

SOUTHGATE INDEPENDENT SCHOOLS

Student Handbook



2024-2025

Southgate

Independent Schools

Southgate Independent Schools

6 William Blatt and Evergreen Aves.

Southgate, KY 41071-3151

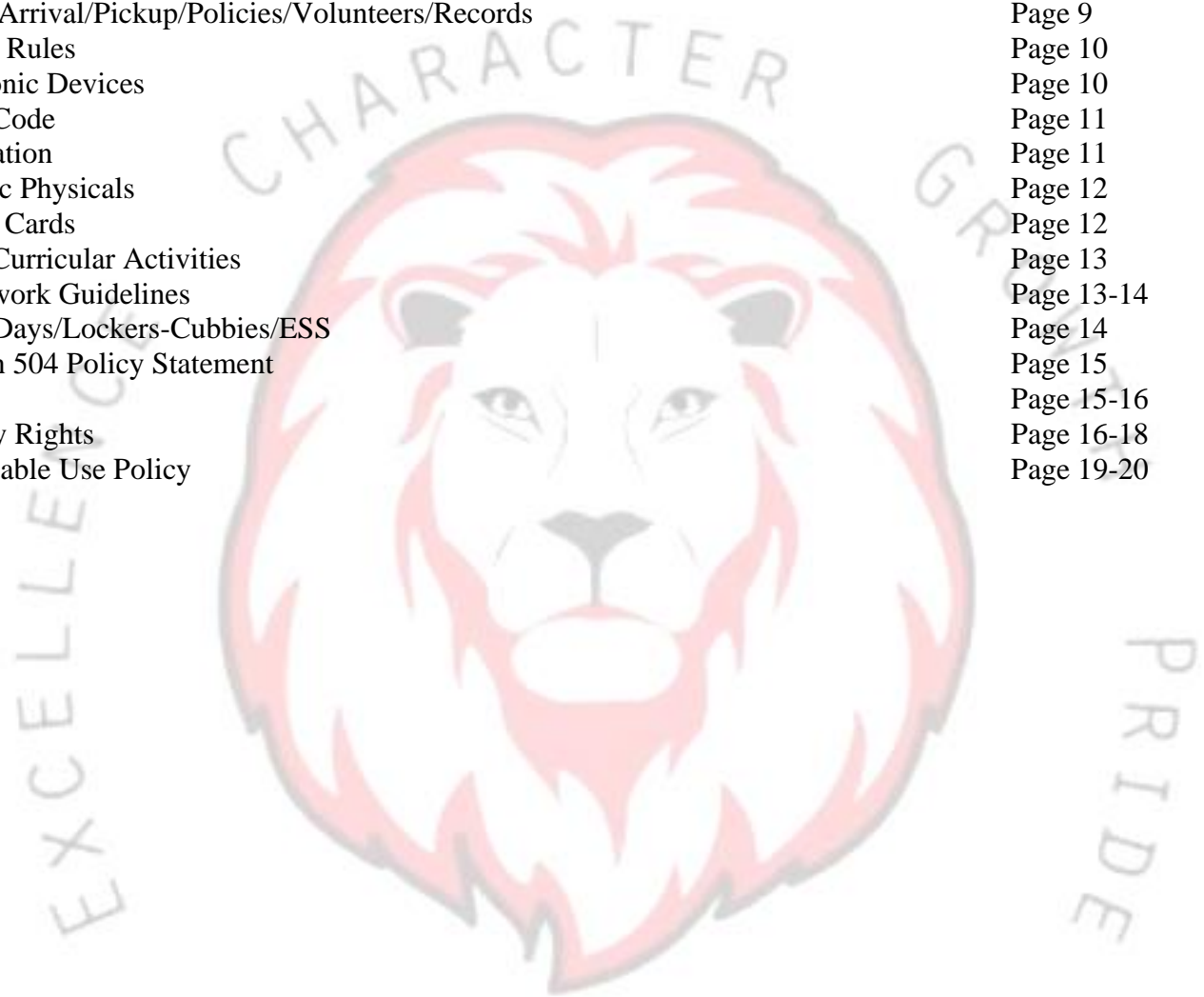
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Southgate
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Southgate Families,

We are very proud of the current progress that our district has made in an effort to make great things happen for our students and staff. Our elementary school has progressed on the state tests moving from orange to yellow status. The middle school made huge gains moving from orange to the top status of blue while also being rated the #1 middle school in NKY. We are very excited about the current status of our academic growth yet understand the importance of always striving for excellence. We have a beautiful historic school building with vibrant red lockers, an efficient HVAC system, classroom safety upgrades, fresh paint, LED lighting, modern common areas, and the renown Lion's Den from the 1930's. We are also very excited about our modernized library that offers flexible seating, a beautiful 75" interactive board, new library books, and makerspace resources. We have an amazing staff that truly cares about the growth of each and every student. Our Southgate is a wonderful community school that focuses on the individual needs of the students while offering excellent educational opportunities and extension programs.

