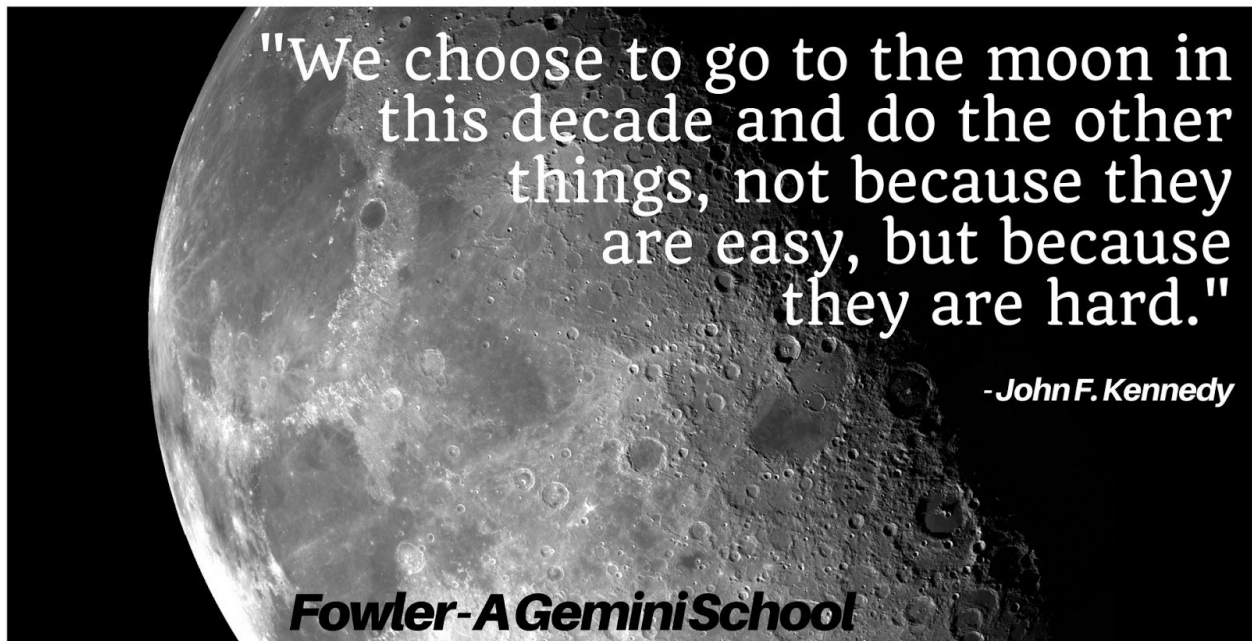


***USD 225 - FOWLER***  
***WHERE EDUCATION IS EXPERIENCED***



***FACULTY HANDBOOK***  
***2018-2019***

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

**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.

### **Instructional Handbook Disclaimer**

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

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

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

### **Commitment to Instruction**

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

### **General Duties and Responsibilities**

Faculty is responsible for:

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

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

### **Absences - Teachers**

It is the responsibility of the absent teacher to contact the building secretary to make arrangements for a substitute teacher. Teachers are asked to prepare a three-day emergency lesson folder to be kept on file in the office for occasions when the teacher is unable to prepare substitute plans. The folder should contain rosters, seating charts, and other routine tasks in addition to detailed lessons that will keep students occupied and engaged for the entire period.

Teaching staff is required to be present by 7:30 a.m. A teacher arriving past 7:35 is considered to be late and will be addressed by the principal. Contract time concludes at 4:15 p.m.

In addition to personal leave, bereavement leave is available in the case of an immediate family member's passing. Immediate family is defined as spouse, parent, child, or sibling.

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

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.

### **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 should then report the accident to the principal.

### **Attendance – Students**

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

### **Child Abuse and Neglect**

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

### **Confidentiality**

Confidentiality of educational records is a basic right shared by all students in public schools and their parents. These fundamental rights are described in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (2009). The federal regulations relating to FERPA are available at <http://www.gpoaccess.gov/ecfr/> as well as at <http://www.ksde.org/Default.aspx?tabid=3997>.

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

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

be on a “need-to-know” basis.

### **Dress Code**

Standard dress for instructional staff when students are present is business casual. Business casual includes khaki pants and collared shirts at a minimum. Professional dress is expected for parent-teacher conferences. Jeans, sweatpants, and t-shirts are not acceptable attire unless on a specified, designated day. Jeans are acceptable on Thursdays only and are to be accompanied with the school-issued polo or other pre-approved Goldbug apparel. Jeans are also acceptable on inservice days unless an outside presenter is coming in to the district. Teachers are encouraged to participate in spirit week and dress code will be adjusted as needed. Attire not addressed here is subject to principal approval.

### **Field Trips**

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

### **Fundraising**

Approved organizations and classes may raise funds for school and community service, major school events (class trips/field trips), and special equipment. Fundraisers for the school year must be submitted in writing for approval by and scheduled through the building principal and superintendent before September 15 of each school year so no two organizations are raising funds at the same time.

Approved organizations/classes may hold only one fundraiser per school year in which the community is solicited to purchase items except for class concession stands. Organizations with administrative approval may host additional events in which they provide an activity or service to the community at a cost. Organizations, classes, or individual students may not solicit the community for cash donations. Sponsors are encouraged to select fundraisers consisting of quality products where at least 40% profit is earned. Approved organizations hosting a tournament where an entry fee is charged are expected to pay for awards and hospitality through entry fees.

### **Handbooks**

Teachers should familiarize themselves with the Coaches’ Handbook and Student Handbook. Teachers are expected to enforce the rules and regulations as outlined in these handbooks.

### **Headphones**

Students are only allowed to wear headphones during class time as part of an instructional activity.

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

**Acceptable Use Policy:** Teachers are to abide by and enforce the acceptable use policy as

printed in the student handbook.

**Email:** By using the email system, the employee expressly consents to the District's email policy. The user agrees not to misuse or abuse the email system, agrees to comply with all limitations on the use of the email system and understands that the email system is not a private communication medium.

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

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

### **Movies**

Hollywood style movies require administrative approval before being shown in the classroom. In addition, parent permission is required for any movies rated PG and above. Students who do not view the movie should be provided with an alternative activity with the same educational purpose.

### **Purchasing**

Purchases must be pre-approved by administration. Upon approval, the business manager may complete the purchase or the teacher may be given a school credit card to use.

### **Supervision of Students**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency Safety Interventions

GAAF-2

Prohibited Types of Restraint

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

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



## Training

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

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

## Emergency Safety Interventions

GAAF-3

### Documentation

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

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

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

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

### Reporting Data

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

### Local Dispute Resolution Process

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

### Emergency Safety Interventions

GAAF-4

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

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

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

### Drug Free Workplace

GAOA-R-2

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

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

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

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

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

Maintaining a drug free workplace is important in establishing an appropriate learning

environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.