



## FACULTY HANDBOOK

2019 – 2020

Our mission is to work together to achieve academic excellence while developing strong character in every student...every day.

## Introduction

Our roles as faculty members, administrators and staff are constantly changing as standards and best practices evolve in our profession. To grow into these new challenges, it is important that we be aware of the expectations and responsibilities of our individual assignments. This handbook is intended to serve as a guide throughout the school year as you plan for and carry out your particular assignment within our school district.

This handbook contains information, policies and guidelines. The policies included are a summary. The entire body of policies and procedures are not provided in this document. The School Board will, in the course of its business, adopt changes to district policies. The actual policies and any subsequent changes will supersede any information included in this handbook. Suggested improvements to the handbook are welcome and may be submitted to the building principal.

Greg Duty, Superintendent

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## **District Personnel**

### **Southgate Independent School District Board of Education**

Diane Hatfield – Chairperson  
Jim Specht – Vice Chairperson  
Drue Miller  
Jeff "Jay" Paul  
William "BJ" Shockney

### **ADMINISTRATION**

Greg Duty, Superintendent  
Julie Rubemeyer, Principal  
Jennifer Weber, Counselor  
Marlene Jones, Director of Special Education and Preschool

### **SUPPORT STAFF**

Betty Ginn, School Secretary  
Shannon Hansman, Literacy Coach  
Sharyl Iden, School Nurse & District Technology Coordinator  
Shiloh Schweitzer, Family Resource Center Assistant Coordinator

### **Site-Based Decision Making Council**

Julie Rubemeyer - Chair  
Melissa Herald, Teacher - Vice Chair  
Kendra Abner, Teacher  
Megan Samuel, Teacher  
Deanna Landrum, Teacher  
Larry Long, Parent  
Jennifer Payne, Parent

### **Human Resources / Payroll**

Newport Independent School District

### Southgate School Administrative Organizational Chart

<b>Greg Duty</b>	<b>Julie Rubemeyer</b>	<b>Marlene Jones</b>	<b>Jennifer Weber</b>
Superintendent <ul style="list-style-type: none"> <li>Human Resources</li> <li>Personnel Manager</li> <li>Facilities</li> <li>Board Policies</li> <li>Board Secretary/Treasurer</li> <li>Title IV Contact</li> <li>Public Information</li> <li>NKCES Board Rep.</li> <li>Grants Consortium</li> <li>One to One Reading Coord</li> <li>Chess Program Coord</li> </ul>	Principal <ul style="list-style-type: none"> <li>DAC</li> <li>Safe Schools</li> <li>CEP Coordinator</li> <li>District Calendar</li> <li>School Report Card</li> <li>SBDM Coordinator</li> </ul>	Director of Special Education & Director of Preschool <ul style="list-style-type: none"> <li>ARC Chairperson</li> <li>Grant Consortium</li> <li>504 Director</li> <li>Medicaid Services</li> <li>Civil Rights Report</li> </ul>	Counselor <ul style="list-style-type: none"> <li>BAC</li> <li>ILP's</li> <li>8<sup>th</sup> grade high school placements</li> <li>Data Analysis</li> </ul>
<b>Shannon Hansman</b>	<b>Krista Baioni</b>	<b>Outsource Services</b>	<b>Lisa Rizzo</b>
Literacy Coach <ul style="list-style-type: none"> <li>Classroom coaching</li> <li>Curriculum coaching</li> <li>Assessment and Data analysis</li> <li>School Improvement Initiatives</li> <li>Title II Coordinator</li> <li>RCR Grant Coordinator</li> <li>Grant Consortium</li> </ul>	Intervention Coordinator <ul style="list-style-type: none"> <li>Title I Coordinator</li> <li>SRCL Grant Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Tete Turner - Chief Financial Officer</li> <li>Kim Klosterman – Human Resources Assistant</li> <li>Kim Snapp – Payroll &amp; Benefits Coordinator</li> <li>Shannon Meyer – Accounts Payable &amp; Receivable</li> </ul>	Food Service Director <ul style="list-style-type: none"> <li>Lunch Program</li> </ul>
<b>Sharyl Iden</b>	<b>Betty Ginn</b>	<b>Shiloh Schweitzer</b>	<b>Tracy Gentry-RueBusch</b>
School Nurse District Technology Coordinator (DTC) <ul style="list-style-type: none"> <li>Athletic Director</li> <li>Lions Pride School Representative</li> </ul>	Secretary <ul style="list-style-type: none"> <li>Receptionist</li> <li>Attendance Clerk</li> <li>Staff Attendance</li> <li>FRAM Coordinator</li> <li>Activity Funds</li> <li>Office Management (supplies, copiers, sub vouchers, etc.)</li> <li>Assist with calling subs</li> <li>Background Checks</li> <li>Field Trip Transportation</li> </ul>	Family Resource Youth Service Center ( <u>FRYSC</u> )Coordinator (2/5) <ul style="list-style-type: none"> <li>Preschool Liaison</li> <li>Before/After School Program Contact</li> </ul>	Family Transition Coordinator <ul style="list-style-type: none"> <li>Homeless Liaison</li> <li>Home visits</li> </ul>

Note: The Family Transition Coordinator works for a Federal Law called the (McKinney-Vento Homeless Assistance Act). The purpose of the law is to ensure that all homeless children and youth have equal access to the same free, appropriate public education, including public preschool education, provided to other children and youth. The Liaison's role is to identify "homeless" students who fall under the Act and facilitate the enrollment, attendance, and success in school of those students.

