

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

2023-2024
Code of Conduct

Approved June 12, 2023

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Our district has a long-standing tradition of high expectations for both academic performance and student/staff conduct. This Code contains important information regarding the role of individuals in the school district. Everyone shares a tremendous personal responsibility to help maintain our schools as safe and orderly learning environments. Only by working together will we have a school district where students grow and learn without threat of harm. Please discuss this Code with the child(ren) in your family and emphasize the important role students must play in school safety. The schools require the effort of the entire community. Thank you for your support of this Code and for helping us provide our students and staff with a safe, orderly, and equitable learning environment.

This Code of Acceptable Behavior and Discipline is to be kept on file in the Superintendent's office along with other documents pertaining to the operation of Fort Thomas Independent Schools. These include Board Policy and Procedures, District Emergency Management Plan, Kentucky Revised Statutes and Administrative Regulations, District Special Education Policies and Procedures, School Council Policies, School Handbooks, and all other pertinent student records information that may be applicable.

Revision to this code may be necessary after its distribution to comply with newly revised statutes and regulations and case law. A complete copy of the Board Policy and Procedure Manual is available for inspection at each Principal's office or at the Central Office. The policies and procedures can also be found on the district web page. Go to the Board of Education tab for the link.

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Mission Statement

Rich in tradition and committed to 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.

Vision Statements

- ❖ **Our students** are engaged in a variety of experiences that foster creativity and curiosity, demonstrating the skills and dispositions needed to solve real-world problems and to become caring and productive members of the global community.
- ❖ **Our teachers** exhibit a student-centered passion for teaching and a deep understanding of content, utilizing research-based strategies to challenge and meet the needs of all learners.
- ❖ **Our leadership** maintains high expectations, works collaboratively with all stakeholders, focuses on a shared mission, and demonstrates a commitment to individual student growth and achievement.
- ❖ **Our parents** are encouraged to be active participants in their child's education, investing in a partnership of mutual respect.
- ❖ **Our community**, as a valued partner, reciprocates our desire to develop a highly-skilled workforce that demonstrates civic pride, global citizenship, and service to others.
- ❖ **Our instruction** focuses on individual student growth toward mastery of college and career readiness standards and instills a passion for lifelong learning.
- ❖ **Our technology** is utilized by teachers and students in transformative ways to enhance student achievement and to make real-world global connections.
- ❖ **Our culture/climate** is welcoming and allows all stakeholders to feel safe, encouraged, nurtured, and challenged to achieve at high levels.

***Fort Thomas Independent Schools
Rich in Tradition, Committed to the Future***

STATEMENT OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in the programs, activities and services it provides, as required by law. Individuals who have questions concerning compliance with this requirement should contact the Superintendent at the Board of Education's Central Office.

RIGHTS AND RESPONSIBILITIES

As citizens of the United States of America, students may participate in activities that do not (1) materially or substantially disrupt the education process, (2) present a clear and present danger to the health and safety of self, others or property, or (3) infringe on the rights of others.

Specifically, students have the right to:

- An orderly educational atmosphere conducive to learning
- Personal safety and security while at school and school sponsored activities
- Academic grades based on academic performance, not on conduct

Students have the responsibility to:

- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel
- Immediately report student threats to harm others to a teacher, counselor or school administrator
- Give their best effort to tasks assigned by their teacher, coach or other person who works with them

REQUIRED STANDARDS

The Board expects employees, students, parents, guardians and others associated with the schools to apply the following standards in a reasonable and fair manner:

- To promote the full implementation of conduct standards and maximize safety in the school environment
- To make supervision of all students at all school activities a top priority among their assigned duties
- To understand that the younger the child, the greater the need for adult guidance and protection
- To provide a professionally planned and positive school environment where academic progress and a safe environment are paramount
- To communicate that all students are expected to do their part to maintain the orderly operation of each school and every school activity.

To clearly communicate and demand that all students refrain from all behaviors that interfere with the safe and orderly operation of the schools and all school activities. These behaviors include but are not limited to:

- Harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, mental status, political beliefs, sex or disability
- Insubordination (disobedient or defiant behavior)
- Sale of items without prior approval of the Superintendent or Principal
- Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten the health or safety of self or the health and safety of others
- Possession of prohibited items, such as paging devices, laser lights, weapons, illegal drugs or drug paraphernalia, tobacco, cigarette lighters or matches, fireworks or any other items that threaten the safety or orderly operation of the school or school activities

To understand that regular and punctual attendance at school is both a privilege and a responsibility of the student. Good attendance is necessary for satisfactory progress and high academic achievement.

Examples of attendance violations include but are not limited to:

- Absence from school without valid excuse
- Tardy without valid excuse

To exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participation in extracurricular activities, pending investigation that he/she has violated the District's behavior standards or the school council's criteria for such participation.

