A picture containing outdoor

Description generated with high confidence

A picture containing object

Description generated with high confidence

**Kentucky Horseshoeing School**

**2024**

**Annual Security Report**

**And**

**Fire Safety Report**

**3612 Lexington Road**

**Richmond, Kentucky 40475**

**Phone: (859) 575-4063**

**Fax: (859) 575-4068**

**Toll Free: 800-626-5359**

**Kentuckyhorseshoeingschool.com**

**email:** [**info@khsus.com**](mailto:info@khsus.com)

Kentucky Horseshoeing School, Inc., is licensed by the Kentucky State Board of Proprietary Education, License #R-0129. Accredited by the Accrediting Commission of Career Schools and Colleges, #M0723

**THIS PAGE LEFT**

**INTENTIONALLY BLANK**

**Table of Contents**

|  |
| --- |
| **CAMPUS SAFETY AND SECURITY REPORT** |
| **Introduction 1** |
| **KHS Facility 1-2** |
| **Safety Requirements 2** |
| **Campus Security Act Information Disclosure 3** |
| **Richmond Crime Statistics 3-4** |
| **Drug & Alcohol Policy 5** |
| **Sex Offenses 6** |
| **Emergency Response/Evacuation 6** |
| **First Aid 6** |
| **Emergency Phone Numbers 6** |
| **Timely Warning 7** |
| **Emergency Notification 7** |
| **Emergency Response Procedures 7** |
| **Coronavirus Safety Plan 8** |
| **Chemical Stockpile Emergency Preparedness Plan 9** |
| **Emergency Procedures Due to Criminal or Terrorists Threats 9** |
| **Responding to an Active Shooter 9** |
| **Tornado Warning 10** |
| **Tornado Warning Procedure 10** |
| **In Case of Serious Accident or Illness 10** |
| **Power Failure 10** |
| **Missing Persons 11** |
| **Shop Rules 11** |
| **FIRE SAFETY REPORTING AND DISCLOSURES REPORT 11** |
| **Fire Safety Disclosures 12** |
| **Annual Fire Safety Report 12** |
| **Fire Drills 12** |
| **In a Fire Emergency 12** |
| **Fire Assembly Point 13** |
| **ADDITIONAL POLICIES AND PRACTICES 13- 14** |
| **Drug Free Campus/Drug Prevention Program 14** |
| **Federal Drug Trafficking Penalties 15** |
| **Right to Know (Pre-Enrollment Information) 15** |
| **Safe- Guarding Consumer Information 15** |
| **Implications for the Institution 15** |
| **Detection of Red Flags 16** |
| **Suspicious Documents 16** |
| **Suspicious Personal Identifying Information 16** |
| **Suspicious Activity Related to Covered Account 16** |
| **Responding to Red Flags 16** |
| **Periodic Updates to Plans 17** |
| **Staff Training 17** |
| **Student Information Security Policy 17-18** |
| **2023 IPEDS (Integrated Post-Secondary Educational Data System) 2022 DATA (32 Pages) 19-52** |

**This Page is intentionally Left Blank**

****

**Introduction**

The Kentucky Horseshoeing School (herein after known as “KHS”) is providing consumer information about KHS to the general public, as well as their faculty, employees, students, potential students, and visitors. This report covers basic information and data pertaining to fire safety and emergency notifications and evacuation procedures at the KHS Campus and the dormitory. The data and information contained in this document are reported annually in compliance with requirements set forth by the Department of Education. The aim of this report is to provide information and data required by Federal law, as well as the situational awareness required to further develop and enhance a culture of safety and preparedness on the campus and in the dormitory at KHS.

For further information or questions pertaining to information submitted in this report, please call 859-575-4063.

**KHS Facilities:**

KHS is located at 3612 Lexington Road, Richmond, KY, 40475. Information concerning classroom and shop areas, or instructional facilities can be found in the KHS Catalog and upon request can be received from the Admissions Department of KHS.

Classroom instruction and hands-on training at Kentucky Horseshoeing School is conducted on our state-of- the art instructional campus. Our custom-designed 23,000 square foot facility is comprised of three individual shops, two classrooms, a welding shop, administrative office area and lounge. These areas are designed to provide the optimum educational venue while assuring a safe environment.

The facility is outfitted with the latest equipment and visual learning aids, and students have wireless internet accessibility throughout the campus. KHS has four fully equipped work areas. Each work area includes gas and coke forges, belt grinders, drill presses, knife sharpening stations and arc welding capabilities. There is ample room for shoeing horses with 14 crosstie stations to contain horses for shoeing and there are thirty workstations equipped with anvils, vices and both propane and coal forges. This configuration allows each student to work on his/her own forge station and enhances student safety. For further efficiency and ease of learning, beginning and advanced forging classes are held in separate shops.

