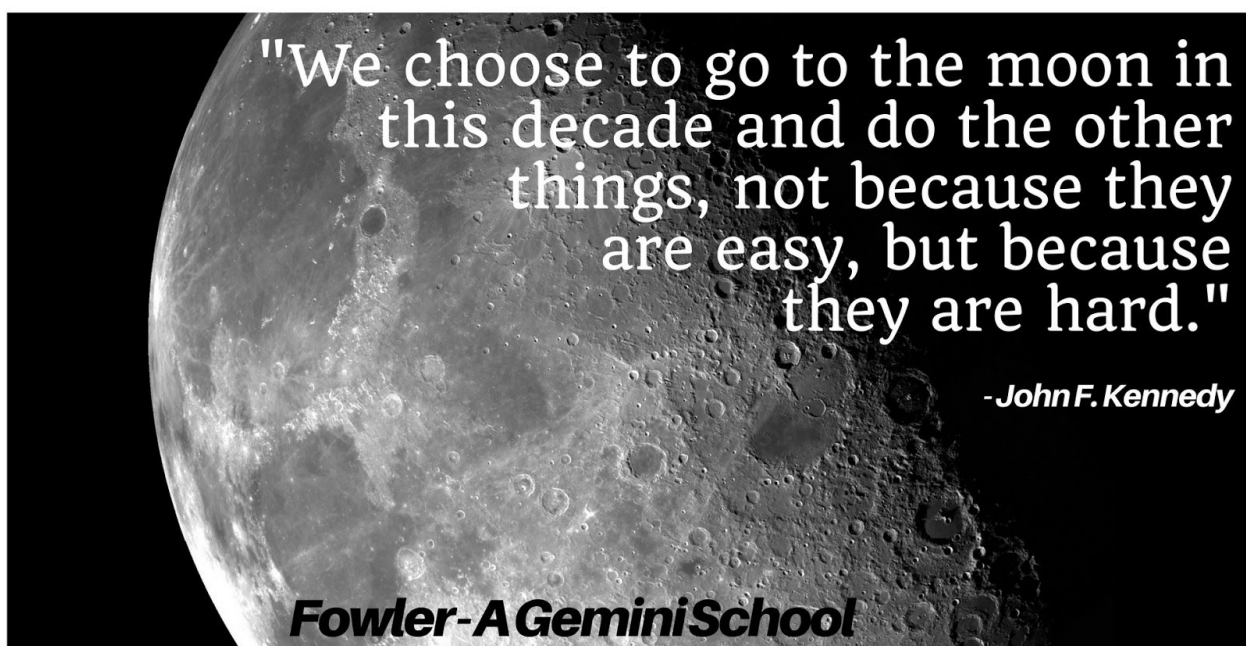


# ***FOWLER JR/SR HIGH SCHOOL***

***WHERE EDUCATION IS EXPERIENCED***



***STUDENT HANDBOOK***

***2018-2019***

## TABLE OF CONTENTS

Mission & Vision Statements	Page 4
Attendance	Page 5
Absences	
Unexcused Absences	
Tardiness	
Leaving the Building	
Student Driving	
Guests/Visitors	
Compulsory Attendance	
Academics	Page 8
Eligibility	
Bell Schedule	
Grading System, Homework, & Late Work	
Valedictorian/Salutatorian & Honor Roll	
Graduation Requirements	
Class Participation Points	
Courses for College Credit & Distance Learning Classes	
Textbooks	
Project Week	
Teacher Workroom	
Progress Reports	
Schedule Changes	
Student Records	
Kansas Qualified Admissions Pre-college Curriculum	
Kansas State Scholars Curriculum and State Scholar	
Student Conduct	Page 13
Telephone Policy & Cell Phones	
Headphones	
Dress Code	
Lockers	
Lunches, Lunch Detention, & Food/Drink	
Nuisance Items	
Code of Conduct & Bullying	
Cheating	
Alcohol, Illegal Drugs, & Tobacco	
Expression of Affection	

