SOUTHGATE INDEPENDENT SCHOOL

Student Handbook



2016-2017

Southgate Independent School

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Southgate, KY 41071-3151
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www.southgate.kyschools.us

Dear Parents/Guardians,

Welcome Back to Southgate Public School for a new year! On behalf of the entire staff we hope you have had a fantastic summer break filled with fun and excitement. As principal I am eager to get the year started and look forward to meeting and working with each one of you in order to ensure the success of Southgate School and each one of its students. If you are new to our community, we wish to extend a special welcome. Please feel free to contact the office regarding any information you may need.

Enclosed is an abridged version of the Student Handbook and Student Discipline Code. Please note that this year many documents will appear on our website and I encourage you to read them in their entirety. We encourage parents and guardians to use our website to refer to documents and information throughout the school year. If you would like to receive a printed copy of the Student Discipline Code, Student Handbook, or other documents, please contact our school office.
Listed below are important forms and information that will need to be collected for the new school year. You will find these forms in the back to school **"This is Southgate"** Folder or on our website.

All Students Must Complete and Return These Forms

- This is Southgate (Checklist)
- Student Registration Form
- Health and Emergency Treatment Form
- Acceptance of Student Discipline Code Form
- Acceptable User Contract (AUP)
- Media Release Form
- Kindergarten Only Forms (Prior Settings…Self Help…Emotional Scales Survey)

First Entry to School and Sixth Grade Students Must Also Have the Items Listed Below

- Up to date Immunization Records
- Physical

****If you are new to Southgate there may be additional forms needed to fully register, please contact the school office.

Additional information will also be contained within the Southgate back to school folder giving details about our (E.S.S.) Extended School Services Programs, Common Areas Behavior Guidelines, Parent Expectations and copies of the Student Handbook and Student Code of Conduct.

If you would like to volunteer in the classroom or chaperone field trips a "Background Check" is required. These forms are available in the school office and must be completed, returned and processed before volunteering may begin.

School begins promptly at 8:00 a.m. Please note that school will be dismissed at 3:00 p.m. The doors **are opened** at 7:30 a.m. for breakfast. All students arriving to school prior to 7:50 a.m. should go to the auditorium or cafeteria to eat breakfast. Students will then be able to go to the homerooms at 7:50 a.m. We believe it is most important for all students to be on time each morning.

Parking or stopping in the middle of the street while dropping off students in the morning or waiting for them in the afternoon is **NOT** permitted. The Southgate Police Department will issue a citation if this is done, due to the fact that emergency vehicles would not have access.

Our greatest responsibility at Southgate Independent School is educating your child. If you have any questions or concerns, please do not hesitate to call our school office at (859) 441–0743. Our doors are always open and we invite you to be part of your child's education. In fact, the research is clear that student's achieve best when there is a positive and sincere partnership between school and home. Once again, you are the most important part of your child's life and your continued support and collaboration in their education is greatly needed and appreciated.

Eddie Franke

Principal, Southgate Public School

ASBESTOS UPDATE

As a result of an inspection conducted by the Environmental Protection Agency (EPA), further inspections and analysis of building materials in our facilities was conducted during the 2000 – 2001 school year. It was discovered that several areas of our facility either contain asbestos or it is assumed that building materials contain asbestos.

As a result of the finding of the analysis of the materials, an Asbestos Management Plan was written and is on file in the office for your review. Contained in the plan are maps noting all of the areas of the facility that is affected by asbestos. In addition, all of the results of the analysis of materials and air assessments are included in the report. All of the assessments that have been conducted on air samples are within limits of acceptability established by federal guidelines.

The asbestos that is in the building is contained in plaster and in floor tiles. The main objective of the plan in managing asbestos is to not disturb the material. Due to the findings, the following procedures must be adhered to by all staff members.

