is cancelled a minimum of fourteen (14) days prior the planned usage. If Henderson County Schools are cancelled due to weather or emergency (not a day planned in the calendar) then the staff will work with the leaser/renter to reschedule an event.
22. By signing this agreement, the responsible party acknowledges and agrees that this organization does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin. Shall complete a statement of compliance with the non-discrimination policy of the Henderson County Schools.
23. Approval of the request for use of the PD meeting rooms does not signify District sponsorship, endorsement, or approval of an organization or activity.

Name of rental group/organization: _____

By: _____ Date: _____
(Signature required)_____
Address City State Zip_____
Phone

Received by: _____ Approved by: _____

Key # _____ issued

Facility Deposit Receipt # _____

This check made payable to "Henderson County Schools"

Rental Fee (if applicable) Receipt # _____

This check made payable to "Henderson County Schools"

Building Use Form PD Center

**STATEMENT OF COMPLIANCE IN
NONDISCRIMINATING CONDUCT OF
NON-HENDERSON COUNTY SCHOOLS SPONSORED GROUPS**

This is to certify that

(Organization/Group Name)

does not discriminate in its membership and programming policies. Programs and membership are open to all persons regardless of race, color, age, sex, religion, disability, or national origin.

Signed:

President

Address

Date

Equal Educational and Employment Institution

Review/Revised:8/15/2016

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

Adopted/Amended: 8/9/1988

Order #: 34

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:8/18/1997

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. Employment practices and employee management;
2. School facility design, maintenance, and usage;
3. Safety and security procedures, orientation and training in use and management of equipment and facilities;
4. Supervision of students;
5. Compliance with state and federal safety requirements;
6. Annual reports to the Board concerning implementation of the plan and its effects on District students, personnel, and operations.
7. Emergency/crisis intervention;
8. Community involvement.

SCHOOL EMERGENCY PLANNING

The school council or, if none exists, the Principal shall adopt an emergency plan for the school that 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 the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

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.

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

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

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

3. Develop school procedures to follow during an earthquake; and
4. 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.

PRECAUTIONS

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

DEFIBRILLATORS

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 as directed by the Superintendent/designee. Defibrillators shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

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.

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:

[KRS 158.148](#); [KRS 158.162](#); [KRS 158.164](#); [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; 05.41; 05.411; 05.42; 05.45; 05.47
09.22; 09.221; 09.4 (entire section)

Adopted/Amended: 8/17/2015
Order #: 23

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 (1) 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.

HANDICAPPED STUDENTS

Provisions shall be made to assist handicapped students by assigning an adult or responsible student during drills or exits.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCES:

Life Safety Code Handbook, Chapters 14 & 15

[KRS 158.162](#)

[KRS 227.220\(3\)\(e\)](#)

RELATED POLICY:

05.4

Adopted/Amended: 3/19/1990

Order #: 207

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:8/18/1997

Drill and/or Disaster Report

Name of School _____

Principal _____

Date of Drill _____

of Students Involved _____

Type of Drill (Circle one): Fire, Tornado, Earthquake Lockdown

Weather Conditions _____

Time required for Drill _____

Number of students confined to Crutches and/or Wheelchairs _____

Evaluation Comments: _____

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

Signature

Title

This report should be submitted for each of the following:

- _____ 9 fire drills
- _____ 4 tornado drills
- _____ 2 earthquake drills
- _____ 2 lockdown drills each semester

Submit completed form to Building and Grounds/Maintenance Department

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

SCHOOL FACILITIES

05.41 AP.2
(CONTINUED)

Fire Extinguisher Inspection Form

OSHA REQUIREMENT 1910.157

START DATE _____

N.R.	QTY.	TYPE	WT.	LOCATION	MONTHS												REMARKS
					J	F	M	A	M	J	J	A	S	O	N	D	

Review/Revised:8/17/2015

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 four (4) times during each school year. Lockdown drills are to be held during the first thirty (30) instructional days of the school year, in January, and in each of the remaining nine (9) week periods. 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, certified staff, and classified staff.

