

F O R T T H O M A S
I N D E P E N D E N T S C H O O L S

Substitute Teacher Handbook

Rich in **Tradition** on the **Future**
Focused

FORT THOMAS INDEPENDENT SCHOOLS

Substitute Teacher Handbook

Karen Cheser, Superintendent

Fort Thomas Independent Board of Education
28 North Fort Thomas Avenue
Fort Thomas, KY 41075

Phone (859) 781-3333 • FAX (859) 442-4015
WEB SITE: www.forthomas.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Table of Contents

Table of Contents	i
Introduction	1
WELCOME	1
DISTRICT MISSION	2
FUTURE POLICY CHANGES	2
CENTRAL OFFICE ORGANIZATIONAL CHART	3
SCHOOL ADDRESSES	4
General Terms of Employment	5
EQUAL OPPORTUNITY EMPLOYMENT	5
HARASSMENT/DISCRIMINATION	5
ASSAULTS AND THREATS OF VIOLENCE	6
PERFORMANCE OF DUTIES	6
CRIMINAL BACKGROUND CHECKS	6
MEDICAL EXAMINATIONS	7
SUPERVISION RESPONSIBILITIES	7
BULLYING	8
CONFIDENTIALITY	8
INFORMATION SECURITY BREACH	9
REASONABLE ASSURANCE	9
SALARIES AND PAYROLL DISTRIBUTION	9
PAYROLL DEDUCTIONS	9
General Information	10
SUBSTITUTE LIST	10
NOTIFYING THE SUBSTITUTE	10
LENGTH OF ASSIGNMENT	10
SCHOOL DAY	10
LESSON PLANS	10
2018-2019 SCHOOL CALENDAR	11
CLASSROOM MANAGEMENT	12
EMERGENCY CLOSINGS	13
WHAT IF . . .	13
Employee Conduct	16
POLITICAL ACTIVITIES	16
DISRUPTING THE EDUCATIONAL PROCESS	16

DRUG-FREE/ALCOHOL-FREE SCHOOLS.....	17
TOBACCO PRODUCTS	17
RESPONSIBLE USE OF TECHNOLOGY	18
MATERIALS USED WITH STUDENTS	25
CONTROVERSIAL ISSUES	25
SEARCH AND SEIZURE.....	26
CHILD ABUSE	26
CORPORAL PUNISHMENT.....	26
USE OF PHYSICAL RESTRAINT AND SECLUSION	27
RETENTION OF RECORDINGS	27
WEAPONS	27
USE OF SCHOOL PROPERTY	27
USE OF PERSONAL CELL PHONES/TELECOMMUNICATION DEVICES	27
HEALTH, SAFETY AND SECURITY	28
DRESS AND APPEARANCE MEMO FROM SUPERINTENDENT	29
REQUIRED REPORTS	30
CODE OF ETHICS	33

Introduction

Welcome

Thank you for filling the important role of substitute teacher in the Fort Thomas Schools. We welcome you as an important instructional partner.

Substitute teaching is a challenging task. From frequent early morning calls, to spending your working day in new and different situations with very little time to prepare, your resourcefulness and organizational skills will be tested. Our community expects the best for the students, including a chance to work with caring and skilled adults and you have been chosen as one of those individuals.

The purpose of this handbook is to acquaint you with policies and procedures of the Fort Thomas Independent Schools that govern and affect your employment as a substitute teacher and give you some basic information that will better allow you to serve the children in a skilled, professional manner.

This handbook is not intended to be, and should not be interpreted as, a contract or a source of any claim or expectation to employment as a substitute. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available in the Fort Thomas Administrative Procedures Manual. It is the substitute employee's responsibility to refer to the actual policies and/or administrative procedures for further information.

Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available online via the District's web site or through this Internet address:

<http://policy.ksba.org/f05/>

Substitutes are expected to be familiar with policies related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded numerical codes** refer to the Board policy or administrative procedure that addresses a particular item. Substitute employees with questions should contact the school Principal if substituting at an elementary school or Lisa Biltz if substituting at the high school or middle school level.

District Mission

Rich in tradition and focused on the future, the Fort Thomas Independent School District provides engaging and challenging learning experiences which foster creativity, curiosity and innovation, while inspiring all students to pursue lifelong learning and become productive members of the global community.