To understand that certain behaviors are not only violations of school polices, but also may be illegal and may carry other penalties prescribe by criminal and civil law. Such behaviors include but are not limited to:

- Fighting and physical attacks
- Possession of a weapon
- Threats by verbal or written statements or gestures with intent to harm or demean others
- Use of alcohol or prohibited drugs
- Use of prohibited tobacco product
- Physically assaulted, battered or abused educational personnel or other students **off school property** and the incident is likely to substantially disrupt the educational process.

To understand school property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students
- Abuse of school property or personal property to include intentional or careless damage or destruction
- Extortion of money or property.
- Prohibited use of electronic media and other District technological resources
- Littering

To understand that students must work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding one's race, gender, disability, religion or nationality
- Use of profane or vulgar language
- Lying
- Cheating
- Ignoring or breaking rules and procedures established to maintain order
- Behaving in a manner disrespectful of others

CONSEQUENCES OF VIOLATIONS

Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:

- Verbal warning
- Notification of parents
- Loss of privileges
- Teacher-student conference
- Behavior contract
- Detention
- Referral for support services
- Alternative assignment
- Detention
- Other strategies established by School Council Policy

For repeated or more serious violations, administrators may also use these options:

- Suspension (up to 10 days)
- Petition to Juvenile Court
- Referral to court-designated worker
- Placement in an alternative setting
- Expulsion
- Referral to Law Enforcement

State and federal law requires special consideration when dealing with behavior and disciplinary issues involving students with disabilities.

SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. In addition, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

STUDENT RECORDS

Records containing student information shall be made available to the parent of the student/guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a postsecondary school program. For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office.

REPORTS TO LAW ENFORCEMENT OFFICIALS

When principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- Assault resulting in serious physical injury
- A sexual offense
- Kidnapping
- Assault involving the use of a weapon
- Possession of a firearm in violation of the law
- Possession of a controlled substance in violation of the law; or
- Serious damage to school property

SUSPENSION, EXPULSION, & DUE PROCESS

For certain violations, the Superintendent and Principal may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, the student shall not be suspended until he/she has been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against the student.
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present the student's own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent/designee and to the parent/guardian of the student being suspended. Suspension of a primary school student shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

The Board of Education shall expel for a period **of at least twelve (12) months** any student who:

1. Is determined by the Board of Education through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the district; OR
2. Is determined by the Board of Education to have brought a weapon, as defined by KRS 527.070, to a school under its jurisdiction.

In lieu of expelling a student or upon the expiration of a student's expulsion by the Board, the superintendent may place a student into an alternative program or setting if the superintendent determines that placement of the student in the regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff. A parent or guardian shall have the opportunity for a hearing before the Board prior to this action being taken.

Per KRS 158.150 the Board of Education may expel or extend the expulsion of any student for any misconduct, including, but not limited to, willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, threats of force or violence, use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students or school personnel, the carrying or use of weapons or dangerous instruments, assault or battery or abuse of school personnel. This includes conduct on school property, off school property, or at school-sponsored events or activities.

GRIEVANCES

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Principal
3. School council (where appropriate)
4. Superintendent
5. Board

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

FORT THOMAS INDEPENDENT SCHOOL DISTRICT ATTENDANCE POLICY

Regular and prompt attendance is essential for your child's educational growth and learning life-long work habits. A student cannot get full benefit from instruction if attendance is irregular.

ABSENCE

An absence shall be defined as a student who is not present and accounted for during a day when school is in session. **All students returning from an absence must bring a written note to their homeroom teacher indicating the reason for the absence.**

DEFINITIONS OF ABSENCES AND TARDINESS (Time Intervals)

School will begin promptly at 8:00 AM (HHS/HMS) and 8:15 (JES/MES/WES) each day. Students arriving after this time will be considered tardy. Any student who misses more than sixty (60) minutes of the instructional day either by checking in late or by signing out of school early without the proper school approved excuse will be in violation of local board policy 09.123 and KRS 159.150. Students or parents, who allow their children to be excessively absent or tardy without a valid excuse, may be subject to both academic and legal penalties.

EXCUSED ABSENCES

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,*
3. Religious holidays and practices, (prior approval of Principal or designee required),
4. Medical and dental appointments which cannot be scheduled outside regular school hours,
5. College visitations by seniors, as approved in advance by the Principal,
6. One (1) day for attendance at the Kentucky State Fair,
7. Documented military leave,
8. One (1) day prior to departure of parent/guardian called to active military duty,

9. One (1) day upon the return of parent/guardian from active military duty,
10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
12. Other valid reasons as determined by the Principal or designee, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value.

All other absences are unexcused and the work may not be made up, unless permitted by the principal as outlined in Policy 09.123. Absences before and after a school holiday are unexcused.