Dances  
Bus Rules  
Initiations  
Suspensions/Expulsions  
Law Enforcement

Technology Page 21

Student Activities Page 23

Class Meetings & Student Organizations  
Student Council  
National Honor Society  
Senior Trip  
Eligibility  
Physical Examinations  
Dual Participation  
Practices  
Activity Trips  
Out-of-town Expenses  
Alcohol/Drug Policy  
Athletic Code of Conduct  
Injuries & Parental Notification in Emergencies  
Athletic Lockers  
News/Media/Website  
Spectator Conduct

Other Page 28

Chain of Command  
Inclement Weather  
Fire Drills, Tornado Drills, & Lockdown Drills  
Emergency Safety Interventions

Welcome! We are pleased to have you at Fowler Jr./Sr. High School. It is our hope that you have a positive and productive school year. Please take time to read this handbook as it contains important information for you and your parents/guardians. The policies and procedures outlined are to assist you in knowing your responsibilities and privileges. This information will help guide you through a fruitful school year. This handbook is meant to be a quick reference guide for important items of information but does not represent all of the district policies or procedures. For a full detail of all school policies please contact the district office to view the board policy book.

MISSION STATEMENT – USD 225

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

VISION – USD 225

Fowler School District 225 has been successfully implementing policies, plans and procedures that are in line with the Kansas State Department of Education's Vision Statement, **“Kansas Leads the World in the Success of Each Student.”** The school board, administration and teachers have eagerly accepted the opportunity to “redesign” our school district as a part of the Kansas Department of Education's “Journey to the Moon” project. This is an opportunity to rethink how education can and will be in the 21st century and beyond. As a part of the project, Fowler has been named a Gemini school with a launch date of August 1st, 2018. The following team has created the plan for redesign.

Redesign Team:

Jeff Bollinger	Superintendent	Corri McDowell	PreK-12 Principal
Megan Adams	7-12 ELA Teacher	Tammy Bollinger	4th Grade Teacher
Kim McLachlan	2nd Grade Teacher	Jamie Boese	225 BOE Member
Barb Whitney	225 BOE Member		

*Fowler School District will provide a personalized and rigorous education that creates opportunities to build foundational knowledge and demonstrate application in real life scenarios.*

*We believe that all students need to prepare for a future beyond high school, whether that is to attend a postsecondary four year program, a two year program, a vocational/industry trades program or entering into the workforce.*

Fowler School District 225 will create experiences through our educational models that meet the standards of the Five “R”s as described in the KESA model: Relationships, Relevance, Responsive Culture, Rigor and Results. This will be accomplished through a variety of teaching strategies, including classroom instruction, simulation and real life experiences beyond the schoolhouse doors.

## **ATTENDANCE**

### **ABSENCE/ATTENDANCE**

Students shall be present each day in all classes in which they are enrolled unless they are excused for a school activity or other valid reason as authorized by the principal.

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

Each student will be allowed a total of eight (8) absences per semester in order to receive credit. Students with additional absences will not receive credit for their coursework. In the case of extenuating circumstances, the principal will meet with the student and parents to create a plan for regaining credit.

In accordance with Kansas Statute 72-1113, a child may be considered truant if absent three consecutive days or five school days in any semester or seven school days in any school year.

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

Students must be in attendance the entire school day to be eligible to participate in or attend school-sponsored activities/events. Students who are absent will not be allowed to attend or participate in school activities/events on that day. Exceptions can only be made with administrative approval.

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

### **UNEXCUSED ABSENCES**

The principal will meet with each student who is unexcused and will assign the appropriate consequence(s).

### **TARDINESS**

Students will be assigned lunch detention beginning with their third tardy each semester. Further disciplinary action at the discretion of the principal will be taken for students who continue in a pattern of chronic tardiness.

