

Jefferson County Public Schools  
Policy and Procedures Project

Procedures - Set #4

December 10, 2019 Board Meeting

<b>JCBE Policy</b>	<b>KSBA Procedure Name</b>	<b>Division/Department/Comments</b>
05.2 Maintenance (School Facilities)	05.2 AP.1 Maintenance	Sets forth high level procedures for the maintenance of school property, and establishes responsibilities of different role groups. There are no changes to current practice.
05.2 Maintenance (School Facilities)	05.2 AP.21 Preventative Maintenance	Establishes Plant Operator for responsibility to implement preventative maintenance and refers to the JCPS Plant Operator Handbook for a list of recommended preventative maintenance items. There are no changes to current practice.
05.2 Maintenance (School Facilities)	05.2 AP.24 During Cold Weather	Sets forth procedures to be implemented during severe cold weather. There are no changes to current practice.
05.5 Security of Facilities	05.5 AP.1 Building Security	Sets forth practices required by SB 1 for building security. There are no changes to current practice.
05.11 School Property – Naming Facilities & Alterations	05.11 AP.1 Alterations to Buildings and Grounds	Sets forth the required process for approval to alter or modify school buildings and grounds.

		There are no changes to current practice.
05.11 School Property – Naming Facilities & Alterations	05.11 AP.11 Integrated Pest Management Application & Notification	Sets forth procedures and limitations for the application of pesticides and requirements for parent, student, and staff notification. There are no changes to current practice.
05.11 School Property – Naming Facilities & Alterations	05.11 AP.21 Integrated Pest Management Notification Form	Provides notification form for the application of pesticides. There are no changes to current practice.
05.12 Site Acquisition	05.12 AP.1 Facility Planning Procedures	Sets forth procedures to obtain assurance of adequate site utilities (H2O, Power, Gas, and Sewage) for planned facilities. There are no changes to current practice.
05.21 Responsibility for School Property	05.21 AP.2 Playground Safety	Requires daily inspection of playgrounds using the Playground Safety Checklist in the Plant Operators Handbook. There are no changes to current practice.
03.24 Health & Safety (Classified)	03.24 AP.12 Health & Safety Training Forms - Fall Protection Plan	Provides forms for the documentation of training in protection from falls for staff whose roles require working at height. There are no changes to current practice.
05.7 Recycling	05.7 AP.1 Recycling Procedures	Sets forth procedures for recycling. There are no changes to current practice.
07.11 Meal Pricing	07.11 AP.1 Meal Programs	Sets forth procedures for determining student eligibility for free/ reduced price lunch and the establishment of the prices for adult meals. There are no changes to current practice.

05.41 Fire Drill	05.41 AP.1 Fire Drills	Sets forth requirements for scheduling and recording fire drills. There are no changes to current practice.
05.41 Fire Drill	05.41 AP.2 School Drill Log	Provides form to record drills including fire, severe weather, earthquake, ALiCE, disaster, automatic, external defibrillator. There are no changes to current practice.
05.42 Severe Weather/Tornado Drills	05.42 AP.1 Severe Weather Drills	Sets forth requirements and procedures for severe weather drills. There are no changes to current practice.
05.43 Bomb Threats	05.43 AP.1 Bomb Threat Response	Sets forth requirements and procedures for bomb threat response. There are no changes to current practice.
05.43 Bomb Threats	05.43 AP.1 Bomb Threat Documentation Form	Provides a form for the documentation of a bomb threat. There are no changes to current practice.
05.45 Crowd Control	05.45 AP.1 Crowd Control	Establishes procedures for crowd control at school-sponsored events. There are no changes to current practice.
05.47 Earthquakes	05.47 AP.1 Earthquakes	Establishes procedures for earthquake preparation and drills. There are no changes to current practice.
09.227 Child Abuse	09.227 AP.1 Child Abuse/Neglect Dependency	Sets forth the manner in which a report of child abuse/neglect/dependency must be made. There are no changes to current practice.
06.0 Transportation	06.0 AP.1 Implementation of Transportation System	Requires compliance with Kentucky Administrative Regulations, the Pupil Transportation Manual,

		and other documents and forms from KDE. There are no changes to current practice.
03.6 Volunteers	03.6 AP.22 Volunteer Procedures	Sets forth procedures for criminal records checks for volunteers. There are no changes to current practice.
09.15 Student Fees	09.15 AP.1 Student Fees	Sets forth procedures for the approval of fees, the waiver of fees, and confirms that no child is to be denied access to any educational program due to inability to pay. There are no changes to current practice.
09.33 Fundraising Activities	09.33 AP.22 Fundraising Activities –Approval of Schoolwide Fundraising Projects	Establishes the requirement for schools to comply with the KDE document <i>Accounting Procedures for School Activity Funds</i> . There are no changes to current practice.
09.33 Fundraising Activities	09.33 AP.23 Fundraising Activities – Letter to County Clerk	Provides a form to report fundraising activities to the County Clerk. There are no changes to current practice.
09.221 Supervision of Students	09.221 AP.1 Supervision of Students	Requires principals to develop and implement a system of supervision of students. There are no changes to current practice.
10.4 Advertising in Schools	10.4 AP.1 Commercial Establishment Procedures	Requires written approval for a school to participate in a cooperative venture with a commercial establishment. There are no changes to current practice.
09.312 Insurance (Athletics)	09.312 AP.1 Insurance (Athletics)	Requires students participating in interscholastic athletics to be enrolled on the

		District's athletic accident insurance. There are no changes to current practice.
09.313 Insurance (Athletics)	09.313 AP.1 Eligibility (Athletics)	Set forth academic eligibility requirements for participation in athletics. There are no changes to current practice.
05.3 Community Use of School Facilities	05.31 AP.21 Facility & Ground Use Application	Provide application form for a permit to use school facilities or grounds. There are no changes to current practice.
01.61 Records Management	01.61 AP.11 Notice of Data Breach & Investigation Procedures	Establishes procedures to investigate and provide notification of a data security breach. There are no changes to current practice.
08.2323 Access to Electronic Media	08.2323 AP.1 Access to Electronic Media	Outlines the violations of the Acceptable Use Policy. There are no changes to current practice.
10.5 Visitors to Schools	10.5 AP.24 Website Accessibility Complaint and Grievance From	Provides a form to submit a website accessibility complaint. There are no changes to current practice.
08.2321 Copyrighted Materials	08.2321 AP.1 Copyrighted Materials Notice of Use	Establishes requirements and procedures relating to the use of copyrighted materials, to be provided to school personnel by the principal. There are no changes to current practice.
09.14 Student Records	09.14 AP.232 Release of Records to State Child Welfare Agency	Provides a form to be used for the release of student records to the State Child Welfare Agency. There are no changes to current practice.
09.111 Withdrawals	09.111 AP.21 Home Schooling Notification	Sets forth the requirements for home schooling a child and provides a form for use

		by a parent/guardian to notify the district that a child is going to be home schooled. There are no changes to current practice.
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**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 via work orders entered into the established software system.

**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 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.

**Preventative Maintenance**

The plant operator is responsible for preventive maintenance in the school. The JCPS Plant Operator Handbook includes a list of items to assist in the development of a good preventive maintenance program. This is not an all-inclusive list.



### **During Cold Weather**

#### **SEVERE COLD-WEATHER CHECKLIST**

This checklist includes the major items to remember when implementing Severe Weather Procedures:

- ☐ Temperature 15°F to 0°F—Check between 8 a.m. and 12 noon each day.
- ☐ Temperature below 0°F—Check building at 8 a.m., 4 p.m., and 12 midnight.
- ☐ **Call the Security Office at 485-3121 after you first enter the building and turn off the alarm.**
- ☐ Open cabinet doors (those with water pipes).
- ☐ Cover broken windows.
- ☐ Check for adequate heat.
- ☐ Close window shades and drapes.
- ☐ Prop open restroom doors and classroom doors.
- ☐ Check sump pumps, generator, and mechanicals.

