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**Fowler Junior/Senior High School**

Student Handbook

**2015-2016**

*A Mission of Unprecedented Excellence*

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FOWLER JUNIOR/SENIOR HIGH SCHOOL

Faculty and Staff

2015-2016

Tom Dolenz Superintendent of Schools

Mr. Tom Dolenz Jr./Sr. High School Principal/Activities Director

Mrs. Laurie Devine Counselor

Mrs. Leanne Krier Business/Computer Technology

Mr. Danny Zarzutzki Mathematics

Mr. Mickey Stout Drivers Education/Social Studies

Mr. Nik Thompson Instrumental/Vocal Music

Mr. Kraig Westhoff Social Science

Mr. Matt Bell Science

Mrs. Katherine Market English/Drama

Mr. Steve Smith Special Education

Mrs. Lindsey Roberts Gifted Education

Mrs. Arlene Weber Paraeducator

Mr. Allen Bailey ITV Facilitator/Library Aide

Mrs. Julie Jones Secretary

Mr. Dave Weber Custodian

**Signature Page**

Students of Fowler USD #225 are required to review this handbook and adhere to these policies. Parents/guardians are also expected to read this handbook and be aware of the policies it contains.

After thoroughly reviewing this handbook, print and sign your name below and return this page to Fowler Junior/Senior High School building secretary who will give it to the building principal.

We reviewed the handbook and agree to follow the policies and guidelines.

Parents/guardians:

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Printed Name Signature Date

Student :

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Printed Name Signature Date

WELCOME

 We are pleased to have you as a student at Fowler Jr./Sr. High School. It is our hope that you have a positive and productive school year. Please take time to read this handbook as it contains important information for you and your parents or guardians. The policies and procedures outlined are to assist you in knowing your responsibilities and privileges. Become familiar with this information. It will help guide you through a fruitful school year.

MISSION STATEMENT – USD 225

USD 225 builds relationships that facilitate accountability, responsibility, respect and enhance academic and social growth.

**STUDENT GUIDELINES**

ABSENCE/ATTENDANCE

 Students shall be present each day in all classes in which they are enrolled unless they are excused for a school activity or other valid reason as authorized by the principal. The school cannot educate students who are not present. Formal education requires a regular continuity of classroom participation, study, and learning experiences. When students are absent from classes, whatever the reason, they miss valuable class time which can be only partially gained through make-up work. Also, repeated absences have an adverse effect on the remainder of the class and the teacher’s continuity of class presentations. Daily attendance records shall be maintained for each student enrolled at Fowler Jr./Sr. High School.

 To aid home-school communication, the school strongly requests that parents contact the high school office as soon as possible on the day of the student’s absence. If the office does not receive a phone call by 9:00 a.m., the parents will be contacted. A student will have a time period of 24 hours to have his/her absence excused. After that time period, all absences will be considered unexcused.

 Students will have the number of consecutive days missed to make up any missed assignments.

 Each student will be allowed a total of five (5) absences per semester (excused or unexcused). For each day absent after five, the student will be required to attend one day of Saturday school as scheduled by the principal. If a student chooses not to make up the absence, the student will spend two days in ISS. Unusual, unforeseen, or emergency situations may be excused from this policy by the principal. In accordance with Kansas Statute 72-1113, a child may be considered truant if absent three consecutive days or five school days in any semester or seven school days in any school year.

ABSENTEE PASS PROCEDURE

1. All students are required to provide an absentee pass to their teacher to be admitted to class.
2. Students who are absent from school for an entire day, or at the end of the day, will come to the office before school the next morning and get a pass to be admitted to class.
3. Students who arrive during the middle of the day will sign in with the office and receive a pass admitting them to class.
4. Students who are sent to the office by a teacher for not having an absentee pass will be considered tardy to that class.

The following are considered to be excused absences:

1. Absences due to personal illness must be verified in the office by a parent.
2. Medical appointment verified by a signed appointment card, a doctor’s written statement, or parent/guardian approval.
3. Trips with student’s own parents/guardians verified by a parent/guardian and approved in advance by the office.
4. Unusual, unforeseen, or emergency circumstances as verified by a parent/guardian and approved by the administration.
5. Parent/Guardian’s prior, formal written request for absence of a student and approved by the administration.
6. Participation in a school-sponsored activity (will not count toward total days absent).
7. Senior college visitation days are limited to three (3) school days for seniors, two (2) school day for juniors, one (1) school day for sophomores, and one (1) school day for freshmen. The student must request and be granted two (2) days prior to being absent approval from the counselor and principal. Work missed in classes must be completed or a zero will be given for that assignment. Written requests for an extension must be made to the principal. These absences will not count toward total days absent.
8. Other special or unusual circumstances for which prior approval has been obtained from the principal.

 Students reporting after the start of school must sign in through the office. Students leaving campus during the school day for any reason must sign out through the office.

 When parents request that students leave campus during the school day, a telephone call to the office is required. During the school day, students must secure permission from a parent and from the office before missing a class or leaving campus. Any unauthorized absence will be unexcused.

 Students who request to leave school to get books and/or materials they failed to bring to school must first have permission to leave school from a parent/guardian and from the office.

 Instances where students are gainfully employed during the school day will be considered unexcused, unless the employment is a part of an approved individual education program or work study as arranged through the school.

 Students who are unexcused will be required to make up the work missed. The student will receive an unexcused absence for each day’s work in each class missed. The principal will meet with each student who is unexcused and will assign the appropriate consequence(s). The principal may alter the sequences depending on the circumstances surrounding the absence.

1. First unexcused absence: student conference, parent contact, 1 hour

 detention for 1-3 hours and 2 hour detention for over 3 hours

2. Second unexcused absence: student conference, parent contact, in-school

 suspension

3. Third unexcused absence: student conference, parent contact, in school

 suspension, school contacts truancy office

 Participation in, and/or attendance at school-sponsored activities/events shall not be permitted until all detention/suspension time has been completed unless that activity/event is a class requirement.

 Furthermore, students must be in attendance the entire school day to be eligible to participate in or attend school-sponsored activities/events. Students who are tardy first hour must be approved by the principal to be eligible for participation or attendance. Students who are absent will not be allowed to attend or participate in school activities/events on that day. Exceptions can only be made with administrative approval.

ACADEMIC ELIGIBILITY

 On Monday morning the office will pull grade reports of students who are failing. These reports will be sent home by mail on Monday. Those students failing for a second consecutive week in any one class will be ineligible on Monday to participate in or attend any extracurricular or interscholastic events, performances, competitions, field trips, games, programs or dances with no exceptions. The student will remain ineligible until the following Monday.

 Any student who has been placed in ISS will not be eligible to participate and/or attend any activity that day.

