

RESPECT ROCKS

Responsibility Rules

Fowler Grade School Staff

Mr. Tom Dolenz Superintendent/Principal
Ms. Brenda Wenta Board Clerk
Mrs. Anna Peters-FGS Administrative Assistant

Mrs. Tia Harris	PK-Title 1Teacher	Mr. Nik Thompson	Instrumental Music Teacher
Mrs. Erica Foster	Kindergarten	Mrs. Marian Seacat	Vocal Music Teacher
Mrs. Kim Copenhaver	1st grade	Mrs. Laurie Devine	PK-12 counselor
Mrs. Annette Keith	2nd grade	Mrs. Nikki Thornburg	Para Educator
Mrs. Kelly Noland	3rd grade	Ms Gabrielle Mendoza	Para Educator
Ms Kamisha Howe	4th grade	Mr. Donie Shumard	Maintenance/Custodian
Mrs. Donna Norman	5th grade	Mrs. Lisa Rosenberry	Head Cook/Director
Mrs. Wendy Pukrabek	6th grade/4-6th Language Arts		
Mr. Mickey Stout	Physical Education	Mrs. Heather Shaw	Grant Coordinator
Mrs. Debra Wise	Title 1/Librarian	Tamara Boese	Assistant Cook
Mrs. Lindsey Roberts	Resource Teacher	Mrs. Tammy Smith	Custodian/Substitute Cook
Mrs. Carolyn Walker	Resource Teacher	Mrs. Andra Cunningham	Resource Teacher
Mrs. Amber Zimmerman	Psychologist	Miss Betty Mendoza	Para Educator
Mrs. Veronica Orosco	Para Educator		

Fowler Grade School Student Handbook

2015-2016

School Hours

School begins at 8:00 AM and ends at 4:00 PM Monday-Thursday. Pre-kindergarten runs from 12:00 PM to 4:00 PM.

Students are asked not to arrive before 7:30 AM for breakfast. Breakfast begins at 7:30 AM and is done serving at 7:50 AM. All students should arrive by 7:50 AM. Upon arrival to school, students not eating breakfast should report directly to the gym and will remain there until released to their respective classrooms at 7:50 AM to prepare for class that begins promptly at 8:00.

Enrollment Fees

Book rental fees are to be paid at the time of student enrollment. Current prices are available at the start of each school year. Book rental fees for pre-kindergarten students will be \$35.00 per year. Students in kindergarten-sixth grade will be \$45.00 per year.

Pre-Kindergarten Tuition

Pre-kindergarten students will be charged a monthly tuition from September-May due at the beginning of each month. Monthly tuition will be \$100.00.

Pre-Kindergarten Out of District Tuition

Pre-kindergarten out-of-district students will be charged monthly tuition from September –May due at the beginning of each month. Partial reimbursement of tuition will be in the form of waiving book rental fees in kindergarten, first, and second grades. Students not attending during their kindergarten, first and second grade years will not receive any tuition reimbursement. Monthly tuition will be \$20.00.

Birth Certificate

All students enrolling in the Fowler School system for the time must present their birth certificates. At enrollment time, all students enrolling in PK must present a birth certificate indicating their fourth birthday as being on or before August 31. At enrollment time, all students enrolling in kindergarten must present a birth certificate indicating their fifth birthday as being on or before August 31.

Immunizations

Kansas law requires that student be immunized before they are allowed to attend school. All PK, kindergarten, and new students must show proof of a physical examination. This may be obtained at the Meade County Health Department or from your family physician. All new students enrolling in a Kansas school will be required to meet this regulation.

Social Security Number

For the purpose of identification, the school requests a copy of the SSN for each new student at enrollment time.

Supplies

A copy of each grade's supplies will be available on the District's website or through the office at the beginning of each school year. These supplies are required because they are needed on a daily basis.

Meals

Breakfast and lunch will be served daily in the cafeteria. Students are encouraged to take advantage of this service. Meal prices for students will need to be paid in advanced.

USD225 has a closed lunch period. All students are required to stay on the school's premises. Students may bring a sack lunch if desired.

Free and reduced breakfast and lunch forms are available in the school offices.

Please notify the office of food allergies. If your child is unable to drink milk due to allergies or medications, a doctor's note is required.

Absences and Tardies

All children must regularly attend school. Students who miss too many days of school will invariably fall behind in their work.