The KHS dormitories on our Richmond Campus offer numerous options for both male and female students. Meals can be prepared in the large dormitory kitchen or purchased at local cafes and restaurants. In addition to the kitchen, the dormitories are equipped with a television, VCR, and a library of educational media for their use. It is recommended that students bring their own laptop or desktop computers for use during school.

A Resident Advisor resides on the KHS campus to oversee the students residing in the dormitories.

**Safety Requirements:**

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. Safety glasses are to be worn while working on electric machinery, as outlined in the Student Handbook. Any debris that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

**CAMPUS SAFETY AND SECURITY REPORT**

KHS is committed to providing the resources necessary to ensure a safe school environment. The purpose of this section is to serve as a guide for establishing and maintaining safe and healthy school conditions and to promote safe practices by all. All students are expected to be well-informed and act in a safe manner regarding potentially dangerous equipment associated with their educational endeavors at KHS. Students also have the right to correct any unsafe conditions they become aware of, or to report safety concerns to his/her instructor. This script is to be used as the basis of safety programs and best practices as established by KHS.

It is the intent of the Kentucky Horseshoeing School to provide a safe, relaxed, and enjoyable environment for the students in attendance and these guidelines are designed to maintain that environment for all students and visitors. It is necessary for KHS to have rules and regulations to ensure each student has an equal and quality learning atmosphere and students are expected to be considerate and courteous at all times. These policies help to maintain our professional image within the community and with our visitors.

While in attendance at KHS Student safety is of paramount importance. It is the responsibility of every student and visitor to act in an appropriate manner, regarding safety, at all times. Our institution has an on-site resident assistant to check hallways and make sure that they are well lit and egress lighting is working in the hallways and in the stairwells. Likewise, the dormitory has video cameras to assist with maintaining student safety. Also, the on-site resident assistant performs bi-weekly room inspections.

Consumption of alcoholic beverages or drugs is strictly prohibited on the KHS campus. Persons should never enter workshop areas while under the influence of alcohol or drugs. Persons should never operate machinery or equipment while under the influence of alcohol or drugs.

KHS will assure all students are equipped with appropriate safety equipment before they use any workshop facility. It is the students’ responsibility to ensure they wear appropriate safety gear while operating machinery or equipment or when otherwise appropriate. It is the responsibility of all to immediately report anything they observe that might be deemed a ‘hazard’ or ‘hazardous’ or otherwise affect the safety of a member of KHS staff.

Students must not use any equipment or machinery without first having been cleared to do so by a KHS instructor and having been properly instructed in its use. It is KHS’s responsibility to safeguard that all students are adequately instructed and are competent in the use of any equipment or machinery in this facility.

Students should not engage in activities or behavior that causes unnecessary risk of accident or injury to them or anyone else while on KHS premises or while on KHS field trips. It is imperative that when students go off-site for trimming exercises and travel between barns in the bed of a truck, they must be seated in the bed of the truck; tailgate up. Furthermore, when a farm allows multiple vehicles, students must travel belted in the cab of their truck or car.

Students must not keep or have weapons of any type, including but not limited to; firearms, archery equipment, or knives longer than 5” in length, on KHS property or premises. Students are further prohibited from manufacturing weapons of any type on the premises of KHS.

**Campus Security Act Information Disclosure:**

Under the Crime Awareness Campus Security Act of 1990, KHS is required to provide the following safety information about our campus. KHS is committed to providing safety to its students, faculty, and staff.

There are ZERO reported crimes on the Kentucky Horseshoeing School campus. The figures reported below are for the Richmond City Area and are reported solely for informational purposes. Reportedly 2023 population for Richmond, Kentucky is 37,665 and is currently growing at a rate of 2.62%. Richmond’s population has increased by 8.11% since the 2020 census. Considered the 7th largest city in Kentucky, it is the county seat of Madison County. Richmond spans over 21 miles. (www.worldpopulationreview.com/us-cities/richmond-ky-population)

* If a crime happens to you or your property or if there is an emergency occurring on campus report it to an educator, administrator, or owner (Mitch or Sarah Taylor) immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.
* KHS will provide current and prospective students, faculty, and staff with a copy of this updated Campus Security Disclosure at the beginning of the new calendar year. This update will include the previous calendar year statistics to comply with the Consumer Reporting requirement of the most recent 3 calendar years. Statistics will be gathered from the local police and compiled in the disclosure. These same statistics will be entered on the Campus Crime Report due in October of each year. The report will show the number of incidents on campus, including KHS parking lot and adjacent streets and is divided into the following categories:

A screenshot of a graph

Description automatically generated

A screenshot of a graph

AI-generated content may be incorrect.