- No drilling holes in asbestos materials.
- No hanging of plants or anything else from ceilings covered with asbestos materials.
- No pinning or hanging pictures on walls covered with asbestos materials. No using materials (i.e. hot glue, duct tape, etc.) that will disturb plaster on walls to hang posters.
- No sanding asbestos floor tiles of backing materials.
- No damaging asbestos materials while moving furniture, etc.
- Not to disturb asbestos material when replacing light bulbs, etc.; not to allow curtains, drapes or dividers to damage asbestos materials.
- Not to dust with a brush or dry sweep floors in areas that are likely to contain asbestos fibers (USE A DAMP CLOTH OR WET MOP FLOORS)
- Not to use an ordinary vacuum to clean up asbestos debris (USE HEPA VACUUM)
- Not to brush or sweep ceilings and walls covered with asbestos materials (AVOID TOUCHING ALTOGETHER)

Training for custodial staff in the handling and cleaning of asbestos materials will be provided.

Annual notifications of AHERA Plan to all staff members and parents/guardians of students will be communicated in writing. AHERA Management Plan is available for your review in the office. If you have questions or concerns, please contact our superintendent, Mr. Jim Palm.

Southgate Independent Schools
SPECIAL NOTE

TO: Parents, Guardians and School Employees
FROM: Mr. James Palm, Superintendent
SUBJECT: Asbestos Management Plan for the Southgate Independent Schools
2015-2016 Academic School Year

This notice is sent to assure you that the Southgate Independent School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased or otherwise occupied by the Southgate Independent Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the Principal's office of each school during regular business hours.
We will continue to notify you at least once each year on the status of the Asbestos Management Plan. Additional notifications may be issued as a result of an additional inspection, normal surveillance practices, response actions or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well being of students and employees of Southgate Independent Schools.

James Palm
Southgate Independent Schools

Vision Statement

"Pursuing Academic Excellence and Developing Strong Character for Every Student…Every Day"

Mission Statement

"The mission of the Southgate Independent School District is to serve our community by fostering positive relationships with stakeholders and providing a secure environment in which all students will become academically proficient and successful citizens.

Philosophy

We believe the purpose of education is to prepare each child for living a well-informed, responsible, contributing, meaningful life. Hence, the role of the school is to develop an appreciation and desire for this kind of life.

Objectives:

1. To guide students to understand the obligations and duties of good citizenship.
2. To develop students into life long learners.
3. To provide problem-solving experiences in everyday living.
4. To develop creative self-expression through various media (art, music, writing, etc.) and the ability to communicate ideas and feelings effectively.
5. To encourage students to set and work toward realistic and worthwhile goals.
6. To develop self-respect for all the students that one may encounter.
7. To develop self-discipline.
8. To accept every person as a unique individual.
9. To develop better communication between home and school and to recognize the responsibilities of each in their place.

School Telephone

The telephone number of the school is (859) 441-0743. Parents are encouraged to call whenever they have a question. Fax # (859) 441-6735.

We request that students use the telephone only during emergencies or with permission after school hours.

School Hours

School will officially begin at 8:00 a.m. **All students will be expected to be in their classrooms at that time.** Any student who arrives at school late must report to the office before going to his/her classroom. At 8:00 a.m., all outside doors will be locked except the front door near the office. If you are entering the school for any reason, it is important that you check in the office first. School will be dismissed for students at 3:00 p.m.

All students must report to the balcony or cafeteria upon arrival at school between 7:30 a.m. and 7:50 a.m. No students are permitted to be in other areas of building prior to 7:50 a.m. without a teacher or staff member.

Breakfast will be served to all students in the cafeteria who wish to eat between the hours of 7:30 a.m. and 7:50 a.m. Lunch will be served from 11:00 a.m. to 1:00 p.m.

Lockers/Cubbies

All middle grades students (grades 5-8) will be assigned an individual locker and issued a school lock. This lock is to be used on the student locker at ALL times. There will be a $3.00 charge to replace any lost locks. Students are not permitted to take their backpacks to class. Personal belongings must be left in the student locker. Students will only be permitted to go to their lockers during assigned times.