#### **SEVERE WEATHER PROCEDURES**

At any time the outdoor air temperature is below 15°F, before the plant operator leaves the building, s/he must be certain:

- That all classroom and restroom doors are open, with the exception of security alarm doors, audiovisual room doors, computer room doors, and storage room doors in the science classrooms.
- That all closet and cabinet doors where plumbing is located are open.
- That any broken windows are covered.
- That all window shades are pulled to the windowsill and all drapes are closed.
- That all schools operating with sewer plants keep a steady flow of water in at least three locations in the building with approximately one-half flow from one faucet at each location. A trickle of water should be left running in each restroom and in the kitchen area.

**For Saturdays, Sundays, holidays, and when school is closed and the outdoor air temperature is below 15°F, the plant operator will perform the following checks:**

- Check the building to ensure that the boiler room equipment (boiler and system pumps) are operational.
- Ensure that there are no cold areas in the building that may be in danger of freezing water lines, sprinkler systems, or HVAC equipment.

**During Cold Weather****SEVERE WEATHER PROCEDURES (CONTINUED)**

- The building will be checked between 8 a.m. and 12 noon each day the temperature has been below 15°F and not below zero.
- When the outdoor temperature has been below zero, the plant operator must check the building three times a day (8 a.m., 4 p.m., and 12 midnight).

In the event there is a problem in a school that has an area maintenance person, the plant operator should call the area maintenance person immediately for assistance.

Any time there is a boiler failure or a plumbing problem, notify the Security Office at **485-3121** and Security will notify the proper maintenance personnel.

A storm team has been established to check the condition of parking lots, driveways, and sidewalks. Someone may be calling you to advise you of the condition of your sidewalks and building entrances.

If there is no plant operator, someone must be designated to perform these functions. His or her name and phone number should be listed with Security, the director of General Maintenance, and the director of Mechanical and Electronic Maintenance.

**At all times when entering a building after hours, school personnel, as well as maintenance personnel, will follow normal entry procedures as required by the Security Office. (Call Security at 485-3121 when entering or leaving the building.) This procedure is most critical during severe weather and is required during all building checks.**

**Snow Removal**

Plant operators or lead custodians are responsible for requesting de-icer from the District warehouse (calcium chloride) for frozen sidewalks, shovels, and necessary equipment for snow removal. The plant operator/lead custodian or his or her designee should be present, if possible, when the parking lots are plowed to help prevent damage to the parking lot and to help avoid snow from being piled in front of handicap ramps and delivery entrances. Salt stored at the Tractor Shop is not for use on sidewalks because it is a grade of salt that could damage them. Plant operators and lead custodians may want to consider having at least one barrel of sand in the boiler room throughout the winter months as a last resort in case your salt inventory is depleted.

**It is the responsibility of the plant operator to see that all snow removal from sidewalks, etc., has been completed.**

### **Building Security**

In order to address reasonable security of District property the following practices (Items 1-3) are required in all schools and shall be implemented as soon as practicable but no later than July 1, 2022):

1. Controlling access to the main entrance of the school with electronically locking doors, a camera, and an intercom system. No other entrances shall be left open to outside access during the school day.

Only those entrances designated by the Principal shall be left open to outside access during the school day if a monitor or greeter is continuously present. In accordance with Security Level 2, all external entrances not monitored and supported by staff will be closed and locked. Windows and outside doors will be properly secured after the close of the school day.

All entrances will be locked at that time. Only when building security is reduced to Level 1 (TOPP Security Level 1) will a door be left unlocked or open.

2. Classroom doors are to be equipped with hardware that allows the door to be locked from the outside but opened from the inside. Classroom doors are to remain closed and locked during instructional time.
3. Classroom doors with windows are to be equipped with material to quickly cover the window during a building lockdown.
4. The number of keys or other means of access to outside doors will be limited and issued only to those persons required to enter the building after hours on a regular basis. After electronic locks with card reader keys are installed, all keys will be collected from all personnel with the exception of House-Keeping staff.
5. Outside security lights will be placed in strategic locations.
6. Inside lighting, in corridors, administrative areas, and other strategic locations, will be turned on when custodians complete their schedule. The purpose of this lighting is to facilitate police seeing into the building through the entrance doors.
7. Money shall not be left in classrooms or vending machines overnight.
8. Principals will see that bank deposits are made daily and night deposits are utilized when feasible.
9. The last custodian or person leaving the building will activate the alarm system.
10. Anyone entering the building after business hours or on weekends will call the **District Operations Center** (485-3121) and give their name, a call-back phone number while they are in the building, and how long they plan to be in the building.

**Alterations to Buildings and Grounds****BUILDING ALTERATIONS, MODIFICATIONS, AND DEMOLITION**

Alterations may not be made to the building structure, by the school or contractors, without the approval of the Building Modification Committee or the Superintendent/designee. Building modification requests must be submitted by the Principal and approved by the Building Modification Committee. Modifications and alterations include the removal or addition of building components, such as walls, ceilings, floors, doorways, windows, walkways, supporting structures, building control systems, sheds, and exterior structures.

### **Integrated Pest Management Application and Notification**

The District Safety and Environmental Services maintains a pest control service for schools and facilities, based on Integrated Pest Management (IPM) principles. IPM is the method of controlling and managing insects, rodents and other pest concerns by trapping or by eliminating their causes and means of entry. The District has state certified pest control operators who have been certified in Integrated Pest Management (IPM). Only licensed pest control employees are allowed to apply insecticides in school buildings. The use of pesticides, other than allowable low risk gel baits, is primarily for emergency situations. School personnel cannot apply insecticides of any kind EXCEPT for using bee/wasp knockdown sprays outside the building.

The District does not apply pesticides when children are present. "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.

Advance notification - Spray insecticides are to be rarely used in occupied areas and are subject to twenty-four (24) hour prior notification to staff, students and parents. An advanced notification form will be sent to all schools staff and parents with information regarding any upcoming pesticide treatment. Pesticide application will be scheduled and coordinated through the **Pest Control Office of District Safety & Environmental Services.**

### **IPM Pest Control Techniques**

The following are typical pest control techniques used at JCPS:

- Studying the habits and habitats of the pest is done in order to learn how to remove its food source, remove its habitat and block its entrance from the school.
- Sanitation and proper storage of food in closed plastic containers will prevent ants, roaches and mice.
- Gel baits are used for roaches and ants. They are scientifically formulated as "attractants" and as such are of low risk to humans. This is due to their chemical makeup and placement away from students.
- Hanging insecticide-free "Gold Sticks" are placed to catch flies and gnats on the glue surface that has been treated with an attractant.
- Glue boards are used extensively to capture roaches, spiders and mice.
- Large snap traps are used to trap rats.
- Live traps are used to capture small nuisance animals such as opossums, raccoons, squirrels, and skunks. When captured, they are released into protected woods. No one else should approach a caged animal.
- Portable HEPA vacuums are used to remove troublesome spiders.
- Steamers are used to kill bed bugs on contact.
- Special nets are used to capture and release bats and birds.

**Integrated Pest Management Notification****INTEGRATED PEST MANAGEMENT (IPM) NOTIFICATION FORM**

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School Name \_\_\_\_\_

Date \_\_\_\_\_

Dear Parent/Guardian and/or School Employee: The Jefferson County Public School District implemented Integrated Pest Management (IPM) to control insect/animal pests to minimize health and environmental risks. The IPM program emphasizes monitoring, inspection, and non-chemical means of pest control using pesticides only sparingly. When necessary, they are properly applied by licensed JCPS Pest Control Operators.

