

# **LA CROSSE HIGH SCHOOL**

**USD 395**

**La Crosse, Kansas 67548**



# STUDENT HANDBOOK

**2010-11**

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# LA CROSSE HIGH SCHOOL STUDENT HANDBOOK

## NOTICE

This handbook has been set forth to reflect board policy and district operating procedures at the time it was adopted and approved by the Board of Education. It should be noted, however, that policy and procedure change from time to time to reflect the changing needs of USD 395. Therefore, the accuracy of this handbook may suffer due to the length of time from initial adoption. Every attempt will be made to keep patrons, students and staff aware of these changes. In all cases, board adopted policy changes and revised operating procedures take precedence. If you ever have a question or want clarification, please do not hesitate to ask.

U.S.D. #395 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Superintendent of Schools, U.S.D. #395, La Crosse, KS 67548.

## UNIFIED SCHOOL DISTRICT #395

### Administration and Staff:

Superintendent.....	Mr. Bill Keeley
Clerk.....	Mrs. Sue Basgall
Treasurer.....	Mrs. Cindi Wilson
Director of Transportation .....	Mrs. Ann Mayo

### Principals:

La Crosse Middle/High School.....	Mrs. Kathy Keeley
La Crosse Elementary School .....	Mr. Bill Keeley

### Board of Education:

- Mr. John Irvin; McCracken, Kansas 67556
- Mrs. Dolores Borgstadter; La Crosse, Kansas 67548
- Mr. Bruce Kershner; Rush Center, Kansas 67575
- Mr. Glenn Herrman; Liebenthal, Kansas 67548
- Mrs. Kim Peach; La Crosse, Kansas 67548
- Mrs. Lisa Whittom; Alexander, Kansas 67513
- Mrs. Kara Renz; Rush Center, Kansas 67575

## SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced on the following radio/TV stations: KAYS-TV (Channel 7), KAYS-AM Radio (1400), KJLS-FM Radio (103) in Hays, KVGB-AM Radio (1600), and KSNC-TV (Channel 2) in Great Bend. Reports in the morning will be between 6:00 and 7:30 a.m. If it is possible to make an announcement the preceding evening, the television stations in Great Bend and Hays will be notified in time for the 10 p.m. news. Please do not call the school, as telephone lines must be kept open for emergencies.

## LA CROSSE HIGH SCHOOL SUPPORT STAFF

- Mrs. Cindi Wilson..... High/Middle School Secretary/ A.D. Secretary
- Ms. Darla Barricklow..... Sub Coordinator/ITV Monitor/SSL/Aide
- Mrs. Kathy Tomlinson..... SSL/ITV Monitor/Aide
- Mrs. Katy Launchbaugh..... Library Aide
- Mrs. Tina Vondracek..... Paraprofessional
- Mrs. Sherri Herrman..... Food Service Supervisor

Mrs. Clara Oborny .....Cook  
 Mrs. Lori Woods .....Cook  
 Mrs. Gerri Carper.....Cook  
 Mr. Richard Leiker.....Head Custodian  
 Mr. Steve Sanders..... Assistant Custodian  
 Mrs. Susan Gabel .....School Nurse

**LA CROSSE HIGH SCHOOL 2010-11 TEACHING & SPONSOR ASSIGNMENTS**

<b>NAME</b>	<b>TEACHING FIELD</b>	<b>SPONSOR (subject to change)</b>
Ms. Darla Barricklow		Big Brothers/Big Sisters
<b>Ms. Jeannine Bergsma</b>	School Psychologist	
Mr. James Burk	Science	<b>Senior</b> Class, <b>Scholar's Bowl</b>
Mr. Chris Delimont	P.E., 7-12 A.D.	<b>Fr.</b> Class, Asst. FB, Asst. Track, Weights, A.D.
Mrs. Savannah Downing	Eng., Journ., YB,	<b>Soph.</b> Class, Forensics
Mr. Cody Hamilton	Eng.	Freshmen Class, Asst. Girl's BB, HS Play, <b>Golf</b>
Mr. Trace Haskell	LES/MS	Asst. Track
Mr. Rob Holopirek	Science	Sr. Class, Head Boys BB, A.D.
Mrs. Dena Irvin	Librarian	
Mrs. Sally Jacobs	Instrumental/Vocal	Soph. Class
Mrs. Sari Legleiter	MS, <b>Pre-Alg.</b>	SADD
Mrs. Phyllis Manhart	Art	Senior Class, Art Club
Mrs. Cheryl Meier	Special Education	
<b>Mr. John Menefee</b>	Vo. Ag.	Junior Class, FFA
<b>Mrs. Bailey Morgan</b>	<b>LES</b>	<b>Cheer Coach</b>
Mr. Travis Olive	Math	Soph. Class, Head Girl's BB
Mrs. Seresa Parton	Business	Jr. Class, VB Asst.
Mrs. Tera Pflaum	MS, HS Leadership	Jr. Class, QPA, PDC, Cheer Coach, Stuco
Mrs. Norma Pipkin	French	Freshman Class, Foreign Language Club
Mr. Warren Sager	Counselor	NHS
Mr. Rick Shepker	Industrial Arts/Technology	Freshmen Class, Ind. Arts Club
Mrs. Trisha Stover	Special Education	
Mrs. Jerilyn Stull		Head Girl's VB
Mr. Jon Webster	Social Studies	Jr. Class, Head FB, Head Track, Weights

**SECTION I: GENERAL INFORMATION**

**A. MISSION STATEMENT** The mission of LaCrosse High School is to create a positive learning environment in which students are able to develop skills, knowledge and behaviors that enable them to reach their goals and be responsible, productive citizens in an ever-changing world.

**B. PHILOSOPHY** La Crosse High School serves all students who reside in the U.S.D. #395 school district and who have successfully completed the eighth grade. It is the goal of the Board, administrators and teachers at La Crosse High School to create an environment for the maximum development of each student.

The total program shall be student-centered, with the welfare of the student as the criteria on which all programs and proposals are evaluated. The school is dedicated to providing not only academic and vocational education, but also to help young people to understand themselves and the world around them. It is the final goal of the district to provide sound leadership for students through qualified and interested administrators and teachers, and to influence students to become morally and socially responsible citizens.

**B. HISTORY OF LA CROSSE HIGH SCHOOL** La Crosse High has had one-hundred **fourteen** graduating classes and four thousand, three hundred and **twenty-six** graduates. The first graduating class of 1893 consisted of three students. The school began in 1890, and was then known as La Crosse Rural High School. Classes were in a single room of the old grade school building, with only one teacher teaching all the subjects. Due to the lack of students, there were no graduates in 1894, 1895, 1900 and 1907. In 1915, a new building, north of the Barnard Library, was dedicated. The graduating class of that year had fifteen students. The present building was dedicated in 1956 and in 1970 the vocational agriculture building was added to the high school complex.

**D. NEW STUDENTS** Any students enrolling in U.S.D. #395 for the first time must have proof of identity (i.e. birth certificate) and certification of immunization.

**E. WITHDRAWAL OF STUDENTS** A student planning to withdraw from school must report his or her intentions to the office. It is important that the student's records be marked to this effect, his or her textbooks checked in, equipment and properties checked in, detentions served, and settlement of outstanding bills made. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

**F. FEES AND REFUND POLICY** High school textbook rental is \$60.00 (\$30 per semester) and is due at the time of enrollment. If a student withdraws from school during the first 9-weeks of school, he shall have 50% of the fee refunded. If he withdraws from school during the second 9-weeks period, he shall receive 25% of the fee. There will be no refund for the last semester withdrawal. If a student loses a rental book, he shall be charged the book value, depending on the years of use and the condition of the book. Abuse of a school owned book will result in the student being assessed repair or replacement cost for the book.

Copying fees are set at \$.50 per copy.

Art fees are \$25.00 a year, wood Fees are \$25.00 a year, and drafting fees are \$15.00 a year – all are due at the time of enrollment. Vo. Ag. fees will be collected as projects are planned and completed through the school year. There is a one-time \$20.00 Vo. Ag. fee for record keeping materials for all students enrolling in their first Vo. Ag. class. School hall and P.E. locks are available for a yearly \$5.00 deposit fee per lock. This fee will be returned at the end of school year if the lock(s) is/are not damaged. All damages to the locker will be the financial responsibility of the student. Students who want to safeguard their belongings with their own personal lock are required to provide the school office with a spare key or combination.

**G. SCHOOL LUNCH** Student lunches are **\$2.30** daily or **\$46.00** for each 20 day period. Students are to pay in advance for lunches for a 20-day period. Breakfast will be \$1.35 daily or \$27.00 for a 20-day period. Students must have a card to eat breakfast. Extra milk is .30 a day. Adult lunch cost is **\$3.40**.

**BREAKFASTS/LUNCHESES MUST BE PAID ON DATE DUE OR STUDENTS WILL NOT BE ALLOWED TO EAT A SCHOOL LUNCH.** Free and reduced lunch applications are available in the

principal's office. Applications should be completed and returned to the principal's office or the district office.

La Crosse High School students are on an offer versus serve lunch program. Students are offered items for all five food groups each day. State funding requires students to take three of five offered food groups.

**H. NO SMOKING POLICY** Kansas State Law makes La Crosse High School a non-smoking building. The use of all tobacco products by students is prohibited on school grounds at all times. (Refer to page 13 on acts of unacceptable behavior).

**I. ALCOHOL AND DRUG POLICY** The reasonable suspicion of or student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premises or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school; however, violation of the policy could result in expulsion from school. Law enforcement officials may be contacted upon initial investigation for verification of the violation. The school reserves the right to require medical testing to either substantiate or exonerate the suspicion. Drug dogs (with or without prior notice) may search the school including the building, lockers/bookbags, classrooms and school grounds including cars parked in the school parking lots.

**J. LOCKER/CAR SEARCHES** The principal, in presence of another staff member or law official, shall have the right to inspect a student’s locker or car parked on school grounds with or without his/her presence if there is a suspected item of danger to others or to the school. Otherwise, all locker and car searches will be made in the presence of the student.

## **SECTION II: SCHOOL ATTENDANCE**

**A. PHILOSOPHY** Successful mastery of a class is directly related to student attendance. Since so much of learning occurs with student involvement during the class period, it is important for the student to be in attendance. If a student is not in school, he/she is absent and must be counted, regardless of the reason. Regular and punctual attendance has a definite effect upon the quality of work done by a student. The board discourages any absence from school other than for illness, yet recognizes that the responsibility for school attendance clearly rests on the parents and guardians pursuant to state law. In addition, state law empowers the board with a legal duty to adopt rules for determining valid excuses for absenteeism. When absences become excessive, it becomes impossible for students to acquire the knowledge and understanding necessary to truly master a course of study. Completing make-up assignments cannot truly substitute for the learning that is accomplished while taking part in classroom discussion and other class activities. Consequently, the school will allow a certain number of absences, but it retains the right to withhold credit when absences become excessive.