# Southgate Independent School District 2019-2020 SCHOOL CALENDAR

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

+

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

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

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

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

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

Legend						
<span style="background-color: red; width: 15px; height: 10px; display: inline-block;"></span> No School	<span style="background-color: green; width: 15px; height: 10px; display: inline-block;"></span> Plan Days	<span style="background-color: blue; width: 15px; height: 10px; display: inline-block;"></span> Prof. Dev.	<span style="background-color: yellow; width: 15px; height: 10px; display: inline-block;"></span> Open/Close	<span style="background-color: orange; width: 15px; height: 10px; display: inline-block;"></span> Holiday	<span style="background-color: darkblue; width: 15px; height: 10px; display: inline-block;"></span> Early Release	<span style="background-color: brown; width: 15px; height: 10px; display: inline-block;"></span> Make-up

## August

9 Prof. Development 1  
13 Opening Day 1:00 p.m.  
~~Readyfest 5:30-7:00 p.m.~~  
14 Plan Day 1  
15 First Day for Students

## September

2 Holiday 1 - Labor Day  
3 First Day for Preschool

## October

16 P/T Conf. Plan Day 2  
1:00-7:00 p.m.  
17 & 18 Fall Break, No School

## November

4 Prof. Development 2  
5 No School-Election Day  
27-29 Holiday 2 - Thanksgiving

## December

20 Last Day Before Break  
Break Dec. 23 - Jan. 3

## January

1 Holiday 3 - New Year's  
6 School Resumes  
20 Holiday 4 - MLK Day

## February

17 No School - Presidents' Day

## March

12 Prof. Development 3  
13 Prof. Development 4

## April

6-10 No School - Spring Break

## May

Last Day for Preschool-TBA  
20 Last Day for Students  
25 Memorial Day

## June

4 Closing Day  
Will be adjusted pending  
make-up days  
5 Plan Day 3

## Make-up Days

May 21, 22, 26, 27, 28, 29  
June 1, 2, 3

1<sup>st</sup> Semester 83 student days  
2<sup>nd</sup> Semester 89 student days

Early Release Days students are  
dismissed at 2:00 p.m.

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	29

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  
172

Teacher Days  
185

## Master Schedule

Students may enter the school building at 7:30 a.m. and are dismissed to class at 7:50 a.m.  
Classes begin at 8:00 a.m. End of day dismissal is at 3:00 p.m.

<b>Monday</b>		Music	PL	Art	Library
Homeroom	7:50 - 8:10				
Special Times	8:10 - 9:00		7	8	
	9:10 - 10:00		5	6	
	10:00 - 10:50				
	10:50 - 11:10				
	11:10 - 12:00		3	4	
	12:00 - 12:50		1	2	
	12:50 - 1:40	K			
Elective 1	1:40 - 2:20	BegBand			
Elective 2	2:20 - 3:00	Adv Band			
<b>Tuesday</b>		Music	PL	Art	Library
Homeroom	7:50 - 8:10				
Special Times	8:10 - 9:00	7	8		
	9:10 - 10:00	5	6		
	10:00 - 10:50				
	10:50 - 11:10				1 (10:20 - 11:10)
	11:10 - 12:00	3	4		
	12:00 - 12:50	1	2		3
	12:50 - 1:40		K		1
Elective 1	1:40 - 2:20	BegBand			MG by quarter
Elective 2	2:20 - 3:00	Adv Band			

<b>Wednesday</b>		Music	PE	Art	Library
Homeroom	7:50 - 8:10				
Special Times	8:10 - 9:00	8	7		
	9:10 - 10:00	6	5		
	10:00 - 10:50				
	10:50 - 11:10				2 (10:20 - 11:10)
	11:10 - 12:00	4	3		
	12:00 - 12:50	2	1		4
	12:50 - 1:40		K		2
Elective 1	1:40 - 2:20	BegBand			MG by quarter
Elective 2	2:20 - 3:00	Adv Band			



<b>Thursday</b>		Music	PE	Art	Library
Homeroom	7:50 - 8:10				
Special Times	8:10 - 9:00	7	8		
	9:10 - 10:00	5	6		
	10:00 - 10:50				
	10:50 - 11:10				
	11:10 - 12:00	3	4		
	12:00 - 12:50	1	2		
	12:50 - 1:40				K
Elective 1	1:40 - 2:20	BegBand			MG by quarter
Elective 2	2:20 - 3:00	Adv Band			
<b>Friday</b>		Music	PLPE	Art	Library
Homeroom	7:50 - 8:10				
Special Times	8:10 - 9:00	8		7	
	9:10 - 10:00	6		5	
	10:00 - 10:50				
	10:50 - 11:10				
	11:10 - 12:00	4		3	
	12:00 - 12:50	2		1	
	12:50 - 1:40			K	
Elective 1	1:40 - 2:20	BegBand			
Elective 2	2:20 - 3:00	Adv Band			