This notice is to inform parents and staff members that a pesticide application as described below is necessary. This notice is sent out twenty-four (24) hours in advance of a pesticide application or of an emergency application recently completed, where an advance notification was not possible.

Advance Notification \_\_\_\_\_ Emergency Notification \_\_\_\_\_

Reason for Application: \_\_\_\_\_

Pest Targeted: \_\_\_\_\_

Scheduled Date/Time of Application: \_\_\_\_\_

Location of Application: \_\_\_\_\_

Pesticide(s) Common Name: \_\_\_\_\_

Active Ingredient(s): \_\_\_\_\_

If you have questions regarding the pesticide application or need copies of labels and/or Safety Data Sheets (SDS), please contact the pest control supervisor at **485-3698**. Please contact your health professional, if you have questions regarding possible health concerns.

**Facility Planning Procedures**

The District obtains letters from a professional engineer and/or municipal government agency as required by 702 KAR 4:050 and Board Policy providing assurance of adequate site utilities to include the following:

1. Water- Adequate water supply for both domestic and fire suppression shall be available. This shall require both an adequate volume, flow and pressure.
2. Power- Adequate electrical service shall be available with normal voltages of 120V/240/v, and three (3) phase.
3. Natural gas- Access to natural gas is desirable but not required.
4. Sewage treatment- Either municipal sewer system shall be available or site shall be equipped with a package sewage treatment plant with the effluent piped to an acceptable blue-line stream. Distance from property line to stream and number of property owners with whom an easement shall be required to be negotiated shall be indicated.

**Playground Safety**

The plant operator shall inspect the playground every day before student use, using the Playground Safety Checklist in the JCPS Plant Operator Handbook. The playground area will be kept free of graffiti, trash and litter. Broken glass and other objects that might be a danger to students will be removed. Proper depth of mulch will be maintained. Staff who identify potential safety problems shall notify the Principal immediately.



### **Health and Safety Training Forms**

The District Fall Protection Plan is designed to enable employees who are in a role that requires working at heights to recognize fall hazards associated with certain projects and routine tasks. These forms are designed to track Fall Protection Training.

#### **FALL PROTECTION TRAINING**

**Name of worker:** \_\_\_\_\_

<b>Fall Protection System</b>	<b>TRAINING RECEIVED</b>				
	<b>N/A</b>	<b>Installation</b>	<b>Maintenance</b>	<b>Inspection</b>	<b>Disassembly</b>
<b>Guardrail Systems</b>					
<b>Personal Fall Arrest Systems</b>					
<b>Safety Net Systems</b>					
<b>Controlled Access Zones</b>					
<b>Safety Monitoring Systems</b>					
<b>Warning Line Systems</b>					
<b>Aerial Lifts</b>					

### **Recycling Procedures**

Recycling of paper and cardboard is required under KRS 160.294. All conventional recyclables are diverted from the landfill, which also includes plastics and metals. The District is proactive regarding waste management costs and the environmental considerations. The frequency of recycling dumpster pick-ups is based on school population. In general, all schools are picked-up one (1) or two (2) times per week.

Requests for additional pick-ups will take place, provided that the school contacts the Safety/Environmental office by 10:00AM for the same day pick-up. Additional pick-up days will not be considered if the recycling dumpsters contain non-recyclable material, or if the cardboard boxes are not being flattened prior to being placed in this dumpster.

- The Safety/Environment office will provide schools and other District facilities a copy of a pamphlet on recycling, as a guide to how to implement recycling in the building.
- The Safety/Environment office will provide schools and other District facilities a reminder notice to school/facility personnel that paper, and other recyclables, should be placed in the blue recycling bins and not in wastebaskets.
- The Safety/Environment office may permit an organization supporting public education in the District to collect toner cartridges and ink jet cartridges as a fundraiser.
- Aluminum cans maybe recycled by clubs or other groups at the school as a fundraiser. Care should be taken to rinse out the cans and store them in an outside location, if possible, as they may attract insects.
- Other items such as computers, monitors, fixed assets, etc., are to be picked up by way of work order to Supply Services. These items will be auctioned and/or recycled by contracted/approved vendors.

The District recycles more than four (4) million pounds of paper, cardboard and plastic each year. This saves thousands of trees per year that would have been cut down to make new paper. Much energy is saved from recycling plastic by reducing independence on feedstocks from natural gas and crude oil. Recycling also saves valuable landfill space. Schools/facilities are encouraged to buy products with recycled content.

## **Meal Programs**

### **FREE AND REDUCED PRICE MEALS**

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, federal and state policies and regulations must be followed.

#### **DEFINITION**

For purposes of this administrative procedure, “authorized school official” means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education who are authorized by applicable law and regulation to process information or act in connection with the matter described.

#### **STUDENTS**

To implement required policies and regulations, these procedures will be followed for student participants:

1. Free and reduced-price meals will be granted on the basis of need as determined by state and federal guidelines.
2. A brochure explaining the School Food Service Program in addition to a free/reduced meal application shall be sent in July each year to all households that have students enrolled in schools that do not participate in the Community Eligibility Provision (CEP). Applications are also available throughout the school year at each school site and in the School and Community Nutrition Services (SCNS) office. Applications will be kept on file through the current fiscal year and the five (5) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. If school personnel have knowledge of a student who is in need of free or reduced-price meals but does not have the parents’ cooperation to submit an application, an application shall be submitted in the student’s name by an authorized school official.

The parents shall be notified that the child has been certified eligible to receive free/reduced price meals.

4. After reviewing the application for free and reduced-price meals, the eligibility of each student shall be determined by an authorized SCSN official.
5. Written notification of approval or denial of the application shall be provided to the parents.
6. If the parent or guardian is dissatisfied with the above decision regarding free and reduced-price meals, an appeal may be made to an authorized SCSN official.
7. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent/designee.

### **COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM**

The District participates in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program through the Community Eligibility Provision (CEP), and must follow the federal and state policies and regulations below:

**Meal Programs****STUDENTS**

To implement required policies and regulations, these procedures will be followed for student participants:

1. A brochure explaining the School Food Service Program in addition to an Educational Benefits Form (EBF) shall be sent in July each year to all households that have students that participate in the Community Eligibility Provision and as needed throughout the year.
2. Educational Benefits Forms (EBFs) shall be collected by the Coordinator of Nutrition Service Operations, as approved by KDE. All time, effort, and resources utilized to process the EBFs will be tracked, documented and billed back to the District annually.
3. EBFs will be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
4. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent or designee (s).

**ADULTS**

All school personnel regularly assigned to a school may have access to meals served in the School Food Service Program. Charges for adult meals shall be as follows:

1. Those adults who are assigned to work full or part-time in the School Food Service Program and whose salaries are paid entirely from food service funds may at the discretion of the District receive meals at no cost.
2. All other District employees and all other adults shall pay the single, districtwide, full adult meal price, which shall be approved by the Board and be in accordance with the following formula in FNS Instruction 782-5, Rev. 1.

Adult meal price formula for Non-Pricing Sites: The minimum adult payment should reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).

3. It is required that the school food service program cost out their meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.
4. The cost of the adult meal price will be determined annually according to the current federal requirements for establishing adult meal pricing. Changes to the adult meal price will be approved by the Board as needed.

**Fire Drills****DRILLS**

The Principal shall schedule fire drills according to Board Policy 05.41 (see below) and shall complete and maintain the School Drill Log. Kentucky Fire Prevention code requires the log be readily accessible for inspection.