**B. ABSENCES** An absence is defined as a school day, or portion thereof, in which one or more classes are missed. Student attendance is recorded based on an eight period day and only those periods missed will

count against the student. NOTE: Perfect attendance applies to students who have attended school every day and who miss no more than 4 periods per year to an excused absence.

**ATTENDANCE POLICY:** Students may not exceed 5 absences per semester without consequence. School activities do not count as one of the absences. (Juniors are allowed one college visit day and Seniors are allowed two college visit days in regards to school activities.)

Beyond 5 absences the student will automatically receive a zero in the grade book for all missed assignments. The student will have the number of days missed plus one (consistent with the make-up work policy) to complete the work for full credit. If the time allotted to complete the work passes and the assigned work has not been submitted to the teacher, the zero remains a zero. **It is the student's responsibility** to communicate with their teachers concerning time missed and due dates, especially with circumstances involving multiple absences. Students with excessive absences should expect to meet with their teachers as a team to discuss the problem and possible resolution.

**Extenuating Circumstances** (providing a timely and thorough notice has been communicated by parents):

- Hospitalization of the student.
- The student is suffering from a chronic illness or serious health condition and should not attend school as verified by a physician in writing.
- A family member's serious illness (as verified by a parent or guardian) that warrants care and support of the family.
- A family member's funeral (as verified by a parent or guardian). Bereavement days will be considered.

Students may appeal to the attendance committee for an extended amount of time to make up work after 5 absences, or with questionable circumstances may appeal so the absences do not count against the students 5 days. The committee will consist of the Stuco President, Class President, Counselor, Principal, and three teachers. The committee will hear evidence presented and vote thereafter to determine a decision, which will be presented to the student no later than one school day after the conference.

**Make-up Work:** It is the responsibility of students to see their instructors and arrange for make-up work and due dates for classes missed due to excused absences. An authorized school activity or an unexpected excused absence allows the student the privilege of making up the work missed and receiving a grade and credit when the make-up work is completed within a reasonable amount of time. **The amount of time for doing make-up work would be interpreted as the number of days absent plus one day.** Work NOT made up by the student within the set time-frame or that defined by the teacher will result in no credit earned. Teachers are required to have make-up assignments for students who miss their class due to either school activities or an excused absence. Course work missed due to participation in school-sponsored activities must be made up! All expected absences due to individual pre-arranged events where the student knows he or she is going to be absent (especially for more than one day) should be made up prior to the absence occurring unless the teacher indicates otherwise. All students should pay heed to the assignment sheet procedure for all known and unexpected absences.

**The Building Principal has the authority to request a Doctor's statement to verify specific absences. A student missing 3 or more consecutive days of school for illness may be asked to submit a signed doctor's note verifying the illness in order for the absences to be considered excused.**

**C. NOTIFICATION OF ABSENCE** Parents are asked to notify the school of all absences and their reason. **Students returning to school following an absence must report to the office and** when knowledge of upcoming absences exist, parents are asked to telephone the school **before** the day of the

absence. In case of student illness, parents are requested to notify the office by telephone that morning. A phone call or note from a parent or legal guardian is required to verify an excused absence and should provide the following information: name of student; date and reason of absence; date of expected return; telephone number at which the parent/guardian may be reached in event of a question; and, if a note, the signature of the person writing the note. When the school is not notified of an absence by the parent the absence may be counted as unexcused. **Students returning to school following an absence must obtain an admit slip before returning to class.** Absences resulting from ISS and OSS do not count toward the allotted 5 and will be the same as any excused absence as it applies to the awarding of credit. **Unexcused absences will result in no credit given for work missed or made up.** A student in In-School Suspension (ISS) will be allowed to make up missed work and given credit for all work completed while in suspension. In addition, leaving school when school is in session without obtaining permission and the failure to sign out in the main office shall be deemed an unexcused absence. The building administrator reserves the right to determine the validity of all tardies and absences.

**C. TRUANCY** According to Kansas Statute 31360: 72-113 a student is truant if he/she has 3 consecutive unexcused absences in any semester or 5 unexcused school days in any semester or 7 unexcused school days in any school year.

**D. ADVANCE NOTICE OF ABSENCE** Advance make-up work may be given by teachers to students who need to be gone. However, it will be the student's responsibility to plan ahead and forewarn each instructor of a planned absence. The best interest of the student may not be served if the scope of the class work is taken out of sequence. In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class, although at least some make-up work is required and students are to make up work before a planned absences.

**E. TARDINESS** Students at LaCrosse High will be counted tardy if they are not in class when the final bell rings. Any student tardy to his/her first class of the day must report to the office before going to class for determination of validity of the tardy. Students detained by a teacher must obtain a pass from the teacher for admittance to the next class; otherwise, any tardy that results will be an unexcused tardy.

The consequences for unexcused tardies in a semester for each class period are:

1. First unexcused tardy - WARNING by teacher.
2. Second unexcused tardy - 30 minutes with classroom teacher & call home to parents by teacher.
3. Third, fourth & fifth unexcused tardies - ONE HOUR in the detention room after school and parents will be notified.
4. After the fifth unexcused tardy in a semester, the student will spend time in ISS and may not be allowed to attend or participate in school activities for a duration set by the Principal. Other discipline could be deemed necessary as well.

\*\* Any Habitual tardiness to school or class could result in a conference between the Principal & the student & students parents. Failure to comply with the Principals request could result in a suspension as deemed necessary by Principal.

**EXCESSIVE LATENESS TO SCHOOL WILL NOT BE TOLERATED!!!**

**DETENTION ROOM POLICY:**

1. Students may be detained before or after regular school hours by any certified staff member of USD 395. Teachers assigning detention time in their own classroom will be responsible for the supervision of detained students.
2. Students may be assigned detention time in the detention center by the administration as consequence for violating rules and regulations of USD 395, or for disturbing good order and decorum during the school day or at school activities. Excessive office detentions could result in ISS and is at the discretion of administration.
3. Detentions will be served one school day after they are assigned unless other arrangements have been made.
  - a. If detention is not served at this time without notification to the detention room supervisor or Principal, one hour will be added.
  - b. If detention time is not served within the request of the detention supervisor or Principal, two hours will be added and parents will be notified.
  - c. If a third detention is missed before all detention time is served, the student will be suspended until he/she begins to serve detention time. Parents will be notified.
4. The administrator assigning detention will complete and sign the detention form in triplicate. The original will be forwarded to the detention supervisor and ultimately filed in the student's records. One copy will be kept in the office and one copy mailed home to the parents.
5. The following regulations will govern the detention center:
  - a. Detention time can vary. The detention room supervisor has the authority to work with the student on the exact times to meet. Students **will** be seated immediately and sit quietly working during the entire hour and/or be assigned a work schedule in the shop cleaning it if a Vo-Ag instructor is the detention room supervisor. **NO SLEEPING!**
  - b. Students shall bring school assignments or assigned reading materials to the detention center.
  - c. The detention supervisor will have the right to dismiss any students not complying with the rules. Any time missed will be made up with possibly extra time added.
6. The detention supervisor will maintain a record of detention slips, which will be returned to the principal along with communication concerning attendance and behavior.

**F. MAKE-UP TEST POLICY** Tests will be made up when students return to school, if no new material was covered during the student's absence and the student knew when the test was scheduled. Make-up tests are NOT to be given to returning students during class time. Make-up tests are to be given either before or after school, except that on occasions, a make-up test may be given to a student during class time if the class is reviewing a specific test and this would afford sufficient time for the make-up test to be taken. Make-up tests are to be completed at the discretion of the teacher within three (3) days after the student returns to school.

#### **G. CHECKING OUT OF SCHOOL**

1. After a student has reported to school he/she is not to leave the building at any time, except after reporting to the office and receiving permission.
2. Permission will not be granted unless a telephone call has been received from the parents **or a travel contract for a specific class is on file.**
3. Prior to leaving the building, the student will sign out in the office and will sign back in upon returning.
4. Failure to follow the proper procedure when leaving the building will result in disciplinary action taken at the discretion of the administration.

5. Daily, weekly and special bulletins will carry announcements of students who are to be excused for participation in special activities. In such cases, the student should be marked absent for the teacher records and he/she will be given the opportunity to make up the work missed.
6. A student checking out and missing more than one-half of the period will be counted absent for that period.

**H. SENIOR COLLEGE OR CAREER ABSENCE:** Seniors are allowed one additional day for the expressed purpose of exploring educational or career options. Request forms for college/career absence are available and must be completed and signed by the student's parents and approved by the principal prior to the planned absence request date. All work missed in classes during the planned absence must be made up to the satisfaction of instructors. Any other days used by students for college/career purposes must be approved by the administration with parent permission being mandatory.

### **SECTION III: ACADEMICS AND GRADUATION**

**A. CLASSIFICATION OF STUDENTS:** Students shall be classified at the opening of the school year according to the number of unit credits successfully completed. **NOTE:** Students shall participate in activities according to their classification at the beginning of the year. Examples would be homecoming activities, elections, student meetings & activities, etc. If unusual circumstances arise, exceptions could be made by the class sponsor, counselor & principal. Students shall obtain lockers in their class hallway regardless of deficient credits.

Seniors shall have successfully completed a minimum of 16 units.  
 Juniors shall have successfully completed a minimum of 10 units.  
 Sophomores shall have successfully completed a minimum of 5 units.  
 Freshmen shall have successfully completed the eighth grade.

**B. GRADUATION REQUIREMENTS** To be eligible for graduation, students must have received a passing grade in 24 units of credit which are to include:

- A. Four units of English.
- B. Three units of social studies which shall include one unit of United States History and one-half unit of American Government.
- C. Three units of science including one unit as a laboratory course.
- D. Three units of mathematics.
- E. One unit of physical education which will include one-half unit of health, safety, first aid or physiology.
- F. One unit of Computer Applications to meet Regents requirements
- G. Eight units of elective courses.
- H. One Fine Arts credit will be required

In addition, high school students are required to pass the following courses:

**9th Grade:**

- English I - 2 semesters
- Physical Science - 2 semesters
- Math - 2 semesters
- PE & Health - 2 semesters
- Comp. Apps. I - 2 semesters

**10th Grade:**

- English II - 2 semesters
- World History - 2 semesters
- Biology - 2 semesters
- Math - 2 semesters

**11th Grade:**

American History - 2 semesters

English III - 2 semesters

Electives - 10 semesters

**12th Grade:**

Government - 2 semesters/or Sociology 1 semester

English IV/or college accredited English course - 2 semesters

Electives - 11 semesters

**C. STUDENT CLASS LOAD** All regularly enrolled high school students are required to carry seven subjects. Seniors may be exempted for one period, with administrative approval, to serve as a student aide. Student aide's will be graded on a pass-fail basis and will not count toward the student's GPA.

**D. SCHEDULE CHANGES** Students may adjust their schedules prior to the beginning and during the first **three days** of the first or second semester. Once a semester begins and the first three days have expired, only teacher requested changes will be considered.

