



# **Substitute Teacher Handbook**

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

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**FORT THOMAS INDEPENDENT SCHOOLS**

**Substitute Teacher Handbook**

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Fort Thomas Independent Board of Education  
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Fort Thomas, KY 41075

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WEB SITE: [www.fortthomas.kyschools.us](http://www.fortthomas.kyschools.us)

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# 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.

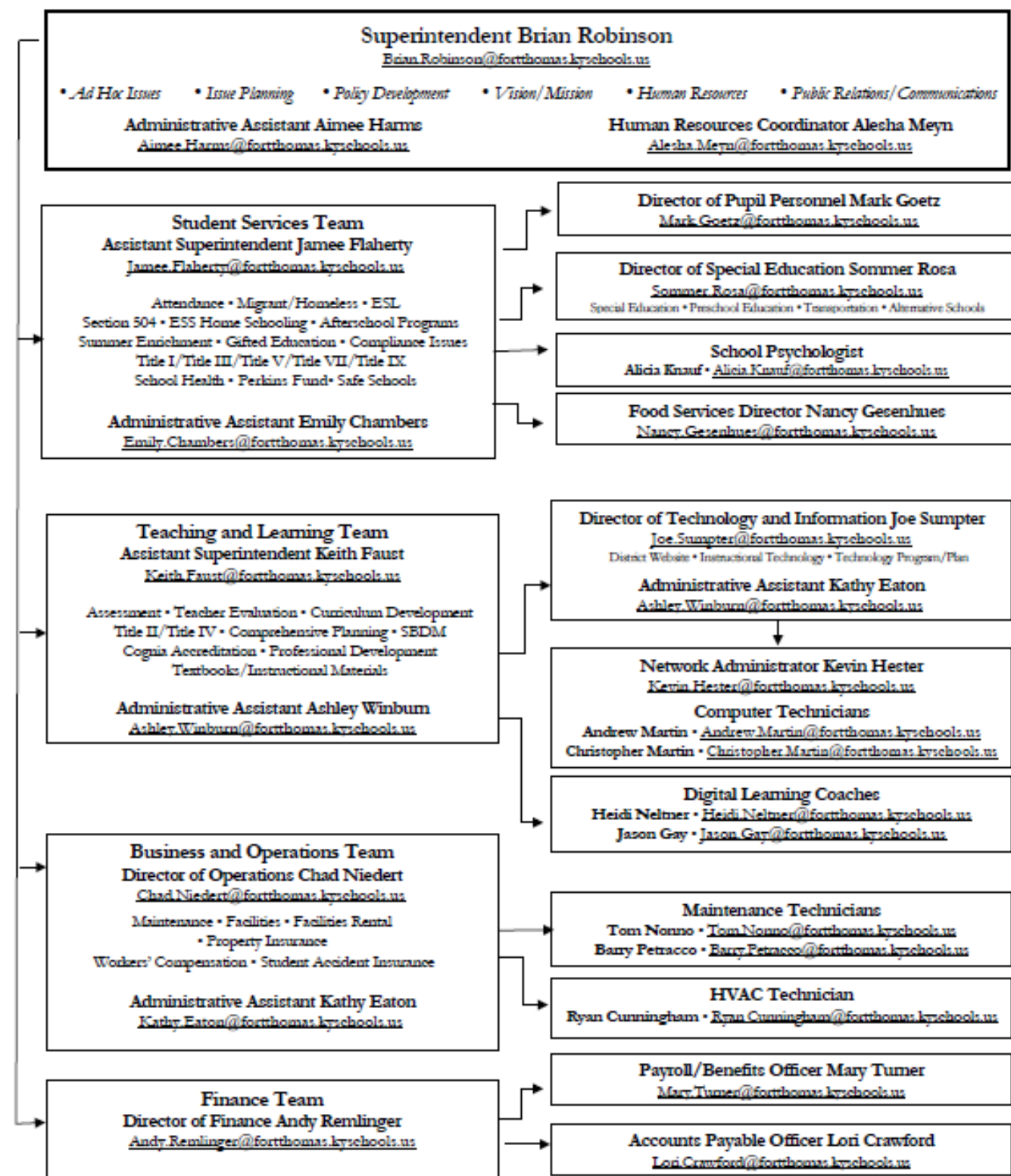
## **District Mission**

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



# SCHOOL CALENDAR

## FORT THOMAS INDEPENDENT SCHOOLS

2025-2026 SCHOOL CALENDAR – to be approved July 14, 2025

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						
<span style="background-color: red; color: black;"> </span>	No School	<span style="background-color: green; color: black;"> </span>	Holiday	<span style="background-color: yellow; color: black;"> </span>	Open/Close	
<span style="background-color: blue; color: black;"> </span>	Prof. Dev.	<span style="background-color: lightblue; color: black;"> </span>	Make-up Days			
<span style="background-color: purple; color: black;"> </span>	First/Last Students					
<span style="background-color: orange; color: black;"> </span>	Late Arrival					