**Two (2) Fire Exit Drills**—the first thirty (30) instructional days of a school term.

**One (1) Fire Exit Drill**—per month for the remainder of the school term. In the case severe weather, the monthly fire exit drills shall be permitted to be deferred providing that the required number of fire exit drills is achieved and at least four (4) are conducted before the drills are deferred. “Severe weather” means weather conditions that may impact the safety and well-being of students, and includes significant snowfall, very low temperatures, high winds, heavy rain, and other severe weather events.

**RELATED PROCEDURE:**

05.41 AP.2

### School Drill Log

**School Year:** \_\_\_\_\_

**Fire Drills:** Each school is required to conduct two (2) Fire Drills within the first thirty (30) instructional days of school and one (1) per month for the remainder of the school year.

**First 30 Days-** Contact your local fire department to observe a minimum of one (1) fire drill per year.

DATE	TIME OF DRILL	WEATHER CONDITIONS	# OF OCCUPANTS	TOTAL EVACUATION TIME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

**Disaster Drills:** Each school is required to conduct at a minimum: (Additional drills are recommended)

First 30 Instructional days	Date	Month of January	Date
1. Severe Weather Drill		1. Severe Weather Drill	
2. Earthquake Drill		2. Earthquake Drill	
3. ALiCE Drill		3. ALiCE Drill	

It is recommended that other disaster drills be conducted throughout the school year, such as Chemical Release, Bomb Threat, etc. and/additional severe weather, earthquake, ALiCE, etc.

Record the type of drill and date below:

Type of Drill	Date	Type of Drill	Date

**AED Automatic External Defibrillator Drills:** Each school with AED (s) present must conduct an AED drill every six (6) months. Drills are recommended in August and February.

AED-Drill	Date	Employee currently trained Y/N	Pads checked for expiration Y/N
August			
February			

**NOTE: ALL SCHOOLS SHALL COMPLETE AND MAINTAIN THIS SCHOOL DRILL LOG. KENTUCKY FIRE PREVENTION CODE REQUIRES THIS LOG BE READILY ACCESSIBLE FOR INSPECTION.**

**THIS FORM IS TO BE USED WITH THE FOLLOWING PROCEDURES:**

05.4 AP. 1; 05.41 AP.1; 05.42 AP.1; 05.43 AP.1; 05.47 AP.1

## **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.

The purpose of severe weather drills is to ensure the efficient and safe use of the occupied building. Practice drills ensure order and controlled movement to prevent panic, which has been responsible for injuries and loss of life.

### **FREQUENCY**

A minimum of two (2) severe weather drills must be held during the school year. The first drill should be held within the first thirty (30) instructional days, with the second drill held in January. Additional drills may be completed.

### **PREINSTRUCTIONS TO FACULTY, ADULT PERSONNEL, AND STUDENTS**

The faculty and all other adult school personnel shall be assigned and informed of every detail of the plan, such as the warning signal, safe areas, and all procedures.

Each teacher is assigned a safe area for his or her class. Appoint an aide to assist disabled students and staff. Safe areas in the building are designated for each classroom in the school.

The proper positions that students may take in shelter areas are listed and explained below. One of these positions should be used:

- Rest on knees, lean forward, and cover back of head and neck.
- Sit on floor, cross legs, and cover back of head and neck.
- If space does not permit use of the first or second suggested position, stand and cover back of head and neck with crossed arms. Wraps or coats should be used as coverings in case of a tornado.
- Open books can be used during an event for cover.
- Students and teachers should remain in the assigned safety areas until the all-clear signal is given

The Site Incident Commander (Building Principal/Site Manager) of each building will be responsible for preparing and posting all emergency procedures for each classroom.

### **GENERAL STAFF PROCEDURES - SEVERE WEATHER**

1. Immediately notify the front office, and identify yourself.
2. Give the location, the nature of the situation, and any other pertinent information.
3. When you hear the severe weather announcement/siren, proceed at once to your safe area of the building.
4. Take the roll book or class roster to account for all students.
5. Assist those with special needs.
6. Assume appropriate shelter positions.
7. Doors in the safe area should be closed.

**Severe Weather Drills**

**GENERAL STAFF PROCEDURES - SEVERE WEATHER (CONTINUED)**

8. Swing area of doors should not be used for sheltering.
9. Secure glass doors open to prevent glass from shattering.
10. Take attendance, and report the information to the Site Incident Commander (Building Principal/Site Manager).
11. Maintain sheltered position until the all-clear signal is given.

**RELATED PROCEDURE:**

05.41 AP.2



**Bomb Threat Response****RESPONSIBILITIES OF PRINCIPAL/DESIGNEE**

The Principal/designee shall:

1. Follow the procedures in the *JCPS Safety and Emergency Procedures Manual* and call *JCPS Security District Operations Center* at 485-3121.
2. Decide to evacuate or shelter-in-place and wait for K-9 to arrive. If sheltering-in-place, put building on Security Level 4 in accordance with the *Safety and Emergency Procedures Manual*.

**FACULTY/STAFF RESPONSIBILITIES**

The faculty and staff shall:

1. Follow the procedures in the *JCPS Safety and Emergency Procedures Manual* and the below procedures.
2. Post in each room and discuss with each class the 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 evacuation.
3. 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.
4. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
5. Scan the area noting any items that appear to be out of place and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.
6. Take roll book and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person shall remain in the building during a bomb threat or bomb threat drill.
7. Report to the Principal any student who is missing.

**RESPONSE**

Do not use hand-held radios or cellular telephones during a bomb threat. Radio waves can be used to trigger explosions.

**Bomb Threat Response****WHEN A BOMB THREAT IS RECEIVED, IMPLEMENT THE FOLLOWING PLAN:**

1. Call the local police/fire department (**9-911**) and JCPS Security District Operations Center at **485-3121**. (Office staff should have immediate access to telephone numbers.)
2. The JCPS Security/District Operations Center will dispatch a bomb search dog team to the building under threat.
3. In the event of a bomb threat, it is the decision of the building Principal or site manager to order a building evacuation unless police or fire officials order the evacuation.

Every effort should be made to resolve any questions quickly to avoid any unnecessary evacuation. This decision will be based on the administrator's impression of a basic threat analysis. In this analysis, the Principal will consider the following:

**Viability of the Threat** - Was the caller articulate or difficult to understand? Was he or she an adult or a child? Did the caller give a time for detonation or a description or an exact location of the device? How will the device be triggered? Has any major neighborhood event taken place recently to cause alarm or give the school administration reason to suspect retaliation against the school or against a segment of the student body? Did the caller give a reason or motive?

**Trend Analysis** - Is the call one in a string of calls made to either this facility or neighboring schools? Of the calls received, have any schools actually discovered any device?

**Building Status** - How secure is your facility? If the threat is received during the morning hours, contact Security. They will be able to tell you if any alarms were received during the night indicating an unauthorized presence prior to staff arrival. Are there any signs of forced entry into areas not covered by the alarm system? Has any member of the staff reported any unusual activities in their respective area (e.g., a bookcase moved out from the wall, boxes rearranged, pictures or wall art askew or slightly out of place)?

If the Principal or site manager decides not to evacuate the building, then all occupants should be placed in Security Level 4 status (closing all doors and restricting movement to a minimum). (See "JCPS School Security Levels.")

All employees will be instructed to check their assigned work areas to make a prompt visual search of their respective areas and report to the Principal any items or containers that are unusual or foreign to that area. **Do not handle the item under suspicion.**

The building will be under the Principal's jurisdiction, but it will be under the police or fire department's authority if a bomb is discovered.

The Principal will make the decision for the students and other personnel to return to normal operations or to reenter the building. If possible, the Principal should seek the advice of the K-9 bomb search team or police/fire department when declaring the building safe to reenter.

