

## 2018 Kentucky Incentives for Prevention (KIP) Student Survey

### Memorandum of Understanding

School District Name: Jefferson County Public Schools

This agreement serves as a commitment by the above named school district to participate in the 2018 KIP Student Survey. This agreement also outlines conditions to be met by the above named district as it relates to the administration of the KIP 2018 Student Survey.

The District agrees to the following conditions:

#### Survey Administration:

- 1) It will provide one district-level contact person to coordinate the KIP 2018 Student Survey, and provide this person's name, telephone number, and e-mail address to the evaluation contractor.
- 2) It will identify a liaison person for each participating school.
- 3) It will provide all staff for planning and administering the survey.
- 4) Consistent with current practice, the school district hereby agrees to utilize the passive consent model involving both general and specific notification to parents. Parents will be informed about the content and rationale of the survey, that they have the right to inspect the test, and that they can opt out of the testing. Steps will also be taken to insure that students are told that they are not required to participate, and that no coercion or consequence will occur if they so choose.
- 5) It will distribute passive consent notices to parents at least two weeks prior to the administration of the survey.
- 6) It will maintain a list, by classroom, of parental objection forms, and review these with survey administrators on the survey date to ensure that these students are given something else to do during the period of the survey.
- 7) It will ensure that all teachers and staff members involved in administering the survey adhere to all confidentiality standards and administration protocols.
- 8) It will obtain a signed confidentiality agreement from each person involved in the administration of the survey, from the classroom level up to the district coordinator.
- 9) It will provide the opportunity for all students in grades 6, 8, 10, and 12 to participate in the KIP 2018 Student Survey.
- 10) It will complete a Classroom Report Form for each participating classroom.
- 11) It will complete online administration of the survey no later than **November 16, 2018**.
- 12) It will package the completed surveys and contact the evaluation contractor, REACH of Louisville, to arrange for UPS pick-up (if using the paper administration) no later than **November 16, 2018**.

#### Cost:

- 1) There is **no cost to the school district** for materials, shipment, scanning, scoring, analysis, interpretation, report writing or report production. These costs are paid by the Department for Behavioral Health (Department) within the Cabinet for Health and Family Services.
- 2) School districts will not use USDOE funds (e.g., Safe and Drug Free Schools) to pay for any costs associated with the KIP survey.

The evaluation contractor designated by the Department (R.E.A.C.H. of Louisville, Inc.) agrees to the following conditions:

- 1) It will provide each district with a KIP training manual and technical assistance.
- 2) It will provide all forms associated with the administration of the survey.
- 3) It will provide survey materials for each participating student.
- 4) It will process all returned forms, analyze the resulting data, and interpret the results.
- 5) It will provide a web page offering technical assistance such as downloadable KIP forms and materials.
- 6) It will produce a school district report for each superintendent which reports percentage response patterns by grade.
- 7) If a district requests additional reports on individual schools, or groups of schools, and the district makes arrangement for special handling of the groups of surveys, REACH will produce the additional reports at a cost.

**Assurance of Confidentiality:**

The evaluation contractor designated by the Department will not publish district or school level reports.

However, under the Kentucky Open Records Act, any outside agency can request district reports. The Department and contractor will recommend to requesting parties that they contact school district representatives directly, and will inform the district representative in a timely manner of any such request.

R.E.A.C.H. of Louisville, Inc.

By: Margaret Pennington

Title: Director, Planning & Evaluation Services

By signing this document you maintain that you have read and understood it, that your district will comply with the conditions as they apply to your school district, and that you confirm your school district's agreement to conduct the survey according to the quality assurance protocols specified. You also confirm your understanding that you are participating in either the web-based or paper-based survey. If you choose the online version, you are confirming that the schools in your district have adequate computer capacity to support this version of the survey.

**School District Superintendent**

\_\_\_\_\_  
Signature

Marty Pollio, Ed.D.