Changes can be made or a course dropped if:

1. The change will not overload a particular class,
2. The change results in a reasonable program of study in terms of the established curriculum, and
3. The change is approved by parent, teachers involved, counselor and principal.

After the first week a course dropped will be recorded as a withdrawn failure, which counts as a zero on the student's GPA. Zero credit will also be posted for back work in added classes until back assignments are complete. Nothing less than a quarter credit can be earned.

**E. COURSE CREDIT** Credit is based on satisfactory completion of the class each semester. It must be remembered that learning is sequential and the acquiring of new knowledge or skills is based on mastery of previously taught knowledge or skills. Any student failing a semester of a required class will have to retake that semester to receive credit. It will be the student's choice as to what elective to take opposite a required semester retake class. The student should understand they may have to take an elective that is available that particular semester.

It is the responsibility of the student to check with the principal and counselor at the time of enrollment in regard to the meeting of graduation requirements.

If a student drops out of school before completing the four-year program, even though he or she may have completed the required number of units for graduation, no diploma will be issued until his or her class graduates. Exceptions may be made in these regulations by the Board of Education for students with special circumstances.

**F. FINAL EXAMS** Each instructor will give a unit or comprehensive exam at the end of each semester, which will be part of the students semester grade.

**G. GRADE SCALE** In reporting grades, teachers will use the following percent criteria and must be noted as such on both the students grade card and the grade sheet turned into the office. Grades and attendance in

ITV classes are based on the policies of the sending school as stated in the ITV Policies and Procedure Handbook.

A+ 98-100%	B+ 88-89%
A 93-97% Superior Grade	B 83-87% Very Good Grade
A- 90-92%	B- 80-82%
C+ 78-79%	D+ 68-69%
C 73-77% Average Grade	D 63-67% Below Average Grade
C- 70-72%	D- 60-62%

**Inc.** - Incomplete - Work must be completed and turned in within five days after the grading period has been concluded. Incomplete grades exceeding this time limit will be automatically recorded as a failing grade. There will be no incomplete grades given at the end of the academic year.

**H. ACADEMIC DISHONESTY** Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other possible disciplinary measures.

**I. GRADE REPORTS** Grade reports are issued at the end of each nine weeks session, with letter grades used to designate a pupil's progress. Progress reports may be sent at any time between marking periods of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted, which needs correction. Acknowledgement of this report by a note, phone call or visit to the teacher is encouraged.

**J. HONOR ROLL AND ACADEMIC LETTER** Honor rolls are announced every nine weeks following the distribution of report cards. An Academic Letter or Bar is given by the faculty at the Honors Convocation to those students who have earned a 3.5 GPA for the first three quarters of the school year.

Principal's Honor Roll--3.80 or better GPA Honor Roll--3.25-3.79 GPA

**K. GRADE POINT AVERAGE AND CLASS RANK** A student's Grade Point Average is based on 4.0 system.

A -4	B -3	C - 2	D - 1	F - 0
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To obtain the overall GPA, the total number of points earned by the student is divided by the number of credits earned. The student's G.P.A. is based on the student's semester grade. Class Rank is determined by listing students in order of their G.P.A., highest to lowest. Both the student's G.P.A. and Class Rank are information requested by colleges for admission and scholarship purposes.

**L. GRADUATION POLICY:** Fourth year students who do not have the necessary credits at the beginning of either semester of their senior year to meet the minimum graduation requirements will be notified that their graduation is in question. Failure by the student to acquire the needed credits/minimum course requirements will prevent them from participating in the graduation ceremonies and their name will **NOT** be listed on the commencement program.

A student who, through correspondence credit or other properly authorized work, has satisfactorily made up the deficient units of credit needed by the May 1st deadline of the current school year, will be allowed to participate in the commencement exercises and will be listed on the commencement program.

A student who completes the needed deficient credits/requirement after the May 1<sup>st</sup> deadline and before the date set for graduation of the current school year, will be allowed to participate in the graduation ceremonies but will **NOT** be listed on the commencement program.

A student will not receive a diploma until all graduation requirements are met, all outstanding debts to USD #395 are paid in full, and all school property is returned. In addition, a student must be in good standing (conduct) with the school to receive a diploma.

**M. GRADUATION DRESS POLICY:** All graduating students are required to dress appropriately for the graduation ceremony or no diploma will be awarded. A dress check will begin approximately one hour before graduation and any student not dressed appropriately will be sent home to change or not be allowed to participate in the graduation ceremony. **NO** shorts, casual sandals, flip-flops or tennis shoes will be allowed. Ladies are expected to wear appropriate dresses, skirts or slacks with dress shoes. Men are expected to wear nice shirts, slacks, socks and dress shoes. This is a special time and you are on public display; please act and dress accordingly

**N. KANSAS REGENTS QUALIFIED ADMISSIONS - EFFECTIVE FALL 2001**

Under the provisions of 1996 House Bill No. 2668, a graduate of an accredited Kansas High School is entitled to admission to a State Board of Regents' Institution if the student has completed the pre-college curriculum prescribed by the State Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale, or meets one of the other two admission requirements. **This law applies only to students who will begin college in 2001 or later.**

**KANSAS REGENTS SCHOOLS**

EMPORIA STATE UNIVERSITY, FORT HAYS STATE UNIVERSITY, KANSAS STATE UNIVERSITY, UNIVERSITY OF KANSAS, PITTSBURG STATE UNIVERSITY, and WICHITA STATE UNIVERSITY.

**PRE-COLLEGE CURRICULUM:** (see complete pre-college curriculum requirements for more specifics)

1. English - 4 units (at least one each year)

2. Natural Science - 3 units (one unit must be in chemistry or physics) - students are encouraged to take at least one additional unit of science.
3. Math - 3 units (Algebra I, Geometry, Algebra II) - students are encouraged to take at least one additional unit of advanced math.
4. Social Science - 3 units (must include 1/2 unit in American Government, 1 unit in American History, 1/2 unit in World History, World Geography or International Relations, 1/2 unit selected from History, Sociology, Psychology, Current Events, etc.)
5. Computer Technology - 1 unit

Recommended, but not required: Two units of a foreign language and one unit in fine or performing arts.

**ADMISSION REQUIREMENTS:**

1. Complete the pre-college curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale; or,
2. Achieve an ACT score of 21 or above; or,
3. Rank in the top one-third of your high school's graduating class upon completion of seven or eight semesters.

**NOTE:** Each university can admit up to 10% of all freshmen as exceptions to the policy. It is up to each university to make this decision. Also, seniors who do not meet the admission standards can get into a regents school if they earn a 2.0 grade point average after taking 24 credit hours at a community college.

**KANSAS STATE BOARD OF REGENTS RECOMMENDED CURRICULUM**

To be named a State Scholar and to be eligible to apply for state scholarships, you must complete the following pre-college curriculum as determined by the Kansas State Board of Regents. We highly recommend students to complete this curriculum, for their own achievement as well as further preparing them for their future education.

1. English - 4 units (In addition, students are encouraged to take Speech, Forensics, and Journalism)
2. Math - 4 units (Algebra I, Geometry, Algebra II, and one year of advanced math)
3. Natural Science - 3 units (must be Biology, Chemistry & Physics; it is also recommended to take other science courses in addition to the minimum requirements)
4. Social Studies - 3 units (must include 1/2 unit in American Government, 1 unit in American History, 1/2 unit in World History, World Geography, or International Relations, 1/2 unit selected from History, Sociology, Psychology, Current Events, etc.)
5. Computer Technology - 1 unit
6. Foreign Language - 2 units (must be the same foreign language)

**O. STUDY HALL** - High School students will be allotted two 47-minute periods of study hall per week with regards to the following objectives:

1. To provide an opportunity for students who are failing in subjects to raise their grade(s) to passing.
2. To provide an opportunity for students to make contact with his/her classroom teacher(s).
3. To expose students to study skills for improvement of student performance .

The two study hall periods will occur during 7<sup>th</sup> period opposite the 3-day modified electives. The following guidelines will apply:

- Students are required to bring necessary study materials to class and should not expect a pass to return to their lockers for forgotten supplies.
- Students are expected to remain quiet and engaged in study during the entire 47-minute period. Idle chatter and meaningless tasks are unacceptable, and unapproved requests to leave will be denied. If homework is completed the expectation is that students engage themselves in reading school appropriate material.
- Students needing to make-up work or receive instruction from another teacher will be granted permission ONLY by submission of a teacher signed REQUEST TO MEET form, which should be obtained from the requesting instructor prior to study hall.

NOTE: Restroom and water breaks will be limited and kept to a minimum during study hall.

## **SECTION IV: STUDENT CONDUCT**

**A. PHILOSOPHY** One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Through discipline, the student develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

**B. TEACHER AUTHORITY** Teachers are expected to maintain a proper school environment. This responsibility extends beyond their own classrooms and their particular assignment of pupils. Inherent within the responsibilities and rights of each teacher is their ability to discipline students. Each teacher is expected to have their own established classroom rules and code of conduct to help guide their students. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. A student is expected to give his own name if asked for by a teacher who is dealing with a problem situation.

### **C. SUSPENSION AND EXPULSION POLICY**

Short-term suspension will constitute one (1) to five (5) school days.

Long-term suspension will be longer than five (5) days, not to exceed the last day of the current semester.

Expulsion means removal of a student for the remainder of the entire school year.

The Board of Education of U.S.D. #395 has authorized the administration and/or its designee to suspend any student guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct which disrupts, impedes or interferes with the educational mission of the public schools.
3. Conduct which impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, Article 41 of the Kansas Statute annotated or criminal statutes of the United States or the State of Kansas.

5. Disobedience of an order by a teacher, peace officer, school security officer, or other authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the public school's educational mission and/or impingement upon or invasion of the rights of others.

All suspensions will initially be short-term (not to exceed five days), with written notice of the short-term suspension and the reason for the suspension furnished to the student involved, to the student's parent or guardian and to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student will be afforded a hearing. Such date shall not be later than the last day of the short-term suspension of such pupil(s) or student(s). Such notice of the extended suspension shall be accompanied by a copy of K.S.A. 72-8901 et seq. as amended and a copy of the regulations of the Board of Education.

Any hearing held in compliance with K.S.A. 72-8901 et seq. as amended will be conducted by an administrator in accordance with the due process outlined in Kansas Statute.

Absences resulting from out-of-school suspensions will follow Board Policy JBD-R. This policy states that the day(s) a student is suspended or expelled shall not be counted as unexcused absences in allowing make up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

***ALL SCHOOL OFFENSES THAT ARE ALSO IN VIOLATION OF CRIMINAL CODES OF LACROSSE WILL ALSO BE PROSECUTED BY THE PROPER AUTHORITIES.***

**ACTS OF UNACCEPTABLE BEHAVIOR THAT MAY RESULT IN SUSPENSION (INCLUDING IN-SCHOOL SUSPENSION) UPON FIRST OFFENSE, DEPENDING UPON THE SEVERITY OF THE INFRACTION, OR WHICH MAY RESULT IN SUSPENSION FOR REPEATED INFRACTION, INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

1. Possession, consumption of, or sale of alcoholic and/or substances harmful to the health or safety of students; (Board Policy JDDA-R)

**FIRST OFFENSE:** Short term suspension. Number of days dependent upon severity of the incident and students attitude towards the offense. Suspension from student activities as decided by the principal and/or other certified staff involved in the incident. The incident shall also be reported to appropriate law enforcement officials.

