



# **Southgate**

*Independent Schools*

FACULTY HANDBOOK

2022 – 2023

**“Work together to achieve academic excellence while developing strong character in every student...every day.”**

## **Introduction**

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

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

Greg Duty, Superintendent

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## **District Personnel**

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

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

### **LEADERSHIP TEAM**

Greg Duty, Superintendent  
Shannon Hansman, Principal  
Jennifer Weber, Counselor  
Marlene Jones, Director of Special Education and Preschool  
Sharyl Iden, School Nurse & District Technology Coordinator

### **SUPPORT STAFF**

Betty Ginn, School Secretary  
Mark Goetz, Director of Pupil Personnel (DPP)  
Shiloh Schweitzer, Family Resource Center Assistant Coordinator

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

Shannon Hansman - Chair  
Kendra Abner, Teacher  
Deanna Landrum, Teacher  
Megan Samuel, Teacher  
Rebecca Rossiter, Teacher  
Carrie Weber, Parent  
Mabinita Diagana, Parent

### **Human Resources / Payroll**

Dayton Independent School District  
Glenda Smith

## Southgate School Administrative Organizational Chart

<b>Greg Duty</b>	<b>Shannon Hansman</b>	<b>Marlene Jones</b>	<b>Jennifer Weber</b>
Superintendent <ul style="list-style-type: none"> <li>• Personnel Manager</li> <li>• District Safe School Admin/Coordinator</li> <li>• Facilities</li> <li>• Board Policies</li> <li>• Board Secretary /Treasurer</li> <li>• Public Information</li> <li>• NKCES Board Rep.</li> <li>• Chess Program Coord.</li> <li>• One to One Reading Coord.</li> </ul>	Principal <ul style="list-style-type: none"> <li>• DAC</li> <li>• CEP Coordinator</li> <li>• District Calendar</li> <li>• School Report Card</li> <li>• SBDM Coordinator</li> <li>• Professional Development</li> <li>• Title I</li> <li>• Title II</li> <li>• Title III</li> <li>• Title IV</li> <li>• Grants Coordinator</li> <li>• ESSER Coordinator</li> </ul>	Director of Special Ed. And Preschool <ul style="list-style-type: none"> <li>• ARC Chairperson</li> <li>• Grant Consortium</li> <li>• 504 Director</li> <li>• Medicaid Services</li> <li>• Civil Rights Report</li> </ul>	Counselor <ul style="list-style-type: none"> <li>• BAC</li> <li>• ILP's</li> <li>• 8<sup>th</sup> grade high school placement coordinator</li> <li>• SEL Coordinator</li> </ul>
<b>Sharyl Iden</b>	<b>Betty Ginn</b>	<b>Dayton Outsource Services</b>	<b>Ericka Huff</b>
School Nurse, Food Service, District Technology Coordinator (DTC) <ul style="list-style-type: none"> <li>• Athletic Director</li> <li>• Lions Pride Representative</li> </ul>	Secretary <ul style="list-style-type: none"> <li>• Receptionist</li> <li>• Attendance Clerk</li> <li>• Staff Attendance</li> <li>• FRAM Coordinator</li> <li>• Activity Funds</li> <li>• Substitute Coordinator</li> <li>• Background Checks</li> <li>• Field Trip Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Anthon Hughey/ Trish Gosney- CFO</li> <li>• Glenda Smith- Payroll and benefits coordinator</li> </ul>	Family Transition Coordinator <ul style="list-style-type: none"> <li>• McKinney -Vento Homeless Assistance Act Liaison</li> </ul>
<b>Deanna Landrum</b>	<b>Mark Goetz</b>	<b>Shiloh Schweitzer</b>	<b>Aunty Kathy's</b>
Library Media Specialist <ul style="list-style-type: none"> <li>• Google Specialist</li> <li>• Chromebook and CleverTouch Contact</li> <li>• Online Subscriptions Rep.</li> </ul>	District of Pupil Personnel (DPP)	Family Resource Youth Service Center (FRYSC) Coordinator <ul style="list-style-type: none"> <li>• Preschool Liaison</li> </ul>	Preschool and After-School Care <ul style="list-style-type: none"> <li>• Kathy Donelan, Owner</li> <li>• Stephanie Milleck, Director</li> </ul>