\_\_\_\_\_  
Printed Name

Address: VanHoose Education Center

3332 Newburg Road

Louisville KY 40218

E-mail address: marty.pollio@jefferson.kyschools.us

Telephone: (502)485-3251

School District Name: Jefferson County Public Schools

Online or Paper Administration: On-line

KIP Coordinator Name: Tamara Lewis

Shipping Address (no PO boxes): VanHoose Education Center

3332 Newburg Road, Louisville KY 40218

E-mail address: tamara.lewis@jefferson.kyschools.us

Telephone: (502) 485-3036

**Estimated maximum number of students to be surveyed (in English) in this school District:**

School Name	06	08	10	12	Total
J. Graham Brown School	70	70	60	80	280
Marion C. Moore School	320	320	320	240	1200
The Academy @ Shawnee	40	50	110	90	290
Barret Traditional Middle	220	220	0	0	440
Carrithers Middle	240	220	0	0	460
Conway Middle	260	260	0	0	520
Crosby Middle	370	370	0	0	740
Farnsley Middle	350	340	0	0	690
Frederick Law Olmsted Academy North	180	190	0	0	370
Frederick Law Olmsted Academy South	240	230	0	0	470
Jefferson County Traditional Middle	310	300	0	0	610
Johnson Traditional Middle	310	240	0	0	550
Kammerer Middle	310	270	0	0	580
Knight Middle	140	140	0	0	280
Lassiter Middle	360	300	0	0	660
Meyzeek Middle	390	370	0	0	760
Newburg Middle	360	390	0	0	750
Noe Middle	420	440	0	0	860
Ramsey Middle	360	330	0	0	690
Robert Frost Sixth-Grade Academy	460	0	0	0	460
Stuart Academy	0	370	0	0	370
Thomas Jefferson Middle	340	290	0	0	630

School Name	06	08	10	12	Total
Western Middle School for the Arts	220	200	0	0	420
Westport Middle	410	390	0	0	800
Atherton High	0	0	370	340	710
Ballard High	0	0	470	410	880
Butler Traditional High	0	0	420	370	790
Central High Magnet Career Academy	0	0	300	240	540
Doss High	0	0	310	230	540
Dupont Manual High	0	0	480	460	940
Eastern High	0	0	500	490	990
Fairdale High	0	0	320	250	570
Fern Creek High	0	0	430	370	800
Highland Middle	320	310	0	0	630
Iroquois High	0	0	380	240	620
Jeffersontown High	0	0	280	240	520
Louisville Male High	0	0	540	440	980
Pleasure Ridge Park High	0	0	430	400	830
Seneca High	0	0	320	320	640
Southern High	0	0	360	310	670
Valley High	0	0	270	200	470
Waggener High	0	0	280	160	440
Western High	0	0	170	170	340
Ackerly	0	10	10	10	30
Boys & Girls Haven	0	10	10	10	30
Breckinridge Metropolitan High	0	0	20	20	40
Brooklawn	20	30	20	10	80
Churchill Park School	10	0	0	0	10
ESL Newcomer Academy	70	70	100	0	240
Home Of The Innocents Discovery	10	0	0	10	20
Home Of The Innocents School	10	10	20	10	50
Home/Hospital	0	0	10	10	20
Jefferson County High	0	0	90	250	340
Liberty High	0	30	70	60	160
Louisville Day	0	0	20	10	30
Louisville Metro Youth Center	0	10	20	0	30
Mary Jo and William MacDonald Maryhurst	0	10	20	10	40
Minor Daniels Academy	10	30	30	10	80
Peace Academy	10	30	20	20	80
South Park TAPP	0	0	10	20	30
St Joseph Children's Home	10	10	0	0	20
The Brook-Dupont	10	10	0	0	20

School Name	06	08	10	12	Total
The Brook-KMI	0	10	20	10	40
The Phoenix School Of Discovery	20	50	40	50	160
W.E.B. DuBois Academy	150	0	0	0	150
Westport TAPP	0	0	10	20	30
			District Total:		28510

Spanish language version	District Total:	2140
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**Please return this form no later than August 17, 2018 to:**

Lisa Crabtree  
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 c/o REACH of Louisville, Inc.  
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