**SECOND OFFENSE:** Long term suspension from school; suspension from all student activities of not less than one semester or four months; and, reported to appropriate law enforcement officials. A student placed on long term suspension may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

**THIRD & SUBSEQUENT OFFENSES:** Expulsion from school for the remainder of the school year; suspension from participation and attendance at all school activities for the year; and reported to appropriate law enforcement officials. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

2. Possession, use of, consumption of, or sale of tobacco in any of its forms;
3. Possession, threat of use, or use of lethal weapons;
4. Vandalism;
5. Destruction of school property;
6. Fighting and/or provoking a fight. (Fighting will result in either suspension or other disciplinary action by school personnel.)
7. Intimidation, threatening by word or deed;
8. Extortion of any type and/or amount;
9. Stealing;
10. Excessive public display of affection;
11. The use of profanity and/or vulgarities-verbally or gestured;
12. Uncontrollable displays of Temper (temper tantrums);
13. Conduct which disrupt the school's activities and educational mission;
14. Open defiance of authority;
15. Failure to comply with a reasonable request from an administrator, teacher, and/or other school employee;
16. Repeated violations of school regulations;
17. Excessive tardiness; and,
18. Truancy.

**D. ABNORMAL OR IRRATIONAL BEHAVIOR** When it is determined that any student whose actions are abnormal, irrational, or suffers from emotional disturbances, and that behavior and/or academic performance is not normal, the following steps will be taken:

1. The student shall be suspended from school until a conference has been held between the student, parents and administrator.
2. The student may be evaluated by the appropriate agency whenever possible, to verify the condition and cause of behavior.
3. Any further instances of this type may result in long-term suspension for the semester.

**E. HALL CONDUCT** Proper conduct in the building is expected at all times. This means students are to pass quietly through the halls and should not loiter, run, jump, push or hit others as they pass. **Sitting in the halls is not permitted before school.** Courtesy and mutual respect is expected at all times.

**F. BOY-GIRL RELATIONSHIPS** Proper boy-girl relationships are expected at all times. Overt physical displays of affection are not acceptable at any time. Physical contact which exceeds hand holding will result in disciplinary action. Discipline referral forms may be submitted by any staff member at any point during the day. Repeat offenders may be suspended. Students who display too much affection toward one another (more than hand holding) in the school environment should expect detention time and or suspension. It is the belief of administration and staff that it would be much less complicated for students to conduct themselves appropriately than it would be to serve detentions/suspensions.

**G. STUDENT DRESS CODE** Each student attending La Crosse High School shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards which will result in a neat, clean personal appearance. The building principal as well as all staff members are

responsible for requiring students to make improvements in grooming whose appearance does not give indication of an effort to dress appropriately, to be neat and clean, and whose appearance is disruptive. Any staff member at any point during the day may request a student to improve their appearance. Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the sponsors/coaches of those activities and as approved by the building principal.

The following items listed are some (not an all-inclusive list) that are considered inappropriate for school wear for all students:

1. Hats (including bandanas and visors) - are to be left in lockers during regular school hours and may not be carried around (except to put in lockers) or worn before school, during school or in and about school after the final bell. Hats are allowed outside the school, after school and at school activities for non-participating students.
2. Sunglasses
3. Profane, obscene, double meaning or suggestive shirts.
4. Radios, walkmans, I-pods or CD type personal stereos are not to be worn or carried in school
5. Extreme or sloppy styles which are disruptive
6. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco or illegal substances
7. Visible tatoos that promote and/or advertise alcohol, tobacco or illegal substances.
8. Shoes are to be worn at all times. Shoes with wheels are prohibited.
9. Billfold chains **cannot** be worn since they could be used as a potential weapon.
10. Wild hair appearance or any type of inappropriate hair color (dying multiple colors, etc.) that intentionally attracts attention to the individual and distracts the learning atmosphere
11. Gang clothing or any signs of gang wear (certain hats, chains, tatoos's, etc.) will not be allowed. Any gang signing or other affiliation to a gang will absolutely NOT be tolerated in school
12. No spaghetti straps - **shirts must have two shoulder straps which are minimum one-inch in width.**
13. No cut-out backs. No low-cut necklines. No gaping or torn armholes. No shirts that do not completely cover midriff area when in normal stance.
14. Shirts, skirts and shorts should be at an appropriate length for the school setting. Appropriate being determined by staff & administration.
15. No low-cut or drooping pants that reveal undergarments
16. Pajama pants
17. House slippers

CONSEQUENCES: 1. Change shirt, skirt, shorts or pants to appropriate dress if the student has access to alternate clothing.  
2. Administration will provide an appropriate shirt or sweats to wear the rest of the school day. Shirt or sweats will be turned in at the end of the day to the office.

NOTE: Appropriateness of dress will be determined by administration & staff on an individual basis.

Non-compliance with the dress code will result in the student being sent home and receiving an unexcused absence for the time missed. The student will make up missed time by serving a detention. Students are encouraged to make wise choices when choosing their attire for the day.

**H. 1.)Students are not to bring ANIMALS, REPTILES AND TOXIC PLANTS TO THE SCHOOL.**

**2.) Skateboards, bicycles, rollerblades, shoes that roll, scooters, etc. should not be used for recreational purposes on school grounds.**

**I. SETTING OFF FIREWORKS** Anyone found guilty of possession of or setting off fireworks or bottle rockets inside the building(s), on school grounds, or any area which endangers students or staff will be suspended for a minimum of three (3) days with the possibility for a recommendation made to the Board of Education for long-term suspension for the remainder of the semester. Also, charges may be filed with the proper law enforcement authorities.

**J. DETENTION: STUDENT-TEACHER CONFERENCES** Teachers should detain, after regular school dismissal, any student who could benefit from a student-teacher conference. Some signs of the necessity of a student-teacher conference include:

1. Back work (daily lesson assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable amount of time;
2. Failing work for the previous week
3. Poor citizenship

Student-teacher conferences are scheduled to begin at 3:30 p.m. and may extend until 3:50 p.m. One day's notice will be given to all students scheduled for a conference in order that transportation home can be arranged, unless the current day is convenient for all parties involved.

**Students may be assigned Detention (one hour) as a consequence of behavior which is inappropriate or disruptive of classroom or school procedure. These may include:**

1. Dress code violations
2. Disrespect of authority
3. Use of profanity or vulgarity
4. Overt display of affection
5. Proper procedure not followed in checking out or in the school
6. Disruption of classroom; or Sleeping in class
7. Refusal to follow a reasonable request of a staff member
8. Use of cell phones (Cell Phones are NOT ALLOWED IN SCHOOL. School phones are available for emergency situations.)

*Students serving detention must report on time to the detention location. Detention may be assigned in the morning from 7:35 am or in the afternoon beginning at 3:35. During detention, students are required to bring their study materials and will not be allowed to talk or leave their assigned seat during the detention. Detention supervisors may assign students an alternate task. Once a detention has been assigned, the student must attend at the assigned time, however, if there is an emergency, arrangements may be made with the Principal through a conference with the parent(s). Failure to serve will result in either additional detentions or suspension, and quite possibly a loss of extracurricular privileges.*

**K. SEXUAL HARASSMENT** What is sexual harassment? Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature. It could be student-to-student, staff-to-student, student-to -staff, or staff-staff. Sexual harassment could be perceived as intimidating, hostile or offensive. It could also be directed toward someone because of his or her gender.

Examples of sexual harassment include but are not limited to:

- \* sexually oriented verbal “kidding”;
- \* sexually suggestive remarks, gestures, or jokes;
- \* remarks of a sexual nature about one’s appearance;
- \* defaming the reputation of an individual by implying sexual involvement through verbal rumors or written notes or graffiti;
- \* displaying offensive sexual illustrations;
- \* pressuring or requesting sexual activity; and
- \* pulling at clothing in a sexual way.

Sexual harassment will not be tolerated in USD 395. Regardless of whether they are reported or not, sexual harassment problems have negative consequences in the workplace and classroom and can seriously affect the safety, health, and self-esteem of the individual. The USD 395 Board of Education’s policies concerning sexual harassment are on file in the office of the Principal. **Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member.** Complaints of sexual harassment will be promptly investigated and resolved. Every effort will be made to preserve confidentiality for both the accuser and the accused, to the extent the investigative process allows.

**L. HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING:** The school is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

**M. BULLYING** - Bullying means: Any intentional gesture or any intentional written, verbal, electronic 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 harm; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property

Bullying also means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8205, and amendments thereto. USD 395 will not tolerate these actions by students or staff. “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-

mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites. Cyberbullying is included as a form of bullying and will not be tolerated! Any act of bullying by either an individual student or group of students is prohibited on or while utilizing school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

## SECTION V: PROCEDURES

**A. BUILDING HOURS** Students are encouraged not to enter the building prior to 7:50 a.m. or after 3:50 p.m. without permission and supervision from a staff member. Doors open at 7:30 a.m. to accommodate the staff. Students not involved in after school activities are **NOT** to loiter in around the school building. Bus students may wait in the lobby areas during cold weather months and other inclement weather days, but should wait outside during warm weather months or weather permitting days. Students are reminded to refrain from horseplay or any other level of misconduct as they wait for transportation to arrive. Students who are not waiting for a ride to arrive should promptly leave the campus area on foot.

**B. CLOSED LUNCH PERIOD** The Board of Education of U.S.D. #395 has an established policy of a closed lunch period. Students are expected to remain in the cafeteria for lunch. Each student may purchase a lunch through the School Lunch Program or bring a sack lunch to be eaten in the school lunchroom. After lunch students are to remain within the designated areas (southwest wing) of the main building.

