

SOUTHGATE INDEPENDENT SCHOOLS

Student Handbook



2025-2026

Southgate Independent Schools

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Southgate Families,

We are very proud of the continuous progress that our district has made in an effort to make great things happen for our students and staff. We are excited to share that over 71% of our Little Lions tested ready for kindergarten and over 33% were ready with enrichments this past year. It is also very exciting that we will be going into the second year of implementation for the Mandarin language program in our elementary classrooms. We also continue to excel with our astounding band program where students perform at school and community sponsored events. We are pleased about the current status of our academic growth yet understand the importance of always striving for excellence in everything we do. 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 renowned Lion's Den from the 1930's. We are also very thrilled 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 district 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 a love for literacy and understanding for technological advances. We are proud to be known as a small school district where all students have ample opportunities to grow and excel academically. We will continue to create a school culture that embraces diversity while building capacity in our Lion Leaders. Our school 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



Dear Southgate Students, Families, and Community Members,

Welcome to the 2025–2026 school year! Whether you are returning to Southgate or joining us for the first time, we are truly excited to have you as part of our school family. As I begin my first year as principal, I feel honored to serve this incredible community. Southgate is known for its strong sense of pride, close relationships, and unwavering commitment to students. I am grateful for the opportunity to be part of something so special.

Our focus remains on the things that matter most. We are committed to providing excellent instruction, caring for the whole child, and using meaningful data to guide our decisions. These priorities reflect our belief in doing what is best for students through strong relationships, thoughtful planning, and teamwork. Every Lion brings something important to our school, and it is our mission to help each one grow with confidence and purpose.

To Our Students:

You are what makes Southgate an incredible place to learn and grow. This year brings new opportunities to challenge yourself, build friendships, lead by example, and get involved in the life of our school. You'll be supported by a team of caring adults who believe in your potential and are committed to helping you succeed. We are excited to help you roar with confidence throughout the year ahead!

To Our Families and Community:

Your partnership means everything. The connection between home and school is what makes Southgate truly special. We value your voice, your support, and your involvement as we work together to give our students the very best. Let's stay connected and continue building a school culture of which we can all be proud!

I'm truly grateful to be joining a school where pride, purpose, and community are so clearly felt. I'm excited for what lies ahead and honored to walk this journey with each of you. Let's make this a year full of learning, connection, and Lion pride!

With Appreciation,

Lois Ellison

Principal
Southgate Public School

Small School - Big Pride!

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OUR PURPOSE

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.

Vision Statement

“Pursuing Academic Excellence and Developing Strong Character
for Every Student...Every Day”

Mission Statement

“The mission of the Southgate Independent Schools 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.”

Objectives:

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

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 are 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.

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
2025-2026 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



ENROLLMENT

Students enrolling in the Southgate Independent Schools 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 list form, the following information must be presented prior to enrollment:

- copy of birth certificate
- social security card number
- proof of residence in the Southgate Independent Schools district
- release for student records from any prior schools attended
- preventative health care examination form (physical) - required at initial entry and sixth grade
- immunization records - required at initial entry and sixth grade

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 refer the case.

Further, 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.

Finally, Kentucky law [KRS 156.160](#) (j) requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, nurse practitioner, or physician assistant to be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old child is enrolled in public school.

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.

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 days of absence, students are required to submit 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 vs. Unexcused

Absences will be considered excused under the following circumstances:

- Death or severe illness in the pupil's immediate family
- Illness of the pupil
- Religious holidays and practices, (prior approval of Principal or designee required)
- Medical and dental appointments which cannot be scheduled outside regular school hours
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
- One (1) day prior to departure of parent/guardian called to active military duty
- One (1) day upon the return of parent/guardian from active military duty
- 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

Absences will be considered unexcused under the following circumstances:

- The absence is not accompanied by a note from a parent/guardian or medical professional and/or submitted within 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 the 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 per KRS 159.150.

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.

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 class. 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 with the office first. School will be dismissed for students at 3:00 PM. The district will implement weekly Early Release Days every Thursday beginning August 21 through May 21 during the 2025-2026 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.

Student Drop-Off and Pick-Up Reminder

For the safety of all students and to keep traffic flowing smoothly, please do not park or stop in the middle of the street during morning drop-off or afternoon pick-up. This can block emergency vehicles and may result in a citation from the Southgate Police Department.

Please do not leave your vehicle unattended in the street while you run to pick up your child. This creates a safety hazard and contributes to traffic congestion, making the pick-up process less efficient for everyone.