All primary students have cubbies either in the hallway just outside their classroom or inside the classroom. All items must be kept off the floor and in the cubbies at all times. This is to ensure the safety of all persons walking through the halls during the school day.

Enrollment in Southgate Independent School District

Students enrolling in the Southgate Independent School District for the first time will be required by law to have a Preventative Health Care Examination Form for Initial Entry and have a current immunization certificate. These immunizations must be kept up to date. The school nurse will check all of our students' medical records. A reasonable period of time will be provided to comply.

In addition, the following information must be presented prior to enrollment:

- copy of birth certificate
- social security card number
- proof of residence in the Southgate Independent School District
- release for student records from any prior schools attended

KRS **158.032** requires that, "Upon enrollment of a student for the first time in any elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days the person shall provide either:
(a) A certified copy of the student's birth certificate; or
(b) Other reliable proof of the student's identity and age, and an affidavit of the inability to produce a copy of the birth certificate.
(4) Upon the failure of a person enrolling the student to comply with this section, the school shall notify the person in writing that unless he complies within ten (10) days the case shall be referred to the Kentucky State Police or local law enforcement officials for investigation. If compliance is not obtained within the ten (10) day period, the school shall so refer the case.

Finally, KRS 156.160 (1) (g) requires proof of a vision examination by an optometrist or ophthalmologist. This evidence shall be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5) or six (6) year old child is enrolled in public school, public preschool, or Head Start program.

Commented [KS1]: KRS 156.160(1)**(i)** NOT (g)

Medication

Dispensing Medication

Internal medicine, including aspirin, shall not be kept at school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Pupils may take medicine which is brought from home with written parental request.

Self-Administering

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil.

Provided the parent/guardian and physician files the written statement/authorization each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.

Students shall not share any prescription or over-the-counter medication with another student. Each year, the district shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

Athletic Physicals

Southgate Independent School District requires every student – **regardless of grade –** have an athletic physical on file prior to practice or competition in any competitive athletic event. This requirement includes "casual" practice and non-league competition as well as regularly scheduled practices and games/meets.
The athletic physical examination is valid for **ONE** year from the date of the exam.

School Records

Student records are available to the parent or legal guardian of students at any time. To view these records, simply call the school office and set up an appointment. Parents may also request that the District provide information regarding the professional qualifications of their child's classroom teachers.

Parent Volunteers

Southgate has always prided itself on having parent volunteers. In the past, we have had parents aiding the teachers in various ways. If you would like to be a parent volunteer, please notify the school office. **All volunteers must have a criminal records check prior to chaperoning any field trip or volunteering in any classroom or school-based extra-curricular activity.** A criminal records check must be completed before any volunteer participates in a school activity or field trip. These must be on file in the office, and it is the responsibility of the classroom teacher to check the eligibility of the volunteer.

School Lunch Program

(See Insert in Southgate Folder)

Snow Days

School is seldom canceled due to excessive snow. However, if it is necessary to delay or close school, local radio and television stations will be carrying the information.

Report Cards

Parents and students will receive written reports concerning student's progress (report cards). Students in K-8 will receive reports four (4) times a year. Mid-term progress reports will be sent home to all parents and students. Please refer to the schedule:

GRADING STANDARDS FOR GRADES 3-8

A+ = 100	B+ = 94	C+ = 84	D+ = 74	F≤69
A = 96 – 99	B = 86 – 93	C = 76 – 83	D = 71-73	
A- = 95	B- = 85	C- = 75	D- = 70	

Students in kindergarten through second grade receive narrative report cards with stages of development indicators.

Homework

Practice work and drill periods have been scheduled in the existing school day. It is sometimes beneficial to the students to practice extra work that must be done. We request that all parents help the child by striving to get this work finished at the prescribed time.

In some cases carefully planned homework may be helpful or desirable to students who have missed school. This would allow that student a better opportunity to catch up.

PHILOSOPHY

The staff of Southgate Independent School believes that homework is a valuable aid in helping students make the most of their learning experience in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive study habits.