 An appeal may be made to the principal by the student regarding eligibility. However, no decision will be made until the principal has conferred with the teacher.

ACTIVE PARTICIPATION

 Students with an unexcused absence will receive zeros for work done in class that day. At the discretion of the individual teachers, if a student wants to get credit, he/she must make arrangements with the teacher within a week to make up the entirety of the time missed. When that time is made up, he/she will then receive late credit for the work. A student will be considered unexcused if he/she refused to be an “active participant” in class. If he/she is sent to the office for refusal to participate, it will be unexcused for that period. If the student is sent home for failure to participate, it will be an unexcused absence for the day.

ALCOHOL, ILLEGAL DRUGS AND TOBACCO

 The possession, consumption, distribution, or sale of these substances at school or at school activities is strictly prohibited. Students guilty of a first-time violation will be subject to suspension for a minimum of one (1) school day and a maximum of five (5) school days. Per state laws, this suspension may be extended for the duration of the semester after the five day suspension period.

 Such long-term suspension is at the discretion of the principal. The sheriff’s department and parents shall be notified in the event this regulation is in any way violated.

BELL SCHEDULE

 Students are not to be in the halls during class time without a hall pass. There is a 3 minute passing period between classes.

 1st hour 8:00 - 9:03 5th hour 12:46-1:49

 2nd hour 9:06 -10:09 6th hour 1:52-2:55

 3rd hour 10:12 -11:15 7th hour 2:58-4:00

 4th hour 11:18-12:21Lunch

BUS RULES

 Bus transportation is provided for students who live more than two and one-half (2 ½) miles from the school. Information such as time schedules may be obtained from the high school office (646-5221) or the superintendent’s office (646-5661). Students are expected to comply with rules of safety and conduct established by the school district and monitored by the bus driver. Students will be issued a warning for the first offense and may be suspended from the bus for conduct or a safety violation after the warning. The school shall maintain an educational environment free from discriminatory insults, intimidation, or harassment due to race, color, religion, sex, age, national origin, or handicapped status. Incidents of discriminatory insults or acts in any form should be promptly reported to teachers or the administration for investigation and action.

CLASS PARTICIPATION POINTS

 Teachers may grade student participation as a part of the over-all grade. When participation points are given, students will not be penalized for any school-sponsored absence.

TELEPHONE POLICY

1. Students are not allowed to be dismissed from class to use the telephone except for illness.
2. Students are allowed to use the office telephone during lunch period to call their parents.
3. Students may use the telephone to call their parents with permission from the secretary during their passing period but no excused tardy slips will be given if the student is late.
4. Students will not be called out of class to receive phone messages. The secretary will take a message and the student may return the phone call at lunch, after school, or during a passing period.

CELL PHONES

 Students are not allowed to use cell phones during class time or passing periods. Students are encouraged to turn off their phones during the school day. If a cell phone disrupts class time, it will be confiscated and returned only to a parent. Students may use cell phones during lunch break; however, this privilege may be revoked if cell phone usage is abused.

CHEATING

 Cheating is defined as an inappropriate means of completing, or helping another student complete, school assignments. Students found cheating will be sent to the office immediately.

 1st offense: A zero on the assignment/test in question, and a phone conference with the student, parents/guardians, and principal.

 2nd offense: A zero on the assignment/test, in-school suspension, and a conference with the student, parents/guardians, and principal.

 3rd offense: A zero on the assignment/test, out-of-school suspension, and a conference with parents/guardians and principal.

CLASS MEETINGS AND STUDENT ORGANIZATIONS

 Grades 7-12 and each organization will have an opportunity to meet on a regular basis. The meetings will occur before and/or after school with administrative approval.

 Class meetings and organizational meetings are an important part of school. Students should strive to participate. All meetings must be calendared through the office and approved in advance by the principal.

 Each class and organization (including cheerleading and athletic teams) is limited to two (2) fundraisers. The principal must approve each fundraiser.

STUDENT COUNCIL (9-12)

 The student council is made up of student leaders elected by the students and staff members. Its purpose is to act as the connecting link between students, administration and faculty, and to promote good citizenship and fair play among the students. The officers include a president, vice-president, secretary and treasurer. Student representatives make up this body: one from each class and one from each organization formally recognized and chartered in the school. The student council coordinates and approves, in cooperation with the school administration, all fund raising activities, dance, and school parties. All dances and parties must have at least two faculty sponsors and approval of the principal. Student council will oversee the fall and winter homecomings.

NATIONAL HONOR SOCIETY (10-12)

 Membership in the National Honor Society is one of the highest honors a high school student can earn. The Fowler High School Chapter of the National Honor Society is open to members of the sophomore, junior and senior classes who are selected on the basis of scholarship, leadership, service and character. Scholarship is important and considered first. Students must have at least a 3.4 grade point average on a 4.0 scale. Selection to National Honor Society is not based on grades alone. The entire faculty and staff evaluate each candidate for membership in the areas of leadership, character, and service.

 For further consideration the candidate must complete a Student Activity Information Form. The members of the faculty council will review the SAI form, along with the information from the faculty evaluation form and other verifiable information. A candidate must receive a majority vote from the Faculty Council for selection.

The formal induction of new members takes place at an evening ceremony. Students are inducted as sophomores or juniors. Seniors may be inducted only in the first semester.

**KANSAS SCHOLARS CURRICULUM**

 The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year. This curriculum is not the same as the Qualified Admissions Curriculum.

What are the other requirements to become a State Scholar?

• Students must have taken the ACT between April of the sophomore year and December of the senior year.

• Students must be a Kansas resident.

• Students must have their curriculum and their 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete the curriculum, and meet the other requirements, may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature.

*The academic profile of scholars includes an average ACT of 30 and an average GPA of 3.90.*

State Scholars may receive up to $1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program) based on financial need and the availability of State funds.

*For more information about the Kansas Scholars Curriculum or State Scholar designation visit www.kansasregents.org.*

**Curriculum & State Scholar Quick Facts**

**KANSAS QUALIFIED ADMISSIONS PRECOLLEGE CURRICULUM**

These are the standards used by the six state universities to review applicants for undergraduate admission. Students graduating from an accredited Kansas high school must;

Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; AND

Achieve ONE of the following:

* ACT score of 21 or higher; OR
* SAT score of 980 or higher; OR
* Graduate in the top one-third of their class;

 AND

* Achieve a 2.0 GPA or higher on any college credit taken in high school.

**English**-4 years of English, one unit taken each year of high school

**Mathematics**-3 approved units from the following: Algebra I, Geometry, Algebra II, any course with Algebra II as a prerequisite AND students must meet the ACT college readiness math benchmark of 22 OR 4 approved units, with one taken in the graduating year. Three units selected from the following: Algebra I, Geometry, Algebra II, any course with Algebra II as a prerequisite. The fourth unit may be prescribed by the school district and must be designated to prepare students for college.

