

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

**Classified
Employee Handbook**

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

FORT THOMAS INDEPENDENT SCHOOLS

2024-2025 Classified Employee Handbook

Brian Robinson, Superintendent

Fort Thomas Independent Board of Education
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As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex (including sexual orientation or gender identity), genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

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Introduction

Welcome

Welcome to Fort Thomas Schools.

The purpose of the handbook is to acquaint you with general policies and procedures of the Fort Thomas Independent Schools that govern and affect your employment and to outline the benefits available to you as a classified employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. 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 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, in the Principal's office and on the District's web site. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/f05/>. Any employee is free to review official policies and procedures and is expected to be familiar with those 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 policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or any Central Office administrator.

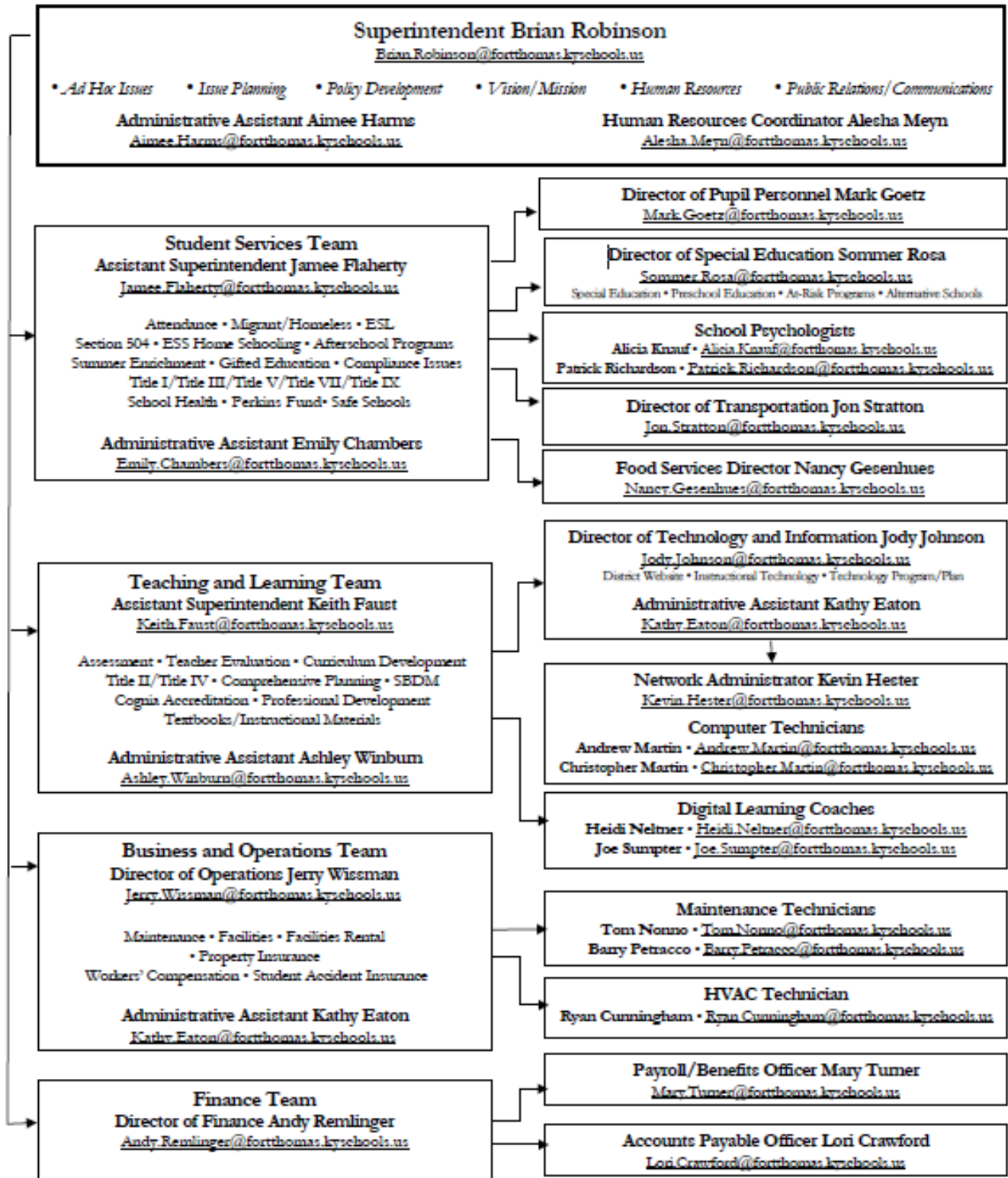
District Mission

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 Year Calendar

FORT THOMAS INDEPENDENT SCHOOLS 2024-2025 SCHOOL CALENDAR – Approved 12/11/23

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

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

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

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

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

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

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

8 August
Opening Day
9, 12 Professional Development
14 **First Day for Students**

2 September
Holiday – Labor Day

3 October
Professional Development
4 No School - NKEA

5 November
No School – Election Day
27 Professional Development
28 Holiday - Thanksgiving
29 No School - Thanksgiving

20 December
Last School Day Before
Winter Break

Winter Break
December 21 – January 5

1 January
Holiday – New Year's
2, 3 No School
6 Schools Open
20 Holiday – MLK Day

17 February
No School – Presidents' Day

27 March
Last School Day Before
Spring Break
28 Professional Development

3/31-4/4 April
Spring Break
7 Schools Open

22 May
Last Day for Students
23 Make Up Day
26 Memorial Day
27 Make Up Day
28 Closing Day

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

Semester 1 86
Semester 2 91
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:
5/23 and 5/27
*If necessary, after 5/28

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 considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Jamee Flaherty at the Central Office. **03.212**

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)

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:

Title IX Coordinator (TIXC): Jamee Flaherty
Office Address: 28 N. Fort Thomas Ave., Fort Thomas, KY 41075
Office Email: Jamee.flaherty@fortthomas.kyschools.us
Office Phone: 859.815.2011

504 Coordinator: Jamee Flaherty
Office Address: 28 N. Fort Thomas Ave., Fort Thomas, KY 41075
Office Email: Jamee.flaherty@fortthomas.kyschools.us
Office Phone: 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.

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

07.1

Hiring

At the end of the probationary period, the Superintendent shall take one (1) of the following actions:

1. Award the employee a contract of employment with the District;
2. Terminate the employee; or
3. Continue the employee on a probationary basis for an additional thirty (30) days at which time the employee shall be awarded a contract or be terminated.

All regular and full-time classified personnel are required to sign a written contract with the District.

A list of all District job openings is available at the Central Office and on the District web site. For further information on hiring of classified personnel, refer to policy **03.21**

Criminal Background Check and Testing

New hires 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 documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

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.

The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.

