

2025-26 RISK ASSESSMENT



authorizing Exemption (dated)

Demographic Information		
DATE of Assessment: School D	District	
School NameSuperinter	ndent	
Principal SSC Co	ntact	
School Staff Person Competing RISK ASSESSMENT FORM:		
Number of CERTIFIED Faculty Number of C	LASSIFIED Staff	
Number of students Gra	de level	
Compliance Officer email: District	SSC email:	
Is an exemption regarding classroom doors requested for this school year? KRS 158.162 (3)(d)(5)(b)		
()Yes ()No If yes, list the approved exemption:	PROOF for COMPLIANCE Copy of correspondence	

Exemption to 158.162(3)(d)5.

KRS 158.162(3)(d)5. provides two exceptions to the requirement that classroom doors must be closed and locked during instructional time:

- a. In instances in which only (1) student and one (1) adult are in the classroom; or
- b. When approved in writing by the state school security marshal.

Exemptions are considered on a case-by-case basis. Pursuant to 503 KAR 7:010, Section 4, the basis for an exemption may include, but is not limited to, the following:

- 1. A physical mechanism does not exist to secure the room. Examples may include a gymnasium with multiple doors or an open-air classroom;
- The room is used as a hallway, walkway, pathway, or easement to access another part of the building and a less restrictive alternative does not exist for access;
- Locking the door to the room would violate an existing fire code and a less restrictive alternative for access is not available;
- 4. Locking the door to the room would infringe upon an individual student's Individual Education Plan (IEP) if that student is physically present in the room and a less restrictive alternative for access is not available (NOTE: School personnel MUST present this circumstance to the attention of the State School Security Marshal. Investigators ARE NOT to ask about any IEP information concerning students.)
- Locking the door to the room would violate the Americans With Disabilities Act (ADA) and a less restrictive alternative for access is not available;
- Existing renovations or physical structure issues within the building make locking the doors to the room impracticable and a less restrictive alternative does not exist (the school must provide evidence); or.
- 7. Other reasonable grounds exist to grant an exemption.

NOTE: This document is intended to provide School Safety Coordinators and Administrators with guidance for how to properly document SAFETY & SECURITY files in compliance with KRS 158.

COMPLIANCE can be:

DOCUMENTED by Policy; Memorandum; Correspondence; Meeting Agendas & Minutes; Training and Education
curriculum; Planning documents; or other means to verify or illustrate compliance and addressing the standards
contained in statute or this assessment form. Any documents used should have the applicable portions
highlighted

(REV: 06/2025)

2. OBSERVED by Compliance Officers during a visit



2025-26 RISK ASSESSMENT



Section 1. Access Control Requirement, KRS 158.162(3)(d) MANDATORY COMPLIANCE

The school council or, if none exists, the principal shall develop and adhere to practices to control access to each school building. A district with a school not in compliance with the requirements of this section shall not be eligible for approval of new building construction or expansion, except for improvements that address safety and security requirements or to comply with other legal requirements or orders. *KRS* 158.162(7)

1.1 All visitors are required to report to the [] Yes [] No Comments/explanation:	main office upon entry.
	PROOFS for COMPLIANCE > Signage at entrance > Copy of sign-in log > Observation by Compliance Officer
1.2 Upon reporting, all visitors must provid [] Yes [] No Comments/explanation:	le valid identification
	PROOFS of COMPLIANCE → Posted directive at the entrance → Observation by Compliance Officer
1.3 All visitors are required to state the purpermitted access [] Yes [] No Comments/explanation:	pose of their visit – prior to being
	PROOFS for COMPLIANCE → Observed by Compliance Officer
1.4 A visible "visitor's badge" is required to [] Yes [] No Comments/explanation:	be displayed at all times.
	PROOFS for COMPLIANCE → Posted Directive → Observation by Compliance Officer





1.5 The main entrance of the schoor(s). [] Yes [] No Comments/explanation:	ool is equipped with electronically locking
	PROOFS for COMPLIANCE > Observation by Compliance Officer
1.6. The main entrance of the school [] Yes [] No Comments/explanation:	ool is equipped with (monitored by) a camera(s).
	PROOFS for COMPLIANCE → Observation by Compliance Officer
1.7. The main entrance of the schoolsystem(s). [] Yes	ool is controlled (equipped) with an intercom
	PROOFS for COMPLIANCE → Observation by Compliance Officer
1.8 The school controls access to [] Yes [] No Comments/explanation:	all exterior doors during the school day.
	PROOFS for COMPLIANCE > Activity log completed by person(s) responsible for checks exterior doors > Observation of Camera Monitoring locations of exterior doors
o Locks	
o Camera Monitored	
o Staff Checks Periodically	
o Other	