A student who is absent is required to bring a written and dated excuse upon his/her return to school. The student's parent(s) or guardian(s) must sign the statement. After a total of ten (10) days of absence due to illness, students are required to present a written statement from a physician for each additional absence for the school year in order to be excused.

EXAMPLES OF UNEXCUSED ABSENCES

Absences will be considered unexcused when:

- The absence is not accompanied by a note from a parent-guardian or physician and/or submitted with ten (10) days.
- The absence is a result of suspension by the school. The student is still required to obtain an admittance slip upon return to school after the suspension period has been served.
- The absence is on a day immediately preceding or following a holiday, vacation period, or professional day, unless a signed statement by a physician, parent or guardian indicates that student was ill.

LOCAL BOARD POLICY: 09.123

Students who have been suspended shall not be allowed to make up daily work, tests or quizzes, unless, as determined by the Principal/designee, they are permitted to complete it either during or through Saturday detention(s). Each school shall set standards for determining when students will be permitted to attend Saturday detention to make up work.

Students who have been suspended may make up end of grading period or semester exams at a later date as arranged by the Principal or assistant Principal. Any long-term project due on a date during the suspension shall be accepted on the first day back to school for less than full credit.

Written documentation stating the reason for the absence will need to be presented in order to make arrangements for the work to be made up.

TRUANCY

Students who are excessively absent or tardy without valid excuse may be subject to both academic and legal penalties:

KRS 159.150 states that any student who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days during a one (1) year period is declared a truant.

The Director of Pupil Personnel (DPP) may cite a parent to the Court Designated Worker (CDW) under this statute for failure to send a child to school. Any child who has been reported as truant two (2) or more times during a one (1) year period is declared a habitual truant. Habitual truants will be cited by the DPP to appear before the CDW to answer the charge of failure to send a child to school. An assessment will be done by the CDW to determine if court action should follow. Parents may be fined for failing to send their child to school in either case as the law makes no differentiation between penalties for truants and habitual truants. (KRS 600.020)

CHECK-OUT POLICY

Students who must leave before the end of the school day must be checked out through the office as part of the safety policy. A parent/guardian or designee must come to the school to check the student out or make arrangements with the principal/designee as determined by school procedures. Upon returning to school, the student must check-in at the office before returning to classes. The student will be counted tardy if he/she misses from 1 minute to 60 minutes of instructional time, even if the student is checked out in the afternoon.

SCHOOL CLOSING

In the event of severely inclement weather or an emergency, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced through a call on the district's phone messaging system, posted on the district webpage, and published through the media. School closing or snow schedules will be announced. If no announcement is made, it can be assumed that school will be in regular session. Please do not call the schools. Telephone lines must be kept open for emergencies.

DISCIPLINE CODE OF CONDUCT

RIGHTS AND RESPONSIBILITIES

Rights and Responsibilities of Students, Parents and Educators

Under the United States Constitution, certain individual rights are provided for the protection of all people. In any relationship, individual responsibilities are inherent in all rights. The following, therefore, is set down as the code of rights and responsibilities.

Student Rights and Responsibilities

Students have a right to:

- An appropriate public education that will prepare them, within the limits of their abilities, to reach maximum potential for contributing to their own welfare and that of society.
- Receive academic evaluation based solely on their academic performance.
- Make up work after returning from an excused absence.
- Be represented by students in the decision making process on matters which relate to standards of achievement, conduct, elections, and participation where system-wide committees are appointed to address these matters.
- Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- Request a conference, present complaints, or file grievances of disciplinary action or the matters in a reasonable length of time.
- Freedom of speech and expression.
- Protection of person and property.
- The respect of other students and school personnel.

- Participate in any school-related program and activity, within the limits of their capabilities, without regard to race, creed or sex.
- Confidentiality of all their personal school records.
- Integrity in relationship to spoken words or written assignments.
- Be afforded due process in any disciplinary action, including the right to hear charges, present their side, and appeal decisions to higher authority.
- Be secure from unreasonable searches of their person and personal property, and from unreasonable seizure of property.

Students have a responsibility to:

- Show respect for the educational process by attending school regularly and taking advantage of every opportunity offered to further their education, and not to interfere with the rights of fellow students to an education.
- Fulfill academic requirements.
- Be informed of and adhere to reasonable rules and regulations by local boards of education, implemented by school administrators and teachers.
- Obey the rules and regulations of the Board of Education and/or school administration, and to question them only for explanation and not in an argumentative context.
- Exercise courtesy and reason at all times, accept just punishments, avoid unreasonable appeals, and refrain from making false accusations.
- Refrain from actions which endanger self or others; this includes fighting, abusive language, and/or using threats or intimidation against other persons.
- Respect the human dignity and worth of every individual.
- Make the best contribution possible with their individual abilities, support the school in all phases of its programs or activities, be punctual and present regularly in the program or activity, and behave in such a way that their participation will be contribution and not a detriment.
- Follow established procedures in requesting the release of their records.
- Represent the truth in all school matters, complete all assignments in accordance with their teachers' instructions, and refrain from cheating in any school activities.
- Exercise courtesy and reason at all times, and accept just punishment.
- Refrain from bringing any controlled substances, contraband or dangerous items to school, school programs, or school activities.