Each application shall contain a completed "Release Authorization" form and a check made payable to the Kentucky State Treasurer for the fee charged by the Justice Cabinet for processing the criminal record check.

Prior to the employee's initial employment or upon return from any break in service (excluding summers), the Superintendent shall perform a criminal records and driving history check on all school bus drivers. **03.21**

Medical Examinations

As a condition of initial employment, all classified personnel (except bus drivers), including substitute employees, shall pass a medical examination as indicated in 702 KAR 1:160. 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. **03.211**

Personnel Records

One (1) master personnel file is maintained in the Central Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Employees may inspect their personnel files. **03.25**

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**

Qualifications

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work. **03.221**

Job Responsibilities

Every classified employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.21, 03.232**

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. **03.233**

Work Schedule

Each contract specifies the number of days a classified employee is required to work, as well as the hours per day. The calendar enclosed with the contract highlights the days the employee is expected to work. In some cases, such as school secretaries, flexible days will need to be scheduled. Those employees are to work with their Principal or immediate supervisor to complete the calendar. Employees shall refer to their contract and the calendar for details.

WORK EXPECTATIONS:

- Be in attendance each student day and all other days reflected on the work calendar.
- Contact the Principal or immediate supervisor to schedule flexible days, if applicable.
- Complete all contract days between August 1 and closing day, unless the Principal has made arrangements with central office to extend the amount of time or to be worked over 200 days.
- Complete all required professional training.
- Accurately document the time spent on the job on a time sheet each pay period.
 - Record the days and hours actually worked on the time sheet.
- Take a 10 minute break and a 30 minute duty-free lunch time each day.
- Promptly submit a leave slip to the Principal or immediate supervisor for days missed due to illness, emergencies or for personal reasons. Board policy explains personal leave and emergency leave. **03.2231, 03.2232, 03.2236**

NOTE: Failure to properly document actual days worked may negatively impact retirement benefits.

Questions about work days may be directed to:

The Principal or school secretary; or

Jamee Flaherty 859.815.2011 jamee.flaherty@fortthomas.kyschools.us

Mary Turner 815.815.2001 mary.turner@fortthomas.kyschools.us

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

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

Except as noted in Policy 09.14 or as otherwise permitted by law, employees 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. (Classified employees 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.

Access to be Limited

Employees may only access student record information in which they have a legitimate educational interest. **03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of 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**

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. Employees shall not send students on errands off school property. **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 of 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.

03.162/03.262/06.34/09.2211/09.2261/09.422/09.42811

Bullying/Hazing

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

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

“Hazing” 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**

Hours of Duty

Classified employees shall be prompt in attendance and shall remain on duty as specified in their work schedule. The work schedule shall be specified in the individual employee's contract.

Employees are not allowed to leave their job assignments during duty hours without the express permission of their immediate supervisor.

Employees 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. **03.2332**

Salaries and Payroll Distribution

All regular and substitute classified personnel shall be paid on an hourly or salary basis as established by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures.

