

**Fowler Middle School
Student/Parent Handbook
2023 - 2024**



Fowler Middle School is committed to developing well-rounded students who feel responsible for their education and are academically prepared to be successful at Tigard High School.

**Andrew Van Fleet
Principal**

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ACADEMICS

ACADEMIC EXCELLENCE

Fowler prides itself on helping our 6th graders transform into 8th graders who are ready for Tigard High School. Your teachers, counselors, and support staff work very hard to help you be successful. Please do not hesitate to let us know how we can make your years here educational and enjoyable.

ACADEMIC GOALS

Be prepared for class each day with your necessary supplies.

Keep track of due dates and assignments in your planner.

- Regularly communicate assignment expectations to your parent/guardian(s).
- Tell your parents/guardian(s) what is happening at school each day.
- Do your work at a set time and place every day (if possible).
- Start larger projects early.
- Set goals with your teacher/s.
- If you don't know how to do something, ask for help.



GRADES

Students will receive a grade for each scheduled class. Core classes and elective classes will be graded A-D and NG (No Grade). Morning Meeting, intervention classes, office/library aides and peer tutors will be graded on a Pass/No Pass basis.

MAKE-UP/LATE WORK

You are expected to make up work when you are absent. It is your responsibility to check CANVAS for your assignments when you are absent and to check in with your teacher if you have questions about assignments.

If students miss assignment deadlines they will have opportunities to re-do, make-up, or try again to complete, show progress or attempt to complete work. Course syllabi outline teacher expectations for late work deadlines. Students should contact teachers if they have questions or concerns about late work.

ONLINE GRADING & QUARTERLY REPORT CARDS

Teachers will use CANVAS to show progress grades on assignments, projects and assessments. **We encourage students and parents to check CANVAS frequently.** If grades are not updated regularly, we recommend touching base with the teacher to ensure you are aware of your grade for the class as well as any missing work. StudentVue and ParentVue are available for students and parents to check final quarter grades. As a reminder, report cards are not mailed home.

PRACTICE WORK

At Fowler, we believe practice is an important part of your education. It helps build skills that require mastery and will help you to be able to demonstrate the knowledge and skills needed to earn the grades you want.

For parents, with the variety of classes your student has at Fowler, they are bound to have some practice work outside of school. At the beginning of the school year, teachers prepare a course syllabus to explain

their expectations, including practice work. We want to work with parents in helping your student be successful in managing their work outside of class. Online calendars, CANVAS & ParentVue.

SCHOOL SUPPLIES

School supply lists are posted on our [Fowler website](#) and also are provided by teachers for those classes that have specific supply requirements. If you need additional resources please contact our family liaison, Victor Romo at 503-431-5054 or vromo@ttsd.k12.or.us.

TEXTBOOKS

Textbooks are issued in some of your classes at Fowler. If any of your textbooks receive more than normal “wear & tear”, you may be charged for the damage. If you lose your textbook, you will be charged the full amount to replace it.

Here are some tips to help you with your textbooks:

- Write your name inside the cover.
- Use a book cover to protect your book. Do not use contact paper or tape.
- When receiving your textbook, look for any damage and report anything you see to your teacher.

If one of your books goes missing, report it to your teacher, the library and the office. It's possible your teacher may have found it in their room or it may have been turned into the office or the library.

GENERAL INFORMATION & EXPECTATIONS

Fowler Middle School has specific behavior expectations to help support our three school-wide rules of *Be Safe, Be Respectful & Be Responsible*. In addition, the *Student Rights & Responsibilities Handbook* is referenced to further outline our District Policy regarding specific rules. School rules/expectations and District Policy applies to student behavior during the school day, before/after school, at school/District events and off school property when the behavior involves threats or harm to students, staff and/or District Property.

ALCOHOL, TOBACCO & DRUGS

Alcohol and drugs violate all three of our school-wide rules. You are not safe with drugs or alcohol. You disrespect yourself by getting involved with drugs & alcohol, and you are not being responsible to yourself, your friends or your family by getting involved with drugs & alcohol. Do not show/bring, sell, buy, hold for a friend, give, use, eat, drink, carry or anything else that involves alcohol, tobacco, vape products or other drugs. (See [Student Rights & Responsibilities Handbook, "Tobacco, Alcohol & Controlled Substances"](#))

We do ask that you report any behavior or person that you believe is involved with drugs, vaping or alcohol. By reporting anything related to drugs, vaping or alcohol, you are following all three of our school-wide rules.

You are helping others be safe. You are respecting others and our rules, and you are doing the responsible thing by getting an adult involved. Please report all concerns regarding drug and alcohol to [Safe Oregon](#).

Look-alike drugs and tobacco products are also prohibited. Do not pretend something is a drug or tell someone something contains alcohol. This can get you in just as much trouble as if it was the real thing. If you have a problem with drugs, alcohol or tobacco, or someone you care about does, please let a counselor or another adult know. We are here to help you.



ACADEMIC INTEGRITY: Cheating, Copying, Plagiarism & Forgery

Be sure the work that you do is your own. If you turn in work that is not your own, that is considered cheating.



Copying another person's work is NOT working together. Unless a teacher gives permission to share work or share answers, being responsible means you do not share your work.

Another form of cheating is called **plagiarism**. This is copying work from a person or source without permission. The most common form of this is copying from the internet. In addition to cheating, taking this work is actually stealing from the person who did the work. It is very easy for teachers to tell when someone has copied from a book or the internet. They know your writing very well and notice when they read something you haven't written.