### Middle School Schedule

	<b>Randall-6</b>	<b>Baker-5</b>	<b>Smith-7</b>	<b>Landrum-8</b>
<b>7:50-8:10</b>	Homeroom	Homeroom	Homeroom	Homeroom
	8:10-9:10-5th	8:10-9:10-6th	8:10-9:00-Plan	8:10-9:00-Plan
	9:10-10:00-Plan	9:10-10:00-Plan	9:00-10:00-8th	9:00-10:00-7th
<b>10:00-11:00</b>	7 <sup>th</sup>	8th	5th	6 <sup>th</sup>
<b>11:00-12:00</b>	8th	7th	6th	5th
<b>12:00-12:20</b>	Lunch	Lunch	Recess	Recess
<b>12:20-12:40</b>	Recess	Recess	Lunch	Lunch
<b>12:40-1:40</b>	6th	5th	7th	8th
<b>1:40-2:20</b>	Elective 1 Beginning Band	Elective 1 Beginning Band	Elective 1 Beginning Band	Elective 1 Beginning Band
<b>2:20-3:00</b>	Elective 2 Advanced Band	Elective 2 Advanced Band	Elective 2 Advanced Band	Elective 2 Advanced Band

Homeroom Teacher: Ms. Baker

<b>5<sup>th</sup> Grade</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:50-8:10</b>	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
<b>8:10-9:00</b>	Science	Science	Science	Science	Science
<b>9:00-10:00</b>	PL	Music	PE	Music	Art
<b>10:00-11:00</b>	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
<b>11:00-12:00</b>	Social Studies	Social Studies	Social Studies	Science	Science
<b>12:00-12:20</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>12:20-12:40</b>	Recess	Recess	Recess	Recess	Recess
<b>12:40-1:40</b>	Math	Math	Math	Math	Mate
<b>1:40-2:20</b>	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1
<b>2:20-3:00</b>	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2

Homeroom Teacher: Mr. Randall

<b>6<sup>th</sup> Grade</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:50-8:10</b>	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
<b>8:10-9:00</b>	Math	Math	Math	Math	Math
<b>9:00-10:00</b>	Art	PL	Music	PE	Music
<b>10:00-11:00</b>	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
<b>11:00-12:00</b>	ELA	ELA	ELA	ELA	ELA
<b>12:00-12:20</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>12:20-12:40</b>	Recess	Recess	Recess	Recess	Recess
<b>12:40-1:40</b>	Science	Science	Science	Science	Science
<b>1:40-2:20</b>	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1
<b>2:20-3:00</b>	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2

Homeroom Teacher: Ms. Smith

<b>7<sup>th</sup> Grade</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:50-8:10</b>	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
<b>8:10-9:10</b>	PL	Music	PE	Music	Art
<b>9:10-10:00</b>	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
<b>10:00-11:00</b>	Science	Science	Science	Science	Science
<b>11:00-12:00</b>	Math	Math	Math	Math	Math
<b>12:00-12:20</b>	Recess	Recess	Recess	Recess	Recess
<b>12:20-12:40</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>12:40-1:40</b>	ELA	ELA	ELA	ELA	ELA
<b>1:40-2:20</b>	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1
<b>2:20-3:00</b>	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2

Homeroom Teacher: Mrs. Landrum

<b>8<sup>th</sup> Grade</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:50-8:10</b>	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
<b>8:10-9:10</b>	Art	PL	Music	PE	Music
<b>9:10-10:00</b>	ELA	ELA	ELA	ELA	ELA
<b>10:00-11:00</b>	Math	Math	Math	Math	Math
<b>11:00-12:00</b>	Science	Science	Science	Science	Science
<b>12:00-12:20</b>	Recess	Recess	Recess	Recess	Recess
<b>12:20-12:40</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>12:40-1:40</b>	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
<b>1:40-2:20</b>	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1
<b>2:20-3:00</b>	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2

## Early Release Schedule & Expectations

Students will be released from school at 2:00 on Thursdays (Early Release Thursdays) to allow for Professional Learning and other planned events. Early Release Thursdays will begin on September 5, 2019 and end on May 14, 2019. Administration will send out agendas for Early Release Thursday. All faculty are expected to attend and participate each week.

<b>Thursday</b>		Music	PE	Art	Library
Homeroom	7:50 - 8:10				
Special Times	8:10 – 8:50	7	8		
	9:00 - 9:40	5	6		
	10:00 – 10:40				
	10:40 – 11:20	3	4		K
	12:00 - 12:40	1	2		
Elective 1	12:40 - 1:20	Beg Band			MG by quarter
Elective 2	1:20 – 2:00	Adv Band			

Lunch Times remain the same

## **Certified and Classified Staff Schedules**

Certified staff and instructional aides are expected to be on campus by 7:45 a.m. each day. If you have morning duty on an assigned day, please be at your assigned location by 7:30 a.m. At the end of the school day, staff will remain on campus until 3:15 p.m. Additional support staff will adhere to a work schedule based on their individual contracts.

### **Staff Duty - Morning, Lunch, and Dismissal Duties**

To ensure the safety and security of our students, a team effort is required to effectively monitor specific areas in the building. A weekly, rotating schedule for morning duty allows teachers to balance these responsibilities.

#### Morning Duty

For morning duty, you are expected to be in the designated areas no later than 7:30 am and remain there until students transition into classrooms.

#### Afternoon Duty

For afternoon duty, you are expected to monitor your designated area from 3:00 to 3:15 or until the area is clear of all students. If there are issues, such as bad weather, conflict, etc., you may need to stay at your post longer than anticipated.

#### Common Areas Duties

All teachers share the responsibility of monitoring students during transition times. One way to supervise your classroom and the hallways is by standing in your classroom doorway and greeting each student as he/she enters. This will give you visibility of both the classroom and hallway.