### C. BELL SCHEDULE

7:30 a.m. Doors Open	11:38 a.m Begin 5 <sup>th</sup> Period
8:05 a.m. Warning Bell	12:25 Lunch
8:10 a.m. Begin 1st Period	12:55 Passing Bell
9:05 a.m. Passing Bell	12:58 Begin 6 <sup>th</sup> Period
9:08 a.m. Begin 2nd Period	1:45 Passing Bell
9:55 a.m. Passing Bell	1:48 Begin 7 <sup>th</sup> Period
9:58 a.m. Begin 3rd Period	2:35 Passing Bell
10:45 a.m. Passing Bell	2:38 Begin 8 <sup>th</sup> Period
10:48 a.m. Begin 4th Period	<b>3:30</b> Final Bell

**D. FOOD & DRINKS IN THE SCHOOL** Students are not permitted to bring food and drink into the building (with the exception of limited breakfast items, packed meals for lunch and/or activity trips). Students who bring breakfast items to the school are required to eat in a designated area. The vending machines are available for student's use prior to the morning warning bell. All vending machines are available for use during the lunch period and after school. Machines are **NOT** available for student use during class time or during passing period. Students are not permitted to take food or drink into the classrooms or through the hallways during consumption. All food and drink before school should remain in the vicinity of one's locker. Vending machines will be turned off for repeated violations of the food & drink policy. Food and drink for class parties require prior approval from the teacher and principal. **Students are encouraged to remove all beverage containers and food wrappers from their lockers at the end of each school day and dispose in nearby trashcans to prevent unsanitary conditions in the school.**

**E. VISITOR PERMITS** - All visitors to the school are required to report directly to the office upon entering and obtain a visitor's pass from office personnel. Parents of students attending La Crosse High School are encouraged and invited to visit the school at any time to become acquainted with the school. If you will contact the office, a guide will be provided and the proper arrangements made.. Permits to visit the school are granted by the administration only to members of approved groups and to those with official business with the counselor, main office or other school personnel. Other visitors will be restricted. Persons requesting to relay messages to students, teachers, or other employees must stop in the office to make the proper arrangements. Those who do not comply with this regulation will be considered unauthorized and will be asked to leave the school grounds; those who abuse this practice will be reported to the authorities and charged with trespassing. (Loitering on school property is a violation of state law governing public schools.)

**F. TELEPHONES** The school telephones must be restricted to school business during school hours. Teachers and students will not be called from the classroom to answer the telephone unless it is an EMERGENCY. The school phones will be restricted from excessive student use unless the student is sick, it is an emergency, or reason is deemed important by office personnel. Student use of the intercom system is prohibited. **CELL PHONES ARE NOT PERMITTED IN SCHOOL** and will be confiscated by school personnel (when seen or heard) and handed over to administration. Students using or carrying cell phones at school should expect disciplinary action. All offenses will warrant a one-hour after school detention prior to return of the phone **or** notification to parents to visit the school and claim the cell phone. Students using school phones to call parents outside LaCrosse must place collect or credit card calls. Board policy prevents students from placing long distance calls at district expense.

**G. HALL PASS** It is expected that the student be in class at all times. A hall pass will be issued at the teacher's discretion and should be used appropriately and not in excess. Students who are habitual users of the hall pass will be asked to return to class and future passing privileges may be denied for an extended period. A staff memo will communicate to all teachers concerns associated with students and hall passes.

**H. INSURANCE** Student insurance brochures explaining the benefits under programs (school time and 24 hour coverage, etc.) are distributed during registration and are available at other times in the office. Please study the policy provisions to avoid misunderstanding about coverage. Premiums are collected by the appropriate schools at the patron's convenience and forwarded to the company. **THE SCHOOL DISTRICT DOES NOT CARRY HEALTH OR ACCIDENT INSURANCE ON YOUR CHILD.**

**I. ILLNESS DURING SCHOOL** If a student becomes ill during the day, he may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents may wait in the office area.

**J. LICENSE NUMBER REGISTRATION** All students who drive motor vehicles must have the license tag numbers registered in the office. Students with restricted licenses are permitted only to drive to and from school by the most direct route.

**K. PARKING REGULATIONS** To provide for the safety of all parties concerned, the following driving and parking regulations are in effect for La Crosse High School:

1. Faculty/staff parking will be along the building in the lot east of school.
2. Seniors will park along the football field in the lot east of the school if there is any stalls available after staff parking, and on the south side of school. Juniors usually park south of school if room allows. Parking on the south side is parallel and NOT ANGULAR – **Please do not park or drive on the grass!!!!**
3. All other underclassmen should angle park along the east side of Washington Street, immediately in front of the school.
4. The parking lot is considered an extension of the school and all school regulations apply.
5. The parking lot is not to be a turn around; when you enter the lot you should be ready to park.
6. Once you have parked the car, it is not to be driven during the school day without permission from the office. Park vehicles in marked stalls in the appropriate areas.
7. Students are not allowed to be in the parking lot during the school day without permission from the office.
8. Any school violation occurring while sitting in a car on school property will be considered a violation of the policy of the school.
9. These regulations also apply to other types of vehicles driven or ridden to school.
10. The school expects students to drive courteously and at a safe speed at all times (**not to exceed 10 m.p.h. in parking areas**).
11. Students should **NOT** park in the church parking lot south of the school . Offenders will be assigned lunch duty.

**L. LIBRARY POLICY** Food & drink are not permitted in the library unless permission is granted by librarian due to medical circumstances. The library will be closed during the lunch period. Every student must sign an internet agreement before using it. E-mail may be checked before & after school, not during the school day. Magazines must be checked out before they are taken from the library. Current magazines may be checked out for one hour only. If the magazine is returned damaged, a \$2.00 fine could be imposed. Frequent disregard of the prompt return of magazines will lead to the loss of magazine privileges. Older magazines may be checked out for as long as two weeks. Reference books should stay in the library unless permission is granted. Students who have overdue books will be charged .05 cents per day for each overdue book. This is to ensure books are returned on time, or renewed in the library. Library privileges could be revoked until books are returned and fines are paid.

**M. COMPUTER USAGE, ELECTRONIC MAIL, AND INTERNET ACCESS** USD 395 offers a comprehensive system of technological equipment. Users may have access to internal and external

resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange. USD 395 assumes responsibility for the management of the structure, hardware, and software that allow users access to information technologies for educational purposes. District equipment includes (but is not limited to) computers, drives, printers, scanners, networks, video, and audio recorders, cameras, photocopiers, telephone, modems, and other related technological resources. Software includes (but is not limited to) computer software, print and non-print resources. Networks include (but are not limited to) all voice, video, and data systems, including the district's internal network and the Internet.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 395. The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice.

Acting as agents of USD 395, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. **This decision is final. The use of district technology systems is a privilege and may be revoked at any time.** USD 395 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 395. NOTE: Personal computers and other technology devices should not be brought to school for personal or school related use. Violators will be asked to leave these items in the office and claim them after school.

Prohibited User Activity may include but is not limited to:

- Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.
- Using the technology systems for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments over the Internet or external network.
- Using the technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics, sound or music.
- Using the system to obtain or to disseminate pornographic and/or sexually suggestive content.
- Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
- Representing oneself as someone other than who you are.
- Using someone else's account number or password or allowing someone else to use your account number or password.
- Trespassing in folders not authorized to users.
- Damaging equipment or intentionally wasting resources.
- Removing hardware and/or software from the premises without prior authorization.
- Violating any federal or state copyright or unfair trade law.
- Violating any federal, state, local, common law, or criminal law.
- Conducting any activity that exposes the district to litigation or expenses.
- Violating any laws that might suggest libel or slander.

**NOTE: A Computer Usage Agreement consistent with USD#395 policy in regards to Internet activity will be made available at enrollment for all students**

and parents to sign and date. This form must be on record as verification that students and parents understand the terms and conditions.

## SECTION VI: COUNSELING

**A. COUNSELING TESTING PROGRAM** In order to monitor and evaluate both student achievement and instructional programs, the school counselor provides a comprehensive testing program. In addition to the Kansas State Assessments the following tests may be given:

**Freshmen:** ITED (achievement test) - CogAT (abilities test)

**Sophomores:** ITED (achievement test) - Kansas Mathematics - "PLAN" (pre-ACT test-optional)

**Juniors:** ITED (achievement test) - Kansas Reading & Writing - ASVAB (aptitude & interests)  
PSAT/NMSQT (optional) - ACT and/or SAT I & II (optional)

**Seniors:** ITED (achievement test) - ACT and/or SAT I & II (optional)

**B. RELEASE OF DIRECTORY INFORMATION** The Board of Education has designated the following information as directory information in order to comply with the Family Rights and Privacy Act.

1. The student's name, address, telephone number and date of birth.
2. The student's major field of study and date(s) of attendance.
3. The student's participation in officially recognized activities and sports.
4. The weight and height of members of athletic teams.
5. Degrees and awards received (scholarship, honor roll).
6. The most recent previous school district attended by the student.

This information is considered public information, which may be released by the school district without a parent's prior consent. Parents have until Oct.16 of the current school year to inform the school district, in writing, that any or all of the directory information should not be released without prior consent. Students over eighteen may make their own requests.

## SECTION VII: BUILDINGS AND PROPERTY

**A. SAFETY DRILLS** Fire, tornado, lock down and evacuation drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom. All persons are asked to take seriously these drills because personal safety in a real emergency depends on our readiness to react to any situation.

**FIRE:** The continuous sounding of the fire horn is the signal for the fire drill. At that time, the students will file out of the classroom in a pre-arranged route, usually to the nearest outside exit. Familiarize yourself with the escape routes, which are posted in each classroom. The students will file from the building in a neat and orderly fashion, and move to an area well clear of the building. **NOTE: ALL STUDENTS WILL MOVE IN SILENCE AND AS QUICKLY AS POSSIBLE. THERE SHOULD BE NO RUNNING.**

**TORNADO:** The sounding of the fire horn in short intervals will designate a tornado drill. Students will file out of the classroom in a pre-arranged route to a designated area. All students will move in silence and as quickly as possible. A signal will be sounded to return to the classroom. (Note: The community alarm for Tornado warning is a continuous siren.)

**LOCKDOWN:** An all-call announcement will designate a **partial** or **full** lockdown drill. **Partial** lockdown drills will require teachers shutting their classroom doors and not granting hall passes. Teachers and students will be expected to carry on with instruction and learning as usual. An all-call will signal the partial lockdown is over and the regular routine may resume. During a **full** lockdown drill students will be expected to remain quiet and calm as they follow their teacher's directions to move to the corner or side of the room most difficult to see from outside the door. Students will huddle close together as they sit on the floor with their knees drawn to their chest. Students are expected to refrain from using cell phones, visiting with one another or accommodating anyone to gain access to the room. Teachers are responsible for shutting off the lights and closing blinds. Three sharp knocks on the door and a verbal identification by a school official will signal the completion of the drill at which time students are expected to return to their assigned seats in a quiet and orderly fashion.

**EVACUATION:** Students and staff will be notified of an evacuation drill through an all-call announcement. They will be instructed to listen carefully for directions on how and where they should proceed. All will be expected to exit the building in a controlled fashion – quietly and as quickly as possible.

**B. CARE OF PROPERTY** The students and faculty are proud of their school building and campus. Much of the reason LHS is considered a community asset is due to the care given to it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing or destroying school property, the student will be suspended in accordance with Board of Education policy. The student will also be required to pay a dollar amount including labor cost for repairing the damages. Damage resulting from accidents or horseplay may result in full payment by the student(s) responsible. Parents and taxpayers are legally required to pay taxes that build and maintain our school. Damage done to facilities or equipment, buses or books must be paid for with your own money.