If the students or staff cannot reenter the building on a timely basis, they may have to be transported to another facility. No student shall be moved from the waiting area until the order is received from the superintendent or designee. The Transportation Unit will implement the movement of students and staff to an alternate building location.

Call the Director of Security and Investigations (**485-3121**) for additional guidance.

**Bomb Threat Response****RECOVERY**

Following a bomb threat incident, immediately obtain a Bomb Threat Documentation Form and complete it while the information is current in your memory. Give the form to the police or Security and Investigations as soon as possible.

1. A debriefing with all involved staff should follow immediately after the bomb threat incident or as soon as possible.
2. Conduct an After Action Review within seven (7) days to capture lessons learned for staff development. Use a copy of the Bomb Threat Documentation Form and the *Safety and Emergency Procedures Manual* as a guide during the After Action Review.

**RELATED PROCEDURES:**

05.41 AP.2

05.43 AP.2

**Bomb Threat Documentation Form****BOMB THREAT**

Date of Call: \_\_\_\_\_

Time Call Received/Ended: \_\_\_\_\_

Operator's Name: \_\_\_\_\_

Person Who Received the Call: \_\_\_\_\_

**INSTRUCTIONS**

1. Attempt to keep the caller talking.
2. Calmly ask the caller the questions below.
3. Complete the form in as much detail as possible. Give initial impressions, and check off what applies as time and circumstance permit.

**EXACT WORDS OF THE CALLER**

---

---

**QUESTIONS TO ASK**

When is the bomb going to explode?

---

Where is the bomb right now?

---

What kind of bomb is it?

---

What does it look like?

---

Why did you place it?

---

**DESCRIPTION OF CALLER'S VOICE**

Initial Impression:

---

Male\_\_\_ Female\_\_\_ Young\_\_\_ Old\_\_\_ Loud Voice\_\_\_ Soft Voice\_\_\_ High Pitch\_\_\_ Low Pitch\_\_\_

Slow Talking\_\_\_ Fast Talking\_\_\_ Accent\_\_\_ Intoxicated\_\_\_ Concealed Voice\_\_\_

**Manner**

Calm\_\_\_ Rational\_\_\_ Irrational\_\_\_ Coherent\_\_\_ Incoherent\_\_\_

Deliberate\_\_\_ Religious/Self-Righteous\_\_\_ Angry\_\_\_ Emotional\_\_\_ Laughing\_\_\_

**DESCRIPTION OF CALLER'S VOICE (CONTINUED)**

05.43 AP.1

**Crowd Control****PRINCIPAL'S AUTHORITY**

The Principal shall have authority 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. Review and follow *Public Assembly Emergency Preparedness* in *JCPS Safety and Emergency Procedures Manual*.
2. Assignment of authorized school personnel to provide adequate supervision.
  - a. The Principal may request law enforcement personnel to be present if it is anticipated that the crowd may pose a conduct or safety problem.
  - b. The Principal shall determine the assignment of appropriate security and supervisory personnel for athletic events.
3. The Principal shall utilize his or her judgment regarding the number of officers needed and advise as to their placement. It is recommended that the Principal or their designee consult with District Security for guidance.
4. The admission gate or entrance shall be controlled and admission limited to eligible students, chaperones, guests, spectators, and other authorized persons.
5. Persons under the influence of alcohol or drugs are subject to exclusion from the event.
6. If a disturbance occurs, call 911 if necessary. 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. The District Operations Center should always be notified of the situation.

**RELATED POLICIES:**

05.3

09.311

09.35

## **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/designee.

### **DEFINITION**

An earthquake is shaking or trembling of the earth.

### **PROCEDURE**

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

1. Staff should direct students to “Duck, Cover, and Hold On.”
2. Students should use desks or tables for cover.
3. The Site Incident Commander (Building Principal/Site Manager) shall advise staff to evacuate the building if required after the shaking stops.
4. After shaking ceases and initial evaluation of the building structure is complete, the custodian and/ or maintenance personnel shall assist with shutting down the facility’s mechanical, electrical, water, and gas systems if required.
5. Dial 9-911, if necessary.
6. Notify the Security/District Operations Center at 485-3121 immediately; they will notify the proper District departments, if necessary.
7. At no time, either from the building or from designated evacuation sites, should students or staff be dismissed until the District Emergency Dismissal Procedures have been implemented. This precaution is crucial for accounting for students and staff and because the possible condition of the surrounding community may not be known.
8. Students shall not reenter the school building until the fire department official declares this area safe.
9. Render first aid, if necessary.
10. The Principal or designee will direct any other action as directed by the on-scene commander.

### **GENERAL STAFF PROCEDURES**

1. “Duck, Cover, and Hold On,” by dropping to knees.
2. Use desks and tables for cover, protect head by covering with arms and back should be towards window.
3. Remain in covered position for at least sixty (60) seconds after shaking ceases.
4. Listen for instructions, and be prepared to evacuate if instructed to do so.

### **RELATED PROCEDURE:**

05.41 AP.2

**Child Abuse/Neglect/Dependency****MAKING AN OFFICIAL REPORT**

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking will promptly make an official report to the proper authorities listed in the *JCPS Safety and Emergency Procedures Manual, Child Abuse/Neglect/Dependency* in the manner provided in the manual. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an official report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by statute (KRS 620.050).



**Implementation of Transportation System**

District personnel shall comply with requirements established in Kentucky Administrative Regulations, the *Pupil Transportation Management Manual*, and other documents and forms prepared and distributed by the Kentucky Department of Education, Division of Pupil Transportation.

## **Volunteer Procedures**

### **Criminal Records Check**

#### **ONLINE APPLICATION**

As required by law, an adult who wishes to volunteer at a school or school-sponsored activity where he/she will have: (1) contact with students on a regularly scheduled or continuing basis; or (2) supervisory responsibility for children at a school site or on a school-sponsored trip, shall complete an online application form at this web address:

<https://webapps.fcps.net/volunteer/>

#### **PROCESSING**

1. The Volunteer Talent Center shall transmit the information contained on the forms to the Administrative Office of the Courts (AOC) for the required check.
2. After receipt of the processed records check from AOC, the District shall review the information provided based upon the following criteria:
  - A. Applicants with the following convictions shall not be authorized to volunteer:
    - a. All sex-related offense convictions
    - b. All offense convictions against minors
    - c. All felony offense convictions against persons or property
    - d. All alcohol violation convictions within two (2) years from date of check, and no more than two (2) such offense convictions in total
    - e. All drug-related offense convictions within five (5) years from date of check, and no more than two (2) such offense convictions in total
    - f. All deadly weapon-related offense convictions
  - B. Applicants with a pattern of irresponsible behavior, based upon the background check, will be reviewed by the District's volunteer review committee to determine volunteer status.
4. The volunteer applicant shall be notified of his/her volunteer status by the Volunteer Talent Center.
5. In addition, notification of volunteer status for each applicant shall be made available to all principals.
6. An applicant who has questions regarding the status determination may contact the Volunteer Talent Center for clarification.

#### **APPLICABILITY**

Volunteer status is approved or disapproved for the entire District, not an individual school. Potential volunteers need only submit one (1) application every three (3) years, even if they intend to volunteer at more than one (1) school or school-sponsored activity.

#### **APPEAL**

An applicant who has been denied volunteer status may submit a written appeal of the decision to the Superintendent/designee for review.

## **Student Fees**

### **SCHEDULE APPROVED ANNUALLY**

If student fees are charged, a schedule of fees shall be reviewed and approved annually by the Board. The approved schedule shall be published in student handbooks or other written notice, as appropriate.