**Natural Science**-3 approved units from the following, one unit must be Chemistry or Physics: Biology, Advanced Biology (2nd year), Earth Science, Physical Science, Chemistry or Physics.

**Social Science**- 3 approved units that include instruction in: US History, US Government and Geography.

**Electives**-3 approved units from the following: English, Math, Natural Science, Social Science, Fine Arts, Computer/Information Systems, Foreign Languages, Personal Finance, Speech, Debate, Forensics, Journalism and Career Technical Education.

**KANSAS SCHOLARS CURRICULUM AND STATE SCHOLAR**

The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the senior year. Other requirements include: Students must have taken the ACT between April of the sophomore year and December of the senior year. Students must be a Kansas resident. Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official. Students that complete the curriculum and meet the other requirements may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature. State Scholars may receive up to $1,000 annually for up to four undergraduate years, (five, if enrolled in a designated five-year program) based on financial need and the availability of State funds.

**English**-Same as the Qualified Admissions Curriculum

**Natural Science**- 3 approved units including: Biology, Chemistry and Physics. A fourth year of science is recommended.

**Mathematics**- 4 approved units which must include: Algebra I, Algebra II and Geometry. In addition, students must complete at least one of the following: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Algebra I taken in the 8th grade is accepted.

**Social Science**-Same as the Qualified Admissions Curriculum

**Foreign Language**-2 approved units of one foreign language.

**CODE OF CONDUCT**

 Student self-discipline is the most meaningful form of discipline. Those students who demonstrate that they are unable to discipline themselves will receive help in that area from school authorities. Students will be given opportunities to prove that they are worthy of trust and that they possess good judgment.

 An appropriate atmosphere for learning requires that students act in a mature and responsible manner. Respect for the rights of others is central to the maintenance of such an atmosphere. Any acts that interfere with the learning process or infringe upon the rights of fellow students and/or members of the staff will not be tolerated.

 While no attempt will be made to list every specific type of unacceptable behavior, some areas deserve mention, as they may result in immediate suspension.

**Bullying**: USD 225 will follow the bullying policy that has been dictated by the State Board of Education. Bullying is defined as any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently sever, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: harming a student or staff member, whether physically or mentally; damaging a student’s or staff member’s property; placing a student or staff member in reasonable fear of damage to the student or staff member; placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property. Cyberbullying or any other form of intimidation or harassment is prohibited by any policy of USD 225.

Emergency Safety Interventions (See JRB, JQ, JQA, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

 This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

“Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

“Physical Escort” means the temporary touching or holding the hand wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Emergency Safety Interventions GAAF-2

 Prohibited Types of Restraint

 All staff members are prohibited from engaging in the following actions with all students:

* Using face-down (prone) physical restraint;
* Using face-up (supine) physical restraint;
* Using physical restraint that obstructs the student’s airway;
* Using physical restraint that impacts a student’s primary mode of communication;
* Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
* Use of mechanical restraint, ***except***:
	+ Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
	+ Any device used by law enforcement officers to carry out law enforcement duties; or
	+ Seatbelts and other safety equipment used to secure students during transportation.

Training

 All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

 Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Emergency Safety Interventions GAAF-3

Documentation

 The principal or designee shall provide written notification to the student’s parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

 In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

* Date and time of the intervention,
* Type of intervention,
* Length of time the intervention was used, and
* School personnel who participated in or supervised the intervention.

 All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

 District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

 The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

Emergency Safety Interventions GAAF-4

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

 Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

 Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

**Expression of Affection**: The expressing of affection between students shall be limited to holding hands. Consequences will result in a referral to the office for disciplinary action deemed appropriate by the principal.

**Inclement Weather**

In times of bad weather, the buses might run a little late. When there is snow or ice, stay tuned to the TV or radio stations in case school has been canceled or dismissed early. The radio stations are KJIL 99.1 FM, and KHYM 103.9 FM, Q97 FM; Rocking M Radio stations which are The Buzzard 93.9, Super Hits, 95.5 and 1470 AM, 1370 AM and Marshal 96.3. Television stations are Channel 6 (KBSD/CBS), Channel 11 (KSNG/NBC), and Channel 13 (KUPK/ABC). In addition to the above stations being notified; the automated message service will be used to distribute information.  The automated messaging service at times will also be used to distribute information to parents/guardians of Fowler students. Fowler social media outlets may also carry information pertaining to inclement weather and school closings, activities, events, etc.

**Suspensions/Expulsions**

Listed below, but not limited to, are acts of students that could result in suspension (including ISS, OSS, and LTS) and/or expulsion upon first offense depending upon the severity of the infraction or which may result in LTS/Expulsion for repeated infractions:

1. Possession, consumption, intent to use, or intent to sell alcoholic beverages, narcotics, marijuana, addictive drugs, elicit drugs, deleterious substances, inhalants, and related paraphernalia
2. Threat or use of lethal weapons
3. Vandalism
4. Physical or mental harassment and/or bullying of any type
5. Extortion of any type and/or amount
6. Possession, us, intent to use, consumption or sale of tobacco, tobacco paraphernalia, or lighter in any of its forms
7. Failure to comply with reasonable request from staff, faculty, or administrator
8. Fighting and/or provoking a fight
9. Intimidation/threats by word or deed
10. Use of profanity and/or vulgarity
11. Excessive tardiness
12. Temper tantrums
13. Open defiance of authority
14. Stealing and/or depravation of property or acting as an accomplice in such actions
15. Conduct that disrupts school activities and/or school mission
16. Destruction of school property
17. Possession of lethal weapons
18. Repeated non-compliance with classroom, school, and/or district rules
19. Disrespectful behavior toward any school member
20. Any felonious behavior

COURSES FOR COLLEGE CREDIT

 Certain junior and senior level courses are available for college credit through ITV and any online accredited college or university during the school day. Payment of tuition is the responsibility of the student. More information can be obtained through the counselor’s office.

DANCES

 Fowler Jr. High dances are limited to Fowler Jr. High School students. Only Fowler High School students are permitted to attend school-sponsored social functions unless dates have been approved in advance by the principal. All out of town dates must be attending high school. No student is permitted to leave a dance or dance activity and return. All dancing, behavior, and clothing will be school appropriate.

DRESS CODE

 The Fowler Jr./Sr. High School dress and grooming code is the responsibility of the parents, students and school system. Since all parties are interested in the highest quality of education that can possibly be offered to students, appropriate student dress is a joint effort. One function of the school is to assist students to be successful in life. Dressing for success is part of that role. Students are expected to dress in a manner that will promote a positive learning environment.