Please notify the office if your child will be absent, late, or leaving early. A child is responsible for all make-up work due to absences. Students have the same number of days plus one to make-up work that they missed when absent. Students who are absent will not be allowed to attend or participate in school activities on that day without a doctor's permission slip and/or administrative approval.

Kansas State statute 72-1111 requires students to attend school and statute 72-1113 requires districts to report children who are not compliant with the compulsory attendance statute. The administration reserves the right to make a determination if the absence is justified as excused or unexcused and may require special documentation – such as a medical excuse from a doctor – when student absences become excessive. Excessive absences are reported to SRS or the County Attorney.

Children who arrive at school after 8:00 will be counted tardy. Bus students will not be counted tardy if the bus is late. Children arriving after 8:30 or leaving before 3:30 will be counted absent for one-half day. Students must check in at the office if they are late to school. If a student must leave the building or school grounds for any reason other than those associated with school programs or activities, the parent must check the student out through the office. Parent/Guardian permission is required before a student can be released to leave the building/campus.

Illness

In case of an illness, please notify the office that morning that your child will be absent.

Please leave phone numbers with the office so that someone may be reached in case of an emergency or sudden illness. It is important to notify the office if there is a change of phone number, residence, or job. This information needs to be current in case of an emergency.

If a child is unable to participate in PE and recess, a note should be sent to the classroom teacher. Any student who is unable to participate in PE will also be unable to participate in recess activities. If non-participation is more than two days, a doctor's note may be required.

Curriculum

The staff of USD225 is constantly reviewing and revising curriculum. Curriculum standards from the State of Kansas are available in the office or at the KSDE website.

Homework

Homework and assignments are an important part of learning. Students are expected to turn in assignments on time. Each day, a period of time should be set aside for homework as needed. The child should have a relatively quiet area in which to work. Reference books, pencils, paper, textbooks, assignments, and other necessary material should be readily available.

A 15-45 minute period is usually sufficient for most daily homework, depending of the age of the child. If the entire period of time designated for homework is not needed, the remainder of time could be used as a free-reading period. Parental supervision and encouragement are beneficial to the child's success.

When your child is absent, please make an effort to obtain missed classroom work and check to make certain that your child is doing the make-up work.

Grading

Mid-term reports will be issued during each quarter. A progress/report card will be issued to each student at the end of each quarter. Throughout the year, teachers will notify any parents of children not doing acceptable work.

The grading scale is as follows:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
Below 60%	F

Arrangements must be made between teacher and student concerning an incomplete grade at the end of the quarter.

Honor Roll

An honor roll will be posted at the end of each semester. Each student receiving all grades of 90% and above and working on grade level will be on the Superintendent's Honor Roll. Students receiving all grades of 80% and above and working on grade level will be on the Principal's Honor Roll.

Staying After School

Students may be required to stay after school to make up work, for extra help, or for disciplinary purposes. Parents will be notified for arrangements.

Testing

Achievement and progress/diagnostic tests will be given to students in grades PK-6. Kansas Assessments will be administered according to State guidelines.

Library

Each class has a scheduled time, once a week, to visit the library. In addition, students participate in the computerized Accelerated Reader Program (grades 2-6) and the Kansas Williams Allen White Award Program (grades 4-6). Parents are asked to help their children care for the books or materials and see that they are returned when due.

Physical Education

Physical education is required for grades K-6. A child may be excused from participating only when a parent or physician signs a statement stating the period of time that the child should not participate. Non-participation for more than two days may require a medical excuse.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for each semester of the school year. Other conferences may be scheduled by the parents or teachers at any time during the school year. Parents should make every attempt to attend.

Records

Under the provisions of the Family Education Rights and Privacy Act, a parent may see a child's cumulative records only after signing a request form. Other records are available at all times if a parent wishes to see them.

This institution will forward student records to officials of other schools or school systems in which the student intends to enroll or transfer.

Student Behavior

Fowler Schools use Positive Behavior Supports (PBS) to teach students proper expectations in school settings. By focusing on respect, responsibility, and effort, the staff has created a matrix of expected behaviors in common school settings. The matrix of expectations will be sent home at the beginning of each school year.

A student's conduct during the school year is greatly determined by his/her attitude toward fellow students, teachers, and educational opportunities. Cooperation and the observance of the rights of others are highly important. An appropriate atmosphere for learning requires that students act in a mature and responsible manner. Respect for the rights of others is important in maintaining 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. Any conduct which is harmful to others, which poses a threat to the health or safety of persons or property, or which disrupts the regular school day will be confiscated.