#### Staff Duty Assignments 2019-2020

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
Balcony <b>Annie Baker</b>	Balcony <b>Deanna Landrum</b>	Balcony <b>James Randall</b>	Balcony <b>Melissa Herald</b>	Balcony <b>Kendra Abner</b>
Cafeteria <b>Heaven Meyers</b>	Cafeteria <b>Rebecca Rossiter</b>	Cafeteria <b>Tammy McAtee</b>	Cafeteria <b>Kristy Jones</b>	Cafeteria <b>Megan Samuel</b>
Front Lobby <b>Stephanie Watson</b>	Front Lobby <b>Krista Baioni</b>	Front Lobby <b>Jennifer Weber</b>	Front Lobby <b>Michele Ciolino</b>	Front Lobby <b>Jen Weber</b>
News Crew <b>Jordan Smith</b>	News Crew <b>Tammy Clines</b>	News Crew <b>Tammy Clines</b>	News Crew <b>Tammy Clines</b>	News Crew <b>Mary Melville</b>

\*\*\*\***M-F Front Door-Julie Rubemeyer**

\*\*\*\***Supervision of Hallways and Restrooms in the a.m. will begin when students are released at 7:50. Supervision begins promptly at 7:50.**

\*\*\*\* **P.M. Dismissal-All teachers will walk students to front door...A.M. Duty will spread out around outside to monitor dismissal.**

#### Lunch Assignments

<b>Grade</b>	<b>Time</b>	<b>Supervision</b>
1 <sup>st</sup> & 2 <sup>nd</sup>	11:10 – 11:30	Bowman
Kindergarten	11:35 – 11:55	Hoffman
5 <sup>th</sup> & 6 <sup>th</sup>	12:00 – 12:20	Sharpe/Rubemeyer
7 <sup>th</sup> & 8 <sup>th</sup>	12:20 – 12:40	Simmons
3 <sup>rd</sup> & 4 <sup>th</sup>	12:50 – 1:10	Hansman/Rubemeyer
Preschool	12:05 overlap with MG	M. Smith/N. Smith

\*\*\*\***at times it may be necessary for special and other staff to cover lunch supervision**

**THIS WILL NEED TO BE UPDATED**  
**ADD AFTERNOON DUTY CHART**

### Everyday Expectations

- We expect everyone to be at their classroom doors at 7:50 AM to greet the students.
- Staff members that are assigned morning duty are expected to be in designated areas at 7:30 AM.
- Be in the hallway supervising students during daily transitions.
- If you are going to be late due to unforeseen circumstances, then you need to contact Julie Rubemeyer (513-692-9923) or Greg Duty if it's before 7:30 AM. Call the main office (441-0743) after 7:30 AM to let Betty Ginn know of the situation so she can arrange appropriate coverage.
- Keep the office informed. Notify Betty or Sharyl if you and your students will not be in your classroom especially toward the end of the day.
- Please do not leave students/classes unattended. If it is necessary for you to leave your classroom, contact the office to make arrangements for coverage. This is for your legal protection, as well as our students' protection.
- Do not send students into the hallway unsupervised. If you need a student to be removed from your classroom, contact the office.
- Please do not send student to run personal errands. This includes getting a drink, ice, food, etc. for themselves or for you.

## Emergency Drills

Everyone is expected to become familiar with all drill procedures and communicate them to the students prior to them being practiced as a school. Please make sure a map and evacuation procedures are posted in your classroom.

Fire – Teachers should line students up quickly and quietly, grab his/her emergency bag/folder, and proceed to a location away from the building. Please account for all of your students and be prepared to show a green card (all present) or red card (student missing).

In the event of a fire, do the following:

1. Evacuate the building to the designated locations for each classroom
  - a. Close classroom door and turn out lights
  - b. Evacuate crosswind and/or upwind away from any emergency
  - c. Students should be evacuated at least 300 feet from building
2. Take roll and report any missing students to a member of the school leadership team
3. Remain calm
4. Report any injuries to a member of the school leadership team
5. Emergency personnel will be contacted as needed by a member of the school leadership team
6. Parents will be contacted as needed by a member of the school leadership team
7. When all clear is given, return to building

Tornado - Teachers should line students up quickly and quietly and proceed to their designated location in the building. Students should be facing an interior wall and assume the kneeling/covered position.

In the event of a tornado, do the following:

1. Take cover in designated area
  - a. Take flashlight with you
  - b. Leave classroom door open
2. Take roll and report any missing students to the school leadership team.
3. Remain calm and assume disaster position – tucked in tightly and facing wall
4. Report any injuries to the principal's office
5. Post – tornado: take roll and report any missing or injured students to a member of the school leadership team
6. Emergency personnel will be contacted as needed by a member of the school leadership team
7. Parents will be contacted as needed by a member of the school leadership team
8. When all clear is given, return to classroom



Earthquake – students should move quickly and quietly underneath a table/desk and grab hold of it.