GENERAL HOMEWORK GUIDELINES:

1. Homework assignments must support our school's continuous progress curriculum.
2. Homework should follow the suggested time ranges listed below:
   - Primary (Kindergarten – 3rd grades) – may range between fifteen and thirty minutes per day.
   - Intermediate (4th- 6th grades) – may range between twenty to forty minutes per day.
   - Seventh grade and eighth grade may be up to ninety minutes per day.

   Times listed above reflect the total of homework assignments from all teachers that a student may have. Times listed above may vary based upon the individual students. If an individual child is experiencing lengthy evenings of homework, the parent should contact the child's teachers to discuss their concerns. Time spent on extended projects should be based on the total number of days provided to complete the project.

3. Every effort will be made not to assign homework on designated school holidays (with the exception of long-term assignments and incomplete class work.)
4. Directions will be explained in class when homework is assigned.
5. Assignments may vary by group or individual to account for differences in learning styles or rates.
6. Homework shall never be given as a whole class punishment and "no homework" will not be used as a whole class reward.
7. Completed homework assignments will be reviewed by the teacher in a timely fashion.
8. Homework during excused absences may be made up in a timely fashion. A 24-hour notice is expected when requesting homework or make-up assignments due to absences or anticipated absences. Due to unanticipated needs of the class and changes that may occur in lesson plans, teachers may not always be able to provide accurate assignments in advance of an absence.
9. Students have the following responsibilities in regards to homework:
   - Write down assignments (where appropriate)
   - Be sure all assignments are clear and ask questions when they are not
   - Set aside a regular time to study
   - Find a quiet, well-lit place to study

10. Parents have the following responsibilities in regards to homework:
    - Set a regular study time each day with a definite beginning and ending time

- Establish a study area away from household distractions with good light and space for studying
- Make sure the child has the materials they need to do assignments
- Help the student work to find the answers rather than doing the work just to get it done
- Help the child organize school materials, study notes, assignments, books, and etc.
- Be supportive and give assistance when students get frustrated or discouraged with particularly difficult assignments
- Contact the teachers to discuss concerns about the child's progress.

11. Each grade will provide more grade level specific information and policies at the opening of each new school year.
12. At the teachers' discretion, late assignments may be penalized.

NON-COMPLETION OF HOMEWORK

Non-completion homework is a violation of classroom and school rules. Failure to complete and punctually return homework will result in consequences. Non-completion of homework may result in the student being assigned to complete their homework during detention or the loss of the opportunity to participate in special events such as extra-curricular activities and field trips.

When a child chronically does not complete homework, the teacher will contact the parent, in a timely manner, to inform them of the circumstances and request their assistance. A student who continues to engage in this type of action may be subject to disciplinary action including detention, Saturday school, or suspension.

Activities

Many extracurricular activities are offered at our school. These include Student Council, oratorical contest, basketball teams (boys and girls), morning news, cross country, and academic teams. Students are encouraged to participate in extracurricular activities. Academic progress is monitored weekly for all students.

At the end of the school year, an Award Program is held and the following awards are presented to those who earned them:

- *Attendance*: An award given to students with perfect attendance
- *Honor Roll*: Each student in grades 3-8 is eligible for this award

- *Sports Award*: There are various awards given to team members.
- *Outstanding Student Award*: This award is given to the 8th grade student who has shown outstanding academic achievement, leadership, extracurricular activities, character, citizenship, and attendance (presented at 8th grade graduation)
- *Valedictorian and Salutatorian*: A plaque is presented to the two 8th grade students who have the two highest overall accumulative GPA (must have an A average) and attendance in accordance with attendance procedures. (This will be accumulative of grades 5-8.)

Extra Curricular Eligibility Policy **Policy No. 8.001**

Date Adopted 082305
Academics: **Revised 022707**
Revised 082510

Revised 092512

All students that participate in extra curricular activities will have their academic progress checked weekly by the principal. Reports will be checked on the first school day of the week, and coaches will be notified that day of any students that are ineligible. Students who are ineligible will also be notified. Reports will only be run one time per week. Any student found to be ineligible is ineligible until the next weekly check of the eligibility list. Ineligible students are not permitted to attend any practices, or dress for games. Instead they should be working to correct any failing grades they may have. Any student who is ineligible for 5 cycles during the same sport/season will be removed from the team.