### **NO CHILD DENIED**

Students will not be denied access to any educational program due to an inability to pay a fee, purchase school supplies, or rent or purchase instructional resources.

### **WAIVER OF FEES**

Principals shall determine those students who qualify for free school supplies and instructional resources as follows:

1. Principals shall use the guidelines of the free and reduced-price lunch program to determine the inability of students to rent instructional resources, pay fees, and purchase necessary school supplies.\*
2. During the first week of school, the Principal shall send to the parents of each student the eligibility guidelines for free and reduced-price lunches. The eligibility guidelines form shall include a statement that if the student qualifies for free or reduced-price lunches, s/he also qualifies for free necessary school supplies.
3. Parents shall be informed that they must complete the required documentation to be eligible for exemption from payment of fees for necessary school supplies.

\*If a school or District participates in the Community Eligibility Provision (CEP) meal program, the Principal shall use the Household Income Form (HIF) to determine the inability of students to rent instructional resources, pay fees, and purchase necessary school supplies.

### **SBDM**

In SBDM schools, councils shall provide free supplies and/or instructional resources from funds allocated to the school.

**Fund-Raising Activities - Approval of Schoolwide Fund-Raising Projects**

**Please refer to the KDE document, *Accounting Procedures for School Activity Funds*, which includes the forms and process required for approval of fund-raising projects.**

**Fund-Raising Activities - Letter to County Clerk**

Date \_\_\_\_\_

Address: Office of the Jefferson County Clerk, 527 West Jefferson Street, Louisville KY 40202

Dear \_\_\_\_\_

KRS Chapter 367 requires the Superintendent to file written approval with your office of school fund-raising projects involving the sale of printed materials through solicitation by minors and students as follows:

*The written approval of the Superintendent shall identify the product or products being sold, the solicitors to be involved and the duration of sales and shall be filed with the County Court Clerk.*

\_\_\_\_\_ has requested my approval of fund-raising project(s)

***Name of School***

listed below:

**Purpose of the project** \_\_\_\_\_**Name/description of product being sold** \_\_\_\_\_**Name and address of publisher or jobber** \_\_\_\_\_**Name of school club or department sponsoring the project** \_\_\_\_\_**List of solicitors, if applicable, including ☐ age, ☐ grade number/level, ☐ name of school**  
(*Attach list.*)**Duration of sales**Begins \_\_\_\_\_  
***Month*** ***Day*** ***Year***Ends \_\_\_\_\_  
***Month*** ***Day*** ***Year***

I am hereby approving the project as submitted and am filing this information with your office. If further information is necessary, please let me know.

\_\_\_\_\_  
***Signature of Superintendent/Designee***\_\_\_\_\_  
***Date***

**Supervision of Students****RESPONSIBILITY**

Principals shall develop and implement a system of supervision to address students as they enter and leave the bus at school.

Schools may use authorized personnel in supervisory capacities in the following areas:

1. Bus loading and unloading;
2. Meals;
3. Halls, restrooms, and playgrounds;
4. Time before and after the school day;
5. Field trips and other school activities; and
6. Other as needed.

**REFERENCE:**

702 KAR 5:030

**Commercial Establishment Procedures**

**INVOLVEMENT OF COMMERCIAL ESTABLISHMENTS/SPONSORS WITH ATHLETICS AND EXTRACURRICULAR ACTIVITIES.**

Any school wishing to participate in a cooperative venture with a commercial establishment shall make written application for approval (in advance of such participation) to the Superintendent/designee. The application shall contain a brief description of the nature of the enterprise(s) of the company or companies involved.

In no case will approval be granted to a proposed activity involving the name of an alcoholic beverage or tobacco, alternative nicotine, or vapor product.

Any revenue obtained by a school from the promotion of events by a commercial establishment shall be turned in to the school bookkeeper.

**Insurance (Athletics)**

Students participating in interscholastic athletics shall be covered **by enrolling in the District's athletic accident insurance program which covers athletic injuries for the current school year.**



**Eligibility (Athletics)****STUDENT ACADEMIC ELIGIBILITY**

- Student athletes must be on grade level by the first day of school to participate in that school year. Credits may be made up and a student athlete may regain eligibility after successful completion of a trimester or semester.
- Student athletes must be in school a minimum of three (3) hours to participate that day unless approved by the school Principal.
- Grades for all students must be checked weekly on a consistent day.
- A school's School-Based Decision Making (SBDM) Council may adopt stricter academic requirements than those provided. If the school maintains stricter academic requirements, the school athletic director or Principal shall provide a copy of the individual school's requirements to participating student athletes.
- Student athletes not cleared by the school athletic director due to grades or transfer may not participate in any type of activity.

**Facility and Grounds Use Application****PERMIT IS GOOD FOR DATES AND TIMES INDICATED BELOW.**

Date \_\_\_\_\_

Name of School: \_\_\_\_\_

Organization Applying: \_\_\_\_\_ For-Profit Organization? ☐ Yes ☐ No

Applicant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Address City State Zip Code

**Facilities Needed**

Specify room number(s), date(s), and time(s).

Date	Day	Time		Room/Area
		From	To	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
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		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	

**Read Carefully.**

**A. Users may be charged a user fee for the use of the facility. Charges are determined by the room(s) rented and how many hours of overtime and how many custodians are used for an activity. If you have a question about possible overtime charges, direct those questions to building Principal or real estate department.**

**B. Permit is only valid if signed by the building Principal and the real estate manager.**

**C. No tobacco, alternative nicotine, or vapor products, alcoholic beverages, or drugs are permitted on the property.**

By signing, applicant agrees to all additional terms and conditions of use as set forth below and on the following page, which are hereby incorporated herein by reference as though set forth in full. You should read these terms carefully. Your signature on this application signifies you have read and agree to all such terms and conditions. If permit is granted, applicant agrees to assume total liability for all damages or injury to persons or property arising from the negligent or intentional acts of the applicant, his or her employees, volunteers, or participants while using the approved facilities.

See Terms and Conditions on following page.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

1. This activity is for:

☐ District Students Only ☐ Adults ☐ Other

2. Activity for which facility requested (Check appropriate boxes).

☐ Athletic or Recreation☐ Social Function☐ Instructional Class☐ Fundraiser☐ Performance or Rehearsal☐ Enrichment or Educational Program☐ Government Agency☐ Other☐ Equipment Request (List): \_\_\_\_\_

Describe activity: \_\_\_\_\_

3. Will Admission be charged? ☐ Yes ☐ No4. Will the kitchen be used? ☐ Yes ☐ No5. Certificate of insurance is included. ☐ Yes ☐ No6. Special Needs? ☐ Yes ☐ No

7. Additional Comments: \_\_\_\_\_

Number of custodians needed: \_\_\_\_\_

☐ Facilities are available as requested.

The above is hereby authorized to use the facility and grounds specified.