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, the Fort Thomas Independent Schools reserve the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Central Office Organizational Chart

<p>Superintendent Karen Cheser Karen.Cheser@fortthomas.kyschools.us</p> <p><i>Ad Hoc Issues Issues Planning Policy Development Vision/Mission Human Resources Public Relations/Communication</i></p>		
<p>Finance Officer Andy Remlinger Andy.Remlinger@fortthomas.kyschools.us</p>	<p>Administrative Assistant Peggie Hughes Peggie.Hughes@fortthomas.kyschools.us</p>	<p>Payroll/Benefits Officer Mary Turner Mary.Turner@fortthomas.kyschools.us</p>
<p>Student Services Team</p>	<p>Teaching and Learning Team</p>	<p>Business and Operations Team</p>
<p>Assistant Superintendent Jamee Flaherty Jamee.Flaherty@fortthomas.kyschools.us</p> <p>Attendance Safe Schools Migrant/Homeless Section 504 Home Schooling ESL After School Programs ESS Summer Enrichment Gifted Education Compliance Issues School Health Title I/Title IV/Title VII/Title IX</p> <p>Administrative Assistant Janine Sharp Janine.Sharp@fortthomas.kyschools.us</p> <p>Director of Special Education Sommer Rosa Sommer.Rosa@fortthomas.kyschools.us</p> <p>Special Education Preschool Education Alternative Schools At-Risk Programs</p> <p>School Psychologist Patrick Richardson Patrick.Richardson@fortthomas.kyschools.us</p> <p>Testing/Evaluation Intervention Programs</p> <p>Food Services Director Gina Sawma Gina.Sawma@fortthomas.kyschools.us</p>	<p>Assistant Superintendent Bill Bradford Bill.Bradford@fortthomas.kyschools.us</p> <p>Assessment Teacher Evaluation Curriculum Development Title VI & Title II Comprehensive Planning SACS Accreditation Professional Development SBDM Textbooks/Instructional Materials</p> <p>Administrative Assistant Sally Race Sally.Race@fortthomas.kyschools.us</p> <p>Director of Technology and Information Diana McGhee Diana.McGhee@fortthomas.kyschools.us</p> <p>District Website Channel 20 KDE Report Cards Instructional Technology Technology Plan Technology Program</p> <p>Network Administrator/Director of Transportation Matthew Winkler Matthew.Winkler@fortthomas.kyschools.us Technical Infrastructure</p> <p>Computer Technicians Andrew Martin Andrew.Martin@fortthomas.kyschools.us</p> <p>Van Scott Van.Scott@fortthomas.kyschools.us</p>	<p>Director of Operations Jerry Wissman Jerry.Wissman@fortthomas.kyschools.us Facilities/Maintenance</p> <p>Administrative Assistant/Claims Clerk Aimee Harms Aimee.Harms@fortthomas.kyschools.us</p> <p>Maintenance Technicians Tom Nonno Tom.Nonno@fortthomas.kyschools.us</p> <p>Barry Petracco Barry.Petracco@fortthomas.kyschools.us</p> <p>HVAC Technician Ryan Cunningham Ryan.Cunningham@fortthomas.kyschools.us</p>

School Addresses

Highlands High School

2400 Memorial Pkwy.
Fort Thomas, Ky. 41075
Principal: Matthew Bertasso
Phone: 781-5900

Johnson Elementary School

1180 N. Fort Thomas Ave.
Fort Thomas, Ky. 41075
Principal: Ashley Dikeos
Phone: 441-2444

Highlands Middle School

2350 Memorial Pkwy.
Fort Thomas, Ky. 41075
Principal: Michael Howton
Phone: 441-5222

Moyer Elementary School

219 Highland Ave.
Fort Thomas, Ky. 41075
Principal: Dawn Laber
Phone: 441-1180

Woodfill Elementary School

1025 Alexandria Pk.
Fort Thomas, Ky. 41075
Principal: Keith Faust
Phone: 441-0506

Section

1

General Terms of Employment

Equal Opportunity Employment

Fort Thomas Independent Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Jamee Flaherty at the Central Office. **03.113**

Harassment/Discrimination

Fort Thomas Independent Schools intend that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, any act prohibited by Board policy that disrupts the work place or the educational process and/or keeps employees from doing their jobs.