The overall crime rate in Richmond is 0.6% lower than the national average. Specifically, there were 66 violent crimes reported in Richmond, equivalent to 180 per 100,000 residents, which is lower than the national average by 51.4%. Additionally, Richmond recorded 782 property crimes, amounting to 2131 per 100,000 people, higher than the national average by 9%. (<http://www.neighborhoodscout.com/in/richmond/crime>)

(<http://www.richmond,kycrimerates&maps(areavibes.com)>

(<http://www.areavibes.com>)

Evidence is compiled by tracking Kentucky cities as well as all US cities over a one-year period to contrast crime statistics as they relate to Richmond. As a result, Richmond ranks below average compared to the rest of the United States. (<http://www.neighborhoodscout.com/in/richmond/crime>

Data prior to 2020 (<http://www.city-data.com/crime/crime-Richmond-Kentucky.html>)

Although the school does not employ security officers, KHS has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

* In addition to the required annual campus security report, KHS will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and employees. As soon as the school becomes aware of the crimes, students and employees will be notified in the timeliest manner possible. These crimes include: criminal homicide, forcible and non-forcible sex offenses, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations. Note: KHS is not required to provide timely warning with respect to crimes reported to a pastoral or professional counselor.
* If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact the Admissions/Financial Aid office. The facility is open Monday through Friday according to assigned class/shop area schedules. The building may also be open for educational classes for farrier professionals or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.
* We encourage students and employees to be responsible for their own security and the security of others.
* KHS does not provide any programs on campus regarding security or prevention of crimes. If students wish to learn more about personal security or prevention of crimes, contact the local Police Department.
* KHS does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 3612 Lexington Road, Richmond Ky 40475.

**Drug & Alcohol Policy:**

* KHS prohibits the possession, use, and sale of alcoholic beverages to anyone on our property or as part of any of our activities.
  + KHS policy also prohibits the possession, use and sale of illegal drugs.
  + KHS policy supports and enforces state underage drinking laws.
* Students caught in any of the above situations will be withdrawn from the program and will be reported to the authorities. Students should refer to the drug prevention program for further details.

**Sex Offenses:**

If a sex offense occurs while in KHS, please contact the Richmond Police Department to report it immediately. KHS will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence for proof of the criminal offense.

Information Regarding area counseling, referral and drug abuse treatment centers will be provided upon request by a student or staff member. If a sex offense happens where both the accused and the accuser attend KHS, both the accuser and the accused:

* + Are entitled to the same opportunities to have others present during a disciplinary proceeding and
  + Will be informed of the school’s final determination of any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and
  + The dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses. KHS will work with students to change a student’s academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) if the change is requested by the victim and the change is reasonably available. Individuals wishing to learn additional information about registered sex offenders may check website information for the City of Richmond.

**Emergency Response/Evacuation**

Students follow the procedures set forth by their instructors based on the Fire/Tornado Procedure below. Administration will warn students of the safety drills during the year--‐In the event of an actual emergency the alarm would be sounded. We will immediately notify staff and students of emergency/evacuation by sounding the fire alarm.

**Our Process to confirm a significant emergency includes:**

**First Aid**- A first aid kit, located in the Administration offices, kitchen, and each shop above the sinks**.** For a cut finger, the Educator will immediately check the wound to see how deep the cut is. Small cuts will be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the first aid kit. For a cut requiring stitches, if possible, a staff member will take the student to the doctor. If a staff member is not available, the students’ emergency contact person will be asked to escort the student to a doctor. If a student or guest faints do not move the person, notify a staff member and they will call 911. Give as many facts as possible. Stay calm. Make the person comfortable.

Fire Exit Procedure- If smoke is detected or fire is spotted, report it immediately to an educator or staff member.

Warnings will then be sounded throughout the school by a staff member. DO NOT PANIC!

Proceed as follows:

Any student that has a guest “that guest” is the student’s responsibility. After exiting from school, proceed into the parking lot away from the building. Support Staff at the front desk will help guest in reception area out the front doors. Proceed into the parking lot at the rear of the shop building. Students in the classrooms exit through the nearest exit door single file. Proceed to the parking lot at the rear of the shop building.

**Emergency Procedures:**

**Emergency Phone Numbers:**

Immediate Help (Fire, Police, Rescue Squad) - 9-1-1

Administrative Offices – (859)575-4063

Richmond Police Department – (859)623 8911

Richmond Fire Department – (859)624 4776

**Emergency Procedures information is found in KHS Admissions Office and at the front desk.**

**Timely Warning:**

Notification provided in a suitable manner to students, staff, and guests or community neighbors, if necessary, of an impending or occurring emergency situation. This can be delivered in a verbal form for those in attendance in the building. This may also be distributed by email to staff members and all students.

**Emergency Notification:**

Emergency Notification can be in verbal form and can be in written form, posted on the front and back door of KHS. Every educator, administrative staff, and front desk personnel have received training on how to handle a pending emergency.

**Emergency Response Procedures:**

At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff and students will be notified by either verbal communication (for students currently in the building), or email communication (for students not in attendance) to notify them of the particular situation. Roll call will be made as soon as reasonably possible to ensure all students and staff have been accounted for at the time of the emergency. Without delay the police will be notified of the emergency by calling 911 and all students will receive notification of the emergency by written communication in the form of an email or text message from theCommand Decision Team (CDT).