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.

Behavior Management

Fowler Grade School will use Positive Behavior Supports (PBS) for behavior management and reinforcement. The expectations focus on respect, responsibility, and effort as outlined in the matrix sent home at the beginning of the school year. Each classroom will use a color code for monitoring student behavior. At the end of each day, teachers will record the student's behavior on a parent note and the parents will be expected to acknowledge the receipt of the information by initialing the note each evening. Following are the colors and corresponding indicators:

1. White/Neutral – All students start here daily; white/neutral means no problems.
2. Blue/Reminder – When students are not demonstrating respect, responsibility, or effort, the teacher should give them a reminder. Teachers will make reference to the Goldbug Expectations Matrix and make a specific statement about how the student can show respect, responsibility, or effort instead of what they are currently doing. Teachers will provide positive feedback when the behavior is corrected.
3. Purple/Re-teach – The next time the student is not meeting expectations, the teacher should re-teach the expectation. Teachers will make reference to the Goldbug Expectations Matrix and review specifically how the student can meet the expectation. The student will be given the opportunity to practice the skill. Positive feedback will be provided when the skill is correctly demonstrated.
4. Black/Consequences – The third time the student is not meeting expectations, the teacher will speak with the student individually and explain that he/she has been reminded and re-taught how to meet expectations. Since he/she is still not meeting expectations, he/she will be provided an appropriate consequence as selected by the classroom teacher.

Student can only move in one direction on the management system throughout a given day, in order from 1-

4. However, some behaviors may warrant immediate consequences; these will be left to teacher discretion.

Students will also have the opportunity to earn positive reinforcements for appropriate behaviors. Each student will be issued a punch card. When a student's punch card is full, he/she may take it to the appropriate teacher to exchange for a positive reinforcement pass (opportunities for additional privileges). The completed cards will be placed in a bucket for a monthly drawing. Note: If students lose their punch cards, they may have a new one. If they find the old one, it cannot be combined with the new one, but they may continue to work to fill both cards.

Parents may use the following points in helping their children understand appropriate, school behavior:

1. Instill in your child a sense of responsibility for what he/she says and does. Help the child understand that disruption and disorder at school hurts everyone.
2. Create an atmosphere in which your child feels free to confide in you about school problems and concerns.
3. If your child does experience difficulty at school, please make sure you have accurate information before reacting. Often, misunderstanding escalates into real trouble before it can be resolved.
4. Contact the school with concerns. Do not allow problems to fester and grow. We can't help correct the problem if we are unaware that it exists.

Dress and Dress Code

Students are expected to wear clothing appropriate for school. Any clothing that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted. Protective clothing should be worn during cold weather because recess will be held outdoors every day except during extreme conditions. Students will remain inside for recess if the temperature is below 32° or it is raining. Students should bring jackets or coats every day except in extremely warm weather at the beginning or end of the school year. All students will participate in recess unless an appropriate excuse is provided.

The school dress and grooming code is the responsibility of the parents, students, and school system. Since all three are interested in the highest quality of education that can possibly be offered to our students, it should be a joint effort. One function of the school is to assist students to be successful in life and 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 should be neat and clean. Shorts/skirts should be of an appropriate length so as not to attract undue attention or distract or infringe on the rights of others. Sunglasses, bandanas, jeans with holes above the knees, undershirts, bare midriffs/crop tops, spaghetti strap tanks, or clothes that advertise alcohol, drugs, or tobacco are not acceptable. Shirts must touch the top of the jeans, short, or skirts. Hats may not be worn in any school building during regular school hours. Clothing 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 worn at all times.

When, in the judgment of the administration, a student's appearance does infringe on the rights of others by causing undue attention and disrupting from 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.

A dress code policy can never be all-inclusive. Administrative discretion is allowed when evaluating appropriate student dress.

School Bus Service

Bus drivers will stay as close to schedule as possible; however, often circumstances beyond their control may interfere with the schedule. Parents will be responsible for children who miss their bus or return to school from a trip after school hours. It is the parents' responsibility to notify the school office, either by written note or phone, if a child will not ride the bus: office 646-5234.