### **LEAVING THE BUILDING**

If a student must leave the building or campus for any reason other than those associated with school programs or activities, he/she must check out through the office. Parent/guardian permission is required before a student can be released to leave the building or campus. The student will be given one pass for the school year for such an occasion without consequence. If further needs arise the student will serve

lunch detention to make up for the time he/she is out of the building or has left campus. Failure to check out through the office and/or receive parent/guardian permission will result in in-school suspension assignment.

When parents request that students leave campus during the school day, a telephone call to the office is required. Text messages to the student do not meet this requirement. During the school day, students must secure permission from a parent and from the office before missing a class or leaving campus.

## STUDENT DRIVING

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

Once checked out for the day, students may drive home (sick) or to appointments. Students need to drive safely and within the guidelines of responsibility and the law. Failure to comply may result in parents/guardians being notified and parking privileges around school may be restricted.

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

## GUESTS/VISITORS

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

## COMPULSORY ATTENDANCE

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

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

Senate Bill 65 states that students 19 years and older may be placed in alternative settings to receive educational services. The school district is not required to provide educational services in the regular school setting to a person not currently enrolled in school who is 19 years of age or older. Instead, the district must offer educational

services in an alternative setting or through an alternative educational program. The educational services or alternative educational programs must be designed to provide the person with the opportunity to satisfactorily complete the course requirements of the State Board of Education necessary for graduation from high school. Students who receive services in the alternative setting are subject to the same requirements, terms and conditions of law, rules and regulations, and district policies applicable to persons in the regular school placement.

## ACADEMICS

### ACADEMIC ELIGIBILITY

By 9:00 a.m. every Monday morning, all teachers should have grades entered into the grading system. It is the expectation that non-Summit teachers will input at minimum two grades per class per week.

KSHSAA eligibility guidelines dictate that a student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, 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 a teacher recognizes, through active monitoring, that a student is not making adequate progress in their particular subject matter, they will inform the PBL facilitator that an eligibility contract needs to be written. The subject matter teacher 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.

### CLASS SCHEDULE

Students are not to be in the halls during class time without a hall pass.

1 <sup>st</sup> hour	7:55-8:46	JH Lunch	11:56-12:21
2 <sup>nd</sup> hour	8:49-9:41	5 <sup>th</sup> hour	12:21-1:13
3 <sup>rd</sup> hour	9:44-10:36	6 <sup>th</sup> hour	1:16-2:08
4 <sup>th</sup> hour	10:39-11:31	7 <sup>th</sup> hour	2:11-3:03
HS Lunch	11:31-11:56	8 <sup>th</sup> hour	3:06-4:00

### GRADING SYSTEM/SCALE

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

### HOMEWORK

USD 225 believes that students should be afforded the opportunity to engage with non school demands beyond the school day, including extra-curriculars, athletics, and family time without the constriction of homework. We will operate with some flexibility but the basic tenants will be that no homework will be issued for K-12th grade. Students will be asked to complete after school reading. Homework will be sent home when the student does not complete the work at school within a reasonable time frame.



At times, limited at home assignments may be necessary for students but must be pre-approved by the principal. For students taking distance learning, outreach or dual/concurrent courses, homework will be at the instructor's discretion.

#### LATE WORK

Late work will be accepted up until the end of the quarter for up to 75% credit.

#### VALEDICTORIAN/SALUTATORIAN

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

All students must be enrolled in seven (7) units of credit hours. Students enrolling as an aide must be in good standing academically and pre-approved by the principal. All independent studies/work studies must be approved by the principal.

Valedictorian will be indicated by achieving either the highest class GPA or exceeding a 4.0 GPA. College core academic courses will be awarded on a 5.0 scale. In the event where two or more Valedictorians are present, no Salutatorian will be awarded.