The responsible members of the CDT consist of:

* KHS owner
* Financial aid officer
* Campus Administration
* Educators

The verbal/written communication will include:

* Type of emergency
* What steps to take for the emergency situation.

Emergency procedures will be tested on a yearly basis. Owners and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

**Coronavirus Safety Plan**

In all instances KHS will adhere to state and local authorities and we expect all individuals associated with the school to do his/her part to slow the spread of the coronavirus.

* For any student, instructor or staff who feels sick, do not come to school.
* For any student, instructor or staff who lives with someone who feels sick, should not come to school.
* For any student, instructor or staff who lives with someone who has tested positive for coronavirus he/she must isolate for fourteen days.
* Provide distance learning whenever possible.
* Avoid eating or drinking at bars and restaurants. Instead, use pickup or delivery options.
* Avoid discretionary travel for social visits.

Always Practice Good Hygiene:

* Wash your hands with soap, especially after touching any frequently used item or surface.
* For any student, instructor, or staff he/she should avoid touching their face.
* For any student, instructor, or staff he/she should sneeze or cough into a tissue, or the inside of your elbow.

Procedure:

* Students and staff entering the building will have to have sanitized his/her hands.
* A student, instructor or staff shall have his/her temperature taken upon entering KHS by a school administrator or instructor. Temperature will be recorded daily on a clipboard.
* If it is found that an individual has an elevated temperature it is noted in his/her file and there will be a follow-up call to see if a coronavirus test is needed.
* If a coronavirus test is positive, the individual will be quarantined for no less than fourteen days.
* Students, instructors, and staff must wear protective masks. It is the responsibility of the individual to have a mask. However, one will be provided if necessary.
* Staff members will wear protective gloves when working with the public and will maintain proper social distancing.
* In addition to the weekly thorough cleaning of the facility that is performed by professionals, staff will wipe down phones, copiers, door handles, and common areas several times per day.
* Students will be seated six (6) feet apart in the classroom and will be forging six (6) feet apart in the shop areas.

Additional Restrictions:

* Limit the number of trips off campus whenever possible.
  + Laundry Pickup/Dropoff Service will be available.
  + Utilize grocery delivery services.

A Positive Coronavirus test:

* Once an individual has tested positive for the coronavirus, he/she must quarantine off campus for at least fourteen days.
  + The individual should seek emergency medical care immediately if he/she has trouble breathing, persistent pain or pressure on the chest, new confusion, inability to wake or stay awake, or exhibits bluish lips or face.
* Students will be welcomed back to class after a negative covid-19 test is presented to the office.
* If the individual is a student, he/she will be responsible for all work missed but, absences will not count against the student for the fourteen days of quarantine. All efforts will be made by staff and instructors to catch the student up on the work that was missed.
* Once a student tests positive, we will resume monitoring current students and staff with daily temperature checks for fourteen (14) days.

**Chemical Stockpile Emergency Preparedness Plan**

Due to KHS’s proximity to the Richmond Kentucky Army Depot where the Army’s chemical warfare agent stockpiles are located, it is necessary to have an emergency plan.

Emergency Management – (859) 626-4787

Procedure:

* In case of such an emergency, county authorities will alert the public through outdoor weather sirens, indoor advisory alert radios, and wireless-emergency alert systems via cellphones, TV, and radio warnings.
* Once warnings have been initiated, all students, instructors and staff should get a chair and retreat immediately to the welding shop in the KHS Campus.
* All plastic has been pre-cut and labeled and is kept in a marked cardboard box in that welding room. In the box are scissors and tape. Once everyone is sheltered in place plastic will be secured over the door and ceiling vent to block any outside air from entering the room.
* Shelter in place until authorities make contact and approve exit from the room.

**Emergency Procedures Due to Criminal or Terrorists Threats:**

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify a staff member of the impending or occurring emergency. The staff member will respond to the immediate situation using the Emergency Codes when necessary and will contact civil authorities to determine appropriate action which may include evacuation of entire campus for a length of time to be determined based on the situation at hand. If necessary, KHS will post on outside doors the time class will resume.

**Responding to an Active Shooter:**

* Evacuate
* Have an escape route and plan in mind.
* Leave your belongings behind and when possible, try and help others escape.
* Prevent others from entering an area where the active shooter may be.
* Do not attempt to move wounded people.
* Call 911 when you are safe.
* Hide Out
* When evacuation is not possible, hide where the active shooter is less likely to find you and where you are out of the shooter’s view.
* If possible, try to find a place where you are behind a locked door.
* Try not to find a place where you are trapped or restrict your options for movement.
* Blockade the door with heavy furniture.
* If the active shooter is nearby:
* Lock the door.
* Silence your cell phone
* Hide behind sizable items.
* Remain calm and quiet.
* Only take action against the active shooter as a last resort and your life is in imminent danger.
* Information to provide to law enforcement or 911 operator:
* Location of the active shooter
* Number of shooters and the physical description
* Number and type of weapons held by the shooter and the number of potential victims at the location.