Parent/Guardian Rights and Responsibilities

Parents have the right to:

- Send their children to schools with a positive educational climate.
- Expect that disruptions will be dealt with fairly, firmly, and quickly.
- Enroll their children in regularly scheduled classes with minimal interruption.
- Expect the school to maintain high academic standards.
- Be informed of and to review the academic progress of their children, as well as other pertinent information which may or may not be contained in a student's personal records.

Parents have the responsibility to:

- Prepare their children both physically and mentally to be receptive to education. This includes informing the child of the value of an education and a sense of respect for educators.
- Know and support the rules and disciplinary procedures of the school, and emphasize the importance of following the same.

- Insure their children's regular and prompt attendance, understanding that unnecessary absences affect the educational program for all students.
- Familiarize themselves with the educational program and the procedures.
- Initiate requests for conferences with teachers, counselors, or administrators to review academic progress or other matters.

Educator Rights and Responsibilities

Educators have the right to:

- Work in an environment free from excessive disruptions.
- Implement appropriate disciplinary procedures with administrative guidelines.
- Expect all assignments to be completed and turned in within acceptable time limits.
- Take disciplinary and/or legal action against physical harm or verbal abuse on school property or in attendance at school functions.
- Provide input in the formulation of policies related to students and school personnel.
- Expect students to exhibit good conduct, neatness, cleanliness, personal dress, and hygiene.
- Expect the support and respect of fellow educators, students, and parents.

Educators have a responsibility to:

- Maintain a positive learning atmosphere.
- Assist in the administration of such discipline as is necessary to maintain order throughout the school and to be aware of disciplinary policies and laws.
- Make assignments clearly understood by students, and to evaluate and return student assignments within a reasonable time.
- Practice good judgment in antagonistic confrontations.
- Support and administer the policies.
- Provide a good example of conduct, neatness, cleanliness, personal dress, and hygiene.
- Exhibit an attitude of respect for students and to develop and exhibit professional competence.

Parental rights guaranteed by the Family Educational Rights and Privacy Act are:

- To see their child's cumulative school record upon request and to have it explained and interpreted
- To challenge inaccurate portions of a child's records and to have a hearing and to appeal the matter if the decision is that the record is not accurate;
- To appeal unsatisfactory decisions made by school officials about their child's records;
- To permit in writing third parties to inspect their child's records (other than those who are permitted by regulation to inspect said records);
- To have the information in their child's files dealt with in a confidential way by school personnel as provided for in the HEW (Health, Education and Welfare) regulations and Administrative Regulations.

KRS 161.190 ABUSE OF THE TEACHER PROHIBITED

Whenever a teacher or school administrator is functioning in his capacity as an employee of a school board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

BULLYING/HAZING

As referenced in board policy 09.422 the use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods, and can include off school conduct. Such behavior is disruptive to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

Bullying refers to 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.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Hazing refers to an action which endangers the mental or 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.

Students wishing to report the act of bullying/hazing or any violation of the Code of Conduct may report it to any classroom teacher at their school, who shall take appropriate action as defined by board policy, 09.422. The teacher shall refer the report to the principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement and documentation required covering federally protected areas.

The principal and/or his designee will be responsible for investigation following board policy, reporting and appropriate disciplinary action if required.

SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board Policy 09.436. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

HARASSMENT/DISCRIMINATION

Harassment/Discrimination is intimidation by threats of or actual physical violence: the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Conduct and/or actions prohibited under Policy 09.42811 include but are not limited to:

- Name-calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability
- Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors
- Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom
- Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student

- Limiting student access to educational tools, such as computers based on the gender, race, color, religion, national origin, or disability of the student
- Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student
- Students who engage in harassment/discrimination of an employee or another student shall be subject to disciplinary action, including but not limited to suspension or expulsion.

COMPLAINT PROCEDURE

Individuals who feel they have been victims of discrimination/harassment because of their **race, color, national origin, age, religion, marital status, sex** or **handicap** have the right to file an informal and/or a formal complaint. Information and forms for filing a complaint may be obtained in the school office, central office or through the district web site. The school will follow Board Policy 09.42811 on harassment/discrimination.

CORPORAL PUNISHMENT

Board Policy 09.433 prohibits the use of corporal punishment.