\_\_\_\_\_  
Building Principal's Signature\_\_\_\_\_  
Real Estate Manager's Signature

**Facility and Grounds Use Application****TERMS AND CONDITIONS OF APPLICATION**

School: \_\_\_\_\_ Date: \_\_\_\_\_

If granted use of the facility, applicant, by signing this application, agrees as follows:

- Facilities will not be available for uses that the staff determines are not consistent with school purposes or District policies and regulations or that may have an adverse effect upon the facilities being available as needed for school activities and programs, such as uses which may result in damage to the facilities or unacceptable difficulty in cleaning and maintaining the facility.
- All uses and users must comply with established Board policies concerning nondiscrimination and use of facilities. No alcohol, drugs, or tobacco, alternative nicotine, or vapor products are permitted on the property. All meetings shall be open to the public. Meetings may not be secret, closed, or exclusive. If a fee is charged, anyone who pays the fee must be admitted.
- No use of building space will be permitted without the presence of a District employee. That is, groups will not be allowed in a building when it is closed and otherwise unoccupied.
- The applicant or any user shall not assign or sublet the facility or any part of the facility to any other user. Applicant and any user shall be responsible for using the facility for the purpose described in the Facility and Grounds Use Application Form.
- In the event that tickets are issued for any activity, they shall not be sold or disposed of in excess of the seating capacity of the facility being used.
- The concession facilities and equipment shall not normally be available for use and shall only be provided at the discretion of the building Principal/designee. Kitchen equipment will not normally be available. If the Principal/designee does grant the use of some kitchen facilities, the use shall require that a District food service employee be in attendance during the use of any such equipment and all costs and expenses incurred by the District in providing for such employee shall be borne by the user.
- The District will not be held liable for any damages, direct or consequential, if for any reason, the facilities agreed upon are not made available.
- Use of special lighting in the high schools is handled through the drama or music department. Applicants or users should make separate arrangements with the Principal/designee for any such stage lighting, which shall be provided only at the discretion of the Principal/designee. Likewise, separate arrangements may be necessary with regard to use of any other equipment, items, space, or personal property of the District.
- The school District, its Board Members, and its employees shall have no responsibility for any property brought onto or placed in the facilities by the applicant or any user.
- Applicant agrees to hold harmless, indemnify, and defend the Board, its Board members, agents, and employees, for all damage to the approved facilities and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the applicant himself, arising from the negligent or intentional acts of the applicant, his or her employees, volunteers, or participants while using the facilities. Proof of liability insurance may be required.
- If applicant is a for-profit organization, the organization must be registered with the Louisville Metro Revenue Commission.
- All charges for use of buildings or grounds are to be paid only to the Treasurer of the District through the Real Estate Department. Under no circumstances is anyone else to be paid.

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date

**Notice of Data Security Breach & Investigation Procedures****PROTECTION AND PREVENTION**

The District will take reasonable security measures in accordance with KRS 61.931 - KRS 61.933, to guard against the foreseeable loss or exposure of personal information that it maintains or possesses.

“Personal information” is defined as an individual’s first and last name or first initial and last name; personal mark; or unique biometric or genetic print or image, along with any data element listed below:

- Account number, credit or debit card number, that, in combination with any required security code, access code, or password would permit access to an account;
- Social Security number;
- Taxpayer identification number that incorporates a Social Security number;
- Driver’s license number, state identification card number, or other individual identification number issued by any agency;
- Passport number or other identification number issued by the United States government; or
- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.

Personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

A “security breach” refers to:

- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals; or
- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of encrypted records or data containing personal information along with the confidential process or key to unencrypt the records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals.
- A security breach does not include the good-faith acquisition of personal information by an employee, agent, or nonaffiliated third party of the agency for the purposes of the agency if the personal information is used for a purpose related to the agency and is not disclosed to others without authorization.

**INITIAL ASSESSMENT/INVESTIGATION OF SECURITY INCIDENT AND NOTICE**

When the District receives information or notice prompting a reasonable belief that an event compromising the security of personal information maintained by the District or nonaffiliated third party on behalf of the District may have occurred, the District shall conduct a reasonable initial

**Notice of Data Security Breach & Investigation Procedures****INITIAL ASSESSMENT/INVESTIGATION OF SECURITY INCIDENT AND NOTICE (CONTINUED)**

assessment or investigation to determine whether the event constitutes a “security breach” under the above definition.

Once it is determined that a security breach relating to personal information has occurred, the District shall within seventy-two (72) hours: 1) notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Kentucky Attorney General and the Education Commissioner and 2) begin a reasonable and prompt investigation to determine whether the security breach has resulted or is likely to result in the misuse of personal information.

**FOLLOW-UP INVESTIGATION/ASSESSMENT IF SECURITY BREACH CONFIRMED**

If it is determined after initial investigation that a security breach has occurred, the District shall complete an investigation and assessment of the incident to determine whether the security breach has resulted or is likely to result in the misuse of personal information, which may include the following:

- Depending on the nature of the breach and sensitivity of information, take reasonable near-term steps to mitigate further unauthorized disclosure of personal information and risk of harm.
- Consider designating a lead investigator and investigative team with expertise keyed to the event (e.g. utilization of available District IT professionals if breach involves electronically maintained information, internet, or web resources).
- Interview relevant individuals to learn about the circumstances surrounding the incident and review logs, tapes or other resources.
- Identify individual(s) affected by the breach.
- Determine what personal information has been compromised and how disclosed.
- If applicable, identify affected machines, devices, and IT resources and preserve backups, images and hardware where possible.
- Estimate the likely impact of the compromised data’s exposure.
- Utilize professional assistance and consultation as necessary, analyze the likely cause of the breach.
- Coordinate internal and external communications related to the incident. Emphasize maintaining confidentiality during investigative stages of response activities.
- Seek involvement of law enforcement if there is reason to believe criminal activity has occurred.

**Notice of Data Security Breach & Investigation Procedures****NOTIFICATION**

Upon conclusion of the investigation, if it is determined that a security breach has occurred and that misuse of personal information has occurred or is likely to occur, the District shall within forty-eight (48) hours notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, the Commissioner of Education, and the Commissioner of the Department of Libraries and Archives. Within thirty-five (35) days of providing these notices, the District shall notify all individuals impacted by the security breach as provided by law.<sup>1</sup>

These notices shall be delayed upon written request of a law enforcement agency that the notices would impede an investigation. Security Breach Forms are located on the Kentucky Finance & Administration Cabinet website:

<http://finance.ky.gov/SERVICES/FORMS/Pages/default.aspx>.

If the investigation determines that misuse of personal information has not occurred or is not likely to occur, the above agency contacts shall be provided notice of the determination. In this case, notice to affected individuals is not required, but the District should maintain records reflecting and supporting the determination.

**CONTRACTS WITH NONAFFILIATED THIRD PARTIES - INFORMATION SECURITY**

On or after January 1, 2015, agreements calling for the disclosure of “personal information” to nonaffiliated third parties shall require the third party contracting with the District to follow information breach and security standards at least as stringent as those applicable to the District.

Contracts with such third parties shall specify how costs of data breach investigations and notices are to be apportioned.

**OTHER PRIVATE INFORMATION**

In the case of breach of information made private by law that does not fall within the definition of “personal information”, the District may engage in similar investigative, response, or notification activities as provided above. Alternatively, the District may, after reasonable investigation, provide notice to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without unreasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation. Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

Depending on the number of people to be contacted, notification may be in the form of a face-to-face meeting, phone call, posting on a Web site or sending a written notice to each affected person’s home. Notice should include the specific information involved and, when known, an estimate of how long it has been exposed, to whom the information has been released and how the breach occurred. In addition, the individual should be advised whether the information remains in the physical possession of an unauthorized person, if it has been downloaded or copied, and/or, if known, whether it was used by an unauthorized person for identify theft or fraud purposes.

**Notice of Data Security Breach & Investigation Procedures**

**REFERENCES:**

<sup>1</sup>KRS 61.933

KRS 61.931; KRS 61.932

702 KAR 1:170

Data Security and Breach Notification Best Practice Guide

**Access to Electronic Media****RULES AND REGULATIONS**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

**RELATED POLICIES AND PROCEDURES:**

08.2322

09.14



**Website Accessibility Complaint and Grievance Form****DATE OF COMPLAINT/GRIEVANCE:** \_\_\_\_\_**COMPLAINANT NAME:** \_\_\_\_\_  
(Please Print)**ADDRESS:** \_\_\_\_\_**EMAIL:** \_\_\_\_\_**PHONE:** \_\_\_\_\_**WEBSITE ADDRESS (OR LOCATION) OF ACCESSIBILITY PROBLEM:** \_\_\_\_\_**DESCRIPTION OF THE PROBLEM ENCOUNTERED:** \_\_\_\_\_**SOLUTION DESIRED:** \_\_\_\_\_**SIGNATURE:** \_\_\_\_\_

Thank you for bringing this matter to the District's attention. You may be contacted if more information is needed to process your complaint/grievance. The investigation process is typically completed within fifteen (15) working days from the date it was received.