**Tornado Warning:**

When a tornado warning is issued:

* + A tornado has actually been sighted.
  + Or has been indicated by radar.
  + Public warning will come over the radio.

**Tornado Warning Procedure:**

* + DO NOT leave the building.
  + Move away from the perimeter and exterior of the building.
  + Follow one of the following guidelines:
* Go to an inner hallway or a smaller inner room such as a bathroom or closet.
* Vacate any exterior rooms and close the doors to those rooms.
* Stay away from windows.
* Take shelter under tables, if possible.
* Avoid places with wide-span roofs and windows such as the shop areas.
* Go to the center of the room.
* Sit down and cover your head.
* Make every effort to remain calm and encourage those around you to do likewise.

Remain in the shelter location until instructed to return to your previous activities.

**Proceed as follows:**

Students and guests in the shop area will walk to the vending area. Be seated on the floor making space available for others. Students in classrooms move to the vending area. Stay away from all windows. Remain in your designated area until instructed to go back to previous activity.

In the event that an emergency should occur a staff member will alert all students, clients and additional staff to either exit the building or go to the safe spot located in the assigned area; (concessions area located in the center of the building). There are also school exit diagrams located in each classroom, or communal areas to guide the students, staff, and guests out of the building.

Our Procedures for disseminating emergency information to the student body and staff and surrounding community in the event of a school emergency or closing we will post our information on the local news Channel 27, as well as on KHS Facebook page.We determine who should be notified based on the emergency at hand Content of the notification would include closures, delays, and a contact resource for the school Operations would initiate the notification system KHS will without delay and accounting for the safety of the student body and staff, determine the content of the notification and how to initiate the notification system.

**In Case of Serious Accident or Illness:**

* Call 9-1-1
* Do not move sick or injured person(s).
* Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
* Stay with the victim and reassure her/him that help is on the way.

**Power Failure:**

* + Remain calm.
  + Do not move.
  + Await instructions from staff personnel.
  + If instructed to evacuate, use designated emergency exits ONLY.

**Missing Persons:**

KHS requires all missing persons to be reported to the Richmond Police for action or referral.

In the event that a student is reported missing from on-campus housing, the following procedures will be enacted:

* Individuals are encouraged to report any concerns to the Richmond Police Department as the first contact. If further support is needed, they may also reach out to Mitch Taylor, the designated campus representative, or the Campus Director if Mitch is unavailable.
* Upon confirmation of a missing student, the designated contact person listed in the student’s housing records will be notified within 24 hours to facilitate support and information sharing, ensuring effective coordination between the contact, law enforcement, and campus authorities.
* Immediate reporting is essential; concerns should be conveyed as soon as possible. The Richmond Police Department will be notified within 24 hours upon confirmation of a missing status. If the missing status extends beyond 24 hours, continuous updates will be communicated to all relevant parties.
* Relevant details will be promptly shared with the campus owners and the police. In cases involving students under 18, parents or guardians will be informed within 24 hours of confirmation that the student is missing.
* Reporting individuals have the option to remain anonymous, and the institution will provide information about the investigation process, rights, and available support services.
* A comprehensive investigation will commence immediately upon confirmation, with timely updates provided to the reporting individual. The investigation will be conducted in collaboration with local law enforcement and campus personnel.
* All reports regarding missing persons will be treated with strict confidentiality, ensuring the identity of the reporting individual is protected. Information will be disclosed only as necessary for investigative purposes.
* The institution is committed to maintaining a safe residential environment and will take all necessary actions to assist in the search for missing students while strictly prohibiting any form of retaliation or discrimination against those who report missing persons.

**Shop Rules:**

* Students must wear appropriate safety equipment when operating machinery. Each student has been issued a pair of safety glasses. It is required that students always wear adequate eye protection in the workshop, even if only observing a procedure or demonstration.
* Students should always be mindful of the inherent risk of injury within workshops and when working with animals. Dangerous behavior will not be tolerated.
* Students must not use any of the instructor’s tools or equipment (including anvils) at any time without specific permission of the owner. Students may use KHS tools designated for student use, while in the shop, but must return them to the correct storage area after use. Students may not take KHS tools off premises.
* Shop cleanliness is the joint responsibility for all students. This includes emptying trash, sweeping up manure inside and out, and cleaning each forge area at the end of its use. All personal hand tools, aprons and anvil tools are to be put away each day.
* Each student will remain in the shop upon completion of his/her horse to assist other students or work in the forge until all students have finished that day's work.
* Foul and offensive language during school hours will not be tolerated at any time.
* At the end of each workday all Kentucky Horseshoeing School tools must be returned to their proper place for storage.
* For purposes of safety and instruction, electronic devices, including music players and cell phones are prohibited in the shop areas and classrooms during instructional time. Any such items found to be in use in either area will be confiscated and held in the office until the end of the instructional day.