A student is considered to be ineligible if he/she is failing one (1) core subject (ex. Reading, Language Arts, Science, Social Studies, Math), or one (1) elective, or two (2) special classes (Art, Physical Education, Practical Living, Music, etc.) will be ineligible for a period of 1 week or until the next weekly check of the eligibility list. A student's eligibility status throughout the cycles does not depend on which subject they are failing, or whether they are failing a different subject in any of the cycles.

Grade Three (3) Exemption
Students enrolled in grade three (3) shall be given a transition period through the first midterm. This is done to allow third grade students to adjust to receiving letter grades for the first time and the new expectations due to the content and assessments that begin at this

grade level. After the first midterm is received third grade students fall under the same guidelines as the rest of the student body.

Grades will be cumulative for each grading quarter only, not cumulative for the year.

All students are eligible to participate in any extra-curricular activities for the first week of each grading quarter. This will allow students to attend at least one practice/meeting of the activity and make contact with the sponsor or coach of the activity.

If a "week" of school consists of less than 3 school days due to holidays or snow days, the eligibility status of a student will not change until the next full week, or the next opportunity for at least three school days to be included. This will allow students to accumulate enough grades to assist them in bringing up their grade average.

When a student is ineligible, they will be notified of their status with the following:

1st Ineligibility	Letter to Parent
2nd Ineligibility	Letter to Parent
3rd Ineligibility	Letter to Parent
4th Ineligibility	Letter to Parent
5th Ineligibility	Letter to Parent & Removal from athletic team

The Student and/or Parent are encouraged to contact the teacher(s) for recommendations on how to improve the grade(s).

Teachers will also receive a copy of the eligibility list each week in order that they may make contact with parents and work with the student to improve his/her performance.

Behavior:

A student is considered to be ineligible if he/she is suspended (in school suspension or out of school suspension) due to disciplinary action. The student is ineligible to participate in any school sponsored event including but not limited to sports, dances, parties, field trips, etc. The student is not permitted on school property until the school day following the period of suspension.

Policy Number 13
Revised June 26, 2012
Revised November 27, 2012
Revised March 26, 2015

Southgate Public School Wellness Policy

Southgate School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating, physical activity, and overall student health. Therefore, it is the policy of Southgate Independent School District that the following will be in place to enhance student health and well-being, and that staff will be encouraged to model healthy eating and physical activity as a valuable part of daily life. School faculty and staff serve as role models for students and are the key to successful implementation of student wellness programs. Inclusion of staff wellness in the policy can help schools reach goals in coordinated school health.

Nutrition

Nutrition Education

- Nutrition topics will be included within the comprehensive health education curriculum and taught at every grade level K-8.
- School will provide nutrition education lessons that cover skills-based learning, such as reading a nutrition facts label.
- School will consistently link nutrition education activities with coordinated school health program areas such as health education, physical activity, and parental and community involvement.
- Nutrition education will be provided to parents quarterly.
- To increase exposure to a variety of healthy foods, students will be offered local, seasonal, cultural, and/or ethnic foods. These foods will be offered periodically through the school meal program.
- The district will ensure that food service managers and staff receive professional development annually.

Nutrition Environment

- Education materials will be free of brands and images of unhealthy foods.
- Fresh fruit will be available as a snack choice daily. Bagged snacks will be offered once a week on Fridays.

School Breakfast and Lunch Programs

- The school will provide breakfast through the USDA School Breakfast Program.
- Students will be provided with a pleasant environment in which to eat meals, with appropriate supervision. After getting food, students will be provided with adequate, seated time to eat lunch (at least 20 minutes) and breakfast (at least 10 minutes).
- The school will support students and staff with complying with current USDA Dietary Guidelines for Americans. All school meals will comply with the current USDA Dietary Guidelines for Americans (http://www.cnpp.usda.gov/dietaryguidelines.htm).
- The school will provide occasional food promotions to encourage taste testing of healthy new foods being added to the menu.
- The district will share and publicize information about the nutritional content of meals with students and parents (i.e. on school website).