Similar to cheating is **forgery**. This happens when you write or sign a note with your parent's name or someone else's signature.

Consequences for cheating, plagiarism and forgery can vary and may include re-doing the work, parent contact, referral, detention.

AFTER-SCHOOL ACTIVITIES (ASA)

At Fowler, we are very proud of our After School Activities (ASA) program. Ms. Roshak organizes this program and there are a wide variety of sports, clubs and other activities available. There is a small fee to participate, however scholarships are available. There are three ASA sessions throughout the school year;

fall, winter, & spring. Activities take place from 3:19-4:19 pm on various days of the week. Busing is provided for those students who ride the bus to and from school. We hope you take advantage of this wonderful program and get involved in ASA.

APPROPRIATE LANGUAGE

Using swear words, gestures, hate speech and sexual language as well as other harmful words are not allowed. This includes the use of inappropriate words in conversations that can be heard by others. We cannot refer to our friends with language that includes slurs as normalizing that language brings down the quality of our conversations, harms our community, and simply has no place in our school. At all times, Fowler students need to be kind.

If you are upset with someone, cool down before you say something that can get you into trouble. Being respectful means not using words that are inappropriate, and being responsible means using socially appropriate words when you are angry. You may also not reflect any inappropriate words on your binder, clothing or other belongings. Please review the adopted [TTSD Bias Incidents and Hate Speech Policy](#).

ARRIVING/LEAVING SCHOOL

When you arrive at Fowler, our parking lot can get crowded. We have plenty of sidewalks for you to walk into the building. If you are on a bike, scooter or skateboard, please begin walking as soon as you are on school property. If your parents pick you up or drop you off, they must use the tennis court parking entrance on Walnut Street. This area gets very congested so please have your parents pull as far forward as they can and you walk to their car so traffic does not back up onto Walnut Street. Quickly get into & out of the car to keep traffic moving smoothly. The doors open at 8:15 for students to enter the school building in the morning and all students are expected to leave campus by the time the last bus leaves after school, unless involved in a school-sponsored activity after school.

If you are getting picked up early from school, please bring a note to the attendance secretary before school starts so we can have you ready to leave on time. If your parents forget to send a note, they can contact the main office, 503-431-5000, to have you in the office when they arrive.

ATTENDANCE

Having good attendance is critical for your success. We worry about your safety if you are not in your classes and/or when we have not heard from you or your parent/guardian. Here are some key expectations and procedures you should know.

- Regular daily attendance for each class period is required.
- Attending and participating in classes led by teachers will provide students with the instruction and content they need to be successful.
- Fowler teachers want to see you. Students are expected to interact daily with their teachers and other school staff.
- If you miss a class, be sure to check in with your teacher.
- Parent/guardian(s) must call the school to report if your child will be absent or to excuse an absence after the fact.
- When calling in to report an absence, please state: the student's name, the date(s) of the absences and the specific reason for the absence.



The attendance telephone number is:

(503) 431-5021

English and Spanish

messages may be left 24/7

Students are:

- Responsible for regular attendance - every class, every day!

Parents will:

- Make every effort to help their student/s get to school regularly and on time.
- Contact the school as soon as they know their child will not be at school on time. The attendance phone number is 503-431-5021.

The school will:

- Keep accurate attendance records.
- Follow up with students/families when students are not attending school regularly.
- Work with students and parents to improve irregular attendance and remove barriers preventing a student from attending or engaging in school.

Excused Absences

Students are expected to be in their scheduled classes on time each day. If you are sick or unable to be in class on a given day, your parent/guardian needs to call the school or notify the teacher of the student's absence. Absences may be excused for the following reasons:

- Student illness
- Family illness
- Medical appointments
- Emergencies
- Funerals
- Court summons

Absences that have not been excused by the attendance secretary or administration will be marked as an unexcused absence.

BACKPACKS

Students are welcome to bring backpacks to school, however they are not allowed to be brought to classes. Backpacks will be kept in students' lockers during the school day. String bags may be brought to class to carry supplies if needed. If you are attending an ASA, be responsible and take your backpack with you. The hallway doors may be locked so take your backpack/bag and belongings with you to ASA.



BEFORE SCHOOL & LUNCH ACTIVITY BEHAVIOR

We do not have recess like an elementary school, but we do have some free time/activity time during the 30-minute lunch time. In order to be safe we have some rules for this free time.

- All games must be played by normal rules. Normal rules mean that horseplay or being extra aggressive (fouling) is not allowed.
- Be respectful of others who are playing and keep your game to your court area.
- Students are required to provide their Fowler I.D. in order to check-out equipment.
- We will provide gym/play equipment.
- When staff members call for balls to be returned, do not take any extra shots.
- If you are running, please do not run where others are playing.
- If you are watching games, please do so from the bleachers, sidelines or off the court. Do not stand in the middle of the floor to watch.

BEING PREPARED

One of the more critical examples of being responsible is being prepared for class. This means having your binder, planner, textbook, pen or pencil, **charged iPad** and any additional items the teacher might require with you when you show up to class.

BIKES, SCOOTERS, SKATEBOARDS & SIMILAR ITEMS

These items are great forms of transportation. However, they are not safe to be ridden while on school grounds. We have too many students, buses, and cars around to ride while arriving or leaving school grounds. The school district does not allow skateboards or scooters to be ridden on school grounds at any

time. Hoverboards are not allowed at school at all - ever! Those who ride bikes to school must follow state law and wear a helmet. To keep your transportation device secure, students must use the racks provided and use their own locking device.