7 August  
Opening Day  
8,11 Professional Development  
13 First Day for Students

1 September  
Holiday – Labor Day

2 October  
Professional Development  
3 No School - NKEA

26 November  
Professional Development  
27 Holiday - Thanksgiving  
28 No School - Thanksgiving

19 December  
Last School Day Before Winter Break

Winter Break  
December 20 – January 4

1 January  
Holiday-New Year's  
19 Holiday – MLK Day

16 February  
No School – Presidents' Day

2 April  
Last School Day Before Spring Break  
3 Professional Development  
6-10 Spring Break

19 May  
Election Day/Make Up Day  
21 Last Day for Students  
22 Make Up Day  
25 Memorial Day  
26 Closing Day

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

Semester 1 87  
Semester 2 90  
Total 177

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				

Student Days 177 Teacher Days 188

Make-up Days:  
5/19 and 5/22  
\*If necessary, after 5/22



## **School Addresses**

### **Highlands High School**

2400 Memorial Pkwy.  
Fort Thomas, Ky. 41075  
Principal: John Darnell  
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: Erika Volpenhein  
Phone: 441-5222

### **Moyer Elementary School**

219 Highland Ave.  
Fort Thomas, Ky. 41075  
Principal: Peter Winkler  
Phone: 441-1180

### **Woodfill Elementary School**

1025 Alexandria Pk.  
Fort Thomas, Ky. 41075  
Principal John Gesenhues  
Phone: 441-0506

## Section

# 1

## General Terms of Employment

### Equal Opportunity Employment

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

Fort Thomas Independent Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided 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/Title IX Sexual Harassment

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.

**(Harassment/Discrimination/Title IX Sexual Harassment – continued)**

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**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973 and Title IX Sexual Harassment/Discrimination:

<i>Title IX Coordinator (TIXC):</i>	Jamee Flaherty
<i>Office Address:</i>	28 N. Fort Thomas Avenue, Fort Thomas KY 41075
<i>Office Email:</i>	<a href="mailto:Jamee.Flaherty@fortthomas.kyschools.us">Jamee.Flaherty@fortthomas.kyschools.us</a>
<i>Office Phone:</i>	859.815.2011

<i>504 Coordinator:</i>	Jamee Flaherty
<i>Office Address:</i>	28 N. Fort Thomas Avenue, Fort Thomas KY 41075
<i>Office Email:</i>	<a href="mailto:Jamee.Flaherty@fortthomas.kyschools.us">Jamee.Flaherty@fortthomas.kyschools.us</a>
<i>Office Phone:</i>	859.815.2011

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

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](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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. Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District’s law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;
- f. The use, possession, or sale of a controlled substance in violation of the law; or
- g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District’s law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police. **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 (CA/N check) from the Cabinet for Health and Family Services provided by the individual documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet. **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**

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

### **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**

with all investigations conducted by the District as authorized by policy or law. **03.133**

### **Conflict of Interest**

A superintendent, teacher, or other official or employee of any institution supported wholly or in part by public funds shall not act, directly or indirectly, as agent for any person whose instructional materials are identified on the state-approved list. **03.1721**

### **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**

### **(Supervision Responsibilities– continued)**

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, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school sponsored events.

The Code of Acceptable Behavior and Discipline shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/06.34/09.2261/09.422/09.42811**

### **Bullying/Hazing**

"Bullying" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

- a) Violate federal or state criminal law;
- b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
- c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- d) Endure brutality of a sexual nature; or
- e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

"Organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years. **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.

**(Confidentiality– continued)**

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**

**(Salaries and Payroll Distribution– continued)**

Payroll will 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). **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 called through the automated Frontline Absence Management system.

**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 Schools	8:15 a.m. - 3:00 p.m.	Elementary Schools	8:00 a.m. - 3:15 p.m.
High & Middle Schools	8:00 a.m. - 2:45 p.m.	High & Middle Schools	7:45 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**

At the commencement of the first class of each day, a moment of silence or reflection shall occur. Guidelines are listed in policy **08.1351**

## 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.

## Classroom Management

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher. Students shall not access social media unless authorized to do so by a teacher for an instructional purpose. **09.4261**

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.