CHRONICALLY DISRUPTIVE/REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

Per KRS 158.150, at any time during the school year, a principal may permanently remove a student from a classroom for the remainder of the school year if the principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students. The principal shall determine the placement of the student in lieu of that classroom, which may include, but is not limited to:

1. Another classroom in that school; or
2. An alternative setting or program, which may be provided virtually, as approved by the Superintendent

Permanent actions by the principal to remove a student from the classroom or preventing that student's re-entry on the basis that the student is chronically disruptive may be appealed to the Board of Education.

THREATS MADE BY STUDENTS

Based on KRS 158.150, the Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

WEAPONS

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The Gun-Free Schools Act of 1994 and KRS 158.150) District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

It shall be the policy of the Fort Thomas Independent School District that school officials will notify the proper legal authorities of any violation of the Kentucky Criminal Code deemed serious enough for action.

RETALIATION PROHIBITED

Following board policy 09.42811, no one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

General Note: The inappropriate behaviors listed should apply while students are on school property or off school property at school sponsored activities; this includes going to school or sponsored trips and activities (KRS 161.180 and KRS 158.150 Kentucky Statutes and Laws). The examples listed below of inappropriate behaviors are for reference use and are not the only forms of the inappropriate behavior which could occur.

Elementary

Class I Offenses

1.1	<p>Disruption on School Property is the intentional act, behavior, or conduct in the school building or upon the school grounds, which disrupts the educational process.</p> <ul style="list-style-type: none"> I. Classroom <ul style="list-style-type: none"> a. Excessive or loud talking b. Inappropriate noise making c. Disruptive conflict between students d. Leaving seat without permission e. Emotional outburst f. Note writing g. Throwing of objects in the classroom h. Possession of toys or non-school items II. Hallways <ul style="list-style-type: none"> a. Excessive or loud talking b. Inappropriate noise making c. Disruptive conflict between students d. Running III. Lunchroom <ul style="list-style-type: none"> a. Loud talking b. Inappropriate noise making c. Disruptive conflict between students d. Inappropriate lunch manners IV. Restroom <ul style="list-style-type: none"> a. Excessive or loud talking b. Inappropriate noise making c. Disruptive conflict between students d. Inappropriate use of restroom facilities V. Outdoor Physical Education <ul style="list-style-type: none"> a. Disruptive conflict between students b. Intentional disruption of other classrooms which are engaged in the educational process c. Rough play
1.2	<p>Disrespect to Another Student is an intentional or willful maligning or gross insult including the use of any language, act, expression, or remark which is offensive to modesty or decency. (KRS 158.150 Kentucky Statutes and Laws)</p> <ul style="list-style-type: none"> I. On campus <ul style="list-style-type: none"> a. Foul language b. Intentional rudeness c. Intentional harassment d. Inappropriate gestures

	<p>e. Name calling</p> <p>f. Bullying</p>
1.3	<p>Failure to Complete Assignment is the failure to turn in assignments, or failure to do assignment within a specified time.</p> <p>I. Classroom</p> <p>a. Inattentive</p> <p>b. Not working on task</p> <p>c. Not having necessary materials to complete assignment</p> <p>II. Homework</p> <p>a. Inattentive to classroom examples</p> <p>b. Failure to know classroom assignments</p> <p>c. Not having necessary materials to complete assignments</p> <p>d. Refusal to complete assignments</p> <p>e. Incomplete assignment book</p>
1.4	<p>Academic Cheating is the use of unauthorized notes or other aids, or the copying or using of the work of other students without permission of the teacher. Academic cheating will result in a "0" for that assignment.</p>
1.5	<p>Lying is to make an untrue statement with intent to deceive or create a false or misleading impression.</p>
1.6	<p>Excessive Tardiness is the repeated failure (3 or more times) to report to assigned classroom or other instructional areas on time without an acceptable excuse.</p>
1.7	<p>Gambling is the act of wagering, betting, or taking risks for monetary or other gain.</p>
1.8	<p>Non-Permanent Defacing of School Property is the willful marking or defacing of school property that does not cause permanent damage.</p>
1.9	<p>Littering is the act, intentional or otherwise, of scattering debris on school grounds or property.</p>
1.10	<p>Gum Chewing or Eating Candy is prohibited. Gum chewing is always prohibited; eating treats may take place on special occasions.</p>
1.11	<p>Dangerous Physical Activities is engaging in activities that could cause physical damage to oneself or others.</p>
1.12	<p>Use of Profane language is the use of language, act, expression, or remark, which is offensive to modesty or decency.</p>
1.13	<p>Skipping Class is the failure of a student to report to a scheduled class without first obtaining consent of the proper school authority.</p>

Class II Offenses

NOTE: Violation of these rules is so extremely serious that such behavior may warrant suspension or expulsion of the violator even for a first offense.