We look forward to growing as a school district and working together to provide unique learning experiences for all of our Lions. We will continue to focus on early childhood education while creating an environment that emphasizes the importance of literacy and technology. We are proud to call ourselves a one-to-one school district where each student has daily access to a Chromebook. We will continue to create a school culture that embraces diversity while building capacity in our Lion Leaders. Our district will also continue to be built on a strong foundation that focuses on Excellence, Character, Growth, and Pride for every student, every day. We encourage you to get involved and be engaged in the educational opportunities provided to your child(ren). Please feel free to contact the main office at 441-0743 with any questions or comments. We look forward to another great year in Our Southgate. Go Lions!

Proudly Serving as Your Superintendent,

Greg Duty



Southgate
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Welcome to the 2024-2025 school year, Southgate Families!

On behalf of our Southgate staff, I want to thank each of you for your ongoing support. We feel very fortunate to have the opportunity to work with our proud families. Your student's success at Southgate is based on relationships, accountability, and growth. Our intent is to provide a safe and friendly atmosphere with the necessary structure to ensure educational standards are met for all students.

Parents and teachers will continue to work together to meet each individual students' social, emotional, and academic needs. To accomplish this, I invite you to be part of a strong home-school connection. I encourage you to take an active role in our school community. We welcome your assistance and active participation. The positive support you extend to your child's teachers is critical to the success of our school. As we step forward into the new school year, I look forward to continuing our work together to give your child the best education.

Sincerely,

Shannon Hansman
Principal, Southgate Public School



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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 were 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 or 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. Greg Duty

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Southgate Independent Schools
SPECIAL NOTE – AHERA Annual Notice

TO: Parents, Guardians, and School Employees
FROM: Mr. Greg Duty, Superintendent
SUBJECT: Asbestos Management Plan for Southgate Independent Schools
2024-2025 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.

Greg Duty
Superintendent
Southgate Independent Schools



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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.



Southgate
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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 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
- immunization records

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)(i) 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.

School Year Forms

Required student forms for the new school year are as follows:

- Student Registration Form
- Health and Emergency Treatment Form
- Household and Income Form
- Electronic Access/User Agreement Form
- Acknowledgement of School Expectations and Policies

You will find these forms in the back-to-school folder and on our website. Students new to Southgate this year and sixth grade students must also have the items listed below:

- Up-to-date Immunization Records
- Physical

ATTENDANCE

Regular and prompt attendance is essential for your child's educational growth and learning life-long work habits. A student cannot get full benefit from instruction if attendance is irregular. Regular attendance is the responsibility of the parent, guardian, or custodian. Kentucky state law places the responsibility with the parent, guardian, or custodian of enrolling a child in school and keeping the child in regular attendance. (KRS 157.317; 158.030; 159.101; and 159.150)

TRUANCY

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

KRS 159.150 states that any student who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days during a one (1) year period is declared a truant. The Director of Pupil Personnel (DPP) may cite a parent to the Campbell County Family Court under this statute for failure to send a child to school. Any child who has been reported as truant two (2) or more times during a one (1) year period is declared a habitual truant. Habitual truants will be cited by the DPP to appear before the Campbell County Family Court to answer the charge of failure to send a child to school. An assessment will be done by the Campbell County Family Court to determine if court action should follow. Parents may be fined for failing to send their child to school in either case as the law makes no differentiation between penalties for truants and habitual truants. (KRS 600.020)

Unexcused Absences and School Involvement

After 3 unexcused absence or tardy events, a letter is sent from the school to the parent/student. The letter explains the truancy law and consequences.

After 6 unexcused absence or tardy events, another letter is sent from the school that reiterates the truancy law and consequences. Additionally, students having six or more unexcused absence events will be referred to the Director of Pupil Personnel (DPP) to review and discuss individual attendance records and determine appropriate interventions, which will likely include a home visit from the DPP, Family Resource Youth Service Center Director, or other school personnel.

After 10 unexcused absence or tardy events, a letter of final notice will be sent to the parent/student. At this time the DPP can file the appropriate charge of truancy for those in violation of KRS 159.150 (see above statute). The DPP or school personnel can also file a complaint of "educational neglect" with the Cabinet for Health and Family Services.