The complaint or grievance will be investigated by the Superintendent/designee. The complainant shall be contacted no later than five (5) working days following the date the District receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the time line may only be approved by the Superintendent.
- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
- The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

A record of each complaint and grievance shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

**Send a copy of this form or a description of the barrier when using our website or accessing information to the JCPS Webmaster:**

**jcps.webmaster@jefferson.kyschools.us**

**Copyrighted Materials/Notice of Use****RESPONSIBILITY TO INFORM**

The Principal/designee shall inform school personnel of the expectations regarding copyrighted materials:

1. Material including, but not limited to, the following may be subject to copyright protection:
  - a) Musical
  - b) Dramatic
  - c) Literary (including workbooks, tests, etc.)
  - d) Pictorial
  - e) Sound recordings
  - f) Audiovisual works
  - g) Computer software
  - h) Architectural works
  - i) Choreographic works
2. Copyrighted materials that are copied shall not be used for profit.
3. The teacher may make a single copy of copyrighted material in preparation for class.
4. Except for computer software, the "Fair Use" allowance permits limited reproduction and use of copyrighted materials for classroom use.
5. Except for computer software, if the teacher needs multiple copies, the number shall not exceed one (1) copy per student.
6. In the case of computer software, a single copy may be made to be used only for "back-up" or archival purposes.

**DIGITAL TECHNOLOGY/DISTANCE LEARNING**

The District may use instructional transmissions as part of any distance learning classes, provided use complies with guidelines set forth in federal regulations and the following criteria are met:

1. The performance and/or display is a regular part of instruction; and
2. Technical measures are utilized to reasonably prevent keeping material beyond the class session and distributing it.

**Release of Records to State Child Welfare Agency**

School district administrators may authorize release of protected student education record information to authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan. All information in the below form must be provided/completed.

On behalf of the \_\_\_\_\_ (agency), I am requesting access to and/or release of information in the educational records of the following student enrolled in the District:

\_\_\_\_\_  
*Name of Student*

\_\_\_\_\_  
*School*

**SPECIFIC INFORMATION REQUESTED**

☐ All cumulative records

☐ Grade records only

☐ Attendance record only

☐ Standardized test data only

☐ Other: \_\_\_\_\_

I understand that I and my agency are prohibited by federal law from releasing a child's education records to any individual or entity, except for those at my agency engaged in addressing that child's educational needs.

I also understand that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

By virtue of my signature, I certify:

- I am a representative/caseworker for the following state child welfare agency:  
\_\_\_\_\_;
- This agency is responsible under state law for care and protection of the student as provided in the court order referenced below;
- A case plan for the student has been established or is in process for the student; and
- As representative/caseworker I have the right to access such case plan.

**CONTACT INFORMATION**

\_\_\_\_\_  
*Signature of Requesting Individual*

\_\_\_\_\_  
*Title*

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**(THE SECTION BELOW TO BE COMPLETED BY DISTRICT RECORDS CUSTODIAN/DESIGNEE)**

- .....
- ☐ The District has an attested or certified original court order placing the student whose records are released under the care and protection of the requesting agency, which order is still in effect.
  - ☐ The requesting individual presented appropriate credentials and identification.
  - ☐ Payment has been made for any copies requested.

The requesting individual was notified of the following on \_\_\_\_\_ (date):

- The request was ☐ approved ☐ not approved.
- If approved, the records will be available on \_\_\_\_\_ (date).

\_\_\_\_\_  
*Signature of Records Custodian/Designee*

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

**Home Schooling Notification**

**Please return the completed form to the Director of Pupil Personnel Office at the following address: Jefferson County Public Schools, Pupil Personnel/Home School; P.O. Box 34020; Louisville, Kentucky 40232.**

Date \_\_\_\_\_

Jefferson County Public Schools  
Pupil Personnel/Home School  
PO Box 34020  
Louisville, Kentucky 40232

Dear Superintendent,

This letter is to serve as notification to Jefferson County Public Schools that the child(ren) listed below will be homeschooled during the academic school year.

**PLEASE PRINT**

Student's Full Legal Name	Age	Birth Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Name \_\_\_\_\_  
Name of Homeschool \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

I understand that I must send a letter of intent to homeschool each school year and notify the JCPS Home School office if I withdraw my student(s) from homeschool anytime during the current school year. This notice may be dissolved upon enrollment or re-enrollment of the above named child (ren) in a school in the District or any other public or private school. At such time a home-schooled child re-enrolls in the District, it is understood that certified personnel of the school system shall either place the student according to successful performance in courses that are sequential such as English, math, history, and science or conduct tests similar in nature and content to that used for other students receiving credit in that subject. Once assessment of the child's educational development is completed, a final determination of grade placement will be made. KRS 158.140, 704 KAR 3:307

Sincerely,

\_\_\_\_\_  
Parent / Guardian Signature

**Home Schooling Notification****PROCEDURE**

The DPP/designee will offer to meet with the home school teacher to review legal requirements, provide a copy of the best practice document, offer other supplemental materials available from the District and request a copy of the home school curriculum from the home school teacher. If a meeting is not possible, copies of the “Home School Information Packet and Best Practice Document” and related information shall be mailed to the home school teacher. The DPP/designee shall use the summary below as a guideline for discussing topics with a prospective home school teacher.

**SUMMARY OF REQUIREMENTS**

Those intending to homeschool their students must:

- Notify the Superintendent of the District in writing of the intention to homeschool the student.
- The notification must include the name, age (birthdate), and legal physical residence of each student.
- The notification must include the name and physical address of the home school to each parent/guardian of each student.
- The notification to the Superintendent must be submitted prior to start of each new school year.

Home school teachers are required by state law to do the following:

- Teach the child reading, writing, spelling, grammar, history, math, and civics. KRS 156.160. It is the parents’ right to offer other subjects, as well. KRS 158.080; KRS 156.160; KRS 156.445.
- Provide no fewer student attendance days than required in current state law. The minimum school term is 1,062 instructional hours. The term of the school shall not be for a shorter period in each year than the term of the public school in the District in which the student attending the school resides.
- Maintain attendance records. KRS 159.040. The attendance records may be kept in a notebook, on a computer, or other manner but must readily be available in case of an inquiry.
- Maintain academic records. It is suggested that you maintain a portfolio (compilation) of the child’s best work from year to year. KRS 159.040/KRS 156.160 Record and maintain scholarship reports of each student’s progress in all subjects taught at the same intervals as the local public schools.
- Make records available in case of inquiry. KRS 159.040
- Make sure that children between the ages of six (6) and eighteen (18) shall attend an educational institution as described in Kentucky compulsory attendance law. KRS 159.010

**Home Schooling Notification**

Parents of home-schooled students are required by state law to do the following:

- If moving from the District, notify the Superintendent in writing. KRS 159.160
- After notifying the Superintendent of intent to home school, continue to notify the Superintendent each school year prior to the opening of the new school year if planning to continue the home school for the new school year. KRS 159.160

A current immunization certificate shall be required for home-schooled students prior to attending one (1) or more in-school classes or participating in sports or other school-sponsored extra-curricular activities.