



Fayette County Public Schools

Southern Middle School

Contact Information:

- Principal **Kevin Payne**, kevin.payne@fayette.kyschools.us
- Office Yolanda Fitzpatrick, yolanda.fitzpatrick@fayette.kyschools.us
- Substitute Liaison Alicia Fera, Alicia.Fera@fayette.kyschools.us
- Discipline Issues **Mike Tencza**, michael.tencza@fayette.kyschools.us

School Information:

- Where to Park: In the front or on the side closest to Tates Creek Road. Please avoid "visitor parking" because that is designated for families and volunteers.
- Substitute Check-in Procedures: Come to the front office. Check in with Yolanda Fitzpatrick and rosters will be given by Kara Lewis
- Staff bathroom: Bathroom located in the front office and a bathroom is located in each complex.

Specials Instructions:

Attendance Procedures - sub completes the rosters (students who are absent) and have a student bring it to the attendance office

Lunch Procedures - should be in classroom

Recess Procedures - N/A

Specials Procedures - should be in classroom

Emergency Procedures - should be in classroom

Dismissal Procedures - should be in classroom

Copier Codes - badge or ask another teacher

Computer Sign-in Directions - see Becky Smith, librarian

School Policies and General Information:

Dress Code (**Professional Dress but also include information if your school has a jeans day or something similar**)

Cell Phones (**Substitutes should not be on their cell phones when students are present**)

Passes (**bathroom passes, office passes, etc**)

Upcoming assembly dates or anything that would be useful to a substitute