Competitive Foods and Beverages

- There will be no vending machines available to students.
- On Fridays, there will be a limit of one bagged snack per student.
- Bagged snacks in the cafeteria will be limited to Fridays.

Rewards, Fundraising, and Celebrations

- Food rewards or food incentives will not be used in classrooms to encourage student achievement or desirable behavior (i.e. treasure or prize boxes).
- If food items are sold for fundraising, they must be approved by administration using the guideline of 2 per quarter (excluding Market Day sales). Approval will be on a first come, first serve basis. This applies to all fundraising before, during, and after school during days that school is in session through 5:00 p.m. on Friday.
- Classroom celebrations will focus on activities, rather than food.
- Snacks are prohibited to be brought to school on birthdays. Instead, students will be recognized school-wide on their birthday.
- Classroom party food (i.e. Christmas, Halloween, Valentine's Day) should follow the Wellness Committee template. Parents should sign up with homeroom teacher prior to the party to ensure the template is being followed.

Physical Education and Physical Activity

- The Physical Education classes will follow a research based curriculum. All students in grades K-8 will be scheduled for physical education instruction in accordance with state law.
- Physical Education classes will be taught by a licensed instructor and classes will have the same student/teacher ratios used in other classes, per state law (KRS 157.360 and 702 KAR 3:190).
- The district will ensure that Physical Education staff receive adequate training in PE and receive professional development on a yearly basis.
- The Physical Education program will be provided adequate space and equipment and follow all applicable safety standards.
- All 1-8 students will receive 150 minutes of physical activity per week (which includes at least 45 minutes of PE instruction per week).
- Elementary Teachers will provide daily physical activity breaks to all students during the school day, which may be integrated into learning activities (i.e. energizers, Take 10!, or brain breaks).
- Participation in intramural sports, or other structured physical activity before or after school, will be an option for all students.
- The district is encouraged to promote the use of school facilities outside of the school hours for physical activity programs offered by community-based organizations.
- Staff members will not deny participation in recess or other physical activity opportunities as a form of discipline or punishment, unless the safety of students is in question, or all other options have been exhausted and notification of school administration has occurred. In addition, all elementary students will have daily recess.

Staff Wellness

- The district values the health and well-being of every faculty and staff member and shall support employees' efforts to improve their personal health and fitness so they can serve as role models and promote the health of others, including students. Examples of wellness programs for school and staff members include, but are not limited to, health screenings, physical activity and fitness programs, nutrition education, weight management, smoking cessation, influenza vaccinations, and stress management.

Tobacco

Certified and Classified Personnel, and Visitors

- Use of tobacco is prohibited at all times in or on any property owned or operated by the Board. In addition, use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all district-sponsored activities, including sporting events.

Students

- Students are not permitted to use or possess any tobacco products on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.
- Use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all district-sponsored activities, including sporting events.

Rental of School Facilities

- Tobacco is prohibited at all times in or on any property owned or operated by the board during all district-sponsored activities, including sporting events.

Cessation

- The district will make tobacco cessation resources and referrals available to employees (i.e. Quit Line resources, smoking cessation classes, referral to employee assistance program, and/or assistance with obtaining nicotine replacement therapy) and to students (i.e. referrals or cessation programs, such as ASPIRE).

Evaluation

- School administration will ensure compliance with district wellness policy standards by the end of the first quarter of the school year.
- The Wellness Committee will meet at least two times annually to review, monitor, and evaluate the implementation of the school wellness policy, student health outcomes, and the effectiveness of programs and program elements. The wellness policy will be revised as necessary by the Wellness Committee.

Sources: National Association for Sport and Physical Education, National Association of State Boards of Education, Institute of Medicine, KY Senate Bill 172, Action for Healthy Kids, and the Northern Kentucky Independent District Health Department.