In the event of an earthquake, do the following:

1. If indoors or outdoors, take action at the first indication of ground shaking
2. If indoors in a room
  - a. Stay inside
  - b. Move away from windows, shelves, heavy objects, and furniture that might fall
  - c. Take cover under a table or desk (not in a doorway)
  - d. Drop and tuck
  - e. If the table or desk moves, hold the legs and move with it
  - f. Evacuate the building once an all clear is given
3. If indoors in a hall, on a stairway, or in an open area
  - a. Move to interior wall
  - b. Turn away from windows
  - c. Drop and tuck
  - d. Evacuate the building once an all clear is given
4. If indoors in a lab, a kitchen, or a physical plant
  - a. Extinguish all burners
  - b. Stay clear of hazardous chemicals that may spill
  - c. Take cover under a table or desk and move with it
  - d. Evacuate the building once an all clear is given
5. If outdoors
  - a. Move to an open space away from buildings and overhead power lines
  - b. Lie down or crouch
  - c. Keep looking around for potential dangers that may demand your movement
6. If on a school bus
  - a. Stop the bus away from power lines, bridges, overpasses and buildings
  - b. Students should remain in their seats and hold on

## School Lockdown Procedures

1. All doors locked
  - a. Interior (classroom) doors
  - b. Keep classroom blinds up
  - c. Exterior doors are locked
  - d. No one comes in / out building
2. Students out of regular classroom (in hallways, restrooms, etc.) should run out the nearest exit
3. Turn off classroom lights
4. Stop teaching
5. Move students away from doors (to safe interior wall)
6. Complete silence
7. Secretaries take with them the following items
  - a. Staff sign-in sheet
  - b. Student check-in/out book
  - c. Binder with student emergency information

## **2019 – 2020 Emergency Drill Schedule**

As of 2013, all four emergency response drills (fire, lockdown, severe weather and earthquake) must be conducted within the first 30 days of the new school year and must be conducted again in January (see Appendix D: Kentucky Department of Education Guidance For: Senate Bill 8/ House Bill 354 Emergency Management Planning For Schools and Districts).

Please make sure you have gone over all instructions with your students concerning your rooms and emergency procedures. Please emphasize the seriousness of the drills. Make sure you have posted all of your procedures and routes on the wall.

### **Fire Drills**

- At minimum 10 Fire Drills will be had throughout the school year

### **Earthquake Drills**

- At minimum 2 Earthquake Drills will be had throughout the school year.

### **Tornado Drills**

- At minimum 2 Tornado Drills will be had throughout the school year.

### **Lock Down Drills**

- At minimum 2 Lockdown Drills will be had throughout the school year.

### **School Evacuation Drills**

- At minimum 1 Evacuation drill will be had throughout the school year

### **Bus Evacuation**

- At minimum 4 Bus Evacuation drills will be had throughout the school year

## **Reporting Neglect/Abuse**

Everyone is responsible to report any signs of student abuse or neglect to the school administration who includes but is not limited to the school counselor, the school nurse, the principal or the FRYSC director. The school administration will decide what proper steps need to occur based on the findings of the internal investigation. The school administration will assist you in filing a report with social services if necessary, or administration will provide you with proper contact information to file your own report. Please be sure to report everything right away so the investigation process can begin in timely manner.

## **All-Call System**

As a district, we use an automated calling system through Community Safe. Please make sure that we have an updated contact number for you on file by checking with Betty Ginn.

The All-Call System will be used to communicate with the entire staff. It will be used to deliver important messages, send reminders, announce school delays, or be used in the event of an emergency.

### School Delays

- The administration will communicate a revised schedule based on the start time for the day.
- Breakfast will still be offered to students if we are on a delayed schedule.

## Entering Student Grades

The gradebook is an official record of student progress. Consistent and timely entry of grades allow parents to stay informed of their child's academic status. Teachers are expected to update student grades in Infinite Campus by the end of each week. A grade report will be available to the principal on Monday to assure compliance.

### Progress Report and Report Card Schedule

First Quarter Ends on October 14, 2019

Second Quarter Ends on December 18, 2019

Third Quarter Ends on March 9, 2020

Fourth Quarter Ends on May 18, 2020

Due Dates	Progress Reports and Report Cards
September 12, 2019	Grades Due by 3:00
September 13, 2019	Progress Reports sent home with students
October 14, 2019	Grades Due by 3:00
October 16, 2019	Report Cards handed out during Parent-Teacher Conferences
November 14, 2019	Grades Due by 3:00
November 15, 2019	Progress Reports sent home with students
December 19, 2019	Grades Due by 3:00
December 20, 2020	Report Cards sent home with students
February 4, 2020	Grades Due by 3:00
February 5 , 2020	Progress Reports sent home with students
March 9, 2020	Grades Due by 3:00
March 11, 2020	Report Cards sent home with students
April 13, 2020	Grades Dues by 3:00
April 14, 2020	Progress Reports sent home with students
May 19, 2020	Grades due by 3:00
May 20, 2020	Report Cards sent home with students

## Documenting Parent Contacts

All parent contacts should be recorded in Infinite Campus for the general knowledge of staff and administration. Please record all parent contacts using the following steps:

1. Log into Infinite Campus
2. Under the Index tab, select Student Information
3. Select PLP - General
4. Search for the desired student.
5. Select the student name.
6. In the PLP window complete the following sections:
  - a. Select the contact “Log” tab at the top of the screen
  - b. Select “New” to enter new event.
  - c. Enter the date, time and contact type.
  - d. Type the name of the person contacted in the “Contact” box. Enter a brief description about your contact in the “Details” box. Click the “Save” button at the top of the window.