 Student attire must be neat and clean, shorts/skirts shall be fingertip length and in no way attract undue attention or infringe on the rights of others. Sunglasses, bandanas, jeans with holes above the knees, glorified undershirts, or bare midriffs/crop tops are inappropriate schoolwear. Shirts/tops must touch the top of the jeans, shorts or skirts in front and back. Tank tops must have straps that are two finger widths wide and cover underclothing straps.Underwear is to be fully covered. Sleeveless shirts must cover the midsection.

Clothes that advertise alcohol, drugs, or tobacco are not acceptable. Clothing and accessories will only feature messages appropriate for school**.** Wearing any garment that depicts or in any way suggests obscenity, vulgarity, or is otherwise in bad taste, is prohibited. Any gang related apparel (in the judgment of the administration) that promotes gang activity is prohibited.

 Health standards require that shoes are to be worn at all times. Hats or hoods may not be worn in any school building or at any school performance. They may be worn on the bus while traveling to or from any school activity.

 When, in the judgment of a building administrator, a student’s appearance does infringe on the rights of others by causing undue attention and disrupting the learning environment, the administrator may prescribe appropriate action.

 When a student is sent home to change clothes, the time missed from school will be made up by the student as detention time.

FINAL EXAMS/SEMESTER TESTS

 Final exams/semester tests will be given each semester in grades 9-12. Teachers in grades 7 & 8 have the option. High school students who have at least 90% in every class for the semester and have three or fewer absences and no tardies during the semester will be exempt from finals.

FIRE DRILLS

 According to Kansas law, there will be a monthly fire drill. When the fire alarm rings, each class is to evacuate the building quickly and quietly, going directly to the assigned area. Students are encouraged to know the assigned evacuation area for each of their classes.

TORNADO DRILLS

 There will be periodic tornado drills, as prescribed by Kansas law. Procedures prescribed by the civil defense authorities will be followed.

GRADING SYSTEM/SCALE

 90% - 100% A

 80% - 89% B

 70% - 79% C

 60% - 69% D

 Below 60% F

 Student honors include valedictorian and salutatorian. These honors will be based on seven-semester grade point averages for graduation ceremony purposes. The final transcript will be marked based on eight-semester grades. Class rankings will be calculated for the purpose of scholarship recommendations and student financial aid.

 All students must be enrolled in seven (7) units of credit hours. Seniors may, however, opt to take six units of credit with one hour or class period of student aide. All independent studies must be approved by the instructor, counselor and principal.

GRADUATION REQUIREMENTS:

 A student is required to earn twenty-five (25) units of credit, including eighteen (18) units of required courses, to be eligible to graduate from Fowler High School. Those required units of courses include:

 (a) 4 units of English

 (b) 3.5 units of Social Studies

 (c) 3 units of Mathematics

 (d) 3 units of Science

 (e) 1 unit of Health & Physical Education

 (f) .5 units of Keyboarding

 (g) 1 unit of Computer Technology

 (h) 1 unit of Fine Arts

 (i) 1 unit of Speech

 Elective units or courses must total seven (7). The three and a half (3.5) units of social studies must include a full year in World History, a full year in US History, a full year in US Government/Economics, and a semester in state history. Fine arts include art, band, vocal, yearbook, shop and forensics. Students enrolling as an aide must qualify by scoring proficient or above on state assessments.

 In Junior High (Grades 7-8), students must pass at least 5 classes in order to be promoted to the next grade.

GUESTS/VISITORS

 Student guests/visitors at school are discouraged. Students wishing to have a visiting guest/student accompany them at school must receive prior approval by the principal at least one day in advance of the visit.

HONOR ROLL

 An honor roll will be posted at the end of each quarter or nine weeks. To be eligible for the honor roll, the students must have either all A’s or all A’s and B’s.

INITIATIONS

 Fowler Jr./Sr. High School neither authorizes, nor sanctions any form of student initiation. Violation of this policy will be handled on an individual basis.

ITV CLASSES

 Because of the uniqueness of interactive television, certain standards of performance and behavior must be maintained by students in these courses.

1. Insubordination of any kind will not be tolerated.

 Insubordination has been defined as anything that interferes

 with teaching or learning in the classroom.

2. Inappropriate language or gestures will not be tolerated.

3. Students must sit in camera view at all times.

4. Students must not mishandle the equipment in the classroom.

5. Students must follow all other rules specified by the teacher.

The following procedure will be followed for students who cannot follow the above listed rules:

1. First offense: student will be given a verbal warning and parent/guardian contacted.

2. Second offense: student will be removed from the class and parent or guardian contacted.

3. Severe misconduct: student will be removed from the class for a possibly permanent basis and parent/guardian contacted.

 Because of the technology used, student behavior can be video taped. Additionally, all students enrolling in ITV courses, and their parents/guardians, must sign a contract acknowledging the rules/policies of the ITV network.

**Computer Security and Acceptable Use Policy**

In order to continue to provide student access to those resources available on the internet, users must share the responsibility for effective, efficient, ethical, and lawful educational use of computers and tablets.  In order to provide maximum assistance and resource capability to students and staff, the following guideline will be enforced:

1. It is the student’s responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the student becomes aware of them. Each student is expected to report any malfunction or problem immediately upon discovery to the teacher.
2. All students are prohibited from allowing other individuals to access or update information under their security authorization (user name & password). Students will be held accountable for all computer activity performed under their security authorization.
3. All students are prohibited from sharing computer passwords (i.e. login, Internet). Passwords must be kept confidential and must be changed at required intervals as needed or desired.
4. A student and/or parent guardian is responsible to pay all repairs and/or replacement costs if the student vandalizes or otherwise intentionally damages any District hardware or software. The student will be referred to the building administrator for appropriate discipline, including but not limited to suspension from or denial to access of all District computers.
5. A student who damages, destroys, or copies another student’s data will be referred to the building administrator for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student’s data will be treated as cheating.
6. A student who tampers with or attempts to gain access to computer data to which the student has no security authorization is in violation of school policy. This act will be considered equivalent to tampering with a teacher’s written records or attempting to gain access to confidential student information.
7. A student will not load or copy unauthorized software onto District computers. All software used on district computers and networks is to be purchased by the District, properly licensed and registered with the publisher, and installed by Computer Services designated personnel.
8. A student will follow the Internet Acceptable Use Policy.

**Internet Acceptable Use Policy  (AUP)**

Internet access is limited to educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery activities will receive priority.