BULLYING, CYBER BULLYING, HARASSMENT and/or THREATS TO SAFETY (mental, emotional, physical)

These behaviors ***will be promptly addressed and support will be provided for students involved.***

- All students have a right to feel safe and valued.
- Bullying is unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.
 - Cyberbullying is when this occurs electronically or on-line. This can include using text messages, group chats, social media to target another student.
- Harassment is annoying or bothering someone in a consistent or repeated way. It can be verbal, physical or written.
- If you or someone you know is the victim of any type of bullying, harassment or threats, report it to a trusted staff member, your caretaker and complete an electronic [Fowler Student Report Form](#) (linked here and also available on your iPad). This form is shared with the school counselors and administrators and someone will contact you and take appropriate action.

BUS BEHAVIOR

Riding the bus is part of the school day so we expect students to be safe, respectful and responsible on the bus, to the bus driver and to your fellow bus riders. Students need to remain seated and facing forward at all times while the bus is moving. This is part of being safe on the bus. The bus driver has a very important job – to get students to school and back home safely. They need to be able to pay attention to the road and should not have to worry about what is going on behind them. At railroad tracks, it is important for the bus driver to be able to hear if a train is coming so students must be very quiet at railroad tracks.



CELL PHONES & ELECTRONIC DEVICES

The use of cell phones is not allowed during the school day from the time students walk into the school building until they walk out at 3:10. This also means that students may not use phones in the hallways or bathrooms, staff offices, or other areas at any time during the school day. Cell phones and earbuds/air pods need to be off and away from 8:15am - 3:10pm. If parents need to contact students during the school day, they should call the office and a note will be delivered to students.

In addition, students are not allowed to record others, take pictures of others (students or staff), and/or share or post without the other's consent. If this occurs, the school will respond, including contacting the involved students' family to provide appropriate support and follow up.

CLOSED CAMPUS

Fowler has a closed campus. This means that once you have arrived on campus, you are responsible for staying here for the full school day. You may only leave with parent permission and having signed out with the Main Office.

COMMONS

Our lunchroom is a place where being safe, responsible, and respectful come together.

Here are some ways in which you can show you can be safe, respectful, and responsible:

- Throw away all of your trash. Do not leave anything behind.

- Stay at the table you sat at from the beginning of lunch.
- Arrive to the Commons within the 5 minute transition time from class to lunch.
- Walk at all times in the Commons.
- Follow requests of staff members & volunteers (whether you know them or not).
- Raise your hand and wait to be dismissed by an adult for lunch activity.

COMPUTER USE

We have many forms of technology for you to use that will help you in school and in life. Here are a few basic ways of being responsible with computers and technology.

- No games without teacher permission.
- Use only your school Gmail account for school related work.
- Do not change any settings.
- Do not visit websites that promote things that are illegal, violent, or pornographic.
- If you see anything on a computer that you think may be inappropriate, please notify a staff member right away.
- The biggest rule to remember is that computers and technology are for school use only.

DEFIANCE

Part of being responsible is doing things that may not be your favorite thing to do. Part of being respectful is doing your work and following other reasonable requests of staff that may not be enjoyable. Defiance is when you knowingly do not follow a reasonable request of any adult in our school.

If you are being asked to do something that you feel is unfair, choose the right time and ask the right way to express your concern. This usually means asking the teacher when a good time to talk to them might be. If you feel they did not listen to you, then speak to an administrator or counselor. Do not ignore any staff member's reasonable request. This is defiance and could result in consequences.

DELIVERIES

For a variety of reasons (including safety), we do not accept food deliveries from DoorDash, Uber Eats, GrubHub or other delivery services for students during the school day. This also includes floral deliveries and/or balloon deliveries for celebrations. Students are allowed to decorate each other's lockers for birthdays (without balloons) if they would like to do so.

DISMISSAL & STAYING AFTER SCHOOL

The school day ends at 3:10 each day. Your teacher will dismiss you (not the bell) from class at the end of the day. Once released from class, quickly gather belongings from lockers, exit the school building and leave campus.

Staff will monitor the bus and car loading area until all buses have left. Buses begin leaving promptly at 3:15 pm. If you are still in the building at this time, you must be with a teacher or in an ASA (after school activity). You are not allowed to just "hang out" in the building or on school property after school.

DO THE RIGHT THING

At Fowler, we encourage all students to "do the right thing". All teachers and other staff want to catch students doing the right things. We recognize that sometimes it's hard to know what the right thing to do is, so here are some examples of doing the right thing:



- Reporting conflicts, altercations and fights that might happen or are about to happen.
- Telling an adult if someone has something dangerous.
- Standing up for others especially when there is an imbalance of power.

We know you are **all** capable of making good decisions, even when nobody's watching.

DRESS YOUR BEST (DRESS CODE)

Students have the right to dress and groom in a manner they feel expresses who they are in accordance with these guidelines:

- Be true to you! Dress in a way that you feel comfortable presenting yourself to peers and staff.
- Clothing **may not** emphasize or advertise alcohol, drugs, tobacco, vaping or profanity.
- Clothing **may not** display intimidating, violent, derogatory, discriminatory or sexually suggestive words or pictures.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (ex: dress, leggings, shorts) and footwear.
- Clothing must cover undergarments
- Hats and hoods allowed at teacher discretion in the classroom.
- If a staff member believes you are in violation of these expectations, you may be asked to change or modify your attire. (See [Student Rights & Responsibilities Handbook "Dress Code"](#) for more information about the District's dress code policy.)