**(Classroom Management– continued)**

- 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**

**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:<sup>1</sup>
  - 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**

**(What if . . . – continued)****EARTHQUAKES**

Faculty/staff shall post in each room and discuss with each class rules for earthquake preparedness, including student responsibilities; maintain order during the drill or quake and arrange for the assistance of students with disabilities; and report to the Principal any student who is missing.

If indoors

1. Drop and take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls.
2. Stay away from windows, light fixtures, and suspended objects.
3. Under no circumstances should persons rush through or outside the building, exposing themselves to falling debris, live wires, etc.
4. After the tremors have ceased, evacuate the building and move all personnel to safe areas.

If outdoors

1. As appropriate, move away from building.
2. Avoid utility poles and over-head wires.
3. Do not enter any building that has sustained damage until competent personnel have examined the building and declared it safe.

Before students and staff are permitted to re-enter a building, the building must be checked for structural soundness, including but not limited to, the integrity of electrical wiring, heating and fuel systems, and water distribution system. **05.47 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.

### Employee Religious Expression

The District shall not punish or prohibit an employee from, or punish an employee for, engaging in private religious expression otherwise protected by the First Amendment to the United States Constitution absent a showing that the employee has engaged in actual coercion. **03.13241**

### 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;

**(Disrupting the Educational Process – continued)**

- Conduct that may damage public or private property (including the property of staff or visitors);
- Illegal activity;
- 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.

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police

**03.13251/09.423**

## **Tobacco, Alternative Nicotine Product, or Vapor Product**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by Board. **03.1327**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board and while participating in any school-related trip or student activity.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products. **09.4232**

## **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.

Employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media and authorized communication systems. 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.



**(Responsible Use of Technology – continued)**

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 fileserver in the world, will open classrooms to electronic information resources, which have not been screened by educators for use by students of various ages.

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.

## **(Responsible Use of Technology – continued)**

### **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.

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:

## **(Responsible Use of Technology – continued)**

**(Responsible Use of Technology – continued)**

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.
- 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.

## **(Responsible Use of Technology – continued)**

### **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;
- 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;

**(Responsible Use of Technology – continued)**

- 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;
- 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;

**(Responsible Use of Technology – continued)**

- 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;
- 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.

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.

## **(Responsible Use of Technology – continued)**

### **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.

## **(Responsible Use of Technology – continued)**

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.

**08.2323/08.2324**

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**

Students are not allowed to access social media unless authorized to do so by a teacher for an instructional purpose. **09.4261**

## **Traceable Communications**

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. Employees and volunteers that violate this policy will be subject to disciplinary action.

### **(Traceable Communications – continued)**

A District employee or volunteer, unless authorized, shall not communicate electronically with a student.

- Outside of the traceable communication system designated by the Board; or
- Through an unauthorized electronic

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer. **08.2324**

### **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 a victim of human trafficking, or is a victim of female genital mutilation shall **immediately** make an oral or written report, including but not limited to electronic submission to a local law enforcement agency, the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney.



**(Child Abuse – continued)**

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor. **09.227**

Reporting telephone numbers:

Social Services	859-292-6550 859-292-6733
Fort Thomas Police	859-441-6562
State Police	859-428-1212
County Attorney	859-581-8015

**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 School Resource Officers (SROs) as provided in KRS 158.4414, and 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.

**(Responsible Use of Technology – continued)**

### **(Weapons – continued)**

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.

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a report	After Hours Hotline
(502) 564-3070	(800) 321-6742

**(Health, Safety and Security – continued)**

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 emergency. **03.14/05.4**

**Automated External Defibrillators (AEDs)**

The District shall maintain AEDs in designated locations throughout the District. An AED shall be used in emergency situations warranting its use in accordance with procedures established by the Superintendent/designee. Expected users documented as having completed required training shall be authorized to use a defibrillator. 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**
- Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and the local law enforcement agency or the Kentucky State Police **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**
- Employees who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/09.428111**
- 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**

**(Required Reports – continued)**

- 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.1/05.47 AP.1**
- 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**
- Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.  
Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act that has occurred on school property or at a school-sponsored function involving assault resulting in serious injury, a sexual offense, kidnapping, assault with the use of a weapon, possession of a firearm or deadly weapon in violation of the law, the use, possession, or sale of a controlled substance in violation of the law, or damage to property. **09.2211/09.425**
- 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**
- Report to the principal any allegation of another District employee or volunteer participating in unauthorized electronic communication. If the allegation is against the Principal, report the allegation immediately to the Superintendent. If the allegation is against the Superintendent, report the allegation immediately to the Commissioner of Education and the Chair of the Board of Education **08.2324**

**(Required Reports – continued)**

- 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 a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make an oral or written report, including but limited to electronic submission, to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney, and then make a report to the Principal. (See **Child Abuse** section.) **09.227**
- 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.