**Failure to comply with any of the above guidelines will be grounds for disciplinary action, including but not limited to expulsion from the school.**

**Transportation:**

KHS does not provide transportation for off-site training. In the event travel is required for training off campus, each student is responsible for providing or arranging for their own transportation.

While training off campus, students who do not wish to drive their own vehicle on horse farm roads may choose to ride as a group in the back of a truck if space is available. This option is only available on farm properties, and not for transportation to and from training sites.

**FIRE SAFETY REPORTING AND DISCLOSURES REPORT**

**Fire Safety Disclosures:**

Three disclosures are made with respect to fires on-campus or on -property student housing. An annual fire safety report is published for the campus in the Consumer Information document on the KHS website, the fire statistics for the campus are annually reported to the U.S. Department of Education and a fire log for the campus is kept and maintained in the administrative office.

**Annual Fire Safety** **Report**:

Campus administrators are responsible for collecting the required information and publishing this report. The Annual Fire Safety Report contains the information described below. KHS complies with the annual Fire Inspection conducted by the Kentucky State Fire Marshall, Tim Juett and Burdines Inc. performs and documents the required inspections on all fire extinguishers and exit lights in the campus proper and in the dormitory. Also, the results of all inspections are reported annually to the Executive Director of Proprietary Education in Frankfort Kentucky.

[Crime in Richmond, Kentucky (KY): murders, rapes, robberies, assaults, burglaries, thefts, auto thefts, arson, law enforcement employees, police officers, crime map (city-data.com)](https://www.city-data.com/crime/crime-Richmond-Kentucky.html)

Fire extinguishers are kept in the dorms, hallway, classroom, and forge rooms. Their locations are posted on the fire plan maps. All student, staff and faculty should Learn these locations.

If you smell propane/gas or a smell of propane/gas has been reported, clear the area, turn off the gas at the mains and report the smell to a KHS member of staff immediately. DO NOT operate welders, forges, electrical equipment, or any potential source of ignition. Evacuate the area and report the smell. If you smell propane/gas or a smell of propane/gas has been reported at night or in poor lighting, DO NOT operate light switches (by switching on OR off). Evacuate the area and report the smell.

Keep all flammable materials away from the furnaces, stoves, and forges. Students should not wear loose or highly flammable clothing while working with or near open flames or sources of ignition, for example, while forging or welding.

**Fire Drills:**

Fire drills will be practiced quarterly and require your most serious cooperation and consideration. All exits must be in working condition and unobstructed.

**In a Fire Emergency:**

If you smell smoke or see fire, report it immediately to an educator. A warning will then be given by staff. Do not panic. Proceed as follows:

* Students in the shop or classroom areas exit the building in a single file, at the nearest exit. If you have a guest at the time, the guest is your responsibility.
* After exiting KHS, proceed safely away from the building.
* Support staff at the front desk will help guests in the reception area outside the front doors.
* Proceed to safety away from the building.
* Students in the classrooms, student lounge, and shop areas should exit through the nearest door, single file.
* Locate and join the students and guests at the rear building parking area.
* Familiarize yourself with your evacuation route and the location of all emergency and regular exits.
* The evacuation route illustration is found in the student’s lounge.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO KENTUCKY STATE LAWS.

**FIRE ASSEMBLY POINT**

**Parking area at front of**

**Administration Building**

It is very important that, in the event of a fire/fire alarm, you proceed as quickly as possible to the designated assembly point and do not go anywhere else unless instructed to do so by a member of staff or the person responsible at that time. You must inform the person responsible that you are out of the building and make sure you are correctly ‘accounted for’. In the event of fire, all persons must be accounted for to ensure that everyone has exited safely.

If someone is unaccounted for fire officers may be put at additional or unnecessary risk

**ADDITIONAL POLICIES AND PRACTICES**

**Drug Free Campus / Drug Prevention Program:**

Kentucky Horseshoeing School (KHS) prohibits the illegal and irresponsible use of alcohol and other drugs. KHS will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of KHS to know the risks associated with the use and abuse of alcohol and other drugs and to assist KHS in creating an environment which promotes health-enhancing attitudes and activities.

The possession or use of drugs or alcohol is strictly forbidden on KHS premises or during any activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Students who need counseling assistance for drug or alcohol dependency should contact the Program Director or Student Resource Center for referrals. All referrals will be kept confidential. Information on drug abuse prevention is available at KHS for all students and employees.

The primary goal of students at KHS is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be excused.