1.9 Classroom doors are equipped with ha from the outside but opened from the inside [] Yes [] No Comments/explanation:	
	PROOFS for COMPLIANCE → Observed by Compliance Officer
1.10 Classroom doors remain closed and [] Yes [] No Comments/explanation:	locked during <u>instructional time.</u>
	PROOFS for COMPLIANCE → Observation by Compliance Officer
1.11 Classroom doors with windows are e the window during a building lockdown. [] Yes [] No Comments/explanation:	PROOFS for COMPLIANCE
	➤ Observation by Compliance Officer
Section 1 Summary	
This section of the RISK ASSESSMENT detection of KRS 158.162 (7). If any of the eleven (11) NO – then the school is deemed to be NOT II	statements/Standards are answered as
Based on the Risk Assessment performed –	this school is
IN COMPLIANCE	NOT IN COMPLIANCE

(REV: 06/2025)

Policy and Practice of the State School Security Marshal's Office <u>may</u> permit one (1)

RE-ASSESSMENT during the current school year upon request. If you desire a REASSESSSMENT, you have up to 60 calendar days to contact the Compliance Officer or the
School Security Marshal's Office to arrange for a RE-ASSESSMENT





Section 2. Necessary Safety and Security Processes [Not Related to KRS 158.162(7)]

2.1 A School Safety and Threat As	ssessment Team is in place.	KRS 158.4412
[]Yes []No	•	
Comments/explanation:	DDOOF (COMPLIANCE	

PROOF for COMPLIANCE

- Document creating and naming team members
- Memo; or meeting notes that establish and name team

2.2 List the name and title of each person on the School Safety and Threat Assessment Team:

Name 1:
Title 1:
Name 2:
Title 2:
Name 3:
Title 3:
Name 4:
Title 4:
Name 5:
Title 5:
Name 6:
Title 6:
Name 7:
Title 7:
Name 8:
Title 8:
Name 9:
Title 9:
Name 10:
Title 10:





		t includes a written cardiac emergency response plan, follow. KRS 158.162
[]Yes		10.10.11
Comments/	explanation:	
		PROOF for COMPLIANCE
		A copy of the entire plan
		Observed/viewed by the Compliance Officer
2.4 Public	Safety agencies a	and ALL SCHOOL STAFF have a copy of the
emergency	plan along with	a diagram of the school facilities: KRS 158.162
[]YES	[] NO	PROOF FOR COMPLIANCE → Copies of Correspondence to public safety agencies → Meeting notes/agendas where plan was distributed → Observation by Compliance Officers visiting agencies
2.5 List the public safety agencies that have a copy of the emergency plan with a diagram of the school facilities: KRS 158.162		
Agency 1: _		
Agency 2:		
Agency 3: _		
Agency 5: _		
Agency 6: _		
Agency 7: _		
Agency 8: _		
Agency 9: _		
Agency 10:		
School Nui [] Yes	rse and first resp [] No	is reviewed by the school council, the Principal, bonders during the <u>current school year</u> . KRS 158.162
Comments/	explanation:	PROOFS for COMPLIANCE
DATE:		 SBDM Council agenda with date(s) Copy of minutes of meeting where plan was reviewed and approved Portions highlighted that pertain to plan





	nented the EMERGENCY PLAN with all school
DATE:	PROOFS for COMPLIANCE > Copy of staff meeting agenda & notes (date and time) identifying Emergency Plan awareness and instruction
2.8 The school maintains a portable public, readily accessible, well-mare [] Yes [] No [] N/A Comments/explanation:	e automated external defibrillator (AED) in a rked location. KRS 158.162 PROOFS for COMPLIANCE Observation by Compliance Officer
2.9 The school has adopted require of an automated external defibrillate [] Yes [] No [] N/A Comments/explanation:	ed policies and procedures for training and use tor (AED). KRS 158.162 PROOF for COMPLIANCE A copy of the entire plan Observed/viewed by the Compliance Officer
•	nteer coaches of each athletic team have ired cardiac emergency response plan <u>prior to</u>
[] Yes [] No [] N/A Comments/explanation: DATE:	PROOF for COMPLIANCE ➤ Copy of training outline/presentation ➤ Copy of class roster (date and time)
school-sanctioned nonathletic eve	vritten, event-specific, emergency plan for each nt held off-campus that will be used during a lude the provision of a portable automated 158.162 PROOF for COMPLIANCE
Comments/explanation:	 A copy of the entire plan Observed/viewed by the Compliance Officer