Payroll will be issued according to a schedule approved annually by the Board. The salary schedule is available on the District's web site, and employees can get a copy from their Principal or immediate supervisor. At the end of the school year, employees who have completed their duties may request to be paid their remaining salary before the end of the fiscal year (June 30). **03.221**

Reduction of Salary

Should it become necessary to reduce the salary level of a classified position, such reduction shall be approved by the Board and accomplished through procedures developed by the Superintendent. **03.221**

Purchasing

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the District.

All purchases shall require the prior approval of the Superintendent or the Superintendent's designee. Administrators designated by the Superintendent may initiate a purchase order, subject to the limits of their designated budgeted funds and approval by their supervisor.

The Board shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent. **04.31**

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A properly issued purchase order initiated by the appropriate leadership team member and signed by the Superintendent or designated representative;
2. An invoice for goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order.

04.3111

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. **04.312**

Section

2

Benefits and Leaves

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the state of Kentucky provides group health and life insurance to employees who are eligible as determined by Kentucky Administrative Regulation. **03.224**

Salary Deductions

The Fort Thomas Independent School District makes all payroll deductions required by law. Employees may choose from the following optional payroll deductions:

- Health/life insurance program;
- Tax Sheltered Annuity program;
- Income protection insurance;
- Credit Union;
- State approved deferred compensation plan;
- United Way;
- State-designated Flexible Spending Account (FSA) and Health Reimbursement Account (HRA) plans; and
- KEPAC dues.

03.2211

Cafeteria Plan

The Fort Thomas Independent School District offers employees a cafeteria plan of benefits, which offers the following types of insurance: health, dental, term life, cancer, in-hospital indemnity, and disability income protection. Employees eligible to participate are those who are employed to work for the District at least one-half ($\frac{1}{2}$) time during the school calendar year. **03.2212**

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage (based on state rate), gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (when District business requires an overnight stay), and lodging. Itemized receipts must accompany requests for reimbursement that exceed \$5.00.

FOOD PER DIEM

An overnight stay is required for reimbursement for meals. Actual monies spent for food while on out-of-District trips to Standard or Normal Rate locations shall be paid on a per diem basis for meals. The amount claimed for a meal shall not include any charges for alcoholic beverages. This amount may include a tip of no more than twenty percent (20%) of the total meal cost. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed fifty dollars (\$50.00) per twenty-four (24) hour day starting from the time of departure. Reimbursement for Standard or Normal Rate locations will be limited as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

For travel to Non-Standard or High Rate cities, meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). (www.gsa.gov/perdiem)

Itemized receipts will be required to claim reimbursement for meals. Reimbursement shall not be made for food and/or beverages consumed outside of meal times (snacks, soft drinks, etc.).

Employees must submit travel vouchers within one (1) week of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.225**

To receive reimbursement from the District, employees should only fill out a claim form for authorized travel expenses that were incurred by the employee or for perishable items that are needed for their classrooms. All other items should be purchased using the District's standard purchase order form. The purchase order will then be processed by central office and sent to the vendor so to be filled. (See Purchasing section.)

Holidays

Classified personnel who are employed for 177 days or more shall be paid for four (4) holidays which shall be designated in the official school calendar.

(Holidays – continued)

Employees who work 240 or more days per school year shall be paid for additional holidays as specified in policy if they occur on days when school is not in session for students and/or staff members. **03.222**

Vacations

Classified personnel who work 260 or more days per school year shall be eligible for annual vacation. Based on length of service in the District, these employees shall be eligible for annual vacation days with pay as follows:

- First year of service - ten (10) days
- Second through ninth years of service - fifteen (15) days
- Tenth year and thereafter - twenty (20) days

Use of vacation days must be approved in advance by the Superintendent or the Superintendent's designee. As of June 30, twelve-month employees may carry over up to five (5) days of unused vacation leave for use in future years. However, no employee shall accumulate more than 25 days of vacation at any given time. **03.222**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the Board provides various types of leaves under which absences may be authorized. Employees who must be absent or tardy should inform their immediate supervisor as soon as possible.

Upon initial employment in the District, a classified employee shall be on probationary status for a period of sixty (60) calendar days. During this period, the employee shall not be eligible to use vacation days. **03.21, 03.223**

Listed below is general information regarding several types of leave available to employees. Please note that in many cases (as specified in policy) a written request, submitted for approval before leave begins or after the employee returns, is required. For complete information regarding leaves of absence, refer to the District's *Policy Manual*.

Employees on extended leave, including those on professional leave serving in charter schools, who plan to return the next school year must notify the Superintendent/designee in writing of their intention to return to work by April 1.

Authorization of leave and time taken off from one's job shall be in accordance with a specific leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

Employee shall not experience loss of income or benefits, including sick leave, when they are assaulted while performing assigned duties and the resulting injuries qualify them for workers' compensation benefits. **03.223**

Personal Leave

Full-time classified employees are entitled to two (2) days of paid personal leave each school year. Part-time employees or employees who work for less than a full year are entitled to a prorata part of the authorized personal leave days. Unless prevented by circumstances beyond their control, employees must notify the building Principal or immediate supervisor at least three (3) school calendar days prior to a planned absence. The supervisor must approve the leave date, but no reasons will be required for the leave. Employees taking personal leave must file a personal statement stating that the leave was personal in nature.