E-HALL PASS

At Fowler, we use a school-wide electronic hall pass system called E-Hall Pass. Students may request a pass from their classroom teacher using their iPads. Once the pass is requested, teachers may approve passes from their device. Students should be aware that their requests may not always be approved by the teacher because there are a limited number of passes available for each pass location in an effort to minimize the number of students in any one location at a time. Once a student's E-Hallpass is approved, each student will be expected to take their classroom lanyard with them before leaving. Each student should return the lanyard upon return to the classroom. Each student is expected to use the bathroom in their academic area. This system allows us to track the students in the hallways, bathrooms and water fountains. Our goal is to maximize class time so students should only request to leave class if it is absolutely necessary. Students should not be released from the classroom during the first and last ten minutes of class.

- ❖ **Restroom or Water Refill Station:** Use the E-Hall Pass system to request a pass to use the restroom or fill your water bottle. Your teacher will need to approve your pass before you leave the classroom. Use the classroom color-coded lanyard to leave the classroom.
- ❖ **Front Office:** Use the E-Hall Pass system to request a pass to the front office. The office staff will send a pass for you.
- ❖ **Counseling Office:** Do you need to see your counselor? Use the E-Hall Pass system to request a meeting with your counselor. Your counselor will send for you when they have time to meet with you.
- ❖ **Gender Neutral Restroom:** Students who need access to a universally inclusive restroom, located near the elective pod in the commons, will need to visit the counseling office to check out the key so they can open and lock the restroom for use. There is a magnetic indicator on the restroom to help indicate if the space is occupied by a staff member, student, or available for use. Please reset the magnet to "available" once you are finished, re-lock the door and return the key to the main office.

FAMILY CONTACT INFORMATION

Please report change of address, telephone number or e-mail address during the school year to Mrs. Weitz at 503-431-5020 or tweitz@ttsd.k12.or.us. *It is very important that the school has current contact information for all families.*

FIGHTING/PHYSICAL ALTERCATION/AGGRESSION

Fighting violates all three school-wide rules. Students are expected to handle disagreements, arguments, or conflicts with others in a safe and neutral (or kind) manner. Teachers, counselors and other school staff can help find an appropriate way to deal with the conflict or problem. Please report to staff if you believe a fight is going to occur as it is important that school staff know so that they can ensure that everyone is safe and the conflict/problem is resolved peacefully. Please do not film or share images of harassment, bullying or fighting. Anyone who is involved in a fight or takes/shares images of a fight, will receive consequences. (See [Student Rights & Responsibilities Handbook](#) "Fighting")

FREEDOM OF SPEECH

In school, freedom of speech is balanced with the need to maintain a safe environment. You cannot just say, wear, or write anything you want and call it free speech. Words that hurt others, posts on social media, text messages that are hurtful, or comments that threaten the safety of the school will not be allowed. (See [Student Rights & Responsibilities Handbook](#) "Freedom of Speech")

GETTING HELP

Our counselors are available to help you and your parents with different problems you may be facing including social/emotional concerns, academic concerns, and personal/family problems. Our counselors are Mr. Penny (6th grade), Ms. Christianson (7th grade) & Ms. Cummings (8th grade). Information shared with a counselor is confidential (private), although counselors may be required by law to report any concerns involving the physical safety of you or others.

You may use the E-Hallpass system to send a request to see your counselor. They will either come get you or send a note to speak with you when they have time later in the day or as soon as possible.

SCHOOL
COUNSELOR
I'LL BE THERE FOR YOU

Problems with Other Students: If you are having problems with your friends, talk to your parents. Include them in what goes on at school. If you need some help at school, the counselors are here to help you or you can stop by the main office and ask to speak with an administrator (Mr. Van Fleet, Ms. Watts, Ms. Pellicci), or the Dean of Students (Mr. Knipe).

Problems with Teachers: Try to talk with your teachers if you have a problem with one of them. In

most cases, problems can be worked out with good communication. If that doesn't work, talk to your parents, your counselor, or an administrator.

GOOGLE HANGOUT/CLASS MEETING EXPECTATIONS

There may be times throughout the year that you may be expected, or asked, to join a Google hangout for class purposes. Many of the same rules & expectations apply during google hangout class meetings as they would with in-person class meetings. Students need to be safe, respectful & responsible even in a virtual classroom. The following behaviors are expected during in person-class sessions and/or google hangout meetings:

- Arrive to class on time
- Log in quietly & follow class expectations & norms
- Mute your microphone when you arrive and you're not speaking
- Use school appropriate language & facial/hand gestures
- Stay in class until your teacher instructs you to leave or that class is over
- If you hear or see something unsafe, call it out



- THINK before you speak (True, Helpful, Inspiring, Necessary, and Kind)
- Be encouraging to others
- Be open to new ideas, different opinions and viewpoints.

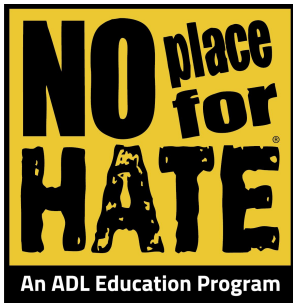
GUEST TEACHERS

We have some great substitute teachers (guest teachers) at Fowler. Most of them tell us great things about our school and how they like to sub here. The best way for us to hear from substitutes about how great our students are is for you to be respectful. Being a substitute is not an easy job. Please be helpful to them and always be honest.