## Behavior Referrals in Infinite Campus

How to Write a Behavior Referral:

1. Log in to Infinite Campus
2. Click on the Behavior Tab
3. Click Behavior Referral
4. Click New
5. Provide a context description using the pull down menu
6. Provide a behavior event location using the pull down menu
7. Click Add Event/Participant – A new box will open with two subtitles
  - A. Event Details
  - B. Participant(s) Details
8. Subtitle A. Event Details -  
Use the Event Type pull down menu select the option that applies to the event
9. Subtitle B. Participant(s) Details  
Filter should be “Students”  
Student Name or Complete Student Number type student last name and you will see the student’s name appear. Select the student you are writing up as a behavior referral
10. Provide context in the “Details” box – Please don’t use any other students name when you provide context. This is confidential. You may say “another student”, “Student A had an altercation with Student B”.
11. Select “Save Draft”
12. Then be sure to press “Submit”

Once you submit the behavior referral, then administration will receive notification of the referral.

If you need a student removed from your classroom immediately, please contact the front office and an administrator will come to your class.



### **Taking Attendance**

- Take all daily attendance in Infinite Campus by 8:10 AM.
- Students entering your classroom after the tardy bell at 8:00 AM must have an admittance slip from the front office or school administration. If they do not have an admittance slip, please send them to the front office to get one.
- Julie Rubemeyer will email the attendance report on a daily basis.
- Substitute teachers should send absent student names to the office at 8:15 AM. (Please include this information in your sub folder)
- Elective/Intervention teachers should take attendance daily and contact the main office when in doubt about a student's absence.

## **Announcements**

We will use the PA system as infrequently as possible to limit interruptions during the school day.

If you have an announcement that needs to be made to the entire school, then please type exactly what you want the announcement to say and send it to Betty Ginn. Please indicate a start/end time so we are aware of how long to run your announcement.

The morning announcements will occur at approximately 8:00 AM and the afternoon announcements at approximately 2:55 PM on a daily basis.

## Planning, Assessments, & Collaboration

Lesson Plans – Lesson planning is at the heart of being an effective teacher. We understand teachers plan differently depending on grade level and content, and we honor teachers' professional autonomy. With that said, there are minimum guidelines for what teachers are expected to include in lesson plans.

Lesson plans shall include:

- **State Standards**
- **Learning Targets**
- **Activities/Instructional Strategies**
- **Assessment (Formative/Summative)**

Lesson plans are expected to be emailed to Julie Rubemeyer and Shannon Hansman each week by 8:00 each Monday morning.

Planning Period – Each teacher is scheduled with a planning period. This time is to be used as class preparation time or conference time. The purpose of a planning period is to plan for daily instruction, make copies, analyze data, grade assignments, input grades, collaborate, conduct grade level meetings, etc.

MAP assessments – MAP assessments will be given at the beginning, middle, and end of the year. The results are formative and should be utilized to inform individual student strengths and weaknesses in reading and math. Teachers will proctor MAP assessments.

KPREP assessments – KPREP assessments are given in the spring and results will be known by administrators and teachers in October/November. The results are summative in nature and provide the school feedback regarding its ability to help all students reach proficiency.

Collaboration – sharing lesson plans, assessments, teaching strategies, etc. is recommended and a smart approach to helping all of our students across the grade levels be successful. Helping each other through shared expertise should reduce teacher workload and provide a welcomed teamwork environment.

### Planned Learning Communities

PLC by Grade Level	PLC Teacher Groups
Preschool - K	Miranda Smith (Preschool) Stephanie Watson (Speech) Heaven Meyers (K). Nancy Smith & Mandy Stephens
1 - 2	Megan Samuel (First Grade) Michele Ciolino (Special Ed) Rebecca Rossiter (Second Grade)
3 - 4	Tammy McAtee (Third Grade) Donna Hoffman Melissa Herald (Fourth Grade)
5 - 8	Deanna Landrum (Social Studies) James Randall (Science) Jordan Smith (English Language Arts) Annie Baker (Math) Gen Kinyalocots (Special Ed). Hope Sharpe
Reading Mastery	Krista Baioni Loretta Simmons Dawn Bowman

Note- These are tentative groups and may change as needs arise throughout the school year and we adjust to the PLC process.

Professional Learning Communities (PLC) – All teachers shall meet in professional learning communities. Administration will make every effort to attend meetings on a consistent basis. Agendas for PLC will vary throughout the school year.

## Email Etiquette

Email is a vital teacher communication tool. We often use it to communicate instructions, share reminders, deliver agendas, send calendar invitations and much more.

Expected teacher email etiquette:

1. Teachers should check email every day... in the morning, during your planning period or at the end of the school day. Reply to requests or questions the same day or at a minimum within 24 hours. Use of an auto-responder is encouraged if you will not have access to your email (e.g. away at a conference).
2. Email should only be used for purposes directly related to work and school.
3. Use great caution when sending or replying to emails. It is difficult to convey tone in email.
4. Avoid using "reply to all". Instead, reply to the original sender in an individual email and allow them to reply to all to address your concern or answer your question.
5. Whenever possible, keep emails brief.

## Teacher Absences

No one can replace the regular classroom teacher. Teacher/staff attendance is as important as student attendance. Occasionally, however, it is necessary for teachers/staff members to be absent from school (sudden illness, death in family, etc.). If you need to take a sick day, you must make ***two calls*** to notify the school. Call or text Julie Rubemeyer and call the school. **If you call the morning of an absence, please try to call by 6:30am.**

When calling in sick...

1. **Call the school** at (859) 441-0743 and dial extension 150 to leave a message.  
**AND**
2. **Call or text Mrs. Rubemeyer** at (513) 692-9923
3. Ensure that your sub has clear instructions. Each teacher is to complete an emergency sub folder for each class and give it to Betty Ginn to keep on file in the office. The folder is due in the front office by August 30, 2019, including any necessary copies in the folder.
4. If you have emergency sub plans on file but you still prefer to email instructions for more recent and relevant plans during your absence, please send them to a teacher adjacent to your classroom, who can give your instructions to your sub... but also cc your instructions for your sub to Betty Ginn and Julie Rubemeyer. This improves communication for the person or people who cover your classes during your absence.