Certified and Classified Staff Schedules

Certified staff and instructional aides are expected to be on campus by 7:40 AM each day. At the end of the school day, staff will remain on campus until 3:15 p.m. Additional support staff will adhere to a work schedule based on their individual contracts.

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

To ensure the safety and security of our students, a team effort is required to effectively monitor specific areas in the building.

#### Morning Duty

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

#### Afternoon Duty

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

#### Common Areas Duties

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

### **Everyday Expectations**

- We expect everyone (who is not assigned a specific area to monitor) to be at their classroom doors at 7:40 AM to greet the students.
- Staff members that are assigned morning duty are expected to be in designated areas at 7:35 AM.
- Be in the hallway supervising students during daily transitions.
- If you are going to be late due to unforeseen circumstances, then you need to contact Shannon Hansman (859-250-7799) if it is before 7:30 AM. Call the main office (441-0743) after 7:30 AM to let Betty Ginn know of the situation so she can arrange appropriate coverage.
- Keep the office informed. Notify Betty or Sharyl if you and your students will not be in your classroom at any time of the day.
- If you need to leave campus during the school day, please notify Betty Ginn by email or phone (Extension 100). Once you return, please notify Betty. This is important because we must know who is in and out of the building at all times in the event of an emergency.
- Do not leave students/classes unattended. If it is necessary for you to leave your classroom, contact the office to make arrangements for coverage. This is for your legal protection, as well as our students' protection.
- Do not send students into the hallway unsupervised. If you need a student to be removed from your classroom, contact the office.
- Please do not send student to run personal errands. This includes getting a drink, ice, food, etc. for themselves or for you.

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

Listed below are the drills and emergency situations we are required to practice at various times of the year. Please review each procedure for the steps to take, evacuation route and safe location. **Also, please make sure maps and evacuation procedures are posted in your classroom.**

Emergency or Drill	Procedures
Fire	When alarm is sounded, or smoke/fire is detected: <ul style="list-style-type: none"> <li>• Exit building via the quickest escape route</li> <li>• If possible close doors and windows</li> <li>• Take roll book for student accounting</li> <li>• DO NOT stop for student/staff belongings</li> <li>• Take attendance</li> <li>• Assist those needing special assistance</li> <li>• Remain in “safe area” until all clear is given</li> </ul>
Severe Weather	When alarm is sounded, or conditions warrant the immediate need to take cover: <ul style="list-style-type: none"> <li>• Take the closest, safest route to shelter in designated “safe areas”</li> <li>• If possible close doors and windows</li> <li>• Take roll book for student accounting</li> <li>• DO NOT stop for student/staff belongings</li> <li>• Take attendance</li> <li>• Assist those needing special assistance</li> <li>• Remain in “safe area” until all clear is given</li> </ul>
Earthquake or other imminent danger to building	When conditions indicate an earthquake, or an announcement is made: <ul style="list-style-type: none"> <li>• DROP: to the floor, take cover under a nearby desk or table, and face away from the windows</li> <li>• COVER: your eyes by leaning your face into your arms</li> <li>• HOLD: onto the table or desk legs and maintain present location/position</li> <li>• Assist those needing special assistance</li> <li>• Wait for further instructions</li> <li>• If moving outside stay away from tall buildings, trees and power lines</li> </ul>

Lockdown



### Green (Status is Normal, No Precautions)

**Blue (Office is closed (Safety))** In the event the office needs to be locked-down an announcement will be made to the effect of “**staff today is a “Blue Day”**”. This indicates no student should be sent to the office. If a student is sick or needs to come to the office for another reason a phone call should be made to the office before sending the student. The office will be on Blue until an announcement is made indicating “**the status is currently Green**” or another level is indicated.