Any employee who believes that he or she, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of his/her Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **03.162, 09.42811**

GENERAL TERMS OF EMPLOYMENT

The following has been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

Jamee Flaherty	28 N. Fort Thomas Ave., Fort Thomas, KY 41075	859.815.2011
<i>Title IX Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

Jamee Flaherty	28 N. Fort Thomas Ave., Fort Thomas, KY 41075	859.815.2011
<i>Section 504 Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

01.1

Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District’s school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

http://www.ascr.usda.gov/complaint_filing_cust.html

07.1

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

Substitute teachers should consult with the Principal/designee when serious incidents occur to make sure that students are disciplined consistent with the School Code of Acceptable Behavior and Discipline and related policy and procedures.

Performance of Duties

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133**

Criminal Background Checks

All substitute teachers hired by the District must have both a state and a federal criminal history background check and a letter from the Cabinet for Health and Family Services documenting the individual does not have a substantiated finding of child abuse or neglect. **03.4**

(Criminal Background Checks – continued)

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **3.11**

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Medical Examinations

All newly employed certified personnel, including substitute teachers, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or advanced registered nurse practitioner or by a licensed medical practitioner of the employee's choice. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted. Unless otherwise provided in Board policy, the cost of the medical examination must be borne by the employee.

The initial medical examination shall include a risk assessment for tuberculosis as required by Kentucky Administrative Regulation. Individual identified by that assessment as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by 702 KAR 001:160. **03.111**

Supervision Responsibilities

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. As is the case with all District employees, you are required to assist in providing appropriate supervision and correction of students. **09.221**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/09.422/09.42811**

Bullying

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

Substitute teachers shall follow Policy 09.14 and related procedures concerning release of student record information.

Except as noted in Policy 09.14 or as otherwise permitted by law, substitutes may only share confidential, personally identifiable student record information with the following:

- The student;
- The student's parent/guardian; or
- Other Fort Thomas Independent School District employees with a legitimate educational interest. (Substitutes are to confirm with the Principal/designee concerning any requests they receive regarding release of student record information.)

This shall include information transmitted by the substitute by any means, including oral, written, or electronic. Examples of protected information include, but are not limited, to a student's grades, disciplinary or attendance records, and health/medical information.

Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.111/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure of, using, or disseminating personal information regarding minors over the Internet. **08.2323**

Information Security Breach

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**

Reasonable Assurance

Substitute teachers on the District's substitute list shall be notified in writing each year as to whether they have reasonable assurance of continued employment for the following school year. **03.4**

Salaries and Payroll Distribution

Substitutes are paid on a per diem basis according to a schedule approved annually by the Board. The salary schedule may reflect adjustments for long-term/continuous assignments **03.4**

Paychecks shall be issued according to the following schedule approved by the Board of Education.

If you have any questions concerning your pay, please call Mary Turner in the Central Office.

Payroll Deductions

Substitute teachers are subject to payroll deductions required by law. Mandatory deductions include state and federal taxes, deductions required by the Teachers' Retirement System of the State of Kentucky, deductions required as a result of judicial process, and Medicare (FICA).

Deductions for membership dues of an employee organization, association, or union shall only be made upon the express written consent of the employee. This consent may be revoked by the employee at any time by written notice to the employer. **03.1211**

Section

2

General Information

Substitute List

Approved substitute teachers will be placed on a call list. When possible, substitutes are called to teach in fields for which they are most qualified.

Notifying the Substitute

Substitutes will be notified using Frontline Absence Management (AESOP). Additionally, Lisa Biltz may contact substitutes for the middle school and high school. Elementary substitutes may be contacted by the building principal.

Length of Assignment

Substitutes are called to serve for a certain time frame and, when possible, the same substitute may be used when a teacher is to be absent on consecutive days.

A substitute is expected to follow the same hours of duty and fulfill the same assignments as the regular teacher. **03.4**

School Day

Students		Faculty and Staff	
Elementary	8:15 a.m. - 3:00 p.m.	Elementary	8:00 a.m. - 3:15 p.m.
High School& Middle	8:00 a.m. - 2:45 p.m.	High School& Middle	7:40 a.m. - 3:00 p.m.

Substitutes are not allowed to leave their job assignments during duty hours without the express permission of the Principal/designee.