POSTED PROMINENTLY in each	hed primary and secondary evacuation route n room by Evacuation Doorways.
KRS 158.162 [] Yes	PROOFS for COMPLIANCE > Evacuation routes viewed as part of the Emergency Plan > Observation by Compliance Officers of postings
2.13 The best available severe we prominently posted in each room [] Yes [] No Comments/explanation:	veather safe zones have been identified and are m. KRS 158.162
	PROOFS for COMPLIANCE ➤ Safe Zones viewed as part of the Emergency Plan ➤ Observation by Compliance Officers of postings
	e in place for an all-hazards approach, including ostage, active shooter and building lockdown
	PROOFS for COMPLIANCE ➤ Copy of Drill completion forms/reports with date and time – NOVEMBER 1 ➤ Portion of Emergency Plan that relates to drills ➤ Staff training documents in preparation of drills
	ures were formulated with appropriate public e but not limited to fire, police, and emergency
	PROOFS for COMPLIANCE > Copies of meeting agendas; notes; training outlines illustrating public safety input in Emergency Plan development





review policies and procedures and provide recommendations related to safety and security the previous (or current) school year. KRS 158.4412 [] Yes [] No		
Comments/explanation: DATE:	PROOFS for COMPLIANCE Copy of Visitor log (highlighted) when public safety agency representatives visited and toured building(s) Meeting notes; sign-off sheets; etc. where Plan was reviewed by public safety agencies	
2.17 In reference to 2.16, list the during the current school year	ne public safety agencies that toured the school	
Agency 1:		
Agency 2:		
Agency 3:		
Agency 4:		
2.18 The principal has received school security risk assessme [] Yes [] No Comments/explanation:	PROOF for COMPLIANCE Copy of training outline/presentation Copy of class roster (date and time)	
instructional day of the school	d written notice within 10 days of the first I year, to all students, parents, and guardians, the rroristic Threatening] and potential penalties under . KRS 158.1559 PROOFS for COMPLIANCE > Copy of the correspondence sent (dated) > Copy of information contained in Student handbook (dated)	





2.20 The school has adopted a tra KRS 158.4416	uma-informed approach to education.
[]Yes []No	
Comments/explanation:	
	PROOFS for COMPLIANCE
	Letter/Memo assigning personnel as members of team (dated)
	 Copy of minutes establishing Trauma Informed Approach (highlighted)
2.21 The school currently has a tra [] Yes [] No Comments/explanation:	auma-informed team. KRS 158.4416
	PROOFS for COMPLIANCE
	Letter/Memo assigning personnel as members of team (dated)
	 Copy of minutes establishing Trauma Informed Approach (highlighted)
2.21 List the trauma-informed tear	n members:
Name 1:	
Name 2:	
Name 3:	
Name 4:	
Name 5:	
Name 6:	
Name 7:	
Name 8:	
Name 9:	
Name 10	
school. KRS 158.4416 [] Yes [] No	[at least one (1)] is currently employed at the
Comments/explanation:	PROOF for COMPLIANCE > Personnel roster for the school

Observation by Compliance Officer





mental health provider, who is employ	ed by the district, per 250 students.
KRS 158.4416	
[] Yes [] No Comments/explanation:	
	PROOF for COMPLIANCE → Calculation from demographics → Observation by Compliance Officer
2.25 The school counselor is spending providing direct services to students a providing indirect services to students	and no more than 40% of his/her time
[] Yes [] No Comments/explanation:	
•	PROOF for COMPLIANCE > Copies of activity log highlighting student services – showing percentage of time calculated – TARGET = 60%
2.26. Identify the professional develop KRS 156.095(3) Name:	ment coordinator for the school.
Title:	
	h 12 th received two (2) evidence-based , the first by September 15 th and the second KRS 158.039(2)
(Check all that apply) [] in person [] live streaming [] video recording [] not provided [] N/A	PROOF for COMPLIANCE → Copy of instruction outline / presentation (date & time) → On or before September 15 & January 15th
DATE:	