**C. PERSONAL ITEMS** Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them in the office for safe keeping. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items. However, a lost and found department will be maintained in the office. Student radios, tape/CD players, I-Pods, headphones, cell phones, personal cameras, computers and other technology devices are not permitted in the building during the regular school day. Students who violate this rule should understand the risks involved and should maintain the safety of one's own valuables. The school shall not be held accountable for any loss of such items regardless of whether the item was misplaced, lost or stolen.

**D. LOCKERS** Lockers are assigned to students for storing books and personal property, yet they remain under the jurisdiction of the school and the administration has the authority to check them. There are locks on the lockers and students are required to keep their lockers closed and locked at all times. If a student chooses not to lock their locker they will be expected to take full responsibility of any stolen items. Students who wish to safeguard their items with their own personal lock (rather than a school issued lock) may do so, but the student is required to provide the school office with a spare key or combination.

## SECTION VIII: ACTIVITIES AND ATHLETICS

**A. PHILOSOPHY** Co-curricular activities are an essential part of our total educational program at La Crosse High School. These activities provide equal opportunities of self-development for student growth in areas outside the academic classroom. They nurture character, leadership, sportsmanship, cooperation and responsibility. They are designed to help students develop self-confidence and self-discipline, and to acquire skills and talents which carry over through a whole lifetime. Any student who does not wish to participate in any required, school-sponsored activity must file a written statement with the superintendent requesting that the student not be required to participate in the activity. The written statement must be signed by one of the student's parents and explain the reason(s) why the student should be exempt from participating in the activity.

**B. ELIGIBILITY POLICY** All students must meet Kansas State High School Activities Association and La Crosse High School rules governing academic and disciplinary status in order to participate in student activities. Weekly and semester grades are used to determine eligibility or participation in activities.

It is important that students be aware of KSHSAA guidelines pertaining to outside competition, all star teams, Olympic trials, amateur status and other rules and regulations governing their activities. Students should not participate in any contest that is not sponsored by the school until they check with the Athletic Director. Such participation may jeopardize the student's eligibility for representing La Crosse in competition with other schools.

For a student to be eligible for participation in any KSHSAA sport or activity, he/she must be a bona fide student in good standing in school. They must also **have passed five new subjects** (those not previously passed) the previous semester, and be enrolled full-time as a student. Any student who reaches nineteen on or before September 1, shall be ineligible for interscholastic activities.

**C. WEEKLY ACADEMIC ELIGIBILITY** High school students who wish to participate in any school sponsored activity (on or off campus), other than attending regularly scheduled classes during the normal school day and participating in practices, **may not have a failing grade in more than one class**. This policy does not apply to activities where participation in that activity is required for a grade in a class (i.e. music and FFA competition).

Eligibility is to be determined on a weekly basis utilizing the student's cumulative grade earned in each class through Wednesday of each week. The semester grade earned will determine the student's eligibility for the first week in the second semester. Thereafter, the cumulative class grades earned each week in the second semester will apply. Teachers are to submit to the office on Wednesday of each week a list of students who are failing in their classes.

Students who are serving an In School Suspension or an Out of School Suspension are **ineligible** for participation in activities/practices the day(s) of the suspension.

**D. ATTENDANCE/PARTICIPATION IN ACTIVITIES** In most cases, students not in attendance for any part of the day should be ineligible for practice or participation in that day's activity unless permission is

gained through the Administration as to the validity of the time missed. The building Principal & Athletic Director will determine if class time missed is considered excused or unexcused.

**Students who miss the morning immediately after an activity with an unexcused absence in which he/she participated in, will be ineligible for the next scheduled competition if deemed necessary by the coach and/or administration in that sport/activity.**

Arrangements for exceptions to this must be made in advance whenever possible. The principal will be responsible in reviewing the circumstances and he or she alone will render a decision of eligibility. All cases are contingent upon circumstances. As a rule, if a student is too sick to attend class all day then participation will be denied. Those students who have been suspended may not participate in any activities or be on school property until reinstated.

## **E. GENERAL PARTICIPATION RULES**

1. Students representing LaCrosse High School in the student activity program will be required to follow the rules established by the Coach or Sponsor and approved by the building principal, superintendent and the board of education for each activity. This policy applies to all activities sponsored by the school. (i.e. athletics, music, drama-debate, etc.)

### **LHS ACTIVITIES POLICY**

1. Students representing LHS in any activity may not be in possession of alcoholic beverage, tobacco or drugs at anytime during the season of sport or activity. The season of sport or activity shall be defined as the first day of legal practice to the last day of competition or activity participation.

2. If a student is reported in violation of this rule by law enforcement, the coach or sponsor, parent of participant or self-admission, upon the **FIRST** offense will be suspended from participation for the next event in all activities for which they participate in. Upon the **SECOND** offense, while participating in the same activities, the student will be dismissed from the team/activity for the duration of the season. Validity of violation will be determined by the coach/sponsor and principal. In regards to activities where participation is required for a grade in a class (music, vocal, forensics, art, industrial art, Vo. Ag. ) the sponsors shall establish their own consequences approved by the principal, superintendent and B.O.E.,

3. Non-athletic activities shall determine eligibility by semester.

4. All students participating in a sport or activity covered by this policy shall have a signed regulation sheet by both the student and parent covering the expectations of this policy. This must be turned in to the coach/sponsor before they can participate or practice.

5. Individual coaches/sponsors may, with the approval of the principal, superintendent and B.O.E., set further team/group training rules, codes of conduct, etc. Students are then obligated to follow such policies if they plan to participate.

**F. SCHOOL ACTIVITY TRANSPORTATION** Students shall ride school provided transportation to and from the activity site. Students will only be released to their **own parents/guardians** after the scheduled activity if prior arrangements have been made with the principal or contact is made by the parents with sponsor or administrator at the site. Sponsors are encouraged to have a note written by the parents to release the student.

Any student missing the scheduled bus time may ride to the site with their parents or with school officials with parents approval, but may not participate unless unusual circumstances are involved. These unusual circumstances must be validated by the coach/sponsor and administration.

Students are not permitted to ride to and from activity sites with boyfriends, girlfriends, other students or other students' parents/guardians. If emergency or unusual circumstances occur, then such must be reported to and arrangements made through the administration and coaches.

#### **G. DANCE/SOCIAL GUIDELINES FOR LA CROSSE HIGH SCHOOL**

1. Dances/Socials will be supervised by club sponsors and other staff members as arranged.
2. Parents are welcome to visit all dances.
3. Dances/Socials will end no later than 12 a.m.
4. Anyone leaving a dance may not be allowed to return.
5. The doors will close 30 minutes after the beginning of the dance/social with no admittance after that time. Students who come during the first 30 minute time frame will not be allowed to leave until the 30 minutes are up. Exceptions may be made if prior arrangements are made with the principal or sponsor.
6. Each student is limited to one guest to accompany them to a dance/social. Out-of-school guests must be registered in the office and approved at least one day in advance. La Crosse High School students are responsible for the guest's behavior. Guests are to be governed by the policies set forth in this handbook.
7. Anyone suspected to be drinking prior to arrival will NOT be admitted to the dance/social and will be asked to leave. Parents will be notified.
8. Students drinking at a school dance/social will have their parents notified and will be detained until parental direction is received. Disciplinary action will be given.
9. Unruly conduct will not be tolerated.
10. All school policies are in effect at all dances/social.
11. Groups or clubs sponsoring dances should obtain at minimum two USD 395 employees. Parent sponsors are also encouraged. These sponsors shall be turned in to the principal and office. Dances will not be allowed if this minimum sponsorship is not obtained.

#### **H. TRANSPORTATION POLICY**

1. The driver is in charge of the bus. The activity sponsor/coach is responsible for proper behavior of students in their charge while on the bus, as well as at the activity.

2. The driver or sponsor of an activity may assign seats to students on the bus. They must be sure that each student is provided a seat.
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention.  
Remember, safety is the primary responsibility of the driver.
5. Outside of ordinary conversation, classroom conduct is to be observed.
6. Students may not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
7. Students must not at any time extend arms or head out of bus windows.
8. Any damage to bus is to be reported at once to driver.
9. Use of tobacco, intoxicating liquor/alcohol, or illegal drugs are not allowed on the bus.
10. Radios, walkmans, Ipods, CD players, etc are not to be played inside the bus. All electronic equipment **with head phones** may be used with the approval of the driver and sponsor.
11. Food and open pop containers are not allowed on the bus without the approval of the sponsor.

**Penalty:** Students violating these rules will be reported to the school principal who can, in addition to applying the school discipline code, deny students the privilege of riding the bus.

**I.ASSEMBLY PROGRAMS** Financed by the school a limited number of assembly programs will be selected and scheduled by the student council, faculty and administration each year. Programs will be selected that are informative, educational, and entertaining. Student body attitudes toward assemblies and respect shown for the participants will determine the number of programs scheduled. Students are expected to demonstrate proper respect toward the presenters. Whistling, blurting out, lounging low in the seat, elevating feet and legs, and sleeping is not considered proper respect for performers. Students will sit in the following rows of seats:

**Seniors** - 1st 3 rows of middle section

**Juniors** - Rows 5, 6 & 7 of middle section

**Sophomores** - 1st 3 rows of east side

**Freshmen** - 1st 4 rows of west side

**J. CHURCH NIGHT** Wednesday night is church night in the community. No local school events are to be scheduled on this evening when church is in session.

## **SECTION IX: PROTECTION OF STUDENT RIGHTS**

All educational programs which are funded in whole or in part by the United States Department of Education are subject to the following:

**A. INSTRUCTIONAL MATERIALS:** All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

**B. RIGHTS:** No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning -

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships such as those of lawyers, physicians, and minister,
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

**La Crosse Unified School District No. 395**

*Bill Kgeley – Superintendent*

**P.O. Box 778  
La Crosse, Kansas 67548  
(785) 222-2505  
E-Mail [usd395@gbta.net](mailto:usd395@gbta.net) , or, [clerk1@gbta.net](mailto:clerk1@gbta.net)**

**2010-2011**

Dear Parents and Students:

**Welcome back !!**

Attached you will find the following policies, rules and forms. Please take some time to review them. There are several FORMS that may apply to your child. If so, please complete and return to the school office.