#### GRADUATION REQUIREMENTS:

A student is required to earn twenty-eight (28) units of credit, including sixteen (16) units of required courses, to be eligible to graduate from Fowler High School. Those required units of courses include:

- (a) 4 units of English or competency
- (b) 3 units of Social Studies
- (c) 3 units of Mathematics or competency
- (d) 3 units of Science
- (e) 1 unit of Health & Physical Education  
(A total of 1 credit may be granted for participation in HS level sports for fall, winter and spring in the same school year)
- (f) 1 unit of vocationally based coursework
- (g) 1 unit of Fine Arts

In Junior High (Grades 7-8), students must pass at least 6 classes in order to be promoted to the next grade.

#### HONOR ROLL

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

#### COURSES FOR COLLEGE CREDIT

College courses must be approved by the principal and parent prior to enrollment. USD 225 will cover fees for DC3 courses while parents/guardians are responsible for tuition. The student must receive a “C” grade or better or they will be financially obligated for the course. The principal may factor in many things including the past behavior and performance of the student in deciding to grant authorization for a college class.

#### DISTANCE LEARNING CLASSES

Because of the uniqueness of interactive television, certain standards of performance and behavior must be maintained by students in these courses. Because of the technology used, student behavior can be videotaped. Additionally, all students enrolling in DL courses, and their parents/guardians, must sign an additional contract acknowledging the rules/policies of the DL network.

#### TEXTBOOKS

Textbooks remain the property of USD #225 and must be paid for in the event they are misplaced, damaged beyond normal usage, or destroyed.

#### PROJECT WEEK

One week each semester will serve as project week where students will have the opportunity to engage in real life learning as they work through an essential question or problem. Students will be required to apply their academic knowledge and skills learned to complete a performance based scenario. Project week may at times be linked to their course grades. Spring project week will serve as the senior capstone.

#### TEACHER WORKROOM

No students will be allowed in the teacher workroom unless designated teacher aides.

#### PROGRESS REPORTS

Students and parents/guardians will receive notice when grades are finalized at the end of each semester. Grade cards will only be printed by parent request. Parents are encouraged to monitor daily and weekly activities on the GoEdustar and Summit Learning websites. Semester grades are the only grades which will appear on a student’s final transcript.

#### SCHEDULE CHANGES

All changes must be initiated within the first day of each semester, unless unusual circumstances dictate a change later than the times indicated above. All schedule change requests initiated by students must have parent/guardian and principal’s approval, and be in line with the student’s IPS.

## STUDENT RECORDS

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

## KANSAS QUALIFIED ADMISSIONS PRECOLLEGE CURRICULUM

These are the standards used by the six state universities to review applicants for undergraduate admission. Students graduating from an accredited Kansas high school must complete the pre-college or Kansas Scholars Curriculum with at least a 2.0 GPA; AND achieve ONE of the following:

- ACT score of 21 or higher; OR
- SAT score of 980 or higher; OR
- Graduate in the top one-third of their class; AND
- Achieve a 2.0 GPA or higher on any college credit taken in high school.

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

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

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

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

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

## KANSAS SCHOLARS CURRICULUM AND STATE SCHOLAR

The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the senior year. Other requirements include: Students must have taken the ACT between April of the sophomore year and December of the senior year. Students must be a Kansas resident. Students must have their curriculum and 7<sup>th</sup> semester GPA certified on the

official roster by the high school counselor, registrar, or similar official. Students that complete the curriculum and meet the other requirements may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature. State Scholars may receive up to \$1,000 annually for up to four undergraduate years, (five, if enrolled in a designated five-year program) based on financial need and the availability of State funds.

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

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

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

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

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

## STUDENT CONDUCT

### TELEPHONE POLICY

1. Students are not allowed to be dismissed from class to use the telephone except for illness.
2. Students are allowed to use the office telephone during lunch period to call their parents.
3. Students will not be called out of class to receive phone messages. The secretary will take a message and the student may return the phone call at lunch or after school.

### CELL PHONES

Students are allowed to use cell phones during class time when appropriately functioning within the scope of the classroom assignment. If a cell phone disrupts class time, the student will be assigned lunch detention. Students may use cell phones during lunch break and passing periods; however, this privilege may be revoked if cell phone usage is abused.