Mud and Snow Routes for Buses

In times of bad weather, the buses might be running late. The radio and TV stations listed below will give you information concerning the times of buses. For safety reasons, sometimes the drivers will call parents of students ahead of time since it might be necessary for the parents to meet the bus at a different location a short way from home. We ask that you make sure your driveway is "broken out" with your tractor or 4-wheel

drive before the bus arrives. Students are not recorded late if the bus route runs behind and students who normally eat breakfast will be offered breakfast when they arrive at school. The goal of USD225 is to provide safe and timely transportation.

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.

Fire and Tornado Drills

According to Kansas law, each attendance center will conduct monthly fire drills. 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. There will be three tornado drills as prescribed by Kansas law. Students will go directly to the Dome or grade school building basement.

Crosswalks and Bicycles

Students must use the marked crosswalks when possible. Children riding bicycles must observe all bicycle safety rules. All bikes must be walked on the sidewalk and walked through the crosswalks. Students must park their bikes in the bike rack. Students are required to cross the street at the corners only, unless escorted by a parent or teacher. Students must not walk between or behind cars or buses. Parents are encouraged to park on the north side of the street in front of the grade school to pick up students.

Accidents

When a student under the supervision of a teacher or coach is injured or involved in an accident, the student must immediately report the injury to the supervising teacher or coach. The teacher or coach will then report the accident to the school principal. If the student needs medical treatment, it must be done within 30 days of the date of the accident. A claim form may be obtained at the office.

Voluntary Student Insurance

Voluntary student insurance policies will continue to be available for students in grades PK-12 if parents wish to purchase them.

School Parties

The students may have parties on Halloween, Christmas, Valentine's Day, and Easter. Classroom parties are generally held during the last half-hour of the school day. Parents will be contacted by the teacher to make arrangements. Teachers have discretion over whether students may bring treats to school for their birthdays. Invitations to birthday parties, slumber parties, etc. are not to be distributed during school hours.

School Pictures

Individual pictures are taken twice each year. Class pictures are also taken. Cost will vary according to the package chosen.

Telephone Calls

Students will not be called from class to answer the telephone except in emergencies. Instead, the caller's number will be requested and the student will be asked to return the call when he/she may do so without disrupting classroom time.

Students will not be permitted to use the telephone except when necessary. Calling home to get permission to play with another child is not a good excuse.

Personal Property

School personnel cannot be responsible for money, clothing, or other personal items lost, stolen, or misplaced at school or on school-related activities. All personal items such as clothing should be marked with the student's name. Parents may check in the office for missing items.

Pets

Pets are not allowed on school grounds as they pose a potential nuisance and danger. Any living animals for show-and-tell must be approved by the teacher before being brought to school. Exception to this policy will be made for approved, certified therapy dogs.

Nuisance Items

Nuisance items of any kind are not to be brought to school. Items will be confiscated and returned at the end of the day. If it continues, the items will be confiscated and not returned until a parent/guardian comes to school for a conference with the teacher or principal. Anything that interferes with learning will be considered a nuisance item including but not limited to electronics, cell phones, trading cards, and toys.

Field Trips

Parents will be notified of all field trips throughout the year. The school will make arrangements. Parents will be informed if there is any cost involved. Permission notes will be sent for all trips for students in PK-6. To verify arrival time home, call the sponsor/teacher/coach of the event or the office at 646-5234 between 8:00-4:00. Parents will be responsible for picking up their child when he/she returns from a trip after school hours.

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 guidelines 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 list serve.
- 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.
- **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/or 180 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.

Alcohol, Illegal Drugs, and Tobacco

The possession, consumption, distribution, or sale of alcohol, illegal drugs, or tobacco at school or at school activities is strictly prohibited. Students guilty of a first-time violation will be subject to suspension for a period not to exceed five (5) school days. Due to State law, this suspension may be extended for the duration of the semester after the five day suspension period.

Such long-term suspensions may be made by the principal. The Sheriff's Department and parents shall be notified in the event this regulation is in any way violated.

Code of Conduct**Bullying Behaviors**

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 severe, 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.

Threats and Intimidation:

A student shall not threaten with physical violence or coerce by any means any student, teacher, school employee, or other individual. Nor shall a student or any other person employ threats or intimidation. Any student in violation of this policy may lose privileges and/or be assigned in-school or out-of-school suspension for a period deemed appropriate by the administration.