When you know in advance

1. Make arrangements for a substitute. (SEE LIST OF SUBSTITUTES)
2. Inform the principal and school secretary of the date and sub arrangements
3. Provide the substitute information required in this handbook (page 41)

If you need to make arrangements on short notice

The principal can be reached at 513-692-9923 **until 10 pm or after 5:30 am**. This is her personal cell phone number. You may call or text.

Teacher Absences Documentation

Upon returning to work if you have not filled out a Leave Affidavit Form, complete one and return the form to Betty. You also need to initial your personal "Record of Sick and Personal Leave Card" and return it to Betty.

Personal Days

Any request for a personal day must be made in writing to the superintendent at least 10 working days prior to the absence. After receiving approval from the superintendent, it is your responsibility to make arrangements for a substitute teacher on the day/s of your absence and to inform the principal.

### Professional Development/Conferences/Trainings

Professional development is vital to teacher growth. If you would like to attend a conference/training, or other PD event, you must submit a request to the principal adequately in advance of the event. The school has a limited amount of professional development money and a PO must be obtained prior to registering for any event. After receiving approval from the principal, it is your responsibility to make arrangements for a substitute teacher on the day(s) of your absence. If administration is requesting you to attend a conference/training, then administration will make arrangements for a substitute teacher to cover your class on the date of the conference/training.

## Signing In and Signing Out

### Signing In

If you arrive after 8:00 AM, please follow these steps:

1. Sign in at the main office

### Signing Out

If you need to leave campus during the school day, please follow these steps:

2. Get confirmed approval from principal (face-to-face, email, call, or text)
3. Sign out through the main office
4. Sign in through the main office upon returning

This is important because we must know who is in and out of the building at all times.



## Professional Dress

*“One of the reasons we have schools is for students to learn what is appropriate. Young people learn what is appropriate in society by looking at their adult role models. Your dress and your behavior are what young people will take to be appropriate.” –Harry K. Wong*

As professionals in our school, teachers and staff must value the public’s and student’s perception of our roles as mentors and role models. Teachers should dress in a way that promotes respect and shows students that they’re the professional in the classroom.

### Attire for Professional Development Days

Dress for professional development days may vary depending on the event or presenter.

### Field Trips & Field Day

We may make exceptions to the staff dress code when we are attending field trips that require a certain type of attire for the day or on field day.

### Casual Day Attire - School Pride Days

School Pride Days are scheduled for Friday. However, if special assemblies, presentations, ceremonies, etc. fall on Friday, professional dress is expected. If school is not in session on Friday of that week, casual day will resume the following Friday. School Pride Day is the day you can wear your jeans.

Attire for School Pride Day Includes:

- Southgate Spirit Wear (T-shirt, Sweatshirt, Hoodie)
- Khakis or Jeans (Pants or Capris)
- Tennis Shoes or Dress Shoes

## Field Trips

Board Policy 09.36

### **APPROVAL**

Upon the recommendation of the Superintendent or designee, the Board shall approve all school- related trips.

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

### **VEHICLES/ INSURANCE**

Appropriately certificated common carriers, or private vehicles approved by the Superintendent or designee shall be used to transport students.<sup>3</sup>

The Superintendent or designee shall be responsible for providing written notification of liability concerns to employees and parents/guardians who transport students in privately owned vehicles. Employees who anticipate the need to transport students in a personal vehicle are required annually to provide verification of personal liability insurance.

### **CERTIFICATED COMMON CARRIERS**

Use of certificated common carrier service shall be authorized by the Board on a case- by- case basis, and the reasons to justify such use shall be cited in Board minutes.<sup>2</sup>

### **DRIVERS/VEHICLES**

All vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle

### **SUPERVISION**

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.<sup>2</sup>

### **MEDICATION**

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

## **PARENTS' APPROVAL**

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school- sponsored trips.

### Field Trips

- The Field Trip Request Form can be located on the district website by clicking on the lion head and then going to teacher forms.
- Complete the form and place a hard copy in the superintendent's mailbox.
- All field trips must be approved by the board of education so requests must be submitted the Friday prior to a scheduled meeting. The schedule for the board meetings is posted on the district website.
- You will need to collaborate with Betty when it comes to bus availability with Bellevue and Newport Schools.
- You can check the board meeting minutes the day after the meeting to ensure that the field trip was approved (it typically isn't an issue).
- You need to notify the cafeteria regarding lunch count numbers.
- Give a list of students and chaperones going on the trip to Betty Ginn.
- Students in grades 3-8 must print their name on the multiple receipt form along with the total amount turned in to the teacher. Teachers can print the names for the students in grades K-2.
- Please arrange for supervision for the students not attending.
- All overnight field trips must also be approved by the Board of Education.
- We encourage you to plan field trips for our students – it's good for them!

## Collecting Money

Kentucky Administrative Regulations  
702 KAR 3:130 – Internal Accounting

There may be times when you need to collect money from students for events such as a school field trip. If you need to collect money, then you need to follow the steps below to be in compliance with KAR.

