

**Respect Rocks,  
Responsibility Rules,  
Effort Every Day!**



**Fowler Grade School  
Student Handbook 2017-18**

## **School Hours**

School begins at 7:55 AM and ends at 4:00 PM Monday-Thursday. Little Bugs programs run from 7:55 AM to 11:00 AM and 11:30 AM to 4:00 PM.

Students are asked not arrive before 7:30 AM. Breakfast begins at 7:30 AM and is done serving at 7:45 AM. All students should arrive by 7:45 AM. Upon arrival to school, all students will gather in the lunchroom and then be released to their respective classrooms at 7:45 AM to prepare for class that begins promptly at 7:55.

Little Bugs students will also use the main front entrance for arrival and dismissal.

## **Little Bugs Out-of-District Tuition**

Out-of-district students will be charged monthly tuition of \$100 for the morning program and \$150 for the afternoon program from September–May due at the beginning of each month.

## **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.

## **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. Teachers strive to begin classes promptly and engage students in learning the full day. All grades begin core reading content instruction at 8:00 AM. Students who arrive tardy will miss out on the opportunity to get ready for the day and possibly miss the introduction of key concepts.

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 7:55 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 nonparticipation is more than two days, a doctor's note may be required.

## **Homework**

Teachers will make an effort to assign minimal amounts of homework. Our hope is that students will utilize the 21st Century after school program in addition to reading at home in the evenings. Homework will be sent home when the student does not complete the work at school within a reasonable time frame.

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**

Standards based report cards will be issued for each student in grades K-5 at the end of each quarter. These reports include ratings of a child's level of skill on many state standards. The skill specific information provided helps parents to know exactly what their child is strong or weak in so they know how to help at home.

## **Library**

Each class will have a weekly opportunity to visit the library. Parents are asked to help their children care for the books or materials and see that they are returned when due.

## **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 addressed.

### **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.

Administrative discretion is allowed when evaluating appropriate student dress. When, in the judgment of the administration, a student's appearance does infringe on the rights of others by causing undue attention or disrupting the learning environment, the administrator may prescribe appropriate action. When a student is sent home to change clothes, the time missed from school may be made up by the student as detention time, or alternative clothing may be provided by the school for the day.

## **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 parent's responsibility to notify the school office, either by written note or phone, if a child will not ride the bus at 646-5234.

## **Mud and Snow Routes for Buses**

In times of bad weather, the buses might be running late. 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**

When there is a delay or cancellation, notification will occur via the automated message service. The automated messaging service at times may also be used to distribute information to parents/guardians of Fowler students. It is crucial that the central office have up to date information on cell phone numbers and email addresses. Fowler social media outlets may also carry information pertaining to inclement weather and school closings.

## **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. 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.

**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 may only be distributed during school hours if every student in the class is receiving an invitation.

**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 appropriate.

**Personal Property**

School personnel cannot be responsible for money, clothing, or other personal items lost, stolen, or misplaced at school or 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, including fidget spinners.

### **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. 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 will be handles on an individual basis and may include ISS, OSS, or expulsion.

### **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**

When entering the school, parents are asked to check in at the office. Parents are not allowed in the hallways without authorization.

Parents have a standing invitation to visit with the teacher and are more than welcome to visit their child’s classroom. Contact the principal in advance to schedule a classroom visit.

### **Chain of Command**

Parents/students 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 no resolution is achieved 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 no resolution is achieved, the parent may contact the superintendent.
4. If all other avenues have been pursued, the parent may request to be placed on the school board agenda by contacting the district office. The board has the option of denying the request to appear before the board.

### **Sixth Grade Information**

The following information pertains only to the sixth grade students.

### **Grading**

Students receive grade cards at the end of each quarter. Parents are encouraged to monitor daily and weekly activities on the GoEdustar website.

The grading scale is as follows:

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

### **Honor Roll**

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

### **Academic Eligibility**

On Monday morning at 9:00 a.m. the office will pull grade reports of students who are failing. These reports will be sent home by e-mail or mail on Monday. Eligibility will be kept by quarter. Starting on the 3rd Monday of the quarter, those students failing for a second week in any class during the quarter will be ineligible on Monday to participate in any extracurricular or interscholastic events, performances, competitions, field trips, games, programs or dances with no exceptions. Students may attend school events that are open to the public as a spectator but not as part of the team. The student will remain ineligible until the following Monday.

Activities in which the student receives a grade for participation may not be subject to these eligibility guidelines.

### **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.

### **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.

### **Out-of-Town Expenses**

All out of town meals are the responsibility of the student. State level activities expenses will be paid for by the school district.

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

### **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, deescalation 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.