When possible, substitutes shall be on duty no later than fifteen (15) minutes before students are scheduled to arrive and shall remain in the building at least fifteen (15) minutes after the dismissal time for students. **03.1332**

Substitutes working with an extended assignment shall attend meetings called by the Superintendent, building Principals, Supervisors or their designees. Absence from staff meetings must have approval of the administrator who called the meeting. **03.1335**

Lesson Plans

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and shall leave a written record of the work completed during their length of duty.

2018-2019 SCHOOL CALENDAR

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Legend					
 No School	 Holiday				
 Prof. Dev.	 Open/Close				
 First/Last Students	 Make-up Days				
 Late Arrival					

9 August
Opening Day
10,13 Professional Development
15 First Day for Students

3 September
Holiday – Labor Day

4 October
Professional Development
5 No School - NKEA

6 November
No School – Election Day
21 Professional Development
22 Holiday - Thanksgiving
23 No School - Thanksgiving

21 December
Last School Day Before
Winter Break

December 24 – January 4
Winter Break

1 January
Holiday – New Year's
7 Schools Open
21 Holiday – MLK Day

18 February
No School – Presidents' Day

28 March
Last Student Day Before
Spring Break
29 Professional Development

1 - 5 April
Spring Break
8 Schools Open

21 May
Election Day
24 Last Day for Students
27 Memorial Day
28, 29, 30, 31 Make-Up Days

3, 4 June
Make-Up Days
5 Closing Day*

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*CLOSING DAY WILL BE
ADJUSTED IF MAKE-UP DAYS
ARE NOT NEEDED

Student Days 177 Teacher Days 188

Make-up Days:
May 28, 29, 30, 31 June 3, 4

Classroom Management

Although the following general classroom management guidelines are not intended to be all-encompassing, substitutes are expected to follow them unless otherwise directed by the school administrator:

- Be prepared to make adjustments for any unusual changes in school schedules such as fire drills, altered class schedules or activities for the day. Each room in the school has emergency procedures posted or otherwise made available in case of fire, earthquake, tornado/severe weather, lockdown or other potentially dangerous situations. Look for this information and review it prior to the beginning of the school day.
- It is the responsibility of the substitute teacher to check with the Principal/designee to determine if any of the day's assigned students have accommodations under an Individual Education Plan (IEP) or 504 plan and implement plan provided.
- Implement drill/evacuation plans.
- Display your name where it can easily be seen by all students. Take time before beginning lessons to tell the class briefly about yourself.
- Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
- Ask the students questions: their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
- Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) comment to students on task.
- Try to be sensitive to differences.
- Any unusual requests from parents or students should be handled by the Principal/designee.
- Correct the day's work when possible. Organize any student papers and label them clearly.
- Write a complete, succinct review of the day's activities. Be sure to indicate portions of the lesson plan that may not have been completed. Mention individual students who may have been particularly helpful; list any problems that may have arisen.
- Leave the classroom in good order.
- Substitutes teachers shall not do the following:
 - ☒ Make/take personal phone calls during class time;
 - ☒ Use the internet for personal use; or
 - ☒ Engage in personal tasks such as reading, knitting, etc.

Emergency Closings

In case of inclement weather or other emergencies that cause school to be called off or delayed, information will broadcast on designated radio and TV stations. Substitutes are responsible for checking for these announcements. **06.21/08.33**

What if . . .

Unexpected activities can be experienced during a school day and substitute teachers need to be prepared to handle all situations. Following is information about the District's procedures for several drills, lockdowns, and other emergencies. It is the responsibility of the substitute to identify the specific directions that apply to the room/area in which s/he is teaching.

FIRE

Faculty/staff shall:

1. Post in each room and discuss with each class rules for fire evacuation, including student responsibilities. These will include directions on the exits, alternative exits, and the outdoor evacuation area(s).
2. Close all classroom windows and doors before leaving.
3. Turn off all lights and gas jets in the room.
4. Maintain order during the evacuation and arrange assistance for students with disabilities.
5. Take roll book and check roll when the class is in its evacuation area. No person is to remain in the building during a fire drill.
6. Report to the Principal any student who is missing. **05.41 AP.1**

(What if – continued)

BOMB THREAT

The faculty and staff shall:

1. Post in each room and discuss with each class rules for bomb threat evacuation, including student responsibilities. These will include directions on the designated exits, alternative exits, assigned evacuation area(s), and designated safety precautions such as a ban on cell phone or radio use during a bomb threat drill or evacuation.
2. If a written bomb threat is received, the employee receiving it should preserve it for investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.
3. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
4. Scan the area noting any items that appear to be out of place, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.
5. Take roll book and check roll when the class is in its evacuation area. Other than adults authorized to check the premises, no person is to remain in the building during a bomb threat or bomb threat drill.
6. Report to the Principal any student who is missing. **05.43 AP.1**

(What if – continued)

TORNADO/SEVERE WEATHER

The faculty and staff shall:

1. Utilize designated safe areas during a tornado/severe weather drill or warning.
2. Instruct students in the procedures to be used during a drill, watch, or warning.
3. Maintain order during the drill, watch, or warning and arrange assistance for students with disabilities.
4. Require students to use one of the following positions, as appropriate:¹
 - a. Rest on knees, lean forward, cover face by crossing arms above face.
 - b. Sit on floor, cross legs, cover face with folded arms.
 - c. If space does not permit use of the first or second suggested position, stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as a covering.
5. Remain in the assigned safety area with students until the all-clear signal or recall signal is given.
6. Report to the Principal any student who is missing. **05.42 AP.1**

Section

3

Employee Conduct

All employees, including substitutes, are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. **03.133**

Political Activities

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the orderly administration of activities or operations may be subject to disciplinary action, including termination.

1. Behavior that disrupts the educational process includes, but is not limited to:
 - Conduct that threatens the health, safety or welfare of others;
 - Conduct that may damage public or private property (including the property of staff or visitors);
 - Illegal activity;

(Disrupting the Educational Process – continued)

- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of services, completion of work responsibilities or interferes with the orderly administration of District activities or operations. **03.1325**

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251**

Employees who know or believe that the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **09.423**

Tobacco Products

Federal law and Board policy prohibit the use of any tobacco product in or on any property owned or operated by the Board. **03.1327**

Responsible Use of Technology

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures, which apply to all parties who use District technology.

Certified employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media. In addition, all staff members are required to sign a written request/agreement prior to being granted independent access to electronic media involving District technological resources.

Individuals who refuse to sign required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

Except in cases involving students who are eighteen (18) years of age or older, parents/guardians may request to review the contents of their child(ren)'s email files.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of the society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened—prior to use—by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board policy requires that all such materials be consistent with District-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available files server in the world, will open classrooms to electronic information resources, which have not been screened by educators for use by students of various ages.

(Responsible Use of Technology – continued)

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board policy and will honor the goals for selection of instructional materials contained therein.

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students and staff to conduct research and communicate with others. Access to network services will be provided to students and staff who agree to act in a considerate and responsible manner.

CURRICULUM AND INSTRUCTION

Student and staff use of telecommunications and electronic information resources will be permitted upon submission of permission and/or agreement forms by staff, parents of minor students (under 18 years of age) and by students themselves. Regional networks require agreement by users to responsible use policies outlining standards for behavior and communication.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Fort Thomas Independent Schools support and respect each family's right to decide whether or not to apply for access to information resources.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

THE NETWORK:

The Fort Thomas Independent School District provides students and staff with a service called the Network. The Network is a computer service, which includes the use of computers, servers, software, Internet and e-mail. These procedures also address the use of stand-alone computers, peripherals, telephone usage and other instructional technology equipment.

(Responsible Use of Technology – continued)

In addition to providing students and staff with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, the Fort Thomas Independent School District:

- Reserves the right to monitor all activity on the Network, Internet and e-mail.
- Reserves the right to monitor computer use or lack of use.
- Reserves the right to deny access to the Network, Internet and e-mail to any individual.
- Shall establish procedures that will maximize the Network system security.
- Shall supervise student and staff use of the Network, Internet, e-mail, and telephones.

The standards for student and staff access to the Fort Thomas Independent School District Network are:

Network access throughout the District is to be used for instruction, research, school administration and reasonable, non-work related communications. District access is not to be used for private business.