If your child is not ready to enter your vehicle right away, we kindly ask that you circle around the block rather than wait in the street. This helps ensure a safer and more efficient pick-up process for all.

Also, remember that drop-off and pick-up may only occur on the street in front of the school and not the side streets.

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 <https://www.southgate.kyschools.us>. We do implement an [Extracurricular Eligibility Policy](#) and a [Wellness Policy](#). We highly encourage you to read them and look forward to partnering with you to best support our Lions!

- Our Wellness Policy restricts items to be brought to school on birthdays (Ex: cake and cupcakes are not allowed). Please refer to the suggested list in the Wellness Policy.
- Our Extracurricular Eligibility Policy outlines the criteria used to determine if a student is eligible or ineligible to participate in extracurricular activities (including sports, student council, etc...).

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 extracurricular 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 COMMUNITY EXPECTATIONS

Small School - Big Pride!

At our school, we take care of ourselves, each other, and our community. We all belong here, and we each play a role in making our school a place in which we can all be proud. These foundations, along with the Student Discipline Code of Conduct, guide how we grow with purpose, discover our potential, and imagine what's possible - for ourselves and our world.

Excellence

We show up ready to learn, set goals, and give our best effort every day.

Character

We speak and act with kindness, honesty, and respect—treating others the way we want to be treated. When we make a mistake, we own it.

Growth

We take responsibility for our actions, learn from mistakes, and keep working to improve.

Pride

We care for our school, follow expectations, and help create a safe, respectful environment for everyone.

ACADEMICS

Homework

Homework is an important part of our academic program and helps students build strong study habits, reinforce skills, and take responsibility for their learning. Assignments support our school's continuous progress and are meant to be meaningful, manageable, and developmentally appropriate.

As a general guideline, students can expect the following amount of homework per day:

- Grades K–3: 15–30 minutes
- Grades 4–6: 20–40 minutes
- Grades 7–8: Up to 90 minutes

These times reflect total homework across all subjects and may vary by student. If a child is regularly spending significantly more time than expected, parents should contact the teacher for further support. Long-term projects should be paced, based on the number of days given.

Teachers will clearly explain directions when assigning homework. Assignments may vary by student or group to support individual needs. Homework will not be used as a class-wide punishment or reward, and completed work will be reviewed in a timely manner.

Students are expected to take ownership of their homework by recording assignments and due dates, asking questions when they need help, setting aside a regular time to complete work, and choosing a quiet, well-lit place to study.

Parents can support by providing time, space, materials, and encouragement, as well as helping students stay organized. Families should reach out to teachers with any concerns.

Late or missing homework may result in reduced credit or other consequences at the teacher's discretion. Students who repeatedly fail to complete homework may be required to finish assignments during detention or may lose access to special events or extracurricular activities. Continued issues will result in communication with families and may lead to additional disciplinary action.

Report Cards

Parents and students will receive written reports concerning student 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 Scale, 3rd-8th Grade

- 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, we host an Awards Program to bring our school community together and celebrate the many accomplishments of our students. A variety of honors are presented, including: Perfect Attendance, Super Honor Roll, Outstanding Student Award, Valedictorian, Salutatorian, etc.

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.

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 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.

LOCKERS/CUBBIES

All middle grades students (Grades 5–8) will be assigned an individual locker with a built-in lock. Personal belongings must be stored in the student's locker. Students will be permitted to access their lockers only during designated times.

All primary students (Grades K–4) will be assigned a cubby, which may be located either in the hallway outside the classroom or inside the classroom. All personal items must be stored in the cubby, and students may access them at times designated by their teacher.

It is strongly encouraged that students do not bring unnecessary personal items to school. Cubbies—especially those located in hallways—are unsupervised, and the school is not responsible for lost or misplaced items.

All items brought to school, including those stored in lockers or cubbies, are subject to search by school administration if deemed necessary for safety or policy enforcement.

TECHNOLOGY DEVICES

School Chromebooks

Students in grades K-8 will be assigned a Chromebook so that they can use it 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 (AirPods/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 devices will be confiscated and held in the principal's office until the end of the day.
- Second Offense – Electronic devices will be confiscated and held in the principal's office. The student's parent/guardian will be contacted, and the student may have to serve a school detention before the items are returned to the parent/guardian.
- Third Offense – Electronic devices will be confiscated and held in the principal's office until a parent/guardian picks up the device and a parent conference may be held.