**ACCESS IS A PRIVILEGE, NOT A RIGHT!**   Use the rules of etiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use. Students shall have no expectation of privacy when using District e-mail or computer systems. Any e-mail or computer application or information in District computers or computer systems is subject to monitoring by the staff and/or administration. The District retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

**Objectionable Behavior**

Users will not:

* Purposefully send or receive and/or view obscene or pornographic material or material that facilitates illegal activities.
* Use chat rooms.
* Harass, insult, or attack others.
* Intentionally waste limited resources, supplies.
* Use the Internet for commercial or political purposes.
* Knowingly spread computer viruses.
* Join a listserve.
* Purchase anything over the Internet.

**Violations of Policy**

Inappropriate computer systems use, including any violation of these conditions and rules, may result in cancellation of the privilege. The building principal and his/her designee, is delegated the authority to determine appropriate use and may deny, revoke, or suspend the use of computers by the students(s) who violate this policy. In addition, the principal shall have the authority to impose additional disciplinary action, as he/she deems necessary.

**Discipline Procedures:**

      Parental notification for each offense.

* **First Offense:**  Student may receive (1) one week suspension from computer use and/or in-school suspension placement.
* **Second Offense:**  Student may receive up to (5) five days of in-school suspension placement and/or computer suspension for 90 days.
* **Third Offense:**  Student may receive (1) one to (5) five days suspension from school and/or180 day suspension from all computer use.
* Suspension from computers may result in zeros on assignments requiring computer use.
* **Severity Clause:**  In situations deemed severe enough by the administration, penalties under the above offenses may be by-passed and the student recommended for immediate long-term suspension or expulsion. Law enforcement officials will be notified if warranted.

LAW ENFORCEMENT

 All school personnel shall promote and maintain a cooperative relationship with law enforcement and with law enforcement agencies. It shall be the responsibility of school personnel to report suspected violations of the law through the school building office to appropriate law authorities, and to cooperate fully with such agencies in the investigation of a crime or suspected criminal action.

 When a law enforcement agency or officer requests an interview with a student under suspicion for a criminal offense in connection with a criminal investigation, interviews shall be conducted during non-school hours, except in cases of suspected child abuse or neglect. If an interview is to be conducted during school hours, a parent/guardian shall be notified, and if possible, requested to be present. If a parent/guardian cannot be contacted, or does not choose to be present, such interviews shall be conducted in the presence of a school administrator, or designated teacher. A report of such interviews shall be made to the office of the superintendent within two school days following.

 No student shall be removed from the school by law enforcement officers expect upon the authority of a parent/guardian, valid court order, subpoena, arrest warrant, or other legal policy power to protect the rights and safety of the student or others. In any case, an effort to contact a parent/guardian shall be made before the student’s removal or as soon thereafter as possible when prior contact cannot be established.

LEAVING THE BUILDING

 If a student must leave the building or campus for any reason other than those associated with school programs or activities, he/she must check out through the office. Parent/guardian permission is required before a student can be released to leave the building or campus.  **The student will be required to make up, minute for minute, the time he/she is out of the building or has left campus.**  Failure to check out through the office and/or receive parent/guardian permission will result in detention time or an in-school suspension assignment.

LIBRARY

Use of the library: Teachers schedule class use of the library as appropriate for classwork. Students may access books in the library when it is not in use by classes.

Pass Policy: A student must have a pass to use the library.

Behavior: Each student is to follow standards of behavior which will allow other students to pursue their academic or recreational reading free from distractions. No food or drink is allowed in the library. Upon the recommendation of library personnel and approval of administration, a student may be suspended from the library for unacceptable behavior.

Computers: Computers, printers, and software are available for student use. However, guidelines, such as the internet policy, must be adhered to at all times.

Overdue Materials: The librarian will post overdue lists periodically. Students are responsible for returning library material on time if they are to continue to enjoy full library privileges.

Lost Library Materials: Students must report any loss immediately. Current replacement cost will be charged. The replacement charge for out-of-print books will be based on the cost of a comparable title-with a minimum charge of $5.00 for a paperback and $8.00 for a hardcover and a maximum charge of $8.00 for a paperback and $15.00 for a hardcover book.

Inter-library Loan: Inter-library loans are available. Students should make their requests to the librarian.

LOCKERS

 A hall locker is assigned upon enrollment. Students are not to share lockers with other students, nor should they give their locker combinations (if used) to other students. If a student believes the privacy of his/her locker has been invaded, it must be reported to the office so the appropriate action can be taken. The locker is in joint tenancy between the school and the student; therefore, the school maintains the right to inspect said locker at any time without student permission. The school cannot be responsible for personal possessions which are lost or stolen. Each student is responsible for the proper care of the locker. Students will be charged replacement/repair costs for vandalism or damage. Locks will be supplied by the school for a $5 deposit. This fee will be refunded when the student returns the lock at the end of the school year. Students who bring a lock from home for their lockers must supply the office with the combination or key.

LUNCHES

 Hot lunches are served in the cafeteria each day. Students are encouraged to take advantage of this service. Meal prices for students are payable in advance.

 USD #225 lunch period is a closed lunch period. All staff and students are required to remain in the assigned areas during lunch time. In order to bring a lunch to school: 1. Students must bring only enough food for himself/herself. 2. Students may bring only her/her own lunch. 3. Students must eat lunch in the designated area.

 The consequences for disrupting the lunch program by violating any of the lunch rules will be the same as described in the student handbook for the disruption of classes.

 Food may not be delivered to students by persons outside the building.

NUISANCE ITEMS

 Nuisance items of any kind are not to be brought to school. They play no part in the educational process and are only disruptive. Nuisance items will be confiscated and kept by the principal. Students who bring such items to school will be given detention time. Such nuisance items include, but are not limited to, playing cards, electronic devices, communication devices, pagers, radios, c.d. players, ipods and laser pointers. Any cell phones brought onto campus must be turned off during class hours**.** Cell phones may only be used when given permission.

PARENT/TEACHER CONFERENCES

 Students receive grade cards at the end of each semester. Progress reports are available for parent-teacher conferences which are scheduled at the end of the first and third quarters. Semester grades are the only grades which will appear on a student’s final transcript.

SCHEDULE CHANGES

 Since a great deal of effort goes into the scheduling of student’s classes, it is important that schedule changes should be limited to those that are absolutely necessary. All changes must be initiated within the first five school days of each semester, unless unusual circumstances dictate a change later than the times indicated above. All schedule change requests initiated by students must have parent/guardian, both instructor’s, principal’s and counselor’s approval in writing. Forms are available in the counselor’s office.