* At no time will KHS allow possession, use, and/or distribution of an illegal drug.
* Students, employees, and guests must adhere to federal, state, and local laws and regulations.
* KHS will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.
* Brochures are available in the Student Resource Center and the Human Resources Department.
* Information on Drug Awareness programs, counseling, treatment, and other related services are available through:
  + The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP
  + Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

* Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Campus Executive Director who will determine the action to be taken. If the Campus Executive Director and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Campus Executive Director/Campus Dean and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.
* If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be **immediately** removed from that setting. The faculty members will discuss their concerns with the students. If reasonable suspicion still exists, the Director of Education (or Campus Executive Director/Campus Dean in his/her absence) will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing and authorization for results to be made available to KHS.
* KHS reserves the right to conduct urinalysis drug screening in the case of reasonable suspicion of alcohol or drug use.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

All students and / or staff at KHS must understand KHS’s policies as stated above and recognize their impact if the law is broken in relation to drug and/or alcohol use.

Where to turn for substance-abuse related help:

* Alcoholics Anonymous: 1-866-675-4912
* Lexington Drug Abuse Treatment Center: (859)259-
* Abuse Hotline 1-800-962-2873
* Aids Hotline 1-800-352-2437
* Alcohol Abuse Hotline 1-813-234-1234
* National Suicide Prevention 1-800-273-8255
* Narcotics Anonymous 1-888-987-7700
* Poison Control Center 1-800-222-1222
* Rape/Sexual Assault 800. 656.HOPE (4673) (24-hours)

KHS reviews its Drug Prevention Policy, and the effectiveness of sanctions imposed every **two** years. The dismissal that may occur following a final determination of the said proceedings regarding KHS Drug Policy which prohibits the illegal possession, use, and sale of alcoholic beverages to anyone on our property or as part of any of our activities.

KHS policy also prohibits the possession, use and sale of illegal drugs. KHS policy supports and enforces state underage drinking laws. Students caught in any of the above situations will be dismissed from the program and will be reported to the authorities. Students should refer to the drug prevention program handed out in orientation for further details. In some cases, conviction of drug-related offenses could result in the student’s ineligibility of Title IV funding or other forms of financial assistance.

**Federal Drug Trafficking Penalties:**

* The Federal Drug Trafficking Penalties can be found in the Student Handbook.
* Substance abuse counseling is mandatory for substance abuse violators in addition to the Federal sanctions.
* A student found in violation of this policy will be required to undergo a substance abuse evaluation and attend all education or treatment programs recommended as a result of the evaluation.
* The student must complete the recommended program(s) to continue in the education process at KHS.
* If inpatient treatment is required, the student may be encouraged to take a leave of absence until the treatment is completed.

**Right to Know (Pre-Enrollment Information):**

* KHS provides means to this information in house through the Right to Know document (Pre-enrollment Information, including but not limited to graduation licensure and placement rates), which is provided to all students at the time of contract signing, prior to the signing of the enrollment agreement (contract).
* Job Placement assistance is provided at KHS.
  + Information on types of employment for our graduates is found in the KHS Admissions Office and in the KHS Catalog.

This information is gathered from graduate surveys, employer surveys, during the exit interview process and during follow-up calls with our graduates.

**Safeguarding Consumer Information:**

**Background**

Congress instructed the Federal Trade Commission (FTC) and other agencies to promulgate regulations to address identity theft. The proposed rules were published in November 2007. Full compliance is required by May 1, 2009 (this was an extension from the original November 2008 deadline). The “Red Flag Rules”, as they are called, require financial institutions and creditors to develop and implement written programs designed to detect, prevent, and mitigate identity theft.

**Implications for the Institution:**

Schools are subject to the Red Flag Rules if they:

* Extend credit to students through institutional loan programs, retail installment contracts, or deferred payment plans (regardless of number of installments or whether there is a finance charge).
  + Covered Accounts
* KHS is a “creditor” and obligated to follow the Red Flag Rules given the use of the Retail Installment Contract (RIC).
* Methods of payment for the Retail Installment Contracts (credit card, VA, Vocational-Rehab, Tribal funding) are also covered due to the information exchanged. The information is considered “Identity Related”.

**Detection of Red Flags:**

* + The following red flags are potential indicators of fraud. Any time a red flag is apparent, it should be investigated for verification.

**Suspicious Documents:**

* Documents provided for identification that appear to have been altered or forged.
* The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting information.
* An application appears to have been altered, forged, or gives the appearance of having been destroyed and reassembled.
* Other information on the identification is not consistent with readily accessible information that is on file with the school.
* Other information on the identification is not consistent with information provided by the person opening a covered account or customer presenting identification.

**Suspicious Personal Identifying Information:**

* The address provided does not match any address on file with the school for that particular customer.
* The Social Security number has not been issued or is listed on the Social Security Administration’s Death Master File.
* The Social Security number provided is the same as that submitted by other people opening an account or another customer.
* The customer or the person opening the covered account fails to provide all required personal identifying information on an application or response to notification that the application is incomplete.
* The personal identifying information provided is not consistent with personal identifying information that is on file with the school.