- Instructional staff will select and guide students on the appropriate use of Internet and instructional software on the Network.
- The District will be responsible for supervising network use. Auditing procedures are in place to monitor access to the network. However, the District cannot continually monitor every communication and network session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access and supervision from outside the District premises is the responsibility of the parents and guardians of students.
- Student users should not reveal their full name and personal information (address, phone number, financial information, social security number, etc.) or establish relationships with “strangers” on the network, unless instructional staff has coordinated the communication.
- Staff will not reveal a student’s full name or post a picture of the student or the student’s work on the Network with personally identifiable information unless the parent has given written consent.

(Responsible Use of Technology – continued)

- The content of any District web page is the responsibility of the sponsoring staff member who hosts the page.
- School-related clubs and organizations that wish to establish a web site must be a part of the school’s web account.

TELEPHONE USAGE:

- Telephone service is available primarily to provide two-way communications with school offices and for contact with parents.
- Staff will refrain from using telephones during instructional time.
- Students may use the telephones under staff supervision when there is a legitimate need such as calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instruction time will not be interrupted to transfer calls except in emergencies.

All guidelines governing inappropriate language apply to telephone usage and procedures governing telephone usage also apply to District cellular phones and other wireless telecommunication systems.

COMPUTER USE GUIDELINES:

When a student, teacher, or staff member at a Fort Thomas school accesses computers, computer systems, and computer networks owned or operated by the Fort Thomas Independent Schools, he or she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school administration expects that student, faculty, and staff use of computers provided by the school will be ethical and will reflect academic honesty. Students, faculty and staff must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.

As a computer operator, you are expected to make appropriate use of computer resources provided by the Fort Thomas Independent Schools. You must:

- use computer resources only for authorized purposes following established procedures;
- be responsible for all activities on your assigned computer;
- access only files and data that are your own, which are publicly available, or to which you have been given authorized access;

(Responsible Use of Technology – continued)

- use only legal versions of copyrighted software;
- be considerate in your use of shared resources;
- abide by the Responsible Internet use policy.

Computer operators must not make inappropriate use of computer resources provided by the Fort Thomas Independent Schools. The following are nonexhaustive actions that are considered inappropriate:

- violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
- using another person's login name or password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access;
- installing or using any unauthorized software or hardware on any District computer system or Network;
- using another person's files, system, or data without permission;
- using computer programs to decode passwords or to access control information;
- attempting to circumvent or subvert system security measures;
- engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service;
- making or using illegal copies or copyrighted software, storing such copies on school systems, or sending them over networks;
- using mail service to harass or intimidate others;
- wasting computing resources, such as paper, by printing excessive copies or downloading of freeware or shareware programs;
- wasting computing resources, such as paper, by printing excessive copies;
- engaging in any activity that does not comply with the general principles listed at the beginning of this document;

(Responsible Use of Technology – continued)

- playing games across the network;
- violating the regulations of the Fort Thomas Independent Schools regarding appropriate use of the Internet.

The Fort Thomas Independent Schools considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a person is using school computer systems inappropriately. Violators are subject to disciplinary action by school officials that may include loss of computer privileges and in- or out- of school suspension. Offenders may also be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, the Computer Virus Eradication Act of 1989, and the Electronic Communications Privacy Act.

INTERNET ACCESS:

The Fort Thomas Independent Schools provide access to the Internet for all students, faculty, and staff that is obtained through Kentucky’s Public Education Network. Students must have permission from at least one of their parents or guardians to access the Internet at school.

The use of an Internet account is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or cancellation of those privileges. A person’s activities while using the Internet in any school must be in support of education and research, and consistent with the educational objectives of the Fort Thomas Independent Schools. In addition, anyone accessing the Internet from a school site is responsible for all on-line activities that take place through the use of his or her account. When using another organization’s networks or computing resources, students must comply with the rules appropriate for that network.