**Yellow Lock-Down (Safety)** This lock-down deals with an external threat, i.e. police action, crime in progress, natural disaster, occurring outside of the school building, but in close proximity to the school and/or community.

Perimeter doors are secured and monitored to prevent unwanted individuals from ENTERING the building. Staff ensures hallways are clear and movement inside the school is controlled. There are NO transitions between classes; everyone is to remain in their classrooms. Depending on the circumstances and proximity of threat to the school building, classrooms with windows on outside walls may be evacuated to an inside area. Normal classroom activities may continue depending on the situation necessitating the lock-down.

**Red (Run, Hide, Fight) Lock-Down** This lock-down deals with an actual internal or external threat to the school, staff, and students. i.e. an active shooter, domestic disturbance, parental threat to staff/students, etc. In this lock-down Run, Hide, Fight principles would be used:

RUN: Evacuate the building via any safe and available exit. Report to Rally Point as soon as possible.

If you are in the cafeteria, gym, auditorium, or modular classrooms the rally point is Point 2 – Gerber Collision & Glass to the North.

HIDE-Lockdown

- Students are cleared from the halls immediately and preferably report to their designated rooms
- Assist those needing special assistance
- Close and lock all windows and doors
- Completely cover the window of classroom door so no one can see in
- Cover all windows (preferably)
- Stay away from all doors and windows, move students to interior walls, and drop to hide in the blind spots in the classroom
- Shut off Lights
- Be Quiet
- Wait for Further Instructions
- Do not open the door for anyone; first responders will have a key

FIGHT

- Engaging and or fighting an attacker is a last resort
- When all options have been exhausted fighting/resisting an attacker can buy valuable time until first responders can arrive
- Counter using all available materials, resources, to counter an attacker and interrupt their decision making cycle and physical ability to do harm
- Continue to fight using all available means until the threat is mitigated, and first responders arrive

The emphasis in decision making lies with each staff member using these principles. The most desirable end result being time and distance away from the threat.

The use of a predetermined location (rally-point) should be used to aid in the administrative accountability for staff and students.

**The Rally Point for Southgate School will be the**

Point 1 - Southgate Fire Department to the South

Point 2 - Gerber Collision & Glass to the North

As of 2013, all four emergency response drills (fire, lockdown, severe weather and earthquake) must be conducted within the first 30 days of the new school year and must be conducted again

in January (see Appendix D: Kentucky Department of Education Guidance For: Senate Bill 8/  
House Bill 354 Emergency Management Planning For Schools and Districts).

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

#### **Fire Drills**

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

#### **Earthquake Drills**

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

#### **Tornado Drills**

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

#### **Lock Down Drills**

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

#### **School Evacuation Drills**

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

### **Reporting Neglect/Abuse**

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

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

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

**School Delays (Following a regular master schedule)**

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

**1-Hour Delay Schedule** (doors open at 8:30)

ELE Schedule

8:50	Homeroom
9:30 – 10:30	Reading Mastery (Krista will be available for <u>RtI</u> as needed)
11:10	Resume Regular Schedule

MG Schedule

8:50 - 9:10	Homeroom
9:10 - 9:40	5 & 6 Specials
9:50 - 10:20	7 & 8 Specials
11:00	Resume Regular Schedule

**\*\*Middle Grades – feel free to extend core 1 and 2 as needed for your team**

**2-Hour Delay Schedule** (doors open at 9:30)

ELE Schedule

9:50	Homeroom
10:00	Pick up with regular schedule

MG Schedule

9:50 -10:10	Homeroom
10:10 - 11:00	Core 1
11:00 -12:00	Core 2
12:00-12:40	Lunch Block
12:40-1:40	Core 3
1:40-2:20	Core 4 (5 & 6) Specials
2:20 – 3:00	Core 4 (7 & 8) Specials