ABSENCE

An absence shall be defined as a student who is not present and accounted for during a day when school is in session. Absences are days or partial days when students miss school. While we do not want children to come to school when they are sick, it is in the child's best interest that they attend school when at all possible. The following shall apply to absences:

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

- Students receiving an excused absence shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

EXCUSED ABSENCES

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices, (prior approval of Principal or designee required),
4. Medical and dental appointments which cannot be scheduled outside regular school hours,
5. One (1) day for attendance at the Kentucky State Fair,
6. Documented military leave,
7. One (1) day prior to departure of parent/guardian called to active military duty,
8. One (1) day upon the return of parent/guardian from active military duty,
9. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,

UNEXCUSED ABSENCES

Absences will be considered unexcused when:

- The absence is not accompanied by a note from a parent-guardian or medical professional and/or submitted with ten (10) days.
- The absence is a result of suspension by the school.

TARDINESS

School will begin promptly at 8:00 AM each day. Students arriving after this time will be considered tardy. Students or parents, who allow their children to be excessively absent or tardy without a valid excuse, may be subject to both academic and legal penalties.

- Excused - For a tardy to be considered excused, a doctor note will need to be provided upon arrival or a parent/guardian must accompany student into the office to provide a valid reason.
- Unexcused – A tardy is considered unexcused when it is without a valid reason and when a student is not signed in by a parent/guardian.
- Three unexcused tardies make a student truant and will be dealt with according to KRS 159.150 (stated above).

SCHOOL INFORMATION

School Hours

School will officially begin at 8:00 AM. 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 8:01 AM all outside doors will be locked. 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 PM. The district will implement weekly Early Release Days every Thursday beginning 8/22 through 5/15 during the 2024-25 school year. Students will be dismissed from school at 2:00 PM (excluding PM preschool) on these respective Thursdays.

Student Arrival and Drop Off / Pickup

Doors open at 7:40 AM. Students can choose to eat breakfast from 7:40 AM – 8:00 AM.

Please be aware that 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, because this could impede emergency vehicle access.

School Policies

Southgate School policies are located on our website. You can access our Board of Education and School Based Decision-Making Council policies at southgate.kyschools.us. We do implement an Extra-Curricular Eligibility Policy and a Wellness Policy that can be found on our website, and we encourage you to read them.

*Our Wellness Policy prohibits snacks to be brought to school on birthdays. Instead, students will be recognized school-wide on their birthday.

*Our Extra-Curricular Eligibility Policy outlines the criteria used to determine if a student is eligible or ineligible to participate in extra-curricular activities.

Parent Partnership & Volunteers

Southgate has always taken pride in having parent volunteers. If you would like to be a parent volunteer, please notify the school office. All volunteers must have a background check prior to chaperoning any field trip or volunteering in any classroom or school-based extra-curricular activity. Forms for the background check are available in the school office and must be completed, returned and processed before volunteering may begin. Once completed, the background check must be on file in the office, and it is the responsibility of the classroom teacher to check the eligibility of the volunteer.

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.

SCHOOL RULES
(Please read 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 abide by school expectations.
- 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. Ten (10) 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.

ELECTRONIC DEVICES

School Chromebooks

Students in grades K-8 will be assigned a Chromebook this year that they can use throughout the school day. Along with this opportunity comes the responsibility of respecting their assigned device and an agreement that the student will be responsible for any damage done to their assigned device.

Personal Electronic Devices

Cell phones and other electronic devices (Air Pods/earbuds, hand-held games, etc.) are prohibited during the school hours of 7:40 AM – 3:00 PM. These expectations may only be altered at the discretion of the school administration. It is recommended that students leave cell phones and other electronic devices at home as the school cannot be responsible if they are lost or damaged.

- First Offense – Electronic device will be confiscated and held in the principal's office until the end of the day.
- Second Offense – Electronic device will be confiscated and held in the principal's office. Student's parent/guardian will be contacted, and student may have to serve a school detention before the items are returned to the parent/guardian.
- Third Offense – Electronic device will be confiscated and held in the principal's office until a parent/guardian pick up the device and a parent conference may be held.

DRESS CODE

Dress, manner, and general grooming shall be consistent with reasonable standards. Rules and regulations consistent with these standards have been developed under this code. Exceptions may be allowed when students are involved in special programs such as choral concerts, sports activities, or dress-up days.