Created by the Southgate Wellness Committee, May 2012.

Section 504 Policy Statement

It is the policy of the Southgate Independent School Board of Education to provide a free and appropriate public education to each handicapped student within jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational service. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of handicapped students and their parents under Section 504 will be enforced. The Special Education Director is the Coordinator of Section 504 activities.

The Southgate Independent School Board of Education does not discriminate on the basis of race, color, national origin, religion, marital status, age, sex, or disability.

Title I

The Title I program is school-wide and shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will give them: (1) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the state academic assessments; and (2) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

All staff members at Southgate School are highly qualified and you may request information regarding teacher qualifications by contacting the school office.

ESS

The ESS program is designed to assist students who have been identified as having a greater academic need. Eligibility is based on a number of factors including, but not limited to: teacher recommendation, academic performance data, district determined assessments, novice performance in any subject area, etc…Programs and staff for ESS are determined by district recommendations based on need. The district polices for ESS are available online at the district website and include eligibility and request for reconsideration. Contact the school office if you have additional questions regarding the ESS program.

Attendance

Absence of a child will be determined according to the following, State of Kentucky Regulations:

- A student **must be** signed out by his/her parent whenever he/she leaves the school during the day.
- A student **must be** signed in by his/her parent whenever he/she returns to the school during the day.

Truancy

Any pupil who has been absent from school without a valid excuse for three (3) days or more or tardy three (3) days or more is truant. A pupil who has been reported as truant two (2) or more times is a habitual truant.

Absence for less than a half-day shall be considered tardiness.

Truants shall be reported to the DPP who shall take appropriate action.

The parent/guardian shall notify the school stating the reason for the student's absence. Without prior notification, an absence shall be designated unexcused. After a student has been declared a habitual truant, the principal may require a doctor's statement.

Make up work shall be permitted for excused absences only and must be completed within the time specified by the principal. It is the student's responsibility to contact the teacher for make- up work.

Excused Absences

An excused absence or tardiness is one for which work may be made up, such as:

- Death or severe illness in the student's immediate family
- Illness of the student
- Participation in school related activities approved by the principal
- Family trips or appointments that are arranged five (5) days prior to the event.
- Up to ten (10) days for an "educational enhancement opportunity" having "significant value" with the approval of the school principal. (SB 80)

School Rules

*(for further information, see **Student Discipline Code of Conduct**)*

- The building and all its furnishings will be treated with the proper respect.
- All students will obey the teachers in the building and on school grounds outside the building.
- All students will enter the building by the proper entrance: Ramp or front entrance.
- Once school begins at 8:00 a.m., no students are to be roaming the hall. All students need a hall pass from their teacher or from the office.
- Fighting in school will not be tolerated.
- Drinking alcohol and smoking will not be tolerated. This could lead to suspension or expulsion from school.
- When changing classes or going to the cafeteria, all students will be quiet and orderly.
- Students are expected to be in school on a daily basis. If there is a chronic physical or mental condition, the school needs a statement from a doctor concerning that condition. Written excuses are required for all absences. Five (5) parent written notes during the year are permitted, after which a doctor's note must be needed for any absences.
- Unlawful possession of a weapon on school property is a felony.

Privacy Rights of Parents and Students

In accordance with the Family Educational Rights and Privacy Act, parents have the right to inspect and review all educational records relating to their child by making a request to the principal of our school. If, after inspecting the records, you should find any record you believe to be inaccurate, misleading, or otherwise in violation of the privacy or rights of your child; you may request an amendment or hearing to challenge those records. These rights will be passed on to the student at age 18.

Written policies and procedures have been developed which describe the types of locations of these records and the specific procedures available to parents. Copies of these policies and procedures may be obtained upon request from the office of the principal or the superintendent.

Parents may obtain, upon request, copies of records. As a parent, you also have the right to file complaints to the Family Educational Rights and Privacy Act Office, Washington, D.C. concerning any alleged failures of this district to comply with the requirements of this act.