**Suspicious Activity Related to Covered Account:**

* Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer’s covered account.
* The school is notified that the customer is not receiving paper account statements.
* The school is notified of unauthorized charges or transactions in connection with a customer’s covered account.
* The school receives notice from customers, victims of identity theft, a law enforcement authority, or other persons regarding possible identity theft in connection with covered accounts held by the school.

**Responding to Red Flags:**

* Once potentially fraudulent activity is detected, an employee must act quickly so that a rapid appropriate response can protect customers and the school from damage and loss.
* Once potentially fraudulent activity is detected, gather all related documentation, and write a description of the situation. Present this information to the department Director.
* The department Director will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.
* If a transaction is determined to be fraudulent, appropriate actions must be taken immediately. Action may include:
* Canceling the transaction
* Notifying and cooperating with proper law enforcement
* Notifying the actual customer that fraud has been attempted.

**Periodic Updates to the Plan:**

* At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment.
* Periodic reviews will include assessment of which accounts are covered by the program.
* As part of the review, red flags may be revised, replaced, or eliminated. Defining new red flags may also be appropriate.
* Actions to take in the event that fraudulent activity is discovered may also require revision to reduce damage to the school and its customers.

**Staff Training:**

* Staff training shall be conducted for all employees for whom it is reasonably foreseeable that they may come into contact with covered accounts or personally identifiable information that may constitute a risk to the school or its customers.
* Department directors are responsible for ensuring identity theft training for all of their employees.
* Additional training will be provided if policy changes warrant such action.

**Student Information Security Policy**

Kentucky Horseshoeing School, Inc., is committed to keeping the security of our student body and our consumers safe and protected from electronic security breaches and will continue to safeguard all information received from students, parents or guardians of students, and consumers.

The safeguards we have in place were created to achieve the following objectives:

* To ensure the safety and confidentiality of all information received from students, parents or

guardians of students, and our consumers/clients.

* To protect against any possible or anticipated threats or hazards to such information we seek to protect.
* To protect against unauthorized access to or use of any such information that could potentially result in substantial harm or inconvenience to the students, parents or guardians, or consumers.

Employees designated responsible for coordinating the information security plan are as listed:

* Mitchell L. Taylor: President and Education Director
* Sarah S. Taylor: Finance Director
* Kimberly Thomasson: Campus Director

**Information Risk Assessment**

KHS will be undergoing a thorough risk assessment in December 2020, following the guidelines set forth by the Privacy Technical Assistance Center (PTAC). In our risk assessment, KHS staff seeks to identify possible risks to information we receive regularly and to develop safeguards and systems to help keep sensitive information secure, including using encryptions and firewalls to protect Personally Identifiable Information (or PII).

**Employer Training and Management**

KHS will require all new employees hired after January 1, 2021, to complete and pass a background check prior to their start date. For jobs that do not require the handling of sensitive or personally identifiable information, background checks and rigorous security training may not be required.

All employees of KHS responsible for handling sensitive information will undergo PTAC training in the area of encryption and password protection to keep all parties safe in the event that staff may need to electronically send information to one another.

KHS employees will meet annually (October to December) at minimum to revisit, review, and discuss any changes or updates to the policies and procedures for protecting data in order to ensure that all employees are continually adhering to, evaluating, and adjusting said policies and procedures when and where it is deemed necessary.

**Information Systems (Network and software design, processing, storage, transmission, and disposal)**

Financial Aid Packages and other data pertaining to student and parental/guardian finances is uploaded and stored in Virtual Financial Aid Office (VFAO) through a password protected and encrypted system via VFAO portal that only designated and authorized personnel have access to.

**Detecting, Preventing, and Responding to Attacks, Intrusions or Other System Failures both Physical and Electronic**

KHS is aware that it is necessary to have strong security measures implemented in order to protect our systems from the most up to date internet viruses and malware and employs several measures to detect and prevent attacks in the event of intrusion. KHS will notify the necessary organizations and persons in the event of a data breach, when deemed appropriate and necessary.

All employees are vigilant in screening incoming emails and have been advised not to open any emails that may look suspicious, and flag them for later review.

KHS employees trained in Information Security are responsible for ensuring that any and all paper documents containing PII needing to be disposed of are collected and stored in a locked storage room and shredded when they are required to do so, no less than once a year.

Client and consumer credit card information is not stored electronically.

Kentucky Horseshoeing School, Inc., located at 3612 Lexington Road, Richmond, KY 40475, holds both the administrative offices, as well as the practical and classroom learning areas and all other departments. Security in all aspects is taken very seriously, and the facility is only open to the public at the times it deems appropriate. Outside of business hours, the facility is locked and secured, and all documents containing PII are stored in locked cabinets, in locked rooms, within a locked facility. KHS works closely with the local law enforcement agencies such as the Richmond City, and Madison County Police Departments and utilizes campus crime statistics to provide a safe and secure environment for our staff, students, and consumers.