### HEADPHONES

Headphones are only allowed during class time as part of an instructional activity.

### DRESS CODE

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

Student attire must be neat and clean, in no way attract undue attention or infringe on the rights of others, or disrupt the learning environment. Shorts, skirts, and dresses shall be mid-thigh length. Leggings may be worn with a tunic style top or T-shirt that fully covers the bottom. Sunglasses, bandanas, jeans with large holes above mid-thigh, glorified undershirts, or bare midriffs/crop tops are inappropriate school wear. All shirts must cover the midsection. Tank tops/bro tanks must have straps that are two finger widths wide and cover underclothing straps. Undergarments are to be fully covered. Shirts with sides cut out are only allowed if worn under pads/jerseys all the way to the locker room. Sports bras need to be covered by athletic wear as they are considered undergarments.

Clothes advertising alcohol, drugs, or tobacco are not acceptable. Clothing and accessories will only feature messages appropriate for school. Wearing any garment

that depicts or in any way suggests obscenity, vulgarity, or is otherwise in bad taste, is prohibited. Any gang related apparel (in the judgment of the administration) that promotes gang activity is prohibited.

Health standards require shoes to be worn at all times. Hats or hoods may not be worn in any school building during regular school hours or while representing our school at activities. They may be worn on the bus while traveling to or from a school activity.

Prom dresses should be in good taste, of appropriate length, and not reveal cleavage. Both girls and boys are expected to dress up for prom.

When, in the judgment of a building administrator, a student's appearance does not meet the dress code, the student will have the option of wearing the T-shirt and/or sweatpants provided by the school office or getting parent permission to go home to change. If the student chooses to go home to change, he/she will serve a lunch detention.

The principal can modify the dress code for spirit week as needed.

## LOCKERS

A hall locker is assigned upon enrollment. The locker is in joint tenancy between the school and the student; therefore, the school maintains the right to inspect said locker at any time without student permission. The school cannot be responsible for personal possessions which are lost or stolen. Each student is responsible for the proper care of the locker. Students will be charged replacement/repair costs for vandalism or damage. Students who bring a lock from home for their lockers must supply the office with the combination or key.

## LUNCHES

Hot lunches are served in the cafeteria each day. Students are encouraged to take advantage of this service. Meal prices for students are payable in advance or billed. Any unpaid balances will be subject to the unpaid meal policy.

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

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

Students have the opportunity to earn "lunch passes" periodically. Special allowances that vary from the standard lunch policies may be allowed by principal.

## LUNCH DETENTION

Students in violation of school policies, behaving inappropriately, or disrupting

the classroom environment may be subject to lunch detention. Teachers will assign lunch detention by completing a duplicate slip and giving one copy to the student and one copy to the principal. The detention will be served the next day. A sack lunch will be provided to the student by the cafeteria. The student will eat the lunch in the office in silence.

#### FOOD/DRINK

Aside from water, food and drink are not allowed in classrooms except for Grab & Go Breakfast and a school-provided afternoon snack.

#### NUISANCE ITEMS

Nuisance items are not to be brought to class. Anything that interferes with learning will be considered a nuisance item, including but not limited to electronics, trading cards, and toys, such as fidget spinners.

#### CODE OF CONDUCT

Any acts interfering with the learning process or infringing upon the rights of fellow students and/or members of the staff will not be tolerated.

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

#### BULLYING

USD 225 will follow the bullying policy as 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, including sexual harassment, is prohibited by any policy of USD 225.