SENIOR TRIP GUIDELINES

1. Any senior who is eligible to attend the senior trip must be in attendance their entire senior year.
2. The senior class will not leave the continental United States for their trip (ex: Cancun, Hawaii, cruises).
3. The class will submit to the Board of Education an itinerary to be approved by the February Board Meeting.
4. No alcohol or drugs will be consumed during the trip.
5. There will be no tattoos or body piercing procedures purchased during the trip.
6. Students are expected to be on their good behavior while representing the school on the senior trip. Any student breaking the rules of conduct will be immediately sent home at the parent’s expense.
7. The senior class shall be responsible for earning enough extra money to pay expenses for two (2) sponsors to attend the trip. Expenses for the sponsor’s spouse to travel will not be the responsibility of the class.
8. All money raised is earmarked for a school function. No refunds will be given to students who have helped earn the money and then decide not to take the trip.
9. Enough money will be left in the Senior Account to pay for any outstanding bills received after graduation. The graduates may designate a use for any money left over to purchase something needed for the school. All excess funds become the property of USD 225, Fowler.

STUDENT DRIVING

 Students are not to drive cars during the regular school day, including the noon lunch break, once they have checked into school for the day’s classes. Permission to drive during the regular school day will be granted only in extreme emergencies.

 Students checking out of school for medical appointments, to go home for the remainder of the day (illness, etc…) will be excluded from this provision. Students need to drive safely and within the guidelines of responsibility and the law. Failure to comply may result in parents/guardians being notified and parking privileges around school may be restricted.

 Additionally, problem student drivers will be referred to law enforcement agencies. Student parking in the bus parking lot is prohibited during school hours.

STUDENT RECORDS

 In some cases, students/parents/guardians will be asked to sign releases which permit the school to give information to agencies requesting it. This release protects the rights of the student to privacy in unusual cases which are not covered by the local board of education’s policy. Records will not be released without proper consent forms on file. The school may legally provide directory information in limited situations unless a parent/guardian requests otherwise.

SUSPENSIONS/EXPLUSIONS

 A student may be suspended or expelled for reasons set forth in Kansas law by the following certified personnel: Superintendent and Principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas law.

 In-school suspension: In-school suspension has been designed to minimize the loss of academic learning opportunities during out-of-school suspension. In-school suspension is not used for students who pose a threat to the mental or physical well-being of others. Class absences resulting from in-school suspension assignments will be considered unexcused and the students may lose their participation points. During in-school suspension, students are provided assigned material to complete which relates to their normal classroom activities. Students are responsible for obtaining missed assignments and completing that work per the excused absence policy. Students will be expected to abide by the in-school suspension rules.

 Students can be assigned to in-school suspension a maximum of three times per year in a progression of one, two, and three days. Once a student has reached the maximum number of assigned days, out-of-school suspension time will be assigned.

 Short-term suspension: Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by an oral or written notice of the charges to the student and by an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension, shall be given to the student and the student’s parent/guardian within 24 hours after the suspension has been imposed.

 At the informal hearing, the student shall be notified of the following rights: 1. to be present at the hearing, 2. to be informed of the charges, 3. to be informed of the basis for the accusation, and 4. to make statements in defense of or in mitigation of the charges or accusations.

 When a suspension is imposed during the school day, the student shall not be removed from school until a parent/guardian has been notified. If a parent/guardian cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

 The principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation.

 Long-term suspension or expulsion: Before a student is subject to a long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a formal hearing shall be conducted by a hearing officer who has authority to suspend or expel. The principal shall designate a hearing officer from a list approved by the Fowler Board of Education.

 The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student’s parents/guardians, council, and witnesses to present information pertinent to the case.

 Formal hearings shall be conducted according to procedures outlined in current Kansas law. The student and parents/guardians shall be given written notice of the time, date, and place of the hearing. The notice shall include copies of the suspension and expulsion law, as well as appropriate board policies, regulations and handbooks. The hearing may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearing, a written report shall be prepared by the person or committee conducting the hearing, and sent to the student and parents/guardians. Records of the hearing shall be available to those involved students and parents/guardians according to Kansas law.

 During the hearing, the student shall have the right: 1. to counsel of his/her own choice, 2. for parents/guardians to be present, 3. to hear or read a full report of testimony of witnesses, 4. to confront and cross-examine witnesses who appear in person at the hearing, 5. to present his/her own witnesses, 6. to testify in his/her own behalf and to give reasons for his/her conduct, 7. to an orderly hearing, and 8. to a fair and impartial decision based on substantial evidence.

 Failure of the student and the student’s parents/guardians to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.

 Any student suspended for more than 10 days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.

 Students who are suspended for more than 10 days, or expelled from school, may appeal to the board of education within 10 days of receiving written notice of the hearing results.

 In the case of a student receiving a long-term out-of-school suspension, the student must secure board of education approval to return to school on a regular basis. Referral to law enforcement authorities will be made when necessary. Students who have been suspended, expelled, or referred to law enforcement officials lose the right to attend or participate in any school sponsored activity until the suspension or expulsion has been served in its entirety. Additionally, students who are suspended or expelled from Fowler schools lose the right to be on or in school property until the suspension or expulsion has been served in its entirety.

 Special education suspension and expulsion procedures: The current Kansas state law/plan for special education students must be implemented.

COMPULSORY ATTENDANCE

 Senate Bill 38 requires 16 and 17 year-olds and their parent/guardian to sign a disclaimer before dropping out of high school. Effective July 1, 1997, the bill maintains an increase in compulsory attendance age from 16 to 18. The parental consent provision has been modified by adding the requirement that the parent/guardian (or the person acting as parent/guardian) attend a final counseling session at the school. At that time, a disclaimer designed to encourage the child to remain in school or to pursue other educational alternatives will be presented to and signed by both the child and parent/guardian. The disclaimer will include information regarding the academic skills the child has not achieved, the difference in future earning power between a high school graduate and a dropout, and a listing of available educational alternatives.

 Also, the bill recognizes the general educational development (GED) credential as satisfying the compulsory attendance requirement.

 Senate Bill 65 states that students 19 years and older may be placed in alternative settings to receive educational services. The school district is not required to provide educational services in the regular school setting to a person not currently enrolled in school who is 19 years of age or older. Instead, the district must offer educational services in an alternative setting or through an alternative educational program. The educational services or alternative educational programs must be designed to provide the person with the opportunity to satisfactorily complete the course requirements of the State Board of Education necessary for graduation from high school. Students who receive services in the alternative setting are subject to the same requirements, terms and conditions of law, rules and regulations, and district policies applicable to persons in the regular school placement.

TARDINESS

 Students shall be in assigned classes at the time such classes begin. The prompt and timely presence of students in the classrooms at the time classes begin is an important factor in the learning process of each individual student and the other students in the class. Student tardiness is a disrupting factor for the class and the teacher.

Morning Tardy Procedures:

1. Students tardy for first hour will check in to the office and receive an unexcused tardy pass.
2. Students will serve detention in the following order.

