

# FOWLER GRADE SCHOOL FACULTY HANDBOOK

*Where Education is Experienced*



***"Goldbugs lead their  
lives, their school,  
and their world."***

OUR VISION- to provide personalized learning and real-world experiences in a culture focused on leadership opportunities and building relationships.

OUR MISSION- to build relationships that facilitate accountability, responsibility, respect, and enhance academic and social growth for lifelong success.

## **USD 225 AREAS OF FOCUS**

1. Focus on academics and becoming the best early childhood and elementary school we can be:
  - a. Quality Teachers
  - b. Curriculum Aligned with standards
  - c. Academic Resources
  - d. Structured Interventions
2. Identify criteria for the district to evaluate grade level configuration:
  - a. Enrollment- keeping our kids in Fowler
  - b. Projected Student Count
  - c. Financial Resources- future funding as well as potential other revenue sources
  - d. Communication- share the district's focus with our families, community, businesses, and all stakeholders
  - e. Community Input- seek input through surveys and meetings to gather data to assess the needs of our community
3. Maintain our schools:
  - a. Keep our school open for preschool through 6th grade
  - b. Maintain and utilize all our facilities
  - c. Evaluate our ability to add grade levels back to Fowler based on the assessment of key criteria established by the Board of Education

Fowler USD 225 recognizes that the teaching staff is instrumental in the success of our students. The Board of Education, Administration, and community appreciates the time, dedication, and efforts of the faculty. It is because of the dedication of the staff that Fowler Schools is a positive learning environment and a home away from home for many students.

### **Instructional Handbook Disclaimer**

The purpose of this instructional handbook is to provide faculty and staff information for the academic operation of USD 225. It is not the purpose of this handbook to duplicate materials which might be found in the Student Handbook or Negotiated Agreement. Every attempt has been made to ensure the accuracy of its contents and this document will undergo ongoing review as deemed necessary. If any discrepancies exist between this handbook and the approved district policies of the Board of Education, the provisions of the Board's Policy Book will prevail. The district reserves the right to modify the information within this handbook without notice.

### **Notice of Non-discrimination**

USD 225 is committed to a policy of non-discrimination on the basis of race, gender, national origin, religion, age, and disability as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## **PROFESSIONAL EXPECTATIONS FOR TEACHERS**

### **Commitment to Instruction**

The district expects high quality instruction from all faculty. A high level of commitment to our students from faculty helps maintain that reputation. Faculty who demonstrate a high level of commitment are prepared for each class, arrive promptly, and use the entire instructional period. In addition, they communicate problems, concerns, and successes to the appropriate administrator; demonstrate concern for each student's progress; maintain discipline in all areas; and respond to communications, suggestions, etc. from peers and administration.

### **General Duties and Responsibilities**

1. Delivering and facilitating instruction that provides and assesses learning opportunities and student progress.
2. Informing students and parents of class requirements by providing a class syllabus including specific objectives, outcomes, methods of instruction, and grading.
3. Communicating with students on a continuing basis to allow them to be aware of their own progress.
4. Conducting all scheduled classes for the entire allotted time, maintaining discipline, and providing learning opportunities in accordance with the philosophy and objectives of the district.
5. Using teaching methods, media, and technology designed to reach students of varying educational and experiential backgrounds to allow each student the opportunity to

- master the objectives of the class.
6. Maintaining and submitting records as required by policy and procedures, and meeting announced deadlines.
  7. Maintaining required credentials, licenses, certifications as appropriate, preserve and increase instructional proficiency, and remain current in knowledge of the subject area.
  8. Recommending instructional materials, textbooks, appropriate equipment, and technology.
  9. Aligning curriculum with the state standards.
  10. Serving on various committees.
  11. Volunteering for various school activities and events.
  12. In addition the following items will be points of emphasis when being evaluated:
    - a. Rigorous and appropriate instruction related to state standards. Teachers will be expected to provide instruction and learning based activities from “bell to bell;” free time is not an acceptable practice.
    - b. Creating educational experiences for students which require active student involvement and activate higher order thinking skills.
    - c. Professionalism: All staff will be expected to present themselves in a professional manner in all areas, particularly dress, speech, and punctuality.

### **Absences**

When teachers are absent, it takes away from your overall instructional effectiveness. Teachers are strongly encouraged to use Fridays for appointments.

- It is the responsibility of the absent teacher to contact the building secretary to make arrangements for a substitute teacher. The teacher will provide lesson plans for the day by 7:00 a.m. or earlier to the office.
- Teachers are required to be present by 7:30 a.m. A teacher arriving past 7:35 is considered to be late and will be addressed by the principal. Contract time concludes at 4:15 p.m.
- In addition to personal leave, bereavement leave is available in the case of an immediate family member’s passing. Immediate family is defined as spouse, parent, child, or sibling.

### **Lesson Planning**

Teachers are expected to be fully prepared for class at all times. Daily lesson plans will be left in a designated location on the teacher’s desk. Lesson plans may be required to be turned in to the principal. Paper copies for students should be made in advance.