2.1	<p>Fighting is any physical conflict between two or more students arising from anger of sudden passion</p>
2.2	<p>Physical Attack on Another Student or School Board Employee is the intentional striking or touching of another student or school board employee or attempt to do so against his or her will.</p>
2.3	<p>Teacher Abuse is any act that upbraids, insults or abuses any teacher of the public schools in the presence of the school or in the presence of a pupil of the school (KRS 161.190).</p>
2.4	<p>2.3 Vandalism is the willful or malicious destruction or defacement of any property.</p> <p>SCHOOL PROPERTY – not limited to but including the following:</p> <ul style="list-style-type: none"> • Breaking windows • Use of paint or like materials to deface • Destroying restroom fixtures • Destroying school issued materials

2.5	Stealing/Theft is the unlawful taking of property of another with intent to deprive him/her of the property. Receiving or possession of stolen property is included in this offense.
2.6	The Use, Possession or Distribution of Drugs, Alcohol, or Tobacco Products is PROHIBITED (KRS 438.050) (Ch 218.A)
2.7	Possession or use of weapons is PROHIBITED. NOTE: This includes the possession or use of knives, guns, brass knuckles, etc., and the use of all other objects such as pencils, baseball bats, and rocks with intent to be used as a weapon.
2.8	Leaving School Grounds Without Permission is the leaving of school grounds during the school day without obtaining permission of the principal or other authorized personnel. No student is permitted to leave the school grounds once on school property. (Parents must meet their children in the school office if their child is to leave school ground for a just cause.)
2.9	Trespassing is entering of , or remaining in, any structure, means of conveyance, or property without being authorized, licensed, or invited, and/or refusing to depart from there after being warned, or directed to do so, by proper authority.
2.10	Arson is the intentional damage of a building by starting a fire therein. (KRS 438.030)
2.11	Dangerous Instrument- Possession, handling, transmitting or use of items determined by the principal to be dangerous instruments but falls short of the KRS.527.070 definition of weapons.
2.12	Possession, Use or Distribution of Fireworks is prohibited. NOTE: Any combustible substance which produces a visible or audible effect is considered a firework.
2.13	Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation by whatever means, language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. It is prohibited to harass or intimidate due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability.
2.14	Verbal abuse of Another Student is an intentional or willful maligning or gross insult of another student. (KRS 158.150 Kentucky Statutes and Laws.)
2.15	Distribution of Unauthorized Material is the distribution of pamphlets, leaflets, buttons, insignia, or the posting of signs or slogans without the permission of proper school authority.
2.16	Inappropriate behavior- Unacceptable behavior towards a student, teacher, or staff member that disrupts the learning environment.
2.17	Terroristic Threatening is the intentional, unlawful threat by word or act to do violence to the person or property of another or any act which creates a well-rounded fear within the other person.
2.18	Terroristic Threatening of School Personnel is the intentional, unlawful threat by word or act to do violence to the person or property of a school employee or any act which creates a well-founded fear with the school employee.
2.19	Extortion is the solicitation, either verbally, in writing or by printed communication, of money or anything of value from another person (regardless of amount) in return for protection or in connection with a threat to inflict harm.
2.20	Activation of a Fire Alarm is the intentional, unjustified activation of a fire alarm or like warning devices. (KRS 438.200 Kentucky Statutes and Laws.)
2.21	Possession Display or Distribution of Obscene Materials or Objects is the possession or circulation of obscene materials or objects.
2.22	Illegal use of School Facilities is the secreting or hiding of controlled substances (drugs) alcohol, weapons, or any other items detrimental to the welfare of students and the educational process.
2.23	Skipping School (Entire Day) is the unexcused and/or authorized absence from school for the entire designated school day.
2.24	Defiance of Authority is any verbal or non-verbal refusal to comply with a lawful directive or order of a school employee. (KRS 158.150 sub-section (1) Kentucky Statutes and Laws)
2.25	Incorrigible Bad Conduct Persistent violators of the Code of Conduct or persistent violations of the criminal laws of Kentucky constitute "Incorrigible Bad Conduct." Ten Class I offences during the school year may be considered "persistent." (KRS 158.150 subsection (1) Kentucky Statutes and Laws)

2.26	Bullying/Hazing - 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 OR an action which endangers the mental or 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.
2.27	Chronically Disruptive - 1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult, 2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property, or 3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

DISCIPLINARY PROCEDURES

Class I Offenses

<p>First Offense: In-school conference with student and/or parent. Parent may be notified depending on the nature of the offense.</p>
<p>Second Offense and Subsequent Offenses: Parent notification and/or conference along with any of the following disciplinary actions, not necessarily in this order:</p> <ul style="list-style-type: none"> • Extra academic assignment/Alternative assignment • Detention • Assignment to Homework Room • Referral to In-school Alternate Placement