Weapons:

No student or visitor to any Fowler School campus, property, or school-sponsored function regardless of where held may possess, transport, display, offer for sale, barter, use, threaten to use, or exchange any gun, bomb, knife, pocket knife, dangerous weapon, or other object that may appear to be a

dangerous weapon. A dangerous weapon may be defined as: “*Any weapon which could result in a fatal wound or which may cause serious injury to person or property.*” In the event a student of the district or a visitor is found to be in violation of this policy, the school administration has the authority to suspend the student(s) involved and recommend expulsion in accordance with the board policies and laws of the State of Kansas. These decisions will take into account any unusual, unforeseen, and/or individual circumstances that may include situation protected by law.

Suspension/Expulsion

A student may be suspended or expelled for reasons set forth in Kansas law by the principal or superintendent. 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.

Special Education

USD225 is a member of the Southwest Kansas Area Cooperative District #613. Services made available through this membership include speech therapy and special instruction for those with learning disabilities or other qualifying services. SKACD also provides school psychologist services primarily for the purpose of testing and evaluation. Gifted and talented special services are provided through a cooperative agreement with a neighboring district. Any concerns regarding a student’s education should first be addressed with the classroom teacher.

Visitation

Parents have a standing invitation to visit with the teacher and are more than welcome to visit their child’s classroom. Due to the many activities throughout the year, please contact your child’s teacher in advance to schedule a classroom visit.

We have occasions when our students have friends or relatives visiting their home and wish to bring them to school. Although guest of this nature are generally not allowed, exceptions may be made in special circumstances. Please contact the school to request permission and make appropriate arrangements.

Building and Equipment Use

Any requests by outside groups to use the building or equipment must be made through the Office of the Superintendent. If the building or equipment is abused, the use and privileges will be lost. All equipment should be returned to the original storage location. A fee may be charged, especially if use is for personal profit or gain.

Suggestions

Teachers and administrators are always open to suggestions or innovative ideas. If you have any such ideas or constructive criticism, please share them with your child’s teacher, principal, or superintendent. Working together as a team will greatly enhance the school year.

Chain of Command

Parents are asked to solve problems using the following chain of command:

1. Contact the teacher to schedule a meeting to discuss the problem.
2. If dissatisfied after discussing the situation with the teacher, contact the principal to schedule a meeting to discuss the problem. If the parent goes directly to the principal without contacting the teacher, the parent will be referred to the teacher.
3. If the principal does not solve the problem in a satisfactory manner, the parent may contact the superintendent.

4. If all other avenues have been pursued, the parent may schedule a meeting with the Board of Education. To be placed on the Board agenda, you should contact the District Office.

Sixth Grade Information

The following information pertains only to the sixth grade students.

Academic Eligibility

On Monday morning of each school week, every teacher will send to the office an academic report listing students failing their classes. These reports will be sent home by mail on Monday. Any student whose name appears on this list shall serve a 30 minute detention with the teacher whose class he/she is failing. In such a case, at least one day's notice will be given to the student. 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 event, performance, completion, field trip, game, program, or dance. The student may not practice for events or performances. The student will remain ineligible until the teacher reports to the office that the student is now passing the subject.

Parents will also be informed weekly if their child is earning a D.

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. If the event or performance is graded, the student may participate with permission from the teacher and principal.

The eligibility requirements of Fowler Jr/Sr High School are consistent with those established by the Kansas State High School Activities Association.

Physical Examinations

It is required that all students who participate in junior high sports programs have a physical exam form 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 upon request.

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

Activity Trips

Members of all athletic teams and other school groups are to travel in school transportation provided for this purpose. Students who intend to ride home with their parents must have both written permission from the parent and prior written approval from a school administrator. Students who intend to ride home with the parents of another student must have written permission from their parent. In the event that a student request to ride home from an activity with his/her parents, but does not have prior approval from an administrator, the student's parent must be present to provide the sponsor of the activity a written request to take his/her student home from the activity. In the event that a student request to ride home from an activity with the parent of another student but has not secured prior approval from a school administrator, a parent of each of the students must be present to provide written request to the sponsor of the activity.

Participants are not permitted to drive to or from school activities or ride with the parents of another student. These rules/standards apply to the sixth grade when appropriate.

Parents may call teacher/coach/sponsor or office at 646-5234 from 8:00-4:00, to verify when the bus is expected to be back from any school activity.

Student Activities: 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.

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.

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.

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