First tardy- 15 minutes

Second tardy- 30 minutes

Third-ISS, conference with parent/guardian

1. The secretary **cannot** give excused tardy slips for first hour.

 Excused tardiness: If the tardiness is excused, it shall be

 recorded as such and no disciplinary action will be taken.

TEACHER WORKROOM

 No students will be allowed in the teacher workroom without a pass from a teacher or permission from the office.

TEXTBOOKS

 Textbooks are rented to students. These books remain the property of USD #225 and must be paid for in the event they are misplaced, damaged beyond normal usage, or destroyed. Teachers keep a record of the books checked out to students so the cost can be prorated on the basis of use, or returned to the proper student if a misplaced book is found.

VENDING MACHINES

 The vending machines are placed in the building for student use before school, between classes, after school and/or by special permission of a teacher or administrator. Intentional misuse, such as, but not limited to, shaking or kicking the machines, will result in all vending machines being removed from the building. Additionally, drink containers and snack wrappers are to be thrown in the trash. Failure to comply will result in the vending machines being removed from the building. Candy, pop, and drinks of any kind are not allowed in the classrooms, computer labs, or library except as authorized by a teacher.

LUNCH SCHEDULE

7th/8th grades – 11:55 -12:25

9th-12th grades – 12:00-12:30

**ATHLETIC/ACTIVITY SECTION**

ACADEMIC ELIGIBILITY

 On Monday morning, the office will pull grade reports of students who are failing. These reports will be sent home by mail on Monday. Those students failing for a second consecutive week in any one class will be ineligible on Monday to participate in or attend any school sponsored events, extracurricular or interscholastic events, performances, competitions, field trips, games, programs or dances with no exceptions. The student will remain ineligible until the following Monday.

 An appeal may be made to the principal by the student regarding eligibility. However, no decision will be made until the principal has conferred with the teacher.

 The eligibility requirements of Fowler Jr./Sr. High School are consistent with those established by the Kansas State High School Activities Association. To be eligible to participate in any Kansas State High School Activities Association event, a student must:

 1. Meet all Kansas State High School Activities Association regulations on eligibility.

 2. Meet requirements of Academic Eligibility.

 3. Meet the following scholarship requirements:

 a. The student shall have passed at least five subjects of

 unit weight the previous semester or the last semester

 in attendance.

 b. The student shall be enrolled in and attending a

 minimum of five new subjects of unit weight and in

 attendance during the present semester.

 c. Be a student in good standing.

BEHAVIOR ELIGIBILITY

 Any student who has been placed in ISS will not be eligible to participate and/or attend any activity that day.

DUAL PARTICIPATION

 If a student wants to compete in more than one activity during the same season, the student must let the coaches know. The student must choose a primary activity. If there is a conflict with competitions the same day, the student will participate in the primary activity. If at any time the athlete drops below a 70% in any class, the athlete will only participate and practice in the primary sport until the grade comes up to 70% or better. In accordance with KSHSAA rules, students must be a member of the squad for the majority of the scheduled varsity contests in order to be eligible for post-season competition.

ACTIVITY TRIPS

 Members of all athletic teams and other school groups are to travel in school transportation provided for this purpose. This includes members of the spirit club, music groups, cheerleaders, etc. Students who intend to ride home with their parents must have written permission from their parents. Students who intend to ride home with the parents of another student must have written permission from their parent and the other student’s parent. These guidelines also apply to sixth graders when involved in junior high events.

 There will be no activities held if school is canceled due to bad weather. Exceptions to this policy will be tournaments or state competitions as long as students are able to be transported safely to and from the activity.

 Participants are not permitted to drive to or from school activities or to ride with another student.

 Parents may call the bus barn (620 646-5737) to find out when the bus is expected to be back from any school activity.

OUT-OF-TOWN EXPENSES

Same Day Events/Competitions

Meals:  Coaches/sponsors may order sack lunches from Food Service and students will be charged regular lunch price (orders must be placed at least ten days prior to the activity).  Any other meals/snacks will be paid by the students.

            Planning:  Trips which are not KSHSAA sponsored will be approved by the District Office and/or building principal before reservations are made.  The sponsor/coach will submit a statement of need and a draft of the itinerary for approval.

            Transportation:  The transportation department should be notified at least five days prior to the trip so that appropriate personnel and equipment may be scheduled.  The activity sponsor should check with the building secretary, principal, or activity director to make sure a request has been made and not assume it is done.  When a request is approved, a copy of the request is sent to the sponsor.

Overnight Events/Competitions

            All overnight events trips will be approved by the superintendent and building principal.

            Meals:  Coaches/sponsors may order sack lunches from Food Service and students will be charged regular lunch price (orders must be placed at least ten days prior to the activity).  Any other meals/snacks will be paid by the students.  The only exception will be for State Finals sponsored events when $15 per day will be allotted per team member on the state roster ($3 for breakfast, $5 for lunch, and $7 for dinner).

            Lodging:  Whenever possible, the administrator, secretary, or activities director will make reservations for the group in a hotel which provides breakfast as part of the room price. The formula for groups will be four same-sex students to each room or the most sensible grouping possible.  One room will be made available for coaches unless the coaches are not of the same gender in which case two rooms will be provided.  In some situations when both coaches are of the same gender, a sponsor of the opposite gender will also be asked to attend and an additional room will be provided.

            Miscellaneous:  The District does not pay for any extra-curricular entertainment.  Additionally, no expenses will be paid for students who did not qualify for an event but want to attend.  Transportation and/or lodging must be available without causing the District extra expense.

ALCOHOL/DRUG POLICY

 It is expected that all student athletes will refrain from alcohol and drugs. If a student athlete is found not to be in good standing as per the Kansas State High School Activities Association’s good standing policy for student athletes, the head coach or sponsor and athletic director will determine the consequences. Consequences may be appealed to the principal.

 1st Offense: Suspension of one (1) contest and/or activity.

 2nd Offense: Suspension of three (3) contests and/or activities.

 \*\*If the second offense occurs in the same season, the student will be suspended from that activity for the rest of the season.

 3rd Offense: Student will not be involved in extracurricular activities of any kind.

CODE OF CONDUCT

 During or at any school-sponsored activity, a student shall not use, consume, sell, buy, give away or have in possession: a. a beverage containing alcohol, b. tobacco, c. any other controlled substance defined by law as a drug other than that prescribed by a licensed physician or physician’s assistant for that individual.

 Any student guilty of intentionally destroying, damaging, or stealing property of USD 225 or any other school district, teammate, opponent, or other individuals or groups while under a coach’s/sponsor’s supervision may be subject to dismissal from all activity teams. All consequences of violations must be satisfied prior to participation in any future activity for the remainder of his/her high school eligibility.