Inappropriate, suggestive, and/or distracting appearance and dress: midriff/torso baring or see-through clothing, halters, backless dresses, tube and tank tops (unless covered by appropriate outer garments); spandex, leggings or biker shorts, or dresses above mid-thigh; clothing, jewelry, buttons, patches, or signs with insignias, or slogans which are in poor taste, vulgar, profane, suggestive, or obscene; body piercing other than ears; distracting hair styling. Shorts, skirts, or dresses must extend past the fingertips of the student when extended to their side.

Head coverings are not permitted including hoods attached to hooded sweatshirts. Sunglasses are not to be worn inside the school building during regular school hours.

Shoes – Due to students having physical activity and physical education, students are required to wear gym shoes for these classes and activities. When not in these activities/classes, students may wear appropriate shoes that are safe for traveling through hallways and steps.

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 once a completed authorization form from the parent/guardian is on file.

Self-Administration

A student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.

In accordance with [KRS 158.836](#), students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

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.

When possible, all medications should be given at home. If you have any questions, call the school nurse, Mrs. Sharyl Iden at 859-441-0743.

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.

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

GRADING STANDARDS FOR GRADES 3-8

A = 90-100
B = 80-89
C = 70-79
D = 65-69
F = 64-0

Recognition Awards Program

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.
- Super Honor Roll: Each student in grades 3-8 is eligible for this award.
- Individual Teacher Awards: There are various individual awards given to students
- 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.)

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EXTRA-CURRICULAR ACTIVITIES

Many extracurricular activities are offered at our school. These may include but may not be limited to Student Council, Girls on the Run, oratorical contest, basketball teams (boys and girls), morning news, cross country, chess, robotics, and academic teams. Students are encouraged to participate in extracurricular activities. Academic progress is monitored weekly for all students. Our Extra-Curricular Eligibility Policy outlines the criteria used to determine if a student is eligible or ineligible to participate in extra-curricular activities each week.

Student Participation: Students who wish to participate in extra-curricular activities must:

- Maintain passing grades in all subjects (ELA, Science, Social Studies, Math, Art, PE/PL, Music, Library/Media and Elective classes)
- Be present for all classes the day of the activity or the day prior if on a weekend or holiday [Exemption: school-sponsored off-campus activities (e.g., high school visit)]. Students may participate if missing half a day with a doctor's note or at the discretion of the principal.
- Not have more than 3 unexcused absences in a semester
- Comply with rules and procedures developed by the coach or sponsor for the extracurricular activity.
- Not be serving an in-school or out-of-school suspension.

Students not meeting the academic standards will be ineligible for a period of one week or until the next weekly check of the Ineligibility Report. Students are removed from the extracurricular activity after being ineligible for five cycles (three cycles for cheerleading), regardless of the subject area.

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 regard 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 regarding 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, 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 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.

RELATED SCHOOL INFORMATION

Snow Days

School is seldom canceled due to excessive snow. However, if it is necessary to delay or close school due to snow, Southgate Public school will notify local radio/television stations and school-related social media to share this information. Please remember that we are Southgate Independent School, and this is the district name that would appear on the local media outlets. We will also be utilizing the all-call system, so please make sure that the school has your updated contact numbers.

Lockers/Cubbies

All middle grades students (grades 5-8) may be assigned an individual locker with a built in the lock. 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 (grades K-4) will be assigned a cubby. Cubbies are in the hallway outside the classroom or inside the classroom. All personal items must be stored in the cubbies. Students will be permitted to go to their cubbies at times designated by their teacher.

Extended School Services (ESS)

The ESS program is designed to assist students who have been identified as having a greater academic need. Eligibility is based on several 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 policies 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.

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) 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.

Title 1 Parent Involvement Policy

As a federally subsidized Title 1 School, Southgate Independent has adopted the following parent involvement policy and plan.

Policy Involvement

Hold an annual meeting to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved. Provide parents of participating children a timely information about Title I programs. Provide a description and explanation of the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

School-Parent Compact

Southgate Independent and the parents of the students participating in activities, services, and programs funded by Title I, agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. The compact will also outline in which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

Components for building capacity - Provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. Parents will be provided opportunities to meet and discuss their child's progress as well as ask questions and provide feedback through regularly scheduled open houses and parent teacher conferences.

Annual Evaluation

The effectiveness of the parent involvement activities will be addressed through the school's CSIP, surveys, conference attendance, open house attendance, and participation in family events.

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 to 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 (if 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 or 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 hearing, 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 as 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 another 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

Southgate
Independent Schools

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 (Board Policy 08.2323) before direct access to Internet or before electronic mail will be provided. By signing the Electronic Access/User Agreement Form, both the student and parent/guardian acknowledge Board Policy 08.2323 and the accompanying procedures outlined below. 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 District, 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 by students is prohibited.



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