Employees who must be away from school for personal reasons and who are unable to obtain the required prior approval, shall make written request for approval of the leave date within two (2) work days of returning to work.

Personal leave shall not be granted on the day prior to or the day following any non-instructional day (e.g. Labor Day, NKEA, Spring Break) which falls in the school year calendar. **03.2231**

Personal leave days not taken during the school year shall accumulate up to four (4) days. Personal leave days accumulated in excess of four (4) days shall be credited to the employee as sick leave days.

Sick Leave

Full-time classified employees are entitled to ten (10) days of paid sick leave each school year. Part-time employees or employees hired after the opening day of school who work for less than a full year are entitled to a prorata part of the authorized sick leave days. Sick leave days not taken during the school year they were granted accumulate without limit. At the end of each school year, employees who do not use any paid or unpaid leave, excluding professional leave, during the school year shall have one (1) additional day of sick leave added to their accumulated sick leave balance. An employee claiming sick leave must file a personal statement or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. **03.2232**

No portion of any employee's salary shall be paid for any day the employee does not work due to illness once accumulated sick leave has been exhausted.

See the "Retirement" section for information about reimbursement for unused sick leave at retirement.

Sick Leave Donation Program

Employees who have accumulated more than fifteen (15) days of sick leave may request to donate sick leave days to another employee authorized to receive the donation. Employees may not disrupt the workplace while asking for donations. Applications to donate sick leave should be returned to Mary Turner. Any sick leave that is not used will be returned on a prorated basis to the employees who donated days. **03.2232**

Sick Leave Bank

Employees may choose to participate in the District's Sick Leave Bank, which has been established for the purpose of providing voluntarily participating District employees who have exhausted all of their accumulated sick leave days and other available paid leave days, the means of obtaining additional sick leave days.

Sick Leave Bank days shall be used only for illness of, or an accident involving, a bank member. Days shall not be granted for a family member's illness or any circumstance other than personal illness or accident.

Upon receipt by the Superintendent of a signed statement of intent, any employee who receives sick leave benefits may contribute to the Sick Leave Bank. Once an employee elects to participate in the Sick Leave Bank, membership is established for the entire school year.

Each employee who chooses to join the Sick Leave Bank shall initially contribute two (2) days of annual sick leave to the bank. Each year thereafter, s/he shall contribute one (1) sick day until a total of ten (10) days have been contributed. For complete information concerning administration of the Bank, eligibility for days, and appeals, please refer to policy. **03.22321**

Family and Medical Leave

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave for one of the reasons below:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform her/his job.
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of the employee's spouse, son, daughter, or parent who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

When family and medical military caregiver leave is taken based on a serious illness or injury of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period.

On the following page is a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

FML Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements - Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections - During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements - Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave - An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave - Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities - Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities - Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers - FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement - An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Quarantine Leave

Employees may, per Board policy, be eligible to receive at least ten (10) days for quarantine due to exposure to a reportable infectious or contagious disease under 902 KAR 2:020 or any other infectious or contagious disease designated as reportable to a local health department or the Department for Public Health by a valid order or administrative regulation of the local health department serving the school District or the Department for Public Health.

Leave granted shall be on a day-by-day basis, as needed, and shall not accumulate or carry over year to year, and shall not be transferrable to any other classification of paid leave established by KRS 161.155, KRS 161.154, or Board policy. **03.22323**

Maternity/Parental Leave

Classified employees may use up to thirty (30) days of sick leave immediately following the birth or adoption of a child.

The parent of a newborn or an employee who adopts a child may also request an unpaid leave of absence not to exceed twelve workweeks.

Employees eligible for family and medical leave are entitled to up to twelve (12) workweeks of unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child. **03.2233**

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one (1) year.

The Superintendent may require an employee to secure a medical practitioner's verification of a medical condition that will justify the need for disability leave. **03.2234**

Educational Leave

The Board shall grant a two (2) year unpaid leave to employees under continuing service contracts who have been offered employment with a charter school.

Upon recommendation of the Superintendent, the Board may grant classified personnel short-term leaves with pay for the purpose of obtaining training to enhance the skills required in performing their job or to obtain training in anticipation of a different position within the school system. **03.2235**

Emergency Leave

Full-time classified employees are entitled to two (2) days of emergency leave with pay each school year. Part-time employees and employees who work for less than a full year are entitled to a prorata part of the authorized emergency leave days.