2.28 All school employees have completed a minimum one-hour high-quality,



evidence-based suicide prevention training within 12 months of initial hire and at least once every four (4) years thereafter. KRS 156.095(2)(c)1. []Yes [] No [] N/A Comments/explanation: **PROOF for COMPLIANCE** Copy of instruction outline / DATE: presentation (date & time) 2.29. All school employees, within 12 months of initial hire and at least once every four (4) years thereafter, have completed a minimum one-hour training on how to respond to an active shooter situation developed by the Department of Criminal **Justice Training.** *KRS 156.095(2)(a)* []Yes [] No [] N/A Comments/explanation: **PROOF for COMPLIANCE** Copy of instruction outline / presentation (date & time) 2.30 The district provides training to substitute teachers on suicide prevention, active shooter response, emergency plan familiarization, and the requirements of KRS 158.162(3)(d). []Yes [] No **PROOF for COMPLIANCE** Comments/explanation: Copy of instruction outline / presentation (date & time) On or before November 1 DATE: 2.31 The statewide child abuse hotline number (1-877-597-2331), National Human Trafficking Reporting Hotline number (1-888-373-7888), and Safe Haven Baby Boxes Crisis Line number (1-866-992-2291) are prominently displayed in the school. KRS 158.041 []Yes [] No Comments/explanation: **PROOF for COMPLIANCE** Observed by Compliance Officer



2.32. The principal has provided written notice of the provisions of KRS 531.125



(sexual extortion) to all students in grade guardians of all students, within 10 days school year. <i>KRS 158.157</i>	
[] Yes	PROOF for COMPLIANCE → Observed by Compliance Officer → COPY of NOTICE Provided (dated)
2.33. In schools with students in grades both English and Spanish about sexual reporting or seeking assistance. <i>KRS 1</i>	
[] Yes	PROOF for COMPLIANCE ➤ Observed by Compliance Officer
2.34. An anonymous reporting tool is a telephone call, email, and a mobil () Yes () No Comments/explanation:	
	PROOF for COMPLIANCE ➤ Observed by Compliance Officer
2.35. The SCHOOL CAMPUS currently is pursuant to state law. KRS 158.4414 [] Yes [] No Comments/explanation:	nas an assigned school resource officer(s)
	PROOF for COMPLIANCE ➤ Observed by Compliance Officer
2.36. The school resource officer(s) have process of completing, required phases training provided by the Department of [] Yes [] No [] N/A Comments/explanation:	



2.37. The school resource officer(s) comp annual 40 hour approved SRO in-service to Criminal Justice Training. KRS 158.4414 [] Yes [] No [] N/A Comments/explanation:	training provided by the Department of
	PROOF for COMPLIANCE → Copy of officers training transcripts → Copy of scheduled training not yet completed.
2.38. SRO(s) assigned to the school are energy [] Yes [] No [] N/A	mployed by the district. PROOF for COMPLIANCE
Comments/explanation:	Copy of personnel order appointing officer
2.39. List SROs with a Special Law Enforcemployed by the district or employed by a SRO 1:	a school-based law enforcement agency.
SRO 2:	
SRO 3:	
SRO 4:	
2.40. Pursuant to state law there is a mem Board policy defining the roles and expect school. KRS 158.4414 [] Yes [] No [] N/A Comments/explanation:	
	PROOF for COMPLIANCE Copy of SRO Policies approved and adopted by the Board of Education Highlight portions applicable to SRO Date approved
2.41. SRO(s) assigned to the school is emenforcement agency. [] Yes [] No [] N/A Comments/explanation:	ployed by a local (contracted) law