Class II Offenses

<p>Parent notification and /or parent conference along with any of the following disciplinary actions, not in this order:</p> <ul style="list-style-type: none"> • Detention • Referral to In-school Alternative Setting/Time-out Room • Alternative Placement • Out of School Suspension • Expulsion by the Fort Thomas Board of Education • Referral to Civil Authorities

Highlands Middle School and Highlands High School

Use of Alcohol, Drugs and Other Prohibited Substances

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

First Offense: <ul style="list-style-type: none">• The superintendent or principal or assistant principal shall notify the student's counselor.• The superintendent or principal or assistant principal shall maintain a record of the incident a summary of the conference(s) held for the disposition of the incident.• There will be a minimum five (5) day suspension, a sixty (60) day restriction from any extracurricular activity, field trips and mandatory attendance at a school provided drug education program or acceptable alternative session <u>or</u> alternate school placement <u>or</u> a mandatory expulsion hearing.
Second Offense: <ul style="list-style-type: none">• The superintendent or principal or assistant principal shall notify student's counselor and the appropriate legal authorities, depending upon the severity of the incident.• The superintendent or principal or assistant principal may require that the parent(s), guardian(s), or other person(s) having legal custody of the student secure an evaluation of the student by a certified chemical dependency counselor or other qualified mental health professional or licensed physician to provide an opinion and recommendations regarding the student's use or abuse or addiction to controlled substances.• There will be a ten (10) day suspension and restriction from any extracurricular activity and field trips for one calendar year <u>or</u> alternate school placement <u>or</u> a mandatory expulsion hearing.
Third Offense: <ul style="list-style-type: none">• There will be a mandatory expulsion hearing.

Refer to Board Policy 09.123, page for policies regarding make-up work

REPORTING

Employees of the school shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they 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 (1000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. (Policy 09.423)

SMOKING

Smoking will not be tolerated by the Ft. Thomas Board of Education either to or from school, at lunch, or at school sponsored activities.

INAPPROPRIATE BEHAVIORS

General Note: The enumerated inappropriate behaviors listed here are applicable at all times while students are on school property as well as off school property at school sponsored trips and activities. (KRS 161.180 and KRS 158.150).

Class I Offenses

1.1	Classroom Disruption: an intentional act, behavior, or conduct in the classroom/labs, in the school building, upon school grounds or on field trips which disrupts the educational process.
1.2	Lack of Cooperation: failure of a student to comply with teacher instructions or to complete assignments, or refusal to abide by any teacher- made rule within the framework of general school policy.
1.3	Insubordination
1.4	Student Dishonesty: willful lying or cheating.
1.5	Tardiness: the failure of a student to report to assigned classrooms or other instructional areas at the beginning of class without an acceptable excuse.
1.6	Loitering: failure to be in an assigned area at the proper time.
1.7	Gambling: the act of betting either monetarily or otherwise. Examples include, but are not limited to, flipping for coins, playing cards, rolling dice, or other like games.
1.8	Selling or trading of Items: buying, selling and/or trading of items not previously approved by the building principal or designee.
1.9	Inappropriate Clothing: clothing that violates the school dress code policy.
1.10	Electronic Media/Internet Misuse: Violation of the Acceptable Use Policy
1.11	Use of Profane Language: language, act, expression, or remark which is offensive to modesty or decency.
1.12	Public Display of Affection: Inappropriate physical contact, such as hugging, kissing, and caressing.
1.13	Verbal Abuse and/or Threats: intentional or willful maligning or gross insult of another.

Class II Offenses

2.1	Habitual or repeated acts of Level I Offenses
2.2	Fighting: any physical conflict between two or more students.
2.3	Theft: taking or possessing the property of another.
2.4	Vandalism of Property: willful or malicious destruction or defacement of property.
2.5	Skiping Class: failure to report to class without consent of proper school authority.
2.6	Skiping Detention: failure to report for detention without consent of proper school authority.
2.7	Disrespect Shown to Teacher: words or actions by a student that shows a lack of regard for the teacher's personal or professional dignity.
2.8	Leaving Assigned Area Without Permission
2.9	Refusing to Accept Discipline by the Teacher: action that constitutes defiance.

2.10	Inappropriate use of social media , as described in Telecommunication Devices
2.11	Failure to Comply with Attendance Procedures as defined by policy.
2.12	Inappropriate Behavior at school functions as defined by policy
2.13	Forgery : act of falsely using the name of another person, or falsifying documents or any correspondence (absences-excuses) from or to the school. Examples include, but are not limited to, detention notices, doctor notes, notes from home and use of another student's work.
2.14	Extortion : solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.
2.15	Harassment : as defined in Board Policy 09.42811.
2.16	Smoking/Smoking Paraphernalia : The use and/or possession of tobacco products and possession of smoking paraphernalia (lighter, matches, cigarette packs, tobacco containers, etc.) is prohibited.
2.17	Indecent exposure : mooning or like activities.
2.18	Bullying/Hazing - 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 OR an action which endangers the mental or 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.
2.27	Chronically Disruptive - 1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult, 2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property, or 3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Class III Offenses: SERIOUS - REQUIRE ADMINISTRATIVE ACTION, ATTENTION OF THE SCHOOL BOARD AND/OR APPROPRIATE LAW ENFORCEMENT OFFICIALS