Approved reasons for taking emergency leave include: bereavement, personal disasters, legal/court appearances and others involving extreme hardships as specifically approved in advance by the Superintendent/designee. Persons taking emergency leave must file a personal statement stating the specific reasons for their absence. **03.2236**

Jury Leave

Any classified employee who serves on a jury in local, state or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of her/his jury service.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance. **03.2237**

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in law. As soon as they are notified of an upcoming military-related absence, employees are responsible for notifying their immediate supervisor.

The Board may grant disaster services leave to requesting eligible employees. **03.2238**

Unpaid Leave

Leaves without pay may be granted upon written request to the Principal or Superintendent and approval of the Board provided the leave is for educational or professional purposes, or for illness, maternity, adoption of a child or children, or other disability. **03.223**

Section

3

Personnel Management

Transfer

Classified employees who wish to request a voluntary transfer should contact their immediate supervisor for assistance. Employee requests for transfers shall be submitted in writing to the Superintendent on or before April 15.

Employees charged with a felony offense may be transferred to a second position with no change in pay until such time as they are found not guilty, the charges are dismissed, their employment is terminated, or the Superintendent determines that further personnel action is not required.

03.2311

Employee Discipline

Disciplinary action, termination and nonrenewal of contracts are the responsibility of the Superintendent. Any classified employee shall be subject to disciplinary or job action for one (1) or more of the following reasons:

1. Dishonesty, neglect of duty, incompetence, inefficiency or insubordination.
2. Reporting to work under the influence of or use or possession of alcohol or controlled substances while on duty, or the illegal use or possession of controlled substances at any time.
3. Unsatisfactory evaluation of any factor on the employee's performance evaluation report.
4. Repeated unexcused absence, tardiness, absence without notification or abuse of sick leave.
5. Violation of or refusal to obey local policies or state regulations adopted by the Kentucky Board of Education or by the Board.
6. Refusal to comply with safety directives.
7. Falsifying information supplied to the District including information on application forms, absence reports, or any other information.
8. Violation of local policy, state, or federal statutes or regulations which apply to assigned duties.
9. Being convicted of or entering an "Alford" plea or plea of nolo contendere to a felony or any crime (including misdemeanors) involving moral turpitude or illegal transactions with minors or students.
10. Immorality, misconduct, or conduct unbecoming a school employee.

(Employee Discipline – continued)

11. Loss of licensure or certification required for the position.
12. Failure to maintain the confidentiality of information about students or staff obtained in the course of employment, unless disclosure serves a legitimate job-related purpose or is required by law.
13. Engaging in any sexually related behavior with a student with or without consent, including, but not limited to, behavior such 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.
14. Physical or mental disability, consistent with applicable laws protecting employees with disabilities. **03.27**

All employees are given an opportunity to review their evaluations and an opportunity to attach a written statement to the evaluation. **03.28**

Any employee who believes that s/he was not fairly evaluated may appeal his/her evaluation in accordance with Policy. Classified employees may be subject to the following actions, to include, but not be limited to:

- Verbal warning or reprimand by Superintendent/designee
- Written warning or private reprimand by Superintendent/designee
- Probation imposed by Superintendent/designee
- Reassignment (temporary or permanent) by Superintendent
- Public reprimand by Superintendent
- Suspension without pay by Superintendent
- Nonrenewal by Superintendent
- Dismissal (termination of contract) by Superintendent

An employee may be relieved from duty for the remainder of the work day without loss of pay for the affected portion of the day) by the immediate supervisor, pending a review of the facts or allegations, when such time is needed to protect health or welfare of students or staff or to prevent disruption of the educational process.

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action. However, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) days, the Superintendent may lengthen the period of suspension, not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

(Employee Discipline – continued)

The Superintendent shall see that documentation to support the grounds for suspension with pay is provided to the employee and retained on file in the District.

When an employee is to be terminated under KRS 161.011, publicly reprimanded, or suspended without pay, the Superintendent shall give the employee written notification of the charges against him/her, to include a statement of the right to a hearing and a form, the signing and filing of which with the Superintendent shall constitute a demand for a hearing and a denial of the charges. If an employee wishes to request a hearing, the employee shall present the appropriate form to the Superintendent within ten (10) calendar days of the receipt of the written notification of the charges. If the employee does not file the demand for a hearing within the ten (10) day period, final personnel action may be taken or completed without a hearing or further proceedings.

The termination date of an employee shall be the last actual working day.

When charges result in disciplinary actions other than public reprimand, termination or suspension without pay and employees wish to contest the charges, they may submit a written response, which shall be placed in their file along with documentation of the disciplinary action.

03.27

Employee Separation

An employee who voluntarily leaves the District shall complete an exit survey that includes, but is not limited to the position vacated, the employee's years of service in the position and in the District, if the employee is taking a similar position in another district, and the reason(s) provided for leaving the District. This information shall be reported to the Kentucky Department of Education (KDE) by the District in a system developed by KDE without providing personally identifiable information. 03.17/03.272

Reduction in Force

If it becomes necessary to reduce the number of classified employees within the budget year, the Superintendent may at any time make a reduction in the number of classified employees due to the following:

1. Reduction in funding,
2. Reduction in enrollment of students,
3. Changes in the District or school boundaries, or
4. Other compelling reasons as determined by the Superintendent.