The following is a nonexhaustive list of activities that constitute unacceptable use of the Internet, whether that use is initiated from school or any other site:

- using impolite, abusive, or otherwise objectionable language in either public or private messages, including profanity or obscenity;
- placing unlawful information on the Internet;
- using the Internet illegally in ways that violate federal, state, or local laws or statutes;
- using the Internet at school for non-school related activities;

(Responsible Use of Technology – continued)

- sending messages that are likely to result in the loss of the recipient’s work or systems;
- sending chain letters or pyramid schemes to lists or individuals, and any other types of use that would cause congestion of the Internet or otherwise interfere with the work of others;
- using the Internet for commercial purposes, financial gain or any illegal activity;
- using the Internet for political lobbying;
- changing any computer file that does not belong to the user;
- sending or receiving copyrighted materials without permission;
- knowingly giving one’s password to others;
- using Internet access for sending or retrieving pornographic material, inappropriate text files, or files dangerous to the integrity of the network;
- circumventing security measures on school or remote computers or networks;
- attempting to gain access to another’s resources, programs, or data;
- vandalizing, which is any malicious attempt to harm or destroy data or another user on the Internet, and includes the uploading or creation of computer viruses;
- falsifying one’s identity to others while using the Internet;
- changing any computer files that do not belong to the user;
- 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.

STUDENT E-MAIL:

Fort Thomas Independent Schools is committed to providing educational opportunities to students that help extend its physical boundaries. In addition, the District is equipped to provide individual e-mail accounts for students. Therefore, students in grades 4-12 have the opportunity to receive a student e-mail account.

An e-mail account is offered to students in grades 4-12 who agree to act in a considerate and responsible manner and who agree to use the e-mail account for educational purposes. Students may not use e-mail accounts for personal use.

(Responsible Use of Technology – continued)

System administrators will monitor all outgoing and incoming e-mail traffic and deem what is inappropriate and appropriate use. The administration and staff may revoke or suspend student e-mail accounts when AUP terms are violated.

DISCIPLINARY ACTION FOR INAPPROPRIATE USE:

- Student discipline for violation of any part of these procedures shall be based on the severity of the infraction.
- Student disciplinary action includes, but is not limited to, the loss of any or all computer privileges, termination of the user's account, removal from the class with a failing grade and/or suspension or expulsion. Privileges will be reinstated at the discretion of the District administrators.

Discipline of staff may involve actions up to and including termination of employment.

Parents, guardians and/or perpetrators may be billed for damages to technology resources.

Illegal/criminal activities will be referred to the appropriate law enforcement agency.

All students and staff are required to sign the Responsible Use Agreement Form. By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by Board policy governing access to technology resources. **08.2323**

NOTE: Staff should refer to Policy 08.2323 for guidance concerning use of District social networking technology tools for instructional, administrative and communication purposes.

Materials Used with Students

All materials presented for student use or viewing shall be reviewed by the teacher before use. Exceptions shall be current events programs and programs provided by Kentucky Educational Television.

Unless the Principal grants an exception based on documentation that the entire video is directly related to the content being taught, rather than showing an entire film, only clips of videos shall be used to highlight core content concepts. **08.234**

Controversial Issues

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms. All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen. Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, s/he shall confer with the Superintendent. **08.1353**

Search and Seizure

Unless otherwise permitted by policy 09.436, only those certified personnel directly responsible for the conduct of the pupil or the Principal of the school the student attends are authorized to search the student’s person or his or her personal effects. Before a student’s outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Principal.

Unless otherwise permitted by policy 09.436, no search of a pupil shall be conducted in the presence of other students. No strip searches of students shall be permitted. **09.436**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected or molested, in or out of school, or a victim of human trafficking shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent.

Teachers shall complete Board selected training on child abuse and neglect prevention, recognition and reporting by January 31, 2017 and every two (2) years thereafter. Teachers hired after January 31, 2017 shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter. **09.227**

Reporting telephone numbers:

Social Services	292-6550 292-6733
Fort Thomas Police	441-6562
State Police	428-1212
County Attorney	581-8015

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

Retention of Recordings

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Use of School Property

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. **03.1321**

Once an individual is no longer employed with the District, he/she no longer retains the rights to a District-owned network account (this includes both file storage and electronic mail). Employees who leave at the end of the school year will have account access through June 30. Employees who leave midyear will have account access for up to one (1) month. Back-up/transfer of data (including emails) is the responsibility of each individual employee. **08.2323**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, employees shall use discretion when using personally owned recording devices to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee.

For exceptions, see Board Policy **03.13214**.

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24 to 48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/05.4**

Dress and Appearance Memo from Superintendent

August, 2005

Fort Thomas Independent School District Employees:

An individual recently shared a memo to employees of a major local company which addresses the issue of appropriate dress. The memo handles that sensitive and important issue in a positive way. Appropriate dress has been a topic of discussion within the district for the last several years. Since we like the message given to those employees, we decided to share that message and the related Q & A with you, after making appropriate modifications to fit the school environment. That message is presented below.