3.1	Habitual and repeated acts of Level 1 and 2 Offenses
3.2	Destruction of School Property , including but not limited to Arson.
3.3	Possession, Use, Under the Influence, or Distribution of a Controlled Substance , Including Alcohol, Marijuana, Drugs, Drug Paraphernalia, or Look-Alike Substances.
3.4	Assault of School Personnel or Student : the intentional striking of a school employee or student as defined by KRS-218.
3.5	Incorrigibility : the persistent violation of the Code of Conduct as defined by KRS 158.150.
3.6	Endangering the Safety of Others : behavior that endangers another person such as throwing objects, shooting fireworks, making unnecessary emergency calls, etc.
3.7	Commission of Sexual Acts : commission or attempted commission of sexual intercourse, rape, or sodomy.
3.8	Abuse of Fire Alarms or Extinguishers : unjustified use of alarms or extinguishers as defined by KRS 438.200.
3.9	Possession or Use of Any Object, Weapon, or Look Alike Weapons
3.10	Prescription/"Over the Counter" Drugs/Non-Prescribes Drugs : possession of prescribed and over the counter medications at school without proper authorization in accordance with school policy.

3.11	Terroristic Threatening: threat to commit a crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage; intentionally makes false statements for the purpose of causing evacuation of a building or place of assembly.
3.12	Persistent inappropriate use of social media , as described in Telecommunication Devices
3.13	Persistent and on-going insubordination.
3.14	Persistent and on-going harassment.

DISCIPLINARY PROCEDURES

Class I Offenses

<p>(Not listed in any order)</p> <ul style="list-style-type: none"> • Conference/reprimand • Parent/guardian Contact • Detention and/or written assignments • Office Referral • Demerits • Work Assignment • Restrictions • Saturday School

Class II Offenses

<p>(Not listed in any order)</p> <ul style="list-style-type: none"> • Conference - Parent/guardian notification • Detention • Suspension • Work assignment • Loss of activities, related privileges • In-school alternative placement • Restrictions • Saturday School • Expulsion

Class III Offenses

<p>(Not listed in any order)</p> <ul style="list-style-type: none"> • Conference and notification of parent/guardian • Suspension (long-term or short-term) • In-school alternative placement • Off-campus alternate placement • Expulsion • Notification of proper legal authorities • Restitution • Medical and/or psychological evaluation at the student's expense by a board designated professional • Saturday School • Restrictions
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Students with Disabilities

To comply with federal and state statutes and regulations related to the Individuals with Disabilities Education Act (IDEA), the discipline of eligible students with disabilities will be applied on a case-by-case basis. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 are followed.

ACCESS TO ELECTRONIC MEDIA

RESPONSIBLE USE POLICY

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

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for student, staff, and community access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites/chats and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

Permission/Agreement Form

A parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify responsible uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age). This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Use of School Owned Electronic Devices

Electronic devices may be made available for student use but shall be the responsibility of the person to whom the device is issued and be subject to all provisions set out in the policy and related procedures. In addition, a signed RUP form must be completed online before an electronic device is issued to a student.

Agreement Form for Staff and Community Members

A written request/agreement shall be required prior to staff and/or community members being granted independent access to electronic media involving District technological resources.

The required request/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations must be signed by a staff member. This document shall be kept on file as a legal, binding document.

Employee Use

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used primarily for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through RUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and responsible use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

Once an individual is no longer employed with the Fort Thomas Independent Schools, he/she no longer retains the rights to a Fort Thomas Independent Schools 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.

Disregard of Rules

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.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and responsible use rules and regulations established by the school or District.

Responsibility for Damages

Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Audit of Use

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
- Maintaining and securing a usage log; and
- Monitoring online activities of minors.

Retention of Records for E-Rate Participants

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

TELECOMMUNICATION DEVICES – POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students may be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Responsible Use policy or procedures or its Code of Acceptable Behavior and Discipline.

SPECIAL POLICIES

Each school will develop standards in keeping with board policies and procedures to address the following:

- Pick-up, drop-off and dismissal procedures
- Lunchroom visitation
- General supervision
- Food & snacks served in classrooms
- Rules of dress and appearance
- Homework
- Field trips

Each school shall develop and publish a Code of Conduct handbook that incorporates this district framework.

Furthermore, the Code will be available each year on our website as well as attached in our school level handbooks. These handbooks are also available through the parent updates for online registration. Faculty and staff members will receive copies when completing yearly training provided by the district.