HALLWAYS

The hallways and pod areas can be crowded. Here are some ways to be safe, respectful, and responsible in the hallways:

- Walk at all times. Running is not safe with so many people around.
- Keep to the right side of the hallway so that people can move easily during passing times.
- Give others space in the halls and while at your locker. Do your best to give space to others while moving through the halls.
- Do not stand in large groups in the hallway or doorways.
- Cell phones are not allowed to be used in the hallways before school, during passing time, class time, lunch time or anytime from 8:15-3:10.
- You need to have an approved e-hall pass, and a physical hall pass or be with an adult if you are out of class during class time.



HATE SPEECH

Comments that are harmful or hateful have no place in our schools. Fowler Middle School is committed to protecting all students, with specific attention to race, gender, and identity. Interruption and reeducation are at the forefront of our response. You can expect that staff will respond to hateful and biased occurrences in accordance with Tigard Tualatin's Anti Bias Complaint Procedure ACB-AR.

HORSEPLAY/"MESSING AROUND"

Horseplay means pushing, poking, tripping, elbowing, and/or making other physical contact that is typically done in fun or as a joke with a friend. Unfortunately, these acts are not safe at school. Our halls are too crowded and sometimes the joke gets carried away and someone gets hurt. We have also seen fights start out as playing around until someone gets mad or hurt and then it becomes a fight. If we ask you to stop messing around, do not say "but they're my friend". Just stop and keep your hands, feet and objects to yourself.

HOW STUDENTS CAN EXPECT ADULTS TO WORK WITH THEM TO SOLVE PROBLEMS

- We ask students to consider what happened; who was affected; how can you make it right; how can you keep it right and who needs to help you?
- Most behavioral issues happen and are resolved at the classroom level.
- Because behavioral issues are largely relational our focus is on problem solving, growth, and repairing these relationships.
- When classroom issues arise, our goal is to remove barriers to repairing these issues. Student safety is our number one priority. If students need support, they are encouraged to talk to their care-giver or trusted school adult.
- Sometimes teachers may request assistance from the office to solve problems.
- Every student is valued and therefore our goal is for consequences to be restorative and logical to support students' growth and problem-solving.

INTERNET CONNECTIVITY

The Tigard-Tualatin School District network and the Internet offer a wealth of educational material for our students and teachers. Access to the Internet is an important part of our plan to create lifelong learners who know how to find information in our rapidly changing world. Students are responsible for appropriate behavior on the school's and home computer network. Access is given to students who agree to act responsibly. Students & parents should review the [Technology Acceptable Use Policy Handbook](#) and understand that violation of any of the provisions outlined in the board policy and regulations for using the district electronic communications network may result in denied privileges and/or other disciplinary measures.

iPADS

All Fowler Students are issued an IPAD and charger to support their learning. You are expected to keep your IPAD charged. IPADS are used to supplement your learning and for completing class assignments. It is your responsibility to keep your iPad safe while at school and at home. Students are expected to follow all guidelines outlined in the [Technology Acceptable Use Policy Handbook](#).



LIBRARY

The primary use of the library is to check out books, research, and work with your classes on projects. Ms. Wolfe will work hard to assist you in finding books and other resources to help you be successful.

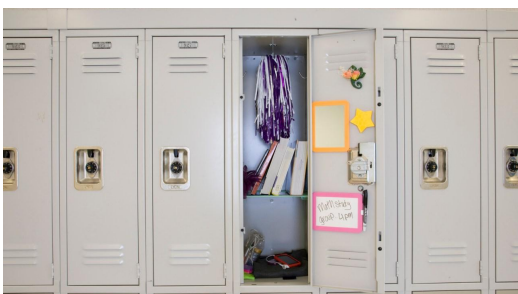
During class time, you should only be in the library if your class is meeting there or if a teacher has sent you with a specific purpose. Since our library does not have walls, please do not distract students who are working if you are passing the library while classes are in session.

Our Media Assistant, Ms. Wolfe, provides information throughout the year that lists students who have overdue or missing books. It is your responsibility to keep your account current.

LOCKERS

Your locker belongs to the school. Lockers are made available to you so that you can keep your personal items, backpacks, and books secure.

Keep your locker clean. By keeping your assignments, binder, books, and materials organized you will find you have greater success in school. Do not write in or on the outside of your locker or anyone else's locker. Do not put permanent stickers inside or on the outside of your locker. In some cases, this causes damage to the locker and is considered vandalism. (see [Rights & Responsibilities Handbook](#) "Vandalism")



DO NOT share your locker combination - with anyone, ever! Shared combinations are the leading cause of theft from lockers. Fowler is **not** responsible for lost or stolen items. If something does get stolen, report it to the office right away. If you have a problem with the location of your locker or students near your locker, please see your counselor.

School administration can inspect lockers to search for items that are not allowed at school. (see [Student Rights & Responsibilities Handbook](#) “Search & Seizure”)

Treat your locker with respect. This means that you do not hit or kick it. If you are seen mistreating your locker, you might lose the privilege of having a locker and may be forced to keep your items in the office.

LOST & FOUND

A “lost and found” for clothes and a variety of other items can be found in the commons near the elective hallway. Smaller and more valuable items that are found are kept in the main office. Periodically throughout the year we will take lost and found clothing/items to the TTSD Caring Closet. We will announce when we are about to do this to give you a final opportunity to look for your missing items.

LUNCH TIME

All students will eat lunch in the commons. Lunch is a great time to take a break from your classes and socialize with friends. Please be safe and walk. There is plenty of time for lunch.

Students are expected to clean up their table area and put trash in one of the many garbage cans. Please help your friends by making sure everyone at your table is taking care of their own trash. Once your table looks as it did when you arrived, **raise your hand and wait for permission to be dismissed** for activity from the adult supervisor.