The Superintendent shall provide at least thirty (30) calendar days written notification to employees affected.

Reduction in force of classified employees shall be defined as total separation from employment in the District. A change in duties or non-renewal of a part-time position when an employee holds more than one (1) position shall not be considered a reduction in force.

(Reduction in Force – continued)

Employees who have less than four (4) years of continuous active service shall be reduced first.

In the event it is necessary to reduce classified employees who have more than four (4) years of continuous active service, the Superintendent shall make reductions within each job classification affected based on the following:

Nonrenewal

Nonrenewal of contracts for classified personnel shall be made in compliance with the requirements of KRS 161.011, with written notice being provided to the employee by the Superintendent no later than April 30.

The Superintendent may nonrenew the contracts of classified employees with less than four (4) years of continuous active service in the District for any legal reason. Classified employees with four (4) or more years of continuous active service in the District may be nonrenewed for the following reasons:

1. Incompetency,
2. Neglect of duty,
3. Insubordination,
4. Inefficiency,
5. Misconduct,
6. Immorality,
7. Other grounds contained in Board policy, including, but not limited to, causes for action set forth in Board policy 03.27,
8. Loss of, or reduction in, funding, and/or
9. A position becomes obsolete or redundant, due to program reorganization or changes to program requirements for improved delivery of services, including a council decision that fewer employees are needed at the school. **03.2711**

Retirement

Classified employees who decide to retire should give the Superintendent/designee notice as far in advance as possible, but no later than two (2) weeks before retirement. Retirement benefits are solely a matter of contract between the employee and the County Employees' Retirement System.

The Board compensates employees only on initial retirement for each unused sick day at the rate of (30%) of the daily salary, based on the employee's last annual salary. For personnel who begin employment with a local school district on or after July 1, 2008, unused sick leave days to be recognized in calculating reimbursement under KRS 161.155 shall not exceed 300 days.

In order to receive this compensation, the employee must inform the Superintendent of the final decision to retire by April 15 of the year in which the retirement is to occur.

(Retirement – continued)

Upon death of an employee in active contributing status who was eligible to retire by reason of service, the District shall compensate the estate of the employee. **03.273**

Professional Development

The Superintendent shall develop and implement a program for continuing training for selected classified personnel. **03.29**

District Training

Procedure **03.19 AP.23** may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

Evaluations

Each classified employee shall be evaluated once each year for the first three (3) years of employment and once every three (3) years thereafter, unless the supervisor determines a need for additional evaluations. This evaluation shall be performed by the Principal or the Immediate Supervisor by April 1.

When an employee changes to a different classified position, their performance in the new position will be evaluated at least once each year for the first three (3) years and then once every three (3) years thereafter.

The evaluations shall be made in writing, and the evaluator shall hold a conference with the evaluatee. The employer's written comments (if any) shall be attached to the report and the confidential report filed with personnel records in the Central Office. An appeal process is set out in administrative procedures and is available to employees who wish to appeal their evaluation. **03.28** (See following procedural forms.)

CLASSIFIED PERSONNEL EVALUATION

EMPLOYEE'S NAME _____ SCHOOL YEAR _____

WORKSITE/SCHOOL _____ SUPERVISOR _____

POSITION:

- | | |
|---|---|
| <input type="checkbox"/> ADMINISTRATIVE ASSISTANT | <input type="checkbox"/> SCHOOL NUTRITION EMPLOYEE |
| <input type="checkbox"/> BUS DRIVER | <input type="checkbox"/> INSTRUCTIONAL ASSISTANT |
| <input type="checkbox"/> BUS MECHANIC | <input type="checkbox"/> SECRETARY/CLERICAL PERSONNEL |
| <input type="checkbox"/> CUSTODIAN/MAINTENANCE | <input type="checkbox"/> OTHER, SPECIFY _____ |

EXPLANATION OF THE SCALE:

CONSISTENTLY EXCEEDS (CE)	UNSATISFACTORY (U)
CONSISTENTLY MEETS (CM)	NOT APPLICABLE (NA)
IMPROVEMENT NEEDED (IN)	

JOB KNOWLEDGE:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

CE	CM	IN	U	NA

Comments: _____

PRODUCTIVITY AND QUALITY OF WORK:

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

CE	CM	IN	U	NA

Comments: _____

CLASSIFIED PERSONNEL EVALUATION (CONTINUED)

RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

CE	CM	IN	U	NA

Comments: _____

INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

CE	CM	IN	U	NA

Comments: _____

SUMMARY

Overall job performance on applicable items.

CE	CM	IN	U	NA

CLASSIFIED PERSONNEL EVALUATION (CONTINUED)

Overall, does the employee meet the designated performance standards? Yes No

Comments: _____

Growth and Development: Activities in which the employee has participated which could increase job effectiveness.