1. Teachers/sponsors/students shall use the Multiple Receipt Form (Form F-SA-6) or pre-numbered receipts when collecting money. A copy of Form F-SA-6 or a copy of the pre-numbered receipt shall be retained by the teacher/sponsor and the original shall be given to the school treasurer.
2. All money collected by a teacher/sponsor shall be given to the school treasurer, Betty Ginn, before leaving school.

### **Volunteers and Chaperones**

1. Parents/guardians who wish to volunteer or chaperone on a field trip must have an approved background check.
2. Parents/guardians that do not have an approved background check may attend the field trip and chaperone only their child. However, they are not permitted to ride the bus or supervise any other students, for any reason, or any amount of time.
3. Students attending a field trip must ride the bus to and from the destination. This is an attendance and liability issue for the school district.

## **Assemblies and Special Events**

School-wide assemblies are an important aspect of our building's culture and will primarily occur on Fridays. The main purpose of the assemblies is to recognize student achievement (Behavior, Attendance, and Grades). There may be instances when special assemblies occur on days other than Fridays.

Teachers must attend and help with general supervision of the students during assemblies and special events. Some examples of these assemblies and events are Veteran's Day, author visit, student recognition, etc. The most efficient way to supervise students during these occasions is to sit with students. It is best if teachers don't sit together as a group or in pairs, but instead spread out and sit among students.

Teachers will escort their classes down to the gymnasium once their respective grade level is called over the PA.

## Standing Committees

Committees may be initiated and formed from time to time by the superintendent or principal.

Committees that may be formed include, but are not limited to, the following:

### Culture and Climate Committee

*School climate* refers to the school's effects on students, including teaching practices, diversity, and the relationships among administrators, teachers, parents, and students.

*School culture* refers to the way teachers and other staff members work together and the set of beliefs, values, and assumptions they share. A positive school climate and school culture promote students' ability to learn. This committee may:

- Facilitate activities to promote “teamwork” with the staff
- Provide teacher appreciation week activities
- Organize welcome activities for new teachers
- Organize staff social activities
- Provide mentorship to new teachers who may not have a resource teacher
- Provide recognition of birthdays to all staff members, so we can celebrate together

### Positive Behavior Intervention and Supports (PBIS) Committee

This committee may:

- Review discipline offenses bi-annually
- Make recommendations regarding student discipline
- Promote/reinforce positive behaviors with the student body

### **Travel Expense Procedures**

- Staff members will be reimbursed for mileage at a rate of .41 per mile when traveling to approved conferences and/or professional development opportunities that require extensive travel.
- Meals will also be reimbursed when attending conferences/PDs but only if you stay all night for the event.
- You must complete the Travel Expense Voucher in a timely manner in order to be reimbursed for your mileage and meals. The voucher can be accessed on our school website.



### **CONFIDENTIALITY**

As educators, we are responsible for a great deal of personal information about our students and parents. It is paramount that we maintain strict confidentiality in regard to student behavior, academic performance, and any other information deemed personal in nature. Discussion of confidential information in areas where others could hear these conversations or with individuals who have no need to know information is strictly prohibited.

### **Media/Public Relations**

Any staff member who wishes to have students, school events, or any other school-related function recognized in the media must get permission from the principal to do so. No news recordings or news stories are to be posted without the consent of administration. Any student recognitions that staff members would like to have posted on the school website should be sent to Kathy Shoemaker. Faculty/staff may not create Facebook/Twitter, or other social media accounts for their classes, clubs, etc. without approval of administration. Teachers are not permitted to speak to Media without permission of the administration.

## SUBSTITUTE TEACHER INFORMATION

Every teacher will be given a “Sub Folder” to prepare and submit to the school secretary by **August 30, 2019**.

If you know you are going to be out and want the substitute teacher to use plans other than those in your “Sub Folder”, then be sure to let the school secretary know and leave your plans on where they can be easily accessible.

If you need the substitute teacher to use the plans in your “Sub Folder”, then be sure to update the folder upon returning to school and give it back to the school secretary.

Additionally, be sure to update your class roster and seating chart in the “Sub Folder” throughout the school year. It would be a good idea to update it each quarter at a minimum.

The substitute teacher’s job is not easy. They seldom have more than a few hours notice and sometimes much less time to prepare for the day or days ahead. Because of the numerous challenges and questions the substitute is bound to have, each teacher is to prepare a “Sub Folder” containing the following:

1. An up-to-date seating chart and class roster.
2. How to send attendance to Betty.
3. A daily class schedule (weekly).
4. A list of room rules.
5. A list of dependable children.
6. Location of items that are not easily seen such as art supplies, etc.
7. What is usually done on rainy days, at noon and recess?
8. A well-prepared daily lesson plan.
9. A back-up plan in case the lesson runs short or is not understood.
10. Any special assignments or duties such as morning, lunch, or afternoon duty.

## CELL PHONE ETIQUETTE

We understand that circumstances arise when you will need to use your cell phone. We expect you to be engaged in the classroom and faculty meetings, so if the need for you to take a call or make a call occurs, please do it respectfully and professionally.

## **Accident Reporting**

Staff members are required to report any student who has been hurt while on the school premises or at a school function. The Accident Report Form is located in Sharyl Iden's office so please see her about completing it.

Staff members are also required to report if they have been injured while on the job and must complete the appropriate form located in Sharyl Iden's office.

It is imperative that the accident/incident form is completed before the end of the school day on which the incident occurred. The completed form must be submitted to Sharyl Iden who will then submit it to the appropriate individuals in the district.