The complete state statute regarding bullying can be found at the following link:

[http://www.kslegislature.org/li\\_2014/b2013\\_14/statute/072\\_000\\_0000\\_chapter/072\\_082\\_0000\\_article/072\\_082\\_0056\\_section/072\\_082\\_0056\\_k/](http://www.kslegislature.org/li_2014/b2013_14/statute/072_000_0000_chapter/072_082_0000_article/072_082_0056_section/072_082_0056_k/)

The school shall maintain an educational environment free from discriminatory insults, intimidation, or harassment due to race, color, religion, sex, age, national origin, or handicapped status. Incidents of discriminatory insults or acts in any form should be

promptly reported to teachers or the administration for investigation and action.

#### CHEATING

Cheating is defined as an inappropriate means of completing, or helping another student complete, school assignments. Disciplinary action will be determined by the principal which may include a zero on the assignment/test in question, a conference with the student, parents/guardians, and principal, and in-school or out-of-school suspension.

#### ALCOHOL, ILLEGAL DRUGS AND TOBACCO

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

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

#### EXPRESSION OF AFFECTION

The expressing of affection between students shall be limited to holding hands.

#### DANCES

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

#### BUS RULES

Bus transportation is provided for students who live more than two and one-half (2 ½) miles from the school. Information such as time schedules may be obtained from the high school office (646-5221). Students are expected to comply with rules of safety and conduct established by the school district and monitored by the bus driver. Students will be issued a warning for the first offense and may be suspended from the bus for conduct or a safety violation after the warning.

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

1. The bus driver is in charge of the students and the bus. Students must obey the operator promptly and politely.
2. Students shall not talk in a loud voice or otherwise distract the driver's attention.



Vulgar language will not be tolerated.

3. Students shall not at any time extend anything out of the bus windows.
4. Students shall not try to get on or off the bus or move about within the bus while it is in motion.
5. The emergency door is not to be used for normal unloading. It is for emergency use only.
6. Students will keep hands, feet and objects to themselves.

#### INITIATIONS

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

#### SUSPENSIONS/EXPULSIONS

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

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

## 20. Any felonious behavior

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

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

In-school suspension: In-school suspension has been designed to minimize the loss of academic learning opportunities during out-of-school suspension. In-school suspension is not used for students who pose a threat to the mental or physical well-being of others. During in-school suspension, students are provided assigned material to complete which relates to their normal classroom activities.

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

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

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

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

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

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

Formal hearings shall be conducted according to procedures outlined in current

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

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

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

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

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

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

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

## LAW ENFORCEMENT

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

When a law enforcement agency or officer requests an interview with a student under suspicion for a criminal offense in connection with a criminal investigation,

interviews shall be conducted during non-school hours, except in cases of suspected child abuse or neglect. If an interview is to be conducted during school hours, a parent/guardian shall be notified, and if possible, requested to be present. If a parent/guardian cannot be contacted, or does not choose to be present, such interviews shall be conducted in the presence of a school administrator, or designated teacher. A report of such interviews shall be made to the office of the superintendent within two school days following.

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

## TECHNOLOGY

### **Computer Security and Acceptable Use Policy**

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

1. It is the student's responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the student becomes aware of them. Each student is expected to report any malfunction or problem immediately upon discovery to the teacher.
2. All students are prohibited from allowing other individuals to access or update information under their security authorization (username & 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 agendas.
- Knowingly spread computer viruses.
- Join a listserve.
- Purchase anything over the Internet.

### **Violations of Policy**

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

## ACTIVITY SECTION

### CLASS MEETINGS AND STUDENT ORGANIZATIONS

Classes and organizations will have an opportunity to meet on a regular basis. The meetings will primarily occur during seminar time but may also occur before and/or after school with administrative approval.

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

Each class and organization (including cheerleading and athletic teams) is limited to two (2) fundraisers per school year. Concessions do not count as one of the fundraisers. The principal must approve each fundraiser.

### STUDENT COUNCIL

The student council is made up of student leaders elected annually by the student body. Its purpose is to act as the connecting link between students, administration and faculty, and to promote good citizenship and fair play among the students.

### NATIONAL HONOR SOCIETY

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

Therefore each candidate must complete a Student Activity Information Form. The members of the faculty will review the form and a candidate must receive a majority vote in all areas from the faculty for selection.