ACCEPTABLE USE POLICY

Southgate Independent Schools 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 the 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 specialists, 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 Schools, 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 Schools 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.

NEW: Electronic Communication between Students and Staff, Volunteers and Coaches

To ensure student safety and comply with legal and board-mandated requirements for traceable electronic communication, all school employees, coaches and volunteers shall only use approved platforms to interact with students electronically. Text messaging or the use of social media will not be permitted. Students should NOT send texts or social media friend requests to staff members, volunteers or coaches.

MEDICATION

NEW: Beginning with this 2025-2026 school year, parent/guardians will now have to secure healthcare provider consent for all over-the-counter (OTC) medications.

Due to recent changes made at the state level to *KBN #30 AOS* and *KRS 314.021*, there is an update to our medication policy and procedures.

KBN #30 AOS are advisory statements by the KY Board of Nursing on School Nursing Practices.

KY Revised Statutes (KRS) 314.021 are laws that address responsibility and accountability of nurses.

"Therefore, OTC medications should not be administered in the school setting without a qualified health care provider's (e.g., a physician, APRN, PA or medical director) signature as well as signed parental/guardian consent."

The new policy requires that ALL medications, prescribed or over-the-counter, will require a *medication consent form* completed by a healthcare provider and signed by the parent/guardian and filed with the school. Also, the medications must be provided by the parent/guardian in the original container along with the completed medical consent form. The medication consent form is only good for one school year and does not carry over to the next school year.

Students shall not share any prescription or over-the-counter medication with other students. A violation of this policy will 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, Sharyl Iden, RN at 859-441-0743.

Self-Administration

A student may be permitted to carry medication that has been prescribed or ordered by a health care provider to stay on or with the pupil due to a pressing medical need (asthma, diabetes, severe allergy, etc...) provided the parent/guardian files a completed authorization form each year as required by law and the healthcare provider has indicated the student is competent and responsible to carry and self-administer the 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 Plan, Section 504 Plan or Health Plan.

ATHLETIC PHYSICALS

Southgate Independent Schools requires every student – regardless of grade – to have an athletic physical on file prior to participating 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.

EXTRACURRICULAR ACTIVITIES - ELIGIBILITY

We are proud to offer a variety of extracurricular activities that allow students to explore interests, build leadership skills, and be part of our school community beyond the classroom. Activities may include Student Council, Girls on the Run, academic teams, oratorical contests, basketball (boys and girls), cross country, morning news, chess, robotics, and more.

Students are encouraged to participate in these opportunities, and we expect them to meet academic, attendance, and behavioral standards to remain eligible.

To participate in extracurricular activities, students must:

- Maintain passing grades in all classes, including core subjects and specials/electives (*ELA, Math, Science, Social Studies, Art, PE/PL, Music, Library/Media, and other electives*)
- Attend all classes on the day of the activity, or the day before if the event is on a weekend or holiday (*Students may still participate if they miss part of the day with a doctor's note or at the principal's discretion.*)
- Have no more than three unexcused absences per semester

- Follow all expectations, procedures, and conduct guidelines established by the coach or sponsor
- Not be serving an in-school or out-of-school suspension

Academic progress is reviewed weekly. Students who do not meet the eligibility criteria will be ineligible for a period of one week or until the next review. Students who are listed as ineligible for five cycles (or three cycles for cheerleading) will be removed from the extracurricular activity, regardless of the subject area causing ineligibility.

TITLE 1 PROGRAM

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 Public School are highly qualified and you may request information regarding teacher qualifications by contacting the school office.

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

Title 1 Parent Involvement Policy

We will 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 and the right of the parents to be involved. We will provide parents of participating children timely information about Title I programs, 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 Public School 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.

SECTION 504 POLICY STATEMENT

It is the policy of the Southgate Independent School District's 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.

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 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 to 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:
 - Political affiliations or beliefs of the student or the student's parents.
 - Mental or psychological problems of the student or student's family.
 - Sex behavior or attitudes.
 - Illegal, anti-social, self-incriminating, or demeaning behavior.
 - Critical appraisals of others with whom respondents have close family relationships.
 - Legally recognized privileged relationships such as lawyers, physicians, or ministers.
 - Religious practices, affiliations, or beliefs of the student or student's parents; or
 - Income (other than that required by law to determine eligibility for participation in a program receiving financial assistance under such a program).
 - Receive notice and opportunity to opt a student out of:
- Any other protected information survey, regardless of funding.
- 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
- 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:
 - Protected information surveys of students.
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - 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