Improvement in the areas noted on this evaluation can be achieved by the following:

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

Employee's Signature *Date*

Supervisor's Signature *Date*

Building/District Supervisor's Signature

Date

Employee's Comments: _____

NEXT EVALUATION DATE: _____

EVALUATION APPEALS FORM

INSTRUCTIONS

This form is to be used by classified employees who wish to appeal their final summative evaluation. If you feel that you were not fairly evaluated you may submit an appeal to the Superintendent by completing this form and returning it to the Superintendent within five (5) working days of the receipt of your summative evaluation.

EMPLOYEE'S NAME _____

HOME ADDRESS _____ ZIP CODE _____

WORKSITE/SCHOOL _____

POSITION:

- ADMINISTRATIVE ASSISTANT
- SCHOOL NUTRITION EMPLOYEE
- BUS DRIVER
- INSTRUCTIONAL ASSISTANT
- BUS MECHANIC
- SECRETARY/CLERICAL PERSONNEL
- CUSTODIAN/MAINTENANCE
- OTHER, SPECIFY _____

What specifically do you object to or why do you feel you were not fairly evaluated? If additional space is needed, attach additional sheet.

DATE YOU RECEIVED THE EVALUATION _____

EVALUATOR'S NAME _____

Employee's Signature

Date

Section

4

Employee Conduct

Absenteeism/Tardiness/Substitutes

Employees are expected to notify their immediate supervisor when they must be tardy or absent. (See section on Leave Policies.)

Fund-Raising Activities

All schoolwide fund-raising activities must be approved by the Board. Requests must be channeled through the Principal and Superintendent. All other fund raising activities, including those sponsored by school clubs or classes, shall be approved by the Principal.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.

School personnel shall not collect money from students for any non-school sponsored activity. **09.33**

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- 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 instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.2325**

Political Activities

No District employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

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

“Political positions” shall not be defined to include communications approved by the Superintendent to be distributed to students, parents or the community concerning District needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of attendance zones/areas and District facility and financial needs. **03.2324**

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. 03.13241/03.23241

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.

(Drug-Free/Alcohol-Free Schools – continued)

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.

Any employee charged with and/or convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. **03.23251/09.423**

Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse for CDL/CLP Operators

Reporting of the following information on individual drivers to the federal Clearinghouse is required: verified positive, adulterated, or substituted test results; confirmed alcohol tests at .04 or higher; refusal to submit to required tests; the reporting of actual knowledge (as defined by federal regulation) of Department of Transportation (DOT) regulatory violations, including violations based on prohibited on duty, pre-duty, or post-accident alcohol use and controlled substance use; and regulatory return to duty and follow-up testing information as applicable.

The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query on the driver demonstrate a disqualification as provided by regulation and such driver may be subject to personnel action up to and including termination. **06.221**

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.

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**

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. **03.2327/06.221**

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**

Use of School Facilities

Activities that are sponsored by approved student organizations, faculty groups, or school-related parent groups may take place in school facilities or on school grounds without charge when approved by the Principal and, when required, supervised by school personnel. Use of facilities and grounds by non school-related groups is governed by Board policies and related procedures. However, such use will not be permitted when it would interfere with educational purposes. Use of school facilities/grounds by outside groups must first be approved by the Principal.

Private, for profit tutoring is not permitted on school property. All lessons/classes conducted on District property MUST be related to District curricular programs and must be approved in advance by the Superintendent or designee. **05.3/05.31**

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.

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are District property.

(Use of School Property – continued)

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time **03.2321**

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 School Vehicles

Employees who drive any Board-owned vehicle and/or transport students must annually provide the Superintendent/designee with a copy of their driving record. Employees who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or transporting students.

Employees who drive vehicles to transport students shall undergo a physical every two (2) years examination at their own expense. **03.2321**

When students who are under eight (8) years old and between forty (40) and fifty-seven (57) inches in height are transported in District-owned or leased vehicles designed for ten (10) or fewer passengers, they shall be properly secured in a child booster seat. **06.2**

When employees choose to transport a student in their private vehicle, their personal insurance will provide primary liability coverage in case of an accident.

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 Board policy and related procedures, which apply to all parties who use District technology.

Classified employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media. In addition, all staff members are required to sign a written request/agreement prior to being granted independent access to electronic media involving District technological resources. Individuals who refuse to sign required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

(Responsible Use of Technology – continued)

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

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

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

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

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened—prior to use—by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board policy requires that all such materials be consistent with District-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available fileservers 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.

(Responsible Use of Technology – continued)

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.

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.

For additional information, contact Diana McGhee, Director of Technology and Information.

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.

(Responsible Use of Technology – continued)

- Shall supervise student and staff use of the Network, Internet, e-mail, and telephones.