Teachers are asked to prepare a three-day emergency lesson folder to be kept in a designated location for occasions when the teacher is unable to prepare substitute plans. Both regular sub plans and emergency sub plans should contain rosters, seating charts, emergency/drill procedures and other routine tasks in addition to detailed lessons that will keep students occupied and engaged for the entire period. Sub plans should not rely on the use of movies.

**Movies- Prior approval needed.**

Movies must be instructionally related. Movie clips rather than full movies are preferred. Hollywood style movies require administrative approval before being shown in the classroom. In addition, parent permission is required for any movies rated PG and above. Students who do not view the movie should be provided with an alternative activity with the same educational purpose.

**Dress Code**

Standard dress for instructional staff at all times is to be business casual. Business casual includes khaki pants and dress shirts at a minimum. Professional dress is expected for parent-teacher conferences. Sweatpants are not acceptable attire. Jeans without holes are acceptable on Thursdays only and are to be accompanied with Goldbug apparel. Jeans without holes are also acceptable on inservice days. Teachers are encouraged to participate in spirit week and dress code will be adjusted as needed. Attire not addressed here is subject to principal approval. The teacher's physical appearance should not draw away from their instructional purpose. Subjective tattoos need to be covered.

**Food & Drink**

Beverages other than water should be appropriately placed on the teacher desk in an appropriate container. Beverages should not be carried around during instruction time or while supervising recess or other duties. Water bottles are acceptable and should not contain unacceptable language, slogans, etc. on the outside.

**Purchasing**

Purchases must be pre-approved by administration. All staff need to take their purchases to the school secretary to begin the process once approved. Requests should be made 2-3 weeks in advance. The business manager will work with the school secretary to complete the purchase.

**Fundraising**

Each class and organization (including cheerleading and athletic teams) will have the opportunity to fundraise. The principal must approve each fundraiser to ensure multiple groups are not overlapping.

**Handbooks**

Teachers should familiarize themselves with the Student Handbook for each building they work in. Teachers are expected to enforce the rules and regulations as outlined in these handbooks.

**Confidentiality- Do not have confidential conversations around students.**

Any discussions about students that may be protected under FERPA should be on a "need-to-know" basis. Teachers do not have the right to ask students questions about their health.

Confidentiality of educational records is a basic right shared by all students in public schools and their parents. These fundamental rights are described in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (2009). The federal regulations relating to FERPA

are available at <http://www.gpoaccess.gov/ecfr/> as well as at <http://www.ksde.org/Default.aspx?tabid=3997>.

Confidentiality regulations apply to the State, to all public schools and private schools that accept federal funds. In addition, all school personnel (including contracted employees) are governed by confidentiality requirements of FERPA and the Individuals with Disabilities Education Act (IDEA), which apply to students with disabilities.

Issues of confidentiality are not restricted to written record. Teachers and all school personnel should be cautious sharing information gained through employment in USD 225. Student's attendance, academics, discipline, or well-being is not the business of the general public. Teachers and other school personnel should refrain from discussions about students outside the school setting.

### **Family and Medical Leave Act**

USD 225 will follow all applicable laws as it relates to the FMLA.

### **Internet, Email, and Acceptable Use Policy**

Teachers are to abide by and enforce the acceptable use policy as printed in the student handbook.

The email and internet system is a business tool owned and paid for by the District; therefore, it is the District's property. All email messages are the property of the District and are subject to office policy, procedures and control. As such, the District has the right to view them at any time, as well as monitor internet usage. The district respects the individual privacy of its employees. However, that privacy does not extend to the employee's work-related conduct or to the use of District provided technical resources or supplies. Therefore, employees have no right to privacy as to any information transmitted or stored through the District's system. To ensure proper use, the District may monitor its technological resources at any time without advance notice or consent.

Employees shall use the internet and email system for purposes related to their employment. Use of the system that promotes unethical practices, or any activity prohibited by law, the Education Code and/or any other statutes, or District policy is strictly prohibited. Except as otherwise indicated in this policy, commercial or political use of the mail system and internet is also strictly prohibited. Messages relating to or in support of illegal activities are strictly prohibited and will be reported to District authorities and may be reported to legal authorities.

### **Communication with Students via Cell Phone**

This practice is prohibited on an individual basis. Coaches, sponsors, etc. will communicate via a group message providing the information as needed for leave times, game times, etc. Classroom teachers are not to communicate with students individually or give their cell phone number out to them.

## STUDENT RELATED EXPECTATIONS

### Supervision of Students

All employees are responsible for the supervision of students at school and school sponsored activities. It is everyone's responsibility to enforce code of conduct and behavioral guidelines to keep our students safe. It is not acceptable for teachers to leave students unsupervised in the classroom to run errands, make copies, etc.

### Student Attendance

It is critical that you take accurate attendance daily.