- GAAC Sexual Harassment
- GAACA Racial Harassment
- GAOA Drug Free Workplace
- GAOB Drug Free Schools - Employees
- IKCA Human Sexuality and AIDS Education **\*\*OPT OUT FORM INCLUDED**
- IKDA Religious Objections to Activities**\*\*OPT OUT FORM INCLUDED**
- JBC Enrollment
- JBCA-R Homeless Student Regulations
- JCDBB Weapons
- JDDA Drug Free Schools – Students
- JDDC Bullying
- JGA Student Insurance Programs
- JGC Student Health Assessments
- JGCB Inoculations
- JGEC Sexual Harassment
- JGECA Racial Harassment;students
- JGFF Use of Motorized Vehicles
- JGFGB Supervision of Medications **\*\*2 FORMS INCLUDED**
- JGFGBA Student Self-Administration of Medication **\*\* FORM INCLUDED**

JR Student Records  
 JRB Release of Student Records  
 JT Computer Usage\*\* **FORM INCLUDED AND REQUIRED**  
 Civil Rights Comprehensive Notification & Directory Information Publication Notice  
 Directory Information Publication Notice  
 Protection of Pupils Rights (PPRA)  
 Family Rights and Privacy (FERPA)  
 Consent Opt Out From Specific Activities **\*\*FORM INCLUDED**  
 “No Child Left Behind” information\***FORM Right to Request Information Form**  
 Health Assessment \*\* First time student, kindergarten or new to the district.  
 Kansas Immunization Requirements  
 Student Accident Insurance  
 Acceptable Drug and Alcohol Programs                      Asbestos Management Plan  
 School Lunch Information

**GAAC Sexual Harassment GAAC-2**

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee’s job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district’s discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**GAACA Racial Harassment: Employees**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:  
Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school; Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:  
January 5, 2000; July 14, 2003

## **GAOA**

### **Drug Free Workplace**

The board believes that maintaining a drug free work place 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 workplace or on school property.

## **GAOA-R**

### **Drug Free Workplace**

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 on school property.

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 the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. 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 personnel actions which may be taken under existing board policies or the negotiated agreement.

The board believes that 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.

## **GAOB**

### **Drug Free Schools**

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (See LDD)

## **GAOB-R Drug Free Schools**

### Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; and/or
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all employees.

## **IKCA**

### Human Sexuality and AIDS Education

#### Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who does not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality

and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the {clerk of the board/principal}, completing and signing the form and returning the form to the {superintendent/principal}. The signed form will be kept on file in the {clerk of the board's/principal's}office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

**\*\*FORM (HUMAN SEXUALITY/AIDS)**

Human Sexuality and AIDS Education Opt-Out Form  
UNIFIED SCHOOL DISTRICT LaCrosse No. 395

**\*\*If wanting notification on Human Sexuality Education,  
You must complete this form and return to the school office.**

**HUMAN SEXUALITY  
AND  
AIDS EDUCATION**

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, request that my child be removed from those portions of the Human Sexuality/AIDS  
instruction noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have had the opportunity to review the curriculum goals and objectives or have had the opportunity to have them explained to me by a school official.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

**IKDA Religious Objections to Activities**

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections or remit a written statement explaining the specific activity, grade level, class & building you wish your child to be excused from. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

**IKDA-R Religious Objections to Activities**

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections or remit a written statement explaining the specific activity, grade level, class & building you wish your child to be excused from. The written statement or form must be submitted within a reasonable amount of time prior to the scheduled

activity in order to allow time for the principal to consider the request. The completed statement or form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

**\*\*FORM (COMPLETE IF DESIRED)**

ACTIVITY PARTICIPATION OPT-OUT FORM

I, \_\_\_\_\_  
(parent/guardian) request that my child,

\_\_\_\_\_ be excused from participating in certain activities for religious reasons.

From what activity, grade level, class & building do you wish your child to be excused? \_\_\_\_\_

I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, my child may still be required to view the activity, discuss the activity or may otherwise be exposed to the subject matter of the activity.

\_\_\_\_\_  
Parent/ Guardian Signature  
\_\_\_\_\_  
Administrator Signature

Date received \_\_\_\_\_

**JBC Enrollment**

Resident Students

resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. **Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students.** For purposes of this policy parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, persons acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child. (See JQKA)

**JBCA-R Homeless Student Regulations**

**Required by Federal and State Law**

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Homeless students shall, by definition, include the following:

- 1.Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- 2.Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- 3Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the

school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

#### Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

#### Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

#### Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

#### Coordinator

The Board designates the following individual to act as the district's homeless coordinator: (Superintendent) (616 Main St., La Crosse, KS 67548) (785-222-2505 fax: 785-222-3240) The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.

Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.

Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.

The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.

Enrollment disputes are mediated in accordance with law.

The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.

Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Information for parents:

If your family lives in any of the following situations:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing.

**Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.**

**Your children have the right to:**

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.

- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

**When you move, you should do the following:**

- Contact the school districts, local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for moneyless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

**Local Area Contact: Superintendent of La Crosse Schools (785)222-2505**

*If you need further assistance, call the National Center for Homeless Education at the toll-free HelpLine number: 1-800-308-2145*

**JCDBB**

**Weapons (See JDD, EBC and KGD)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school on school property or at a school sponsored event.

This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include: but shall not be limited to:

Any item being used as a weapon or destructive device;

Any facsimile of a weapon;

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. (see JDC) Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

## **JDDA**

### **Drug Free Schools**

Maintaining drug-free school is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### **JDDA-R Drug Free Schools**

#### Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages of school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension;
  - b. Suspension from all student activities for a period of not less than one month.
2. Second Offense. A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension;
  - b. Suspension from all student activities for a period of not less than one semester or four months.
  - c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year;
  - b. Suspension from participation and attendance at all school activities for the year.
  - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

## **JDDC**

### **Bullying (See GAAB, JCE, JGEC, JGECA, JDD AND EBC)**

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: August 13, 2007

## **JGA**

### **Student Insurance Programs**

The board recommends that all student engaging in athletics, shop courses, science laboratories, cooking classes, physical education classes or any other hazardous activity be covered by some type of accident insurance. The insurance may be provided by each student's parents through personal insurance coverage.

Any additional medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance or activities insurance and the voluntary, optional basic accident insurance is the responsibility of the parents.

## **JGA-R**

### **Student Insurance Programs**

At the beginning of each school year, the building principal of each secondary school will send to the parents of each student involved in interschool activities copies of the KSHSAA catastrophic insurance and the activities insurance plan and a detailed explanation of how claims are made against these insurance plans.

### **JGC Student Health Assessments (See JGCB)**

The district shall endeavor to maintain a healthful environment for students during the school day and at school-sponsored activities.

#### Health Assessments

As required by current law all students shall submit evidence that they have undergone an appropriate health assessment prior to entering kindergarten or before enrolling in the district for the first time.

#### Inoculations (See JGCB)

#### Physicals for Activities

The building principal shall require proof of physical examination for any student engaged in activities covered by KSHSAA rules and/or board policy. (See JM)

### **JGC-R Student Health Assessments**

A copy of this policy and a copy of the applicable state law shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.

Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.

#### Cooperation With Other Agencies

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.

### Cooperation With Other Agencies

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.

The School Nurse shall be responsible for the general conduct of health programs approved by the board and required by current law.

### **JGCB Inoculations**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to all students or their parents each fall and spring. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide said documentation as required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by such schools or the student's parents/guardians.

### **JGEC Sexual Harassment**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:  
March 7 1994; January 5, 2000; Approved: July 14, 2003

## **JGECA Racial Harassment: Students**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:  
Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or  
Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:  
January 5, 2000; July 14, 2003

## **JGFF**

### **Use of Motorized Vehicles**

There is a need for some students to drive motorized vehicles to school. There is also a need for safety regulations governing the use of motorized vehicles on or near school property. The superintendent shall formulate plans and procedures regulating the driving, parking and use of student motorized vehicles during the school day. Failure of student drivers to observe the district's regulations governing student use of motorized vehicles may result in disciplinary action.

## **JGFF-R**

### **Use of Motorized Vehicles**

All rules and regulations concerning use of motorized vehicles on high school property will be submitted to the board for approval.

All rules and regulations will be given annually to each student driver and his parents.

The rules and regulations shall include but will not be limited to the following:

Students who are observed driving recklessly on or near school property will be reported by any district employee to the high school principal. The principal will warn the driver in the incident at the first opportunity thereafter, and a written notice will be mailed to the parents of the driver;

After a second warning, the student will be reported to the local civil authorities; and

Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

## **JGFGB**

### **Supervision of Medications**

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a nonprescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See JGFGBA)

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents. The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications shall be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications shall not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reason for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians, dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record shall be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date (s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

**FORM: Permission for Medication (COMPLETE IF NEEDED)**

Name of Student \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_  
Teacher \_\_\_\_\_  
Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Date medication started \_\_\_\_\_  
Time of day medication is to be given \_\_\_\_\_  
\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date \_\_\_\_\_  
\_\_\_\_\_ Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

**FORM: Medications Given at School**

Name of Student \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Medication \_\_\_\_\_ Prescribed by \_\_\_\_\_  
Dosage \_\_\_\_\_ Time to be given \_\_\_\_\_  
Duration of Orders \_\_\_\_\_  
\_\_\_\_\_

Date	Time	Dosage	Administered By (signature)	Comments
_____	_____	_____	_____	_____

**JGFGBA Student Self-Administration of Medications**

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration

is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

#### Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's

designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

#### **Authorization Required**

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment/or as need arises.

#### Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

#### Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

#### Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions
- under which, the authorization for student self-administration of medication may be revoked.

FORM ON NEXT PAGE:

**\*\*FORM (COMPLETE IF NEEDED)**

***Permission for Self-Administration of Medication***

Name of Student\_\_\_\_\_

School\_\_\_\_\_

Grade\_\_\_\_\_

Teacher\_\_\_\_\_

Medication\_\_\_\_\_

Dosage\_\_\_\_\_

Date Started\_\_\_\_\_

Conditions under which the medication is to be given\_\_\_\_\_

Any additional circumstances under which the medication is to be given:\_\_\_\_\_

Length of time medication is to be administered:\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medications.

**“My child has been instructed on self-administration of the medication and is authorized to do so in school.”**

***NOTE: Parental permission must be renewed annually***

Signature of Parent or Guardian:

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Health Care Provider:

\_\_\_\_\_  
Date \_\_\_\_\_

### **JR Student Records**

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated.

### **JR-R Student Records**

Where records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older must be informed annually by the superintendent or his designated representative of the rights accorded them by this section, and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent or his designated representative of the categories of information the institution has determined to be directory information.

### **JRB Release of Student Records**

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

#### Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

Other school officials, including teachers within the district who have legitimate educational interests;

Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student;

Authorized persons to whom a student has applied for or from whom a student has received financial aid;

State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;

Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;

Accrediting organizations;

Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;

Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency; and

In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those, herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parents, guardian and the student shall be notified of the orders or subpoenas in advance of compliance, with the order or subpoena unless the order or subpoena specifically forbids such disclosure.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

#### Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

## **JT Computer Usage, Electronic Mail and Internet Access**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in the district computers or computer systems is subject to monitoring by the staff and/or administration. The school 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. ***The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.***

Approved: March 4, 1998 June 5, 2000, June 15, 2009

### **JT-R Computer Usage Agreement**

The following is a contract between the student parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is

inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.
- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.
- I understand access to the Internet through **SCHOOL DISTRICT NAME** is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I have read the above forms and conditions and understand that violation of these can result In the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved: June 14, 2010

## Civil Rights Comprehensive Notification

CIVIL RIGHT COMPREHENSIVE NOTIFICATION FOR LA CROSSE USD NO. 395.  
IN COMPLIANCE WITH THE EXECUTIVE ORDER 11246; TITLE II OF THE EDUCATION AMENDMENTS OF 1976; TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972; SECTION 504 OF THE REHABILITATION ACT OF 1973; AND ALL OTHER FEDERAL., STATE, SCHOOL RULES, LAWS, REGULATIONS, AND POLICIES, THE LA CROSSE UNIFIED SCHOOL DISTRICT NO. 395, LA CROSSE, KANSAS SHALL NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, NATIONAL ORIGINS, OR HANDICAP IN THE EDUCATIONAL PROGRAMS OR ACTIVITIES WHICH IT OPERATORS.