### SENIOR TRIP GUIDELINES

1. Any senior who is eligible to attend the senior trip must be enrolled at Fowler High School their entire senior year.
2. The senior class will not leave the continental United States for their trip (ex: Cancun, Hawaii, cruises).
3. The class will submit to the Board of Education an itinerary to be approved by the February Board Meeting.
4. No alcohol or drugs will be consumed during the trip.
5. There will be no tattoos or body piercing procedures purchased during the trip.

6. Students are expected to be on their good behavior while representing the school on the senior trip. Any student breaking the rules of conduct will be immediately sent home at the parent's expense.
7. All money raised is earmarked for a school function. No refunds will be given to students who have helped earn the money and then decide not to take the trip.
8. Enough money will be left in the Senior Account to pay for any outstanding bills received after graduation. The graduates may designate a use for any money left over to purchase something needed for the school. All excess funds become the property of USD 225, Fowler.

#### ELIGIBILITY REQUIREMENTS

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

1. Meet all Kansas State High School Activities Association regulations on eligibility.
2. Meet requirements of Academic Eligibility.
3. Meet the following scholarship requirements:
  - a. The student shall have passed at least five subjects of unit weight the previous semester or the last semester in attendance.
  - b. The student shall be enrolled in and attending a minimum of five new subjects of unit weight and in attendance during the present semester.
  - c. Be a student in good standing.

#### 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.

#### DUAL PARTICIPATION

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

Middle school students will not be required to declare a primary sport as every



effort will be made to avoid scheduling multiple contests on the same date.

## PRACTICES

Students must be in attendance all day in order to practice. Students must be in attendance all day to participate in or attend an event if held on a day school is in session. Exceptions must be approved by the principal.

There will be no Sunday practices, unless deemed necessary by the superintendent. These possible Sunday circumstances include preparation for games that are played on a Monday, games of tournaments or KSHSAA sponsored activities that occur on Monday. There will be no practices when school/classes have been cancelled due to inclement weather conditions unless authorized by the superintendent. No practices will begin before 7:00 AM unless special circumstances need to be considered by the superintendent (cross country). No practice will be held after 6:00 PM on Wednesday evening unless authorized by the superintendent.

## 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.

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 event 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.

## ALCOHOL/DRUG POLICY

It is expected that all student athletes will refrain from alcohol and drugs. If a student athlete is found to be in violation, the athletic director and principal will determine the consequences.

1<sup>st</sup> Offense: Suspension of three (3) contests and/or activities.

2<sup>nd</sup> Offense: Suspension of 90 school days from all contests and/or activities.

3<sup>rd</sup> Offense: Suspension of 365 calendar days from all contests and/or activities.

## ATHLETIC CODE OF CONDUCT

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

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

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

## INJURIES

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

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

## PARENTAL NOTIFICATION IN EMERGENCIES

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

## ATHLETIC LOCKERS

A locker for athletes will be made available to each student prior to each season. Only one locker is assigned per student. All rules applying to school lockers also apply to athletic lockers.

## NEWS/MEDIA/WEBSITE

Fowler students are actively involved in many functions. It is important to keep the community informed. Therefore, news articles from classes, organizations, and athletic contests regularly feature students. It is the parent's' responsibility to inform the school if they do not want their child included in school articles. Coaches/Sponsors will be in charge of the media equipment.

## SPECTATOR CONDUCT

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

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

## OTHER

### 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.

### INCLEMENT WEATHER

In times of bad weather, the buses might run a little late. When there is a delay or cancellation, notification will occur via the automated message service. The automated messaging service at times will 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, activities, events, etc.

### FIRE DRILLS

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

### TORNADO DRILLS

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

### LOCKDOWN DRILLS

Although not mandated by state law, lockdown drills are periodically conducted to ensure all students and personnel are prepared for a crisis situation.

### 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
- 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.