Personal electronics are not allowed during lunch time or anytime during the school day. Personal electronics should be silenced and out of sight/not in use even during lunch time.

MEDICATIONS & PRESCRIPTIONS

If you are going to need **any kind of medication at school**, **your parents must bring these items to school**. You are not allowed to transport medications unless approved by the office staff, school nurse or an administrator. This includes prescriptions and over-the-counter medications. Your parent must pick up any unused medications. Any unclaimed medications will be discarded at the end of the school year.

MORNING MEETING

Students will have a “Morning Meeting” class every day except late-start Wednesdays. Morning Meeting class is grade “Pass/No Pass” and will be about building community and social/emotional learning. What is social/emotional learning?

- Self awareness
- Self management
- Social awareness
- Responsible decision making
- Relationship/interpersonal skills

Over time, once there is a sense of community within your Morning Meeting class, conversations & discussions will build on real life events and circumstances. Students will explore the process of understanding their own identity, self awareness, self reflection, tolerance and how they fit into society.



Morning Meeting time will also be focused on helping students develop other life skills/executive functioning skills (i.e. organization, time management, digital citizenship, etc) to help them be successful both in school and life.

Morning Meeting Schedule:

Mondays = Character Strong (SEL)

Tuesdays = Character Strong/My Path Day

Thursdays = PBIS Lesson

Fridays = Community Building Activities, Grade Level Assemblies

OFFICE PHONE

The phones in the main office & counseling center are available to students for school related issues and emergencies.

Messages from parents will be relayed to students if parents call the office by 2:40pm. It is sometimes difficult to relay messages to students toward the end of the day. We request that ride arrangements and after school plans be made prior to coming to school.

PROHIBITED/RESTRICTED ITEMS

Here is a list of things you may **NOT** bring to school:

- Drugs, alcohol, tobacco products, vaping products or devices
- Weapons of any kind including look alikes
- Matches or lighters
- Laser pointers
- Pornography or sexually explicit items
- Pictures that promote drugs, alcohol, tobacco or violence
- Stink bombs, pepper sprays, water guns, air horns

Here are some items that may be brought to school, but have restrictions after arriving at school:

- Cell phones - cell phones are not allowed to be used at school from 8:15-3:10 daily. If you need to use a phone, you need to come to the office to use the school phone.
- Food & Drinks - They should be eaten in the Commons as much as possible to avoid spills. Teachers may have food/drink restrictions in their classrooms.
- Hats/Hoods - They may be worn in hallways and commons but some teachers may expect you to remove them in their classroom.



QUESTIONS

We encourage you and your family to ask questions. The adults who work at Fowler Middle School want to help. If you're not sure who you need to talk to, contact the main office at 503-431-5000 or email fowleroffice@ttsd.k12.or.us. If they can't answer your questions, they will know who to direct you to.

SAFE OREGON REPORTING

Tigard-Tualatin School District participates in *SafeOregon* where reports of unsafe behavior can be made anonymously.

- Report a safety concern or threat using this link: [Safe Oregon Report a Tip](#)
- All tips go immediately to a tip line technician 24 hours a day, 7 days a week, 365 days a year. Tips are promptly analyzed and forwarded to designated personnel who can provide further assistance in resolving reported incidents. ***It is against the law to misuse SafeOregon. False or prank tips may be investigated by law enforcement (ORS 165.570).***
- *SafeOregon* should only be used when there is a serious threat of harm to someone or something. All other concerns should be reported using the [Student Concern Form](#).

SOLICITING

You are not allowed to bring items to school to sell without the permission of a school administrator. This includes food and drink items as well as all other items.

SKIPPING

Attendance matters. Therefore, we expect each student to attend every class, everyday. If a student has unexcused absences consequences may include parent notification, parent meeting, detention, restorative measures, and/or loss of privileges.

STUDENT INCENTIVES & RECOGNITION

At Fowler there are two school-wide systems we use to recognize students for a variety of reasons. One way is through our electronic token system or PBIS Rewards. Teachers and staff award students tokens for demonstrating safe, respectful &/or responsible behavior. Tokens go into students' individual accounts and can be spent like money at the student store. The student store is generally open during all three lunches on Thursdays throughout the school year. Some teachers have "teacher stores" within their classroom that students can spend their tokens on in addition to the school store.

Another way to recognize students is with Fist Bump certificates. Each month staff recognize students that go above and beyond demonstrating Safe, Respectful &/or Responsible behavior. Fist Bumps are generally given out during monthly grade level assemblies. Additionally, we will send postcards home, have raffles, assembly time, lunch time shoutouts, and more to frequently recognize our students.

STUDENT INFORMATION

We cannot give out any information regarding you, where you live, or your phone number to anyone except your parents and those they have indicated as an emergency contact. If you have a family member or friend that might be picking you up during school or needs to have contact with you during the school day, please make sure your parent has indicated that this person is an emergency contact. If not, family members or friends will be turned away.

TARDINESS

Being tardy is defined as being late to school or class. Tardies can be a major disruption to the classroom. Being responsible means being on time to school and to every class, every day. Consequences for chronic tardiness may include parent notification, parent meeting, restorative measures, detention, and/or loss of privileges. Excessive tardies may lead to a parent meeting, loss of hall pass privileges and possible adult escort to classes.