Entering Student Grades

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

**Progress Report and Report Card Schedule**

First Quarter Ends on October 14, 2022  
 Second Quarter Ends on December 16, 2022  
 Third Quarter Ends on March 3, 2023  
 Fourth Quarter Ends on May 24, 2023

Due Dates	Progress Reports and Report Cards
September 19, 2022	Grades Due by 3:00
September 21, 2022	Progress Reports sent home with students
October 14, 2022	Grades Due by 3:00
October 19, 2022	Report Cards handed out during Parent-Teacher Conferences
November 18, 2022	Grades Due by 3:00
November 22, 2022	Progress Reports sent home with students
December 16, 2022	Grades Due by 3:00
December 20, 2022	Report Cards sent home with students
February 8, 2023	Grades Due by 3:00
February 13, 2023	Progress Reports handed out during Parent-Teacher Conferences
March 3, 2023	Grades Due by 3:00
March 8, 2023	Report Cards sent home with students
April 14, 2023	Grades Dues by 3:00
April 19, 2023	Progress Reports sent home with students
May 17, 2023	Grades due by 3:00
May 24, 2023	Report Cards sent home with students

**Documenting Parent Contacts**

When necessary please record parent/guardian contacts in Infinite Campus for the general knowledge of staff and administration. Use the following steps after you log into Infinite Campus to document the communication:

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

The following steps will assist you in using behavior referrals within Infinite Campus.

1. Log into Infinite Campus with your district supplied Infinite Campus credentials.
2. Navigate to the Campus Tools side of Infinite Campus.
3. Under the Behavior section of the dynamic navigation click Behavior Referral.
4. Click New.
5. Under alignment select Discipline or Award. This will determine what kind of Behavior Referral (positive or negative) is being submitted.
6. Select the correct date and time of the incident. Make sure you use the time of the incident and not the time you are submitting the behavior referral.
7. Select who you would like to notify in regard to the incident.
8. Using the drop down box entitled "Context", select when the event transpired.
9. Using the drop down box entitled "Location", select where the event transpired.
10. In the details box, give a vague description of the event that transpired. Do not use student names in this area.
  - a. Example: Two students, one female and one male, had a verbal argument in the hallway outside of my classroom and had to be separated.
11. Click Add Event/Participant.
12. Using the "Event Type" drop down box, select what type of event you are submitting a behavior referral on.
13. In the search box, type in the last name of the student you are submitting a behavior referral on and select them. Determine if they are the offender, participant, victim or witness using the "Role" drop down box. Using the "Injury" drop down box, report if an injury was sustained. See below for an example of the details. Using the example from above: Billy was shouting vulgarities at a female student in the hallway and was nose to nose with the female student causing a disturbance among the students.
14. You would then search for the other participant in the incident, fill out all the same information as in step 13 and then complete the details section, see below for an example. Using the example for above: Laura was shouting vulgarities at a male student in the hallway and was nose to nose with the male student causing a disturbance among the students.
15. Once all participants, offenders, witnesses, and victims have been added to an event, click Save Draft.
16. Click Submit to send the Behavior Referral to those you selected to notify in step 7.

+ Please read steps 13 and 14 carefully as you want to make sure that you are using student names appropriately. When you are writing about a particular student, only use their name because you do not want another student's name to appear in their portal. Going back to the example, you don't want Laura's name in Billy's portal and vice versa. Once you submit the behavior referral, then administration will receive notification of the referral.

### **Taking Attendance**

- Take all daily attendance and lunch count in Infinite Campus by 8:05 AM.