REFERENCES:

[KRS 158.162](#)

[KRS 158.164](#)

RELATED POLICY:

05.4

Adopted/Amended: 2/17/2014

Order #: 104

Severe Weather/Tornado and Disaster 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 procedure and safe area evacuation practices;
2. Designation of the best available safe zones for each facility, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency 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 severe weather/tornado; and
4. Training of staff and students in the system, including use of a drop procedure.

TIMES FOR DRILLS

Severe weather/tornado, disaster and safe area evacuation drills are to be held at least four (4) times each school year including during the first thirty (30) instructional days of the school year and in January. Designated school primary and secondary evacuation routes are to be posted by any doorway used for evacuation.

STUDENTS WITH DISABILITIES

Provisions shall be made to assist students with disabilities by assigning an adult or responsible student during drills or exits.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCES:

[KRS 158.162](#)

[KRS 158.163](#)

RELATED POLICY:

05.4

Adopted/Amended: 8/17/2015

Order #: 23

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.
 - 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:¹
 - 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.

¹ 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:7/20/2015

Bomb Threats

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

REFERENCES:

[OAG 77-254](#)

[KRS 508.075](#)

[KRS 508.078](#)

Adopted/Amended: 8/9/1988

Order #: 34

Bomb Threat Response**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 in conjunction with law enforcement officials whether or not building is safe to re-enter. 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 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. 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.
5. Take roll book and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person shall remain in the building during a bomb threat or bomb threat drill.
6. Report to the Principal any student who is missing.

RELATED PROCEDURES:

05.41 AP.2

05.43 AP.2

Review/Revised:7/15/2013

Crowd Control

The Superintendent or the Superintendent's 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.

REFERENCES:

[KRS 518.090](#)

[OAG 90-11](#)

RELATED POLICY:

09.35

Adopted/Amended: 8/9/1988

Order #: 34

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:8/18/1997

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: 9/21/1992

Order #: 55

Earthquakes**DRILLS**

The Principal shall schedule a minimum of two (2) earthquake and safe area evacuation drills during each school year. Drills shall be held during the first thirty (30) instructional days of the school year and in January. Whenever possible, first responders shall be invited to observe emergency response drills. After each drill, Procedure 05.41 AP.2 shall be completed and submitted to the Superintendent.

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.

A. 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.

B. 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:7/15/13

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.

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, including peace officers and police as provided in [KRS 527.070](#) and [KRS 527.020](#), are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to 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.

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:

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.¹

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:

¹[KRS 527.070](#); [KRS 158.150](#); 20 U.S.C. §7141 (Gun-Free Schools Act)
18 U.S.C. §921(a)
[KRS 158.154](#)
[KRS 158.155](#); [KRS 160.290](#); [KRS 160.340](#); [KRS 161.790](#)
[KRS 237.106](#); [KRS 237.110](#); [KRS 237.138](#) to [KRS 237.142](#)
[KRS 500.080](#); [KRS 508.075](#); [KRS 508.078](#); KRS 527:020
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: 8/19/2013
Order #: 23

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.

REFERENCE:

[KRS 158.162](#)

RELATED POLICY:

05.4

Adopted/Amended: 8/9/1988

Order #: 34

Building Security

In order to ensure reasonable security of District property the following procedures shall be implemented in all schools:

1. All entrances shall be locked to outside access during the school day.
Windows and outside doors will be properly secured after the last activity of the school day. All entrances will be locked at that time.
2. The number of keys to outside doors will be limited and issued only to those persons required to enter the building after hours on a regular basis.
3. Outside security lights will be placed in strategic locations.
4. Inside lighting, in corridors, administrative areas, and other strategic locations, will be turned on when custodians complete their schedule.
5. The work schedules of custodians will be arranged to have them work in the building as late as possible.
6. Money shall not be left in classrooms overnight.
7. Principals will see that bank deposits are made daily and night deposits are utilized when feasible.
8. The local police and/or sheriff will be requested to place the school buildings on their security rounds.

ADDITIONAL SECURITY MEASURES

With approval of the Board, the Superintendent may direct the installation of a security system and/or the employment of security personnel.

Review/Revised:8/15/2016

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: 8/9/1988

Order #: 34

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 seven (7) 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 the 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 \$10,000 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:7/18/11

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: 8/17/1998

Order #: 18