TECHNOLOGY TROUBLE

Are you having trouble with your iPad? Try this:

1. **Hard Reset** - (fixes almost all problems on iPad) Hold down both the power button and the home button at the same time, the iPad will turn off, keep holding both buttons, once you see the apple logo you can let go.
2. **Clear Safari Data** - (if you're having issues with browser-related things such as: safari, clever, gmail, etc.) Open Settings > tap on Safari from the list on the left > tap on Clear History and Website Data > tap Clear.
3. **Private Wi-Fi Fix** - you should always be connected to TTSD wifi and NOT TTSD Guest, if you are not able to: Open Settings > tap Wi-fi > tap the blue "i" next to TTSD > Turn OFF Private Wi-Fi Address > connect to TTSD

Did not Help? Then do this:

1. Send an email to helpdesk@ttsd.k12.or.us (this will automatically create a trouble ticket in your name and assign it to the school tech coordinator)
2. Come to the library

THEFT

Fowler takes no financial responsibility for your lost or stolen items, but we will do our best to help recover items should they go missing. Although you may bring cell phones and other expensive items to school, we warn you that these items often go missing or are stolen. Marking your items with your name is helpful. We encourage you to mark your clothes, shoes, backpacks and other personal items so if they go missing we might be able to return them to you if found. This also might keep someone from taking an item that has someone else's name on it. All students are assigned a locker to personal and school items, therefore you should never leave items unattended while at school.

If you are found with another student's property or school district property in your possession, you may face consequences. Thefts may be reported to our School Resource Officer. Be respectful of other people's property and do not take something that does not belong to you. (See [Student Rights & Responsibilities Handbook](#) "Theft")

VIOLENT LANGUAGE

Making threats, even in a joking manner, is not acceptable in any way. If you make a statement of violence against another student or about bringing a weapon to school, it will be taken seriously. If you hear, or see a post, about violence, please let a staff member know right away or use the Safe Oregon reporting system (safeoregon.com). We all have a responsibility in keeping Fowler a safe place. (See [Student Rights & Responsibilities Handbook](#) "Threats of Violence")

VISITORS

You are not allowed to bring friends or relatives to school or have them visit during the school day. If you feel you have a special exception, check with an administrator before bringing the visitor to school.

Parents and guardians are welcome to visit Fowler. They must first check in at the office to receive permission and wear a visitor's badge.

Behavior Expectation Matrix

	Safe	Respectful	Responsible
All Areas	<ul style="list-style-type: none"> Hands, feet, objects to self Follow adult directions Report safety concerns to staff Walk at all times Keep prohibited items at home 	<ul style="list-style-type: none"> Follow all staff directions Use school appropriate language & gestures Treat others and their things with kindness Treat school property with care 	<ul style="list-style-type: none"> Help others when appropriate Follow dress code Inform adults of dangerous situations Personal electronic devices silenced & out of sight/not in use.
Classroom	<ul style="list-style-type: none"> Use appropriate words to greet others Use materials appropriately Follow staff directions and help each other Move safely with a purpose around the room 	<ul style="list-style-type: none"> Accept different opinions & ideas Enter class quietly when arriving late and join group/start activity quickly Listen when others are speaking Make sure your behavior creates a space where others can teach and learn 	<ul style="list-style-type: none"> Be prepared with planner, charged iPad and any other materials requested Be in classroom when the bell rings Clean up after yourself Do your best & work hard every day Personal electronics silenced & out of sight/not in use.
Hallways	<ul style="list-style-type: none"> Walk - stay to the right Keep passageways clear Be in class when the bell rings 	<ul style="list-style-type: none"> Put trash in trash cans Give others space Move so others can pass when needed 	<ul style="list-style-type: none"> Personal electronics silenced & out of sight/not in use.
Lunch/ Commons	<ul style="list-style-type: none"> Wash hands/sanitize before eating Walk at all times inside 	<ul style="list-style-type: none"> Follow all staff/volunteer directions 	<ul style="list-style-type: none"> Keep food and drinks in commons Throw away trash when finished eating Clean up space before leaving area Personal electronics silenced & out of sight/not in use..
Lunch Activity Gym/Outside	<ul style="list-style-type: none"> Stay within boundaries No physical contact 	<ul style="list-style-type: none"> Walk directly to designated areas Be a good sport Follow all staff directions 	<ul style="list-style-type: none"> Keep food and drinks in your space Throw away trash when finished eating Bring lunch bag/sack back into the school Clean up space Personal electronics silenced & out of sight/not in use.
Office (Main/ Counseling)	<ul style="list-style-type: none"> Wait patiently Keep medicines in health room 	<ul style="list-style-type: none"> Check in with office staff before walking through State your purpose politely Wait quietly Ask permission before using the phone 	<ul style="list-style-type: none"> Always arrive with a pass Wait your turn Check in at attendance if coming to school late Personal electronics silenced & out of sight/not in use.
Media Center	<ul style="list-style-type: none"> Use equipment and materials appropriately Use technology appropriately 	<ul style="list-style-type: none"> Speak quietly Put things back where you found them When in doubt ask an adult for help Enter through the main 	<ul style="list-style-type: none"> Have staff permission to be in the media center Check in with an adult upon arrival Return materials on time Pick up after self and others Print only what is needed