 All students, including participants, are subject to the student handbook and its policies while attending school-sponsored activities. Such areas include: dress code, behavior, public displays of affection, language and gestures. It is important that all students who represent Fowler Jr./Sr. High School do so in the very best possible manner. Every person bears the responsibility for the reputation of the school.

INJURIES

 When a student is injured in athletics, the school will make every effort to assist the student and his/her parents/guardians. Every injury should be reported to the head coach/sponsor. In cases where treatment was given by a coach, trainer, physician, and/or physician’s assistant, an injury report form will be completed by the head coach and filed in the office. A copy will be maintained by the head coach and a copy will be sent home to the parents/guardians.

 If a student was seen by a physician or physician’s assistant for an injury, a written release from the physician or physician’s assistant must be completed and on file in the office prior to participating in any athletic practice or activity.

ATHLETIC LOCKERS

 A locker for athletes will be made available to each student prior to each season. Only one locker is assigned per student. Students are not to share lockers with other students, nor should they give their lock combination to other students. Locks are supplied by the school for a $5 deposit. This fee is refunded when the student returns the lock at the end of the school year. Students who bring locks from home for their lockers must supply the office with the combination or key. It is recommended that each student use a lock to secure possessions. The locker is in joint tenancy between the school and the student; therefore, the school maintains the right to inspect said locker at any time without student permission. The school cannot be responsible for personal possessions which are lost or stolen. Each student is responsible for the proper care of the locker. Students will be charged replacement/repair cost for vandalism or damage.

NEWS ITEMS/MEDIA/WEBSITE

 Fowler students are actively involved in many functions. It is important to keep the community informed. Therefore, news articles from classes, organizations, and athletic contests regularly feature students. It is the parents’ responsibility to inform the school if they do not want their child included in school articles.

PARENTAL NOTIFICATION IN EMERGENCIES

 It shall be the policy in the event of serious illness or accident to notify parents/guardians immediately for their direction in securing a doctor/hospital or caring for the pupil. If parents/guardians are not available when a child requires a doctor’s services, the school shall notify the doctor that has been noted on the emergency form. It is rare that serious conditions arise. When they do, the school will assist in every way possible. The medical expense in such cases is to be borne by the parent/guardian.

PHYSICAL EXAMINATIONS

 It is required that all students who participate in the sports program have a physical exam for the current school year. The completed exam form must be in the hands of the coach/sponsor before the student may participate in any practices. The physical exam form is available from the office.

 It is recommended that all students taking physical education also have a physical examination and completed form on file in the office.

PRACTICES

 **Students must be in attendance all day in order to practice. Students must be in attendance all day to participate in or attend an event if held on a day school is in session. Exceptions must be approved by the principal**. Students may not participate or attend school-sponsored activities if their absence was unexcused.

Coaches are expected to hold practices on all days deemed legal by the KSHSAA, including holiday breaks. There are no Sunday practices, unless deemed necessary by the A.D. or administration. These possible Sunday circumstances include preparation for games, or tournament games that are played on a Monday, games of tournaments or KSHSAA sponsored activities that occur on Monday. There will be no practices when school/classes have been cancelled due to inclement weather conditions, or in the event that school is not in session.

SCHOOL BUS RULES & REGULATIONS

 The following rules must be observed on the bus. Any student who rides a school bus at any time is required to follow these rules:

1. The bus driver is in charge of the students and the bus.

 Students must obey the operator promptly and politely.

2. Students shall not talk in a loud voice or otherwise distract

 the driver’s attention. Vulgar language will not be tolerated.

3. Students shall not at any time extend anything out of the bus

 windows.

4. Students shall not try to get on or off the bus or move about

 within the bus while it is in motion.

5. The emergency door is not to be used for normal unloading.

 It is for emergency use only.

6. Students will keep hands, feet and objects to themselves.

7. Coaches/Sponsors will be in charge of the media equipment.

SPECTATOR CONDUCT

 Students are encouraged to attend student activities and to support those students who participate in them. This support is expected to reflect good sportsmanship and appropriate crowd behavior. Students are to respect the opposing squads, opposing fans, all sponsors, and game officials. Students do not have the right to intimidate, insult, or threaten in any manner guests or officials. Students should express support in a positive manner.

 Fowler Jr./Sr. High School strives to abide by the Kansas State High School Activities Association rules, regulations, and suggestions. The principles of good sportsmanship, as outlined in the KSHSAA Rule 52, will be enforced.

BEHAVIOR EXPECTATIONS

 Students are expected to exhibit school-appropriate behavior in all school settings. Students are expected to act with integrity, accountability, respect and responsibility at all times. The rules that apply during the school day also apply during sporting events, school activities, and school-related social events. Clothing and behavior should be school-appropriate at all school-related sporting and social events.

 Behavior Violations may be considered major or minor. A sample list of major and minor behavior violations follows. This list is not all inclusive. The administration may make additions, deletions, and adjustments as appropriate or needed.

|  |  |
| --- | --- |
| Minor | Major |
| 1. Tardy2. Misuse of property3. Inappropriate language4. Horseplay5. Misuse of technology6. Missing, late, incomplete  assignments7. Academic misconduct8. School inappropriate item9. Classroom disruption: noise, talking10. Forgery11. Missing or late returned school  property or owed bills 12. Dress code violation | 1. Skipping Class2. Property Damage3. Abusive language or threat4. Physical fighting or aggression5. Abuse of technology6. Ineligibility7. Flagrant academic misconduct8. Illegal item or substance9. Flagrant disrespect of authority,  defiance, or non-compliance10. Theft11. Unreturned school property or  unpaid bills12. Pattern of offensive or intimidating  behavior13. Repeated minor offenses |

June 11, 2013

Dear Parent:

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted to determine the extent of and develop solutions for problems schools may have with asbestos.

Asbestos has been used as a building material for many years and is a naturally occurring mineral mined outside the United States. Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of other uses. Over 3,000 asbestos-based products were manufactured until 1973 when the EPA began action to limit uses of asbestos products. By 1978, most uses of asbestos products as building materials had been banned.

# Fowler Unified School District #225

In compliance with AHERA, USD #225 has regularly scheduled asbestos inspections which locate, sample, and rate the condition and hazard potential of all asbestos materials in our facilities. These inspections are part of a certified Asbestos Management Plan which includes this notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of asbestos-containing materials. A copy of the plan is available for your inspection in the District Office during regular office hours.

Thompson Architects completed our most recent inspection on May 20, 2013 and found us in compliance with AHERA.

Sincerely,

Bobbi Williams

Phone (620) 646-5661

Fax (620) 646-5713

100 E. 8th Ave.

PO Box 170

Fowler, KS 67844

Dr. Bobbi Williams

Superintendent of Schools