If you are a parent of an exceptional child who is, or has been enrolled in a program for exceptional children, you may request the destruction of any records collected, maintained, or used in the identification, evaluation, or placement of your child. Such requests should be addressed in writing to the superintendent. However, you should be informed that such records might be needed in the future for other purposes such as social security benefits.

Notification of FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age) or students who are attending a postsecondary institution certain rights with respect to the student's educational records. They are:

1. *The right to inspect and review the student's educational records within forty-five (45) days of the days the District receives a request for access.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. *The right to inspect the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.*

Parents or eligible students may ask the District to amend the record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent, or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as

disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the District shall disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. *The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its services academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.*

Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number Iif listed) shall be released to Armed Forces recruiters upon their request.

5. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:*

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of PPRA Rights

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) the rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- **Consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:**

  1. Political affiliations or beliefs of the student of student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships such as lawyers, physicians, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program receiving financial assistance under such program).

- **Receive notice and opportunity to opt a student out of:**

  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hear, vision, or scoliosis screenings, or any other physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use:**

  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
  3. Instructional material used a part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District Code of Acceptable Behavior and Discipline, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. Notification will provide an opportunity to opt a student out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-4605

Acceptable Use Policy

Southgate Independent School District has access to and use of the Internet and E-mail as part of our instructional practices. Students must sign a student Acceptable Use Policy agreement before direct access to Internet or before electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic email. However, educators may use the Internet during teacher-directed class demonstrations with or without parental consent.

Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action will be taken.

Local Technology Resources

- The use of your account must be in support of education and research and consistent with the educational objectives of the Southgate Independent School.
- You may not give your password to anyone.
- You may not transmit obscene, abusive, or sexually explicit language.
- You may not create or share computer viruses.
- You may not move, alter, or destroy another person's data.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of Southgate Independent School's Network by such things as running large programs and applications over the network, sending massive amounts of email to other users, or using system resources for games.
- You may not break or attempt to break into other computer networks.
- You may not use MUD (multi-user games) via the network.
- You are not permitted to get from or put onto the network any copyrighted material – including software or images. Copyrights must be respected.
- You are not permitted to put onto the network any threatening or sexually explicit material.

Internet Regulations

- Internet access through the school is to be used for instruction, research, and school-related activities.
- A student who does not have a signed AUP on file may not share access with another student.
- School access is not to be used for private, business or personal, non-school related communications.
- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Students should use the recommended sites and resources.
- Educators will select and guide students on the use of instructional materials on the Internet. Students should use legitimate, research-based sites (such as government agencies, universities, etc…),
- You may not offer Internet access to any individual via your Southgate account.
- Purposefully annoying other Internet users, on or off the Southgate Independent School system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name or personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.

- The school should never reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
- As a user of this educational system, you should notify a network administrator or a teacher of any violations of this contract by other users or outside parties. This may be done anonymously.

Electronic Mail Regulations

- Students and employees of Southgate Independent School are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems E-mail can be used.
- Be polite.
- Do not write or send abusive messages to others.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
- Do not use electronic mail for private, business, or personal, non-related school communications.
- You may not swear, use vulgarities, or any other inappropriate languages or abbreviations for inappropriate language.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy, or transmit another user's messages without permission.
- Do not reveal your personal address or phone number, or those of other students, unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages using another person's name or account.
- You may not send electronic messages anonymously.
- You may not create, send, or participate in chain e-mail.
- The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

Consent For Use Of Instructional Social Networking Sites

District employees, teachers, and activity sponsors upon approval from the district, may set up blogs and other social networking sites for use in the classroom. Example sites include ning.com and pbworks.com. Teachers and sponsors may ask students to sign up for an account on these sites in order to participate in online instructional activities and discussions. By signing the Acceptable Use Policy, you accept and agree to the use of instructional social networking sites by your child. Use of personal social networking sites (e.g. Facebook, MySpace) by students is prohibited.