		entrance of media center	<ul style="list-style-type: none"> Personal electronics silenced & out of sight/not in use.
Bathrooms	<ul style="list-style-type: none"> Wash hands Keep water in sink Report any problems to staff 	<ul style="list-style-type: none"> Put trash in trash cans Give people privacy 	<ul style="list-style-type: none"> Inform staff of vandalism or messy area Return to class immediately Personal electronics silenced & out of sight/not in use.
Lockers	<ul style="list-style-type: none"> Close lockers using hands only Keep locker locked at all times 	<ul style="list-style-type: none"> Keep locker combination to self Two people per locker Stay in locker assigned to you 	<ul style="list-style-type: none"> Keep your locker clean No writing in/on lockers Use easily removable decorations Only closed containers in lockers
Assemblies & Special Events	<ul style="list-style-type: none"> Follow rules and expectations of activity Walk to activity 	<ul style="list-style-type: none"> Listen and follow staff directions Applaud appropriately 	<ul style="list-style-type: none"> Pay attention to the presenters Participate appropriately in the presentation (Sit quietly and voice off when expected) Personal electronics silenced & out of sight/not in use.
After School Activities	<ul style="list-style-type: none"> Follow all adult instructions Wait for dismissal 	<ul style="list-style-type: none"> Encourage others to do their best Display positive sportsmanship 	<ul style="list-style-type: none"> Arrive on time Be in appropriate room or location Secure personal belongings
Bus & Bus Loading Area	<ul style="list-style-type: none"> Wait on sidewalk behind yellow line Wait at crosswalk and watch for buses and cars Walk bikes & carry skateboards, scooters, etc. until off school property 	<ul style="list-style-type: none"> Load bus promptly Keep voices and noise level low Greet bus driver politely Follow all adult directions 	<ul style="list-style-type: none"> Check bus board for bus location Leave on time if walking Stay in seats while bus is moving Stay silent at railroad tracks
Emergency Drills	<ul style="list-style-type: none"> Listen closely to staff directions Exit building with your teacher/class at nearest exit quickly without running or stopping at a locker Move with a purpose 	<ul style="list-style-type: none"> Take all drills seriously Stay calm Follow all staff directions 	<ul style="list-style-type: none"> Line up quickly and quietly with MM teacher once outside Wait for your MM teacher to lead you back into the school building Walk with your MM teacher/class until back inside the school building Personal electronics silenced & out of sight/not in use.

STUDENT BEHAVIOR & DISCIPLINE

Our Middle School discipline philosophy focuses on correcting student behavior, as much as possible, through constructive, no nonsense, non-punitive methods involving teachers, students, the counselor, Dean of Students and/or administrator and parents.

Besides the general rules that apply to all students, teachers develop their own guidelines/norms for good student behavior within their own classroom. Instruction is our priority. As disciplinary problems arise, teachers will document discipline issues in the classroom using the Office Discipline Referral system.

CONSEQUENCES

The consequences at Fowler are described here. The purpose behind consequences is to deter behavior from happening again. Depending on the seriousness of the problem, a variety of consequences are used by staff.

Apology

Students are often asked to offer an apology to students, staff or people impacted by their misbehavior. Showing remorse for causing a problem for others shows them the respect that everyone at Fowler deserves.

Mediation

Students are offered opportunities to mediate when there is a peer conflict or a situation when someone feels hurt or offended by another person's comments or actions. Mediation gives students and staff the opportunity to voice their concerns and work towards a resolution. Mediation gives kids an opportunity to voice their concerns, learn from others, practice effective conflict resolution and make apologies when appropriate. Mediations are facilitated by Fowler administration, dean of students, counselor and teachers.

Teacher/School Consequences

The teachers at Fowler dedicate their time and talent to help you reach your potential. When your behavior makes it difficult for them to teach and your classmates to learn, you will find yourself facing consequences. Teachers will develop their own methods for dealing with misbehavior. Here is a list of things that may happen if you are disruptive in class.

- Contact your parents by phone or email.
- Arrange a meeting with you, a parent, teacher, and possibly administration or dean of students.
- Loss of privilege
- Office referral - removal from class activities where your behavior prevents learning
- Restorative action/conversation/meeting or mediation.
- Community Service
- Confiscation
- Loss of Privilege
- No Hall Pass List
- Detention/Loss of Free-Time
- Restitution
- Suspension - In School (ISS)
- Suspension - Out of School (OSS)
- Expulsion

OFFICE DISCIPLINE REFERRALS

Students may receive an Office Discipline Referral when behavior continues after multiple attempts to redirect the behavior or after problem solving, for major disruptions to the learning environment, for major safety concerns and for illegal behaviors. If you receive an Office Discipline Referral, you will meet with an administrator or the Dean of Students and will also receive some form of consequence (see above). It will be documented in Synergy.

HELPFUL LINKS

[Daily Bell Schedule Link](#) [TTSD/Fowler School Calendar 2022-2023](#)

[Advocacy and Support Resources](#)

Links to helplines for survivors of trauma including sexual assault, domestic violence, bullying or harrasment

[Fowler Student Report Form](#)

The purpose of this form is to report to Fowler staff incidents or behaviors that make you or others feel unsafe or uncomfortable - i.e harassment, bullying. Please use this form to communicate concerns to Fowler staff.

[Meal Access](#)

[SafeOregon](#)

Students, families and community members can report all concerns around safety, threats or potential acts of violence.

[Student/Parent Vue](#)

Technology Help:

[Student Technology Help Request](#)

- By Phone: 503-431-5067

[TTSD Anti Racism Educational Resources](#)

[TTSD Family Resource Center](#)

[TTSD Community Resources](#)

In this link you will find information about access to:

- Food
- Health Care Services
- Mental Health Services
- Internet Access
- Legal Assistance
- Unemployment Resources
- Interpretive Service

[TTSD Student Rights and Responsibility and Technology Handbook](#)