- It is the responsibility of every teacher to take attendance during each class period each day for high school.
- Elementary teachers need to record attendance the first five minutes of class on EduStar.
- Lunch count needs to be recorded by 8:15 a.m. on EduStar daily for first hour high school teachers and for each elementary teacher.

Teachers are expected to make contact with parents when attendance or tardiness are hindering the student's progress.

### Academic Eligibility (6<sup>th</sup> – 12<sup>th</sup> Grades)

By 5:00 p.m. every Friday, all teachers should have grades entered into the grading system.

KSHSAA eligibility guidelines dictate that a student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalent, the previous semester or the last semester of attendance. If they do not, they are ineligible for all activities the entire next semester.

In addition, when the teaching staff recognizes, through active monitoring, that a student is not making adequate progress, an eligibility contract will be written. The content teachers, mentor, and principal will collaborate on the details of what is needed in the contract in order for the student to make necessary progress to maintain or regain eligibility.

### Accidents

**If you are in an accident, you have to report it to the administration immediately. At that time you may be required to go to the doctor for follow up.**

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 should then report the accident to the principal.

### Child Abuse and Neglect

As an employee of a public school, you are a mandated reporter of child abuse and neglect

which means if you suspect a child under your supervision is being abused or neglected it must be reported to the principal and must be reported to SRS or the sheriff's department. It is not your responsibility to verify your suspicions but simply to report. The agency to whom you report is responsible for investigating. You may contact SRS at 888-369-4777. Both your principal and the agency to whom you report are obligated to keep the information confidential.

### **Field Trips**

Field trips with educational value that expose our students to new experiences are encouraged. Field trips must be approved by the administration.

### **Electronic Devices**

Students are only allowed to use electronic devices, including headphones and cell phones, during class time as part of an instructional activity. 6th-12th grade students will silence their cell phone and place it on the corner of their desk where it is visible during class time.

## Fowler Junior/Senior High School Laboratory Safety Protocols

### **Courses:**

- Food Science
- Biology, Physics, & Chemistry
- Integrated Science Courses 6-12
- Ag and Animal Sciences
- Wood & Metal Shop
- Any lab-based courses added in the future

### **Direct Student Safety Instruction:**

1. Teachers will provide initial lab safety instruction, and students will pass a written safety test with 100% prior to participation in any labs. Teachers will provide their instruction materials and safety test for administrative approval on an annual basis.
2. Teacher and student will complete a one-on-one performance assessment before use of any shop equipment or machinery. The teacher will keep a checklist of the completed performance assessments on each piece of equipment or machinery.
3. The teacher will be present and actively supervising the lab at all times. Students should never use equipment or conduct labs without teacher supervision.

### **Personal Protective Equipment:**

- Science labs will be conducted in compliance with the PPE safety resource from the National Science Teachers Association. This may include eye protection, ear protection, feet and leg protection, gloves, and laboratory coats or aprons, depending on the nature and potential hazards of the lab. <https://www.nsta.org/safety/ppe.aspx>
- Shop labs will require PPE in line with school safety guidelines for Industrial Arts. This may include eye and ear protection, cut-resistant gloves, machine guards, welding shields, welding gloves, welding aprons, long pants, and closed toe shoes, depending on the nature and potential hazards of the lab. <https://www.grainger.com/know-how/industry/public-sector/kh-school-safety-regulations-guidelines-qt-283>
- Electronic earbuds are not acceptable ear protection.

### **First Aid Kit:**

- A first aid kit will be provided and maintained in each classroom in which the above courses are taught.
- Teachers will inspect the kit annually and report any issues to administration to be addressed.
- If the kit is used, the teacher will restock the depleted items with items from the office.



### **Classroom Environment:**

- All chemicals will be stored in a locked cabinet or closet.
- The lab area will be kept clean and organized.
- The classroom teacher will conduct and record a weekly test of the eye wash station.

### **Approval of Classroom Labs:**

**Level 1 Lab:** No heat source or chemicals involved, with the exception of stovetop cooking and baking.

- Teacher-led lab with normal classroom procedures for safety.
- No administrative approval needed.

**Level 2 Lab:** Regulated electric heat or low level chemical reactions

- Safety procedures reviewed with students prior to the lab.
- No administrative approval needed.
- Shop labs including the use of machinery will be considered Level 2 and require review of safety procedures for the machine to be used.

**Level 3 Lab:** Gas heat source or experiments involving laboratory grade chemicals

- Written procedures for lab experiment provided to students prior to practice.
- Teacher practice of live lab without students.
- Safety procedures reviewed with students prior to the lab.
- Teacher observation of student practice lab without heat/chemical.
- Administrative approval required after practices and prior to live experiment.
- Door to the classroom is kept unlocked during the live experiment.

## **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**:
  - o Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - o Any device used by law enforcement officers to carry out law enforcement duties; or
  - o 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 30<sup>th</sup> 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.

### Drug Free Workplace

GAOA-R-2

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district. As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.