2.42. List SRO(s) employed by a local law	enforcement agency <u>for this school</u> .
SRO 1:	
Agency 1:	
SRO 2:	
Agency 2:	
SRO 3:	
Agency 3:	
Section 3. Cu	rrent Trends
The questions in this section are NOT REQUIREM	
3.1 The SRO(s) wears an identifiable uniform [] Yes [] No [] N/A	PROOF for COMPLIANCE
Comments/explanation:	> Observation by Compliance Officer
3.2 The school has an office assigned to	the SRO(s).
[] Yes [] No [] N/A Comments/explanation:	PROOF for COMPLIANCE → Observation by Compliance Officer
3.3. The SRO(s) possess a long gun on so	chool property.
[] Yes	PROOF for COMPLIANCE > Observation by Compliance Officer
3.4. SRO(s) office is equipped with a gun [] Yes [] No [] N/A Comments/explanation:	safe.
3.5. Number of incidents in the previous s heightened security level:	school year that required a <u>lockdown or</u>
3.6. Students were involved in emergency student groups, school-wide discussions, etc.	• • •
[] Yes	PROOF for COMPLIANCE ➤ Copy of policy and procedure (if any) ➤ Observation by Compliance Officer





3.7. Visitors are required to make notificat	tions prior to their arrival.
[] Yes	PROOF for COMPLIANCE → Copy of policy and procedure (if any) → Observation by Compliance Officer
3.8. Students are subject to metal detecto	r screening when entering the school.
[] Yes	PROOF for COMPLIANCE → Copy of policy and procedure (if any) → Observation by Compliance Officer
3.9. Visitors are subject to metal detector	screening when entering the school.
[] Yes	PROOF for COMPLIANCE → Copy of policy and procedure (if any) → Observation by Compliance Officer
3.10. Student backpacks/bags are searche	ed and/or scanned.
[] Yes	PROOF for COMPLIANCE → Copy of policy and procedure (if any) → Observation by Compliance Officer
3.11. Visitor backpacks/bags are searched	d and/or scanned.
[] Yes	PROOF for COMPLIANCE ➤ Copy of policy and procedure (if any) ➤ Observation by Compliance Officer
3.12. Students are required to wear (displaced by the second seco	ay) school-issued identification.
If issued in grades 6 – 12, the school Identification must include the following inform	mation contact numbers;
(a) A national domestic violence hotline;(b) A national sexual assault hotline; and(c) A national suicide prevention hotline.	PROOF for COMPLIANCE Contains Numbers for Child Abuse & Human Trafficking Hotlines per KRS 158.038
3.13. The school has implemented the Hai	ndle with Care program.
[] Yes	PROOF for COMPLIANCE ➤ Copy of policy and procedure (dated)



3.15. The district is <u>planning</u> to use a School Guardian starting in the <u>2026-2027 school year.</u> () Yes () No Comments/explanation:		
Lockdown Kits Lockdown Kits Maintenance Personnel are Checked In NARCAN Panic System Panic System Linked to 1st Responders School Nurse(s) School Safety App Secondary Locking System(s) (Night Locks, etc.) Secure Vestibule Shatter Resistant Window Film Stop the Bleed Kits (tourniquet) Substitutes Issued Keys Two-Way Radios Vape Detection System Visible Staff ID Visitor Management System Window Graphics Window Numbering – Exterior Window Numbering – Interior		





Section 4. Assessment Summary		
4.1 Assessment Summary:		
4.2 Recommendations:		
Based on the Risk Assessment performed – this scho	ool in	
based on the Risk Assessment performed – this scho	ooi is	
IN COMPLIANCE	NOT IN COMPLIANCE	

Policy and Practice of the State School Security Marshal's Office <u>may</u> permit one (1) RE-ASSESSMENT during the current school year upon request. If you desire a RE-ASSESSMENT, you have up to 60 calendar days to contact the Compliance Officer or the School Security Marshal's Office to arrange for a RE-ASSESSMENT

Pursuant to KRS 158.4410(7), School Security Risk Assessments shall be excluded from the application of KRS 61.870 to 61.884, pursuant to KRS 61.878(1)(m)1., exempting certain public records from inspection except on order of court, to include "public records the disclosure of which would have a reasonable likelihood of threatening the public safety by exposing a vulnerability in preventing, protecting against, mitigating or responding to a terrorist act". This includes "b. vulnerability assessments;" "c. antiterrorism protective measures and plans;" and "e. security and response needs assessments". In compliance with KRS 61.878(1)(m)3., the Department of Criminal Justice Training shall send copies of all requests denied pursuant to KRS 158.4410(7) to the Kentucky Office of Homeland Security and the Attorney General.