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

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

(Responsible Use of Technology – continued)

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

Computer Use Guidelines:

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

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

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

(Responsible Use of Technology – continued)

- engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service;
- making or using illegal copies or copyrighted software, storing such copies on school systems, or sending them over networks;
- using mail service to harass or intimidate others;
- wasting computing resources, such as paper, by printing excessive copies or downloading of freeware or shareware programs;
- wasting computing resources, such as paper, by printing excessive copies;
- engaging in any activity that does not comply with the general principles listed at the beginning of this document;
- 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.

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.

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

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 Policies **03.23214**.

Copyrighted Materials

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. **08.2321**

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 24-48 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.

(Health, Safety, and Security – continued)

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

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.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District’s Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite. Disposable gloves and plastic bags are available in elementary classrooms and, in each school, the Principal's office, food service office, or the custodian's storage area.

For additional information on the District’s Hazard Communication Plan and Bloodborne Pathogen Control Plan, 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. **03.24/05.4**

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

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.

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District’s transportation system pending further disciplinary action. However, before the need arises, employees should familiarize themselves with policy and procedures that are required.

(Assaults and Threats of Violence – continued)

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**

Search and Seizure

All searches of students must be conducted in compliance with Board Policy 09.436.

Administrative searches of school property jointly held by the school and the student, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District, are permissible and shall be conducted at the direction of the Principal for the purpose of enforcing school policies and rules ensuring health, safety or educational order.

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, a victim of human trafficking, molested, or is a victim of female genital mutilation, in or out of school, 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, and to the Principal (who shall also make an oral report to the proper authorities) and Superintendent.

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.

All school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors who are employed by the District shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting within ninety (90) days of being hired, and then every two (2) years thereafter. **09.227**

Reporting telephone numbers:

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

Corporal Punishment

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

Use of Physical Restraint and Seclusion

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

Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy 10.21 or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/ designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees should submit a written incident report to their immediate supervisor. **10.21**

Complaints/Communications

The Superintendent/designee has developed specific procedures to assist employees in filing a complaint. For full information refer to Policy **03.26** and related procedures.

Complaints are individual in nature and must be brought by the individual employee. The Board shall not hear complaints concerning simple disagreement or dissatisfaction with a personnel action.

Gifts

No employee shall accept, for personal use, any gifts from current or potential suppliers or vendors. Personnel are also prohibited from accepting rebates in the form of gifts or gratuities from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses that offer discounts to various employee groups.

Donations of technology to the District must comply with provisions of policy. **03.2322**

Solicitations

District employees shall not use the advantage of their position for personal gain through soliciting school patrons, pupils or fellow employees.

No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Board or the Superintendent. **03.2323**

Advertising in the Schools

No advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Board. However, this requirement does not prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups.

Principals shall determine whether nonschool-related advertising materials are to be sent home with students, using the following standards:

1. Activities advertised for non-profit, civic, and charitable organizations must primarily support student or general community interests, rather than a special or “for profit” interest of a sponsoring nonschool group. For example:
 - a. Materials from not-for-profit groups that are not school-related, but are providing athletic and/or recreational opportunities for students shall be considered.
 - b. Materials from not-for-profit organizations that are not school-related, but are dedicated to providing services to children shall be considered.
2. Students shall not be used to carry home materials that are strictly commercial in nature.
3. Materials sent home with students shall not advertise or promote a particular political party or the candidacy of an individual for public office.

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school during the school day without notice to and express prior approval of the Principal. **10.4**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours. **03.2331**

Dress and Appearance

All custodians shall wear to work the uniforms provided to them by the District. The District shall provide an annual budget of \$100 for each full-time custodian and those part-time custodians who are on regular, assigned schedules. This allocation shall be used to purchase appropriate garments from an approved vendor and uniform catalog. If employees wish to purchase approved garments above the allotted budget, they may do so at their own expense. If additional garments are purchased, employees shall reimburse the District for the additional cost or may enroll in a payroll deduction plan until the cost overage is repaid.

A representative of the firm designated by the Superintendent shall fit each custodian for uniforms during the first month of each fiscal year. Custodians new to the school system shall be fitted upon completion of their sixty (60) day probationary period. Custodians shall maintain the uniforms at their own expense. **03.2326**

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 responsible weekend casual wear, they do not convey a professional image and would not be appropriate to wear in most school situations.

(Dress and Appearance Memo from Superintendent – continued)

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?

- A. 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. **03.21**

(Required Reports – continued)

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property if District property has been used for unauthorized purposes. **03.2321**
- 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 **03.23251/09.423**
- 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. **03.23253/09.425**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.24/05.4**
- 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. **03.262/09.42811**
- 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. **03.2621/09.428111**
- 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**
- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 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**

(Required Reports – continued)

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221.**

- 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**

- 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, a victim of human trafficking, molested, or is a victim of female genital mutilation, in or out of school, **immediately** make an oral or written report, including but not limited to electronic submission to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney, and then to the Principal. (See **Child Abuse** section.) **09.227**

(Required Reports – continued)

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

In certain cases, employees must do the following:

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