This communication provides guidelines for appropriate attire for classrooms and school related travel. The Fort Thomas Independent Schools expectation is that we show respect for others, and reflect a professional image. This means dressing in a way that does not offend others or cause undue distraction.

We are addressing this topic in a principle-based manner, trusting employees to do the right thing as it relates to their attire and the business they conduct each day. The responsibility for appropriate attire lies with each of us; it is important to realize the impact it can have on our interaction with our students, parents, and peers.

Attached are Questions & Answers to provide additional information. I encourage you to discuss this with your principal or supervisor for clarification.

The Fort Thomas Independent School District values and embraces differences, and we want to maintain a work environment that enables people to achieve high expectations, standards and goals. Let's use this opportunity to bring our principles to life.

QUESTIONS & ANSWERS

Q. What does "appropriate" mean?

A. We have chosen "business appropriate" as the preferred way of describing the dress standard. This acknowledges that the work you do should guide your choice of dress rather than having a formal dress code. Some individuals have incorrectly interpreted business appropriate as casual dress. (For example, wearing weekend attire to work.)

Q. How do I know what is appropriate dress if there are no specific guidelines?

A. We have not created an all inclusive list of appropriate attire. Instead, we rely on employees to use common sense to wear what is appropriate for the type of work that they do. While jeans, tee shirts, shorts, mini-skirts, clothes that expose mid-sections, sweat suits, spandex (or other tight fitting clothing), flip flops, and tennis shoes are certainly acceptable weekend casual wear, they do not convey a professional image and would not be appropriate to wear in most school situations.

Q. Who decides whether my dress is appropriate? How is it reinforced?

A. We expect employees to dress in a way that reflects a professional image, shows respect for others and is appropriate for the business they will do that day. So, as long as those principles are met, each individual will decide what appropriately meets those criteria. Most Fort Thomas Independent School District employees have a good sense of what is and is not appropriate for the work they do.

In rare situations when the principles are not adhered to or are in question, each employee's principal or supervisor is expected to address the inappropriate attire, just as he/she would any other type of inappropriate conduct. Since dress always involves a subjective element, principals and supervisors should use common sense in handling dress standard issues and talk things out in a professional, constructive way.

Q. Will it be seen as a performance issue if I wear clothes that are too casual (something I thought was appropriate, but my principal or supervisor does not)?

A. Use your best judgment on what to wear to convey a professional image. If there is an issue, your principal or supervisor should deal with it quickly, honestly and openly to help clarify what appropriate attire might look like for the work you do. This should not be seen as a long-term performance issue unless it happens repeatedly despite getting advice and counsel.

Q. Are there exceptions to the guidelines? Is casual attire ever appropriate?

There are a few exceptions, such as certain field trips. The appropriate attire for some teachers, such as P.E. teachers, will be more casual due to the nature of their jobs. Teachers of our very young may feel appropriate wearing casual slacks when they plan to be sitting on the floor with their students.

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. **03.11**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property if District property has been used for unauthorized purposes. **03.1321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/09.423**
- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/09.425**
- Immediately report to Principal after sustaining a work-related injury or accident and also report potential safety or security hazards to the Principal. **03.14/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162, 09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**
- Report to the Principal any student who is missing during or after a fire/tornado/severe weather/ bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**

(Required Reports – continued)

- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report same to Principal/designee. **05.43 AP.1**

- If you know or believe that the District’s weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**

- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.
 The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.
 Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you have been authorized to use such measures, notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected or molested, in or out of school, or a victim of human trafficking, you shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth’s Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**

(Required Reports – continued)

- District employees shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211**; and
 2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas. **09.422**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Code of Ethics

The District requires that certified staff, including substitute teachers, adhere to the following Code of Ethics (SOURCE: 16 KAR 1:020):

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
 - (a) To students:
 1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
 2. Shall respect the constitutional rights of all students;
 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 4. Shall not use professional relationships or authority with students for personal advantage;
 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 6. Shall not knowingly make false or malicious statements about students or colleagues;
 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(Code of Ethics – continued)

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.