- Students entering your classroom after the tardy bell at 8:00 AM must have an admittance slip from the front office or school administration. If they do not have an admittance slip, please send them to the front office to get one.
- Middle school teachers will take attendance 5 minutes after the start of each class.
- Substitute teachers should call the office to report absent student names and number of students eating lunch by 8:05 AM. (Please include this information in your sub folder) Extension 100 will connect you to the office.
- Elective/Intervention teachers should contact the main office when in doubt about a student's absence.
- If you notice a student's absences are impacting his/her academic progress, please notify Jen Weber.

## **Announcements**

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

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

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

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

Lesson plans shall include:

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

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

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

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

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

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

## Professional Learning Communities

Professional Learning Communities (PLCs) – At Southgate we view PLCs as a group of educators that meet regularly, share expertise, and work collaboratively to improve teaching skills and the academic performance of all students.

All teachers will meet in professional learning communities. Administration will make every effort to attend meetings on a consistent basis. Agendas for PLC will vary throughout the school year. PLCs will usually take place during Early Release days starting Thursday, August 25<sup>th</sup>.

PLC groups may change as needs arise throughout the school year and we adjust to meet the needs of our students and staff.

PLCs for the 2022-2023 school year may include, but will not be limited to the following topics and groups staff members:

- Into Reading/Into Literature Reading Series – Year One Implementation – K-4 Homeroom Teachers, Middle School ELA Teacher, K-4 Instructional Assistants
- Differentiation – All Teachers and Instructional Assistants
- Special Education PLC – All Special Education Teachers and Special Education Instructional Assistants
- Response to Intervention (RtI) – RtI Teacher, RtI Instructional Assistants, K-4 Homeroom Teachers, and Middle School ELA/Math Teachers
- Unified Arts Collaboration– Music, PE/PL, Art, Library/Media (Specials Teachers) and Core Teachers as needed
- Grade Level PLC's (K-2, 3-4, 5-8)

## **Email Etiquette**

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

Expected teacher email etiquette:

1. Teachers should check email every day at a time that works best within their schedule.
2. Use great caution when sending or replying to emails. It is difficult to convey tone in email.
3. Avoid using “reply to all”. Instead, reply to the original sender in an individual email and allow them to reply to all to address your concern or answer your question.
4. Whenever possible, keep emails brief.

## **Cell Phone Etiquette**

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

If you need to take an emergency phone call, please contact the main office so appropriate coverage for your class can be arranged.

## Teacher Absences

### Sick Days and Personal Days

Fulltime certified staff get 10 sick days, 3 personal days, and 1 day of emergency leave each school year. Unused personal days roll into sick days and unused sick days accumulate.

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

When calling in sick...

1. **Call the school** at (859) 441-0743 and dial extension 150 to leave a message.  
**AND**
2. **Call or text Mrs. Hansman** at (859)-250-7799
3. Ensure that your sub has clear instructions. Each teacher is to complete an emergency sub folder for each class and give it to Betty Ginn to keep on file in the office. The folder is due in the front office by September 2, 2022, including any necessary copies in the folder.
4. If you have emergency sub plans on file but you still prefer to email instructions for more recent and relevant plans during your absence, please send them to a teacher adjacent to your classroom, who can give your instructions to your sub... but also cc your instructions for your sub to Betty Ginn and Shannon Hansman. This improves communication for the person or people who cover your classes during your absence.

### When you know in advance

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

### If you need to make arrangements on short notice

The principal can be reached at (859)-250-7799 **until 10 pm or after 5:30 am**. This is personal cell phone number. You may call or text.

### Teacher Absences Documentation

Betty Ginn will place your "Record of Sick & Personal Leave Card" and a "Leave Affidavit Form" in your mailbox. Upon returning to work, please initial your card and complete the form before returning them to Betty.

### Personal Days

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

## Professional Development

### Professional Development/Conferences/Trainings

Professional development is vital to teacher growth. If you would like to attend a conference/training, or other PD event, you must submit a request to the Title II Coordinator, Shannon Hansman, in advance of the event. You can access a request form on our website under teacher forms. The form is titled "Professional Meeting Request Form".

The school has a limited amount of professional development money and a PO must be obtained prior to registering for any event. After receiving approval from Mrs. Hansman, it is your responsibility to make arrangements for a substitute teacher on the day(s) of your absence. If administration is requesting you to attend a conference/training, then administration will make arrangements for a substitute teacher to cover your class on the date of the conference/training.

Teachers are expected to track their own Professional Development hours and Plan hours. Twenty-four Professional Development hours are required, and eighteen Plan hours are required.



## Professional Dress

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

As professionals in our school, teachers and staff must value the public’s and student’s perception of our roles as mentors and role models. Teachers should dress in a way that promotes respect and shows students that they’re the professional in the classroom. A physical education teacher may need to dress differently than other teachers due to the nature of the location and class activity.

### Attire for Professional Development Days

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

### Field Trips & Field Day

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

### Casual Day Attire - School Pride Days

School Pride Days are scheduled for Fridays. However, if special assemblies, presentations, ceremonies, etc. fall on Friday, professional dress is expected. Alterations to this expectation can be at the discretion of school administration.

Attire for School Pride Day Includes:

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

## Field Trips

Board Policy 09.36

**APPROVAL**

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

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

**VEHICLES/ INSURANCE**

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

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

**CERTIFICATED COMMON CARRIERS**

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

**DRIVERS/VEHICLES**

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

**SUPERVISION**

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

**MEDICATION**

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

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

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

**PARENTS' APPROVAL**

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

### Field Trips

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

### **Collecting Money**

Kentucky Administrative Regulations  
702 KAR 3:130 – Internal Accounting

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

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

1. Parents/guardians who wish to volunteer or chaperone on a field trip must have an approved background check. This must occur each new school year.
2. An approved list of volunteers or chaperones will be on the teacher server and OneDrive.
3. Students attending a field trip must ride the bus to and from the destination. This is an attendance and liability issue for the school district.

### **Accident Reporting**

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

Staff members are also required to report if they have been injured while on the job and must report the accident to Sharyl Iden. If Sharyl Iden is not available, staff must report the accident to the school principal or school superintendent.

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

## **Assemblies and Special Events**

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

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

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

## Standing Committees

Committees may be initiated and formed from time to time by the superintendent or principal. Committees that may be formed include, but are not limited to, the following:

### Culture and Climate Committee

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

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

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

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

This committee may:

- Review discipline offenses on a set schedule
- Make recommendations regarding student discipline
- Promote/reinforce positive behaviors with the student body

## Travel Expense Procedures

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



### **Confidentiality**

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

### **Media/Public Relations**

If parents/guardians do not want Southgate Public School to display an image or video of their child(ren) on any media associated with Southgate Public School, then the parent/guardian will need to provide the school with written documentation that states, "I do not want my child's image displayed on any of the media associated with Southgate Public School." There is an acknowledgement form in the registration folder that parents/guardians sign that explains these terms. Staff will be notified by the office secretary if a student may NOT be photographed, or video recorded.

Any student recognitions that staff members would like to have posted on the school website should be sent to Sharyl Iden.

Every teacher will be given an emergency “Sub Folder” to prepare and submit to the school secretary by **September 2, 2022**.

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

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

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

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

1. An up-to-date seating chart and class roster.
2. Name of a reliable/dependable student that can help guide the sub to emergency procedures and expectations.
3. How and When to send attendance to Betty.
4. A couple health referral forms to see the school nurse.
5. Procedures for allowing students to go to the restroom or office.
6. A daily class schedule for each day of the week.
7. A list of your classroom expectations/rules.
8. Location of items that are not easily seen such as art supplies, etc.
9. Lunch and recess procedures and what is usually done on rainy days if students cannot go outside for recess.
10. Simple outline of emergency procedures.
11. A well-prepared daily lesson plan.
12. A back-up plan in case the lesson runs short or is not understood.
13. Any special assignments or duties such as morning, lunch, or afternoon duty.