IT IS THE INTENT OF LA CROSSE UNIFIED SCHOOL DISTRICT, LA CROSSE KS TO COMPLY WITH BOTH THE LETTER AND SPIRIT OF THE LAW IN MAKING CERTAIN DISCRIMINATION DOES NOT EXIST IN ITS POLICIES, REGULATIONS, AND OPERATIONS. GRIEVANCE PROCEDURES FOR TITLE IX AND SECTION 504 HAVE BEEN ESTABLISHED FOR STUDENTS, THEIR PARENTS, AND EMPLOYEES WHO FEEL DISCRIMINATION HAS BEEN SHOWN BY THE LOCAL EDUCATION AGENCY.

SPECIFIC COMPLAINTS OF ALLEGED DISCRIMINATION UNDER TITLE IX (SEX) AND SECTION 504 (HANDICAP) SHOULD BE REFERRED TO :  
SUPERINTENDENT, 616 MAIN ST. ,  
LA CROSSE, KS , TELEPHONE (785) 222-2505.

TITLE VI, TITLE IX, SECTION 504 COMPLAINTS CAN ALSO BE FILED WITH THE REGIONAL OFFICE FOR CIVIL RIGHTS. ADDRESS  
CORRESPONDENCE TO : US DEPT. OF EDUCATION REGION VII, OFFICE FOR CIVIL RIGHTS, 10220 N. EXECUTIVE HILLS BLVD. KANSAS  
CITY MO.64153.

## DIRECTORY INFORMATION PUBLICATION NOTICE:

THE PUBLIC SCHOOLS OF USD 395 WILL MAKE AVAILABLE THE FOLLOWING INFORMATION WITHOUT PRIOR PARENTAL OR ELIGIBLE STUDENT'S CONSENT UNLESS SUCH PARTIES OBJECT TO THE RELEASE OF THE INFORMATION WITHOUT THEIR CONSENT. OBJECTIONS SHOULD BE FILED AT THE USD NO. 395 DISTRICT OFFICE IN LA CROSSE.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that La Crosse USD 395 with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, La Crosse USD 395 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the La Crosse USD 395 to include this type of information from your child's education records in certain school publications. Examples include:

- \*A playbill, showing your student's role in a drama production;
- \*The annual yearbook;
- \*Honor roll or other recognition lists;
- \*Graduation programs; and
- \*Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

**If you do not want La Crosse USD 395 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of student classes.**

USD 395 has designated the following information as directory information:

- \*Student's name
- \*Participation in officially recognized activities and sports
- \*Address
- \*Telephone listing
- \*Weight and height of members of athletic teams
- \*Photograph
- \*Degrees, honors, and awards received
- \*Date and place of birth
- \*Major field of study
- \*Dates of attendance
- \*Grade level
- \*The most recent educational agency or institution attended

### Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## NOTICE

## Protection of Pupil Rights (PPRA)

### **PPRA affords parents and students who are 18 or emancipated minors certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency , invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect*, upon request and before administration or use-
  1. Protected information surveys of students ;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State Law.

USD 395 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. USD 395 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD 395 will also directly notify, such as through U.S. Mail or email, or by hand, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. USD 395 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

## ANNUAL NOTIFICATION FAMILY EDUCATIONAL

### **RIGHTS AND PRIVACY ACT FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The district will forward student records to officials of another school district in which a student seeks or intends to enroll without prior parental or student release.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

YOU HAVE A RIGHT TO REFUSE TO PERMIT THE DESIGNATION OF ANY OR ALL OF THE ABOVE INFORMATION AS DIRECTORY INFORMATION. IF YOU REFUSE, YOU MUST FILE WRITTEN NOTIFICATION TO THIS EFFECT WITH U.S.D. 395 AT 616 MAIN ST., LA CROSSE, KS ON OR BEFORE **AUGUST 30<sup>TH</sup>**. IF A REFUSAL IS NOT FILED, U.S.D. NO.. 395 ASSUMES THAT THERE IS NO OBJECTION TO THE RELEASE OF THE DIRECTORY INFORMATION DESIGNATED.

### CONSENT/OPT-OUT FROM SPECIFIC ACTIVITIES

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA), 20 U.S.C. 1232H, REQUIRES LA CROSSE USD NO. 395 TO NOTIFY YOU AND OBTAIN CONSENT OR ALLOW YOU TO OPT YOUR CHILD OUT OF PARTICIPATING IN CERTAIN SCHOOL ACTIVITIES. THESE ACTIVITIES INCLUDE A STUDENT SURVEY, ANALYSIS, OR EVALUATION THAT CONCERNS ONE OR MORE OF THE FOLLOWING EIGHT AREAS("PROTECTED INFORMATION SURVEYS"):

1. POLITICAL AFFILIATIONS OR BELIEFS OF THE STUDENT OR STUDENT'S PARENT;
2. MENTAL OR PSYCHOLOGICAL PROBLEMS OF THE STUDENT OR STUDENT'S FAMILY;
3. SEX BEHAVIOR OR ATTITUDES;
4. ILLEGAL, ANTI-SOCIAL, SELF-INCRIMINATING, OR DEMEANING BEHAVIOR;
5. CRITICAL APPRAISALS OF OTHERS WITH WHOM RESPONDENTS HAVE CLOSE FAMILY RELATIONSHIPS;
6. LEGALLY RECOGNIZED PRIVILEGED RELATIONSHIPS, SUCH AS WITH LAWYERS, DOCTORS, OR MINISTERS;
7. RELIGIOUS PRACTICES, AFFILIATIONS, OR BELIEFS OF THE STUDENT OR PARENTS; OR
8. INCOME, OTHER THAN IS REQUIRED BY LAW TO DETERMINE PROGRAM ELIGIBILITY.

THIS REQUIREMENT ALSO APPLIES TO THE COLLECTION, DISCLOSURE OR USE OF STUDENT INFORMATION FOR MARKETING PURPOSES ("MARKETING SURVEYS"), AND CERTAIN PHYSICAL EXAMS AND SCREENINGS.

FOLLOWING IS A SCHEDULE OF PLANNED ACTIVITIES REQUIRING PARENTAL NOTICE AND CONSENT OR OPT-OUT FOR THE UPCOMING SCHOOL YEAR. (PLEASE NOTE THAT THIS NOTICE AND CONSENT/OPT-OUT TRANSFERS FROM PARENTS TO ANY STUDENT WHO IS 18 OR OLDER OR AN EMANCIPATED MINOR UNDER STATE LAW.)

- KANSAS COMMUNITIES THAT CARE SURVEY - **USUALLY GIVEN IN DECEMBER OF THE SCHOOL YEAR.**
- ASVAB \*JUNIOR AND SENIORS ONLY - **USUALLY IN THE SPRING OF THE SCHOOL YEAR**

**\*\*OPT OUT FORM ON FOLLOWING PAGE:**

#### **\*\*COMPLETE FORM**

#### STUDENT SURVEY, ANALYSIS, OR EVALUATION PARTICIPATION OPT-OUT FORM

I, \_\_\_\_\_  
(parent/guardian) request that my child,

\_\_\_\_\_ ,  
be excused from participating in the following STUDENT SURVEY, ANALYSIS, OR EVALUATION.

From what Survey, grade level, class & building do you wish your child to be excused? \_\_\_\_\_

I understand that I am requesting the school to excuse my child from STUDENT SURVEY, ANALYSIS, OR EVALUATION.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Administrator Signature  
Date received \_\_\_\_\_

La Crosse USD No. 395

**Administration Building**  
616 Main St.  
Telephone 785-222-2505  
La Crosse, KS 67548  
Facsimile 785-222-3240



**Kansas State Department of Education**  
**No Child Left Behind**

**Parents Right-To-Know for Title I and Title III**

Communication with parents is a critical component of No Child Left Behind. It requires districts to notify the parents of every student in a **Title I** school of their right to certain information. This notification is to occur at the **beginning of each school** year.

**All Title I Schools: Parents Right-to-Know**

The following information should be included in the annual notification sent to parents:

- Parents may request information regarding the professional qualifications of their children's classroom **teachers and paraprofessionals**. Professional qualifications, at a minimum, include
  - whether or not the teacher has met Kansas licensing criteria for the grade levels and subject areas being taught,
  - if the teacher is teaching under an emergency or provisional waiver, and
  - the baccalaureate degree and any other graduate certification or degree and the field of discipline of both, and
  - if services are provided by paraprofessionals, their qualifications.

Additional information that must be provided to each individual parent includes the following:

- The level of achievement of the parent's child on the Kansas Reading Assessment and the Kansas Mathematics Assessment, and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**All Title I Schools: Parent-School Compacts**

Every Title I school should have a school-parent compact which is a written agreement of shared responsibility that:

- Defines the goals and expectations of schools and parents as partners in the effort to improve student achievement;
- Outlines how parents, the entire school staff, and students will work together and build a partnership to help students achieve high academic standards;
- Translates the policies and goals of parents and schools into "action" statements. (i.e., What will administrators, teachers, and parents do to make policies and goals a reality?); and

- Serves as a catalyst for collaboration and a guide for ongoing, better communication, interactions and exchanges between school staff and parents.

Parent-School Compacts are to be shared with parents annually. It is important to give the parents a copy and keep a copy of the signed compact on file at the school.

**Title I Schools Identified for Improvement:**

If a Title I school is identified for improvement, corrective action or restructuring under Title I, then the district must promptly provide a notice to a parent or parents of each student enrolled in the school, that-

- Explains what the identification means, and how the school compares academically to other schools served by the district and the state involved;
- Identifies the reasons for the identification;
- Provides an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- Explains the parent’s option to transfer his or her child to another public school, with transportation provided by the LEA, or to obtain supplemental educational services for the child.

**Title I and Title III Schools: Parental Notification**

Each district using Title I or Title III funds to provide a language instruction educational program must implement an effective means of outreach to parents of limited English proficient (LEP) children. Districts must inform such parents about how they can be active participants in assisting their children to learn English, achieve at high levels in core academic subjects, and meet the same challenging state academic content and student achievement standards as all other children are expected to meet.

A district must inform parents of a child identified for participation in a language instruction educational program supported by Title I or Title III **no later than 30 days after the beginning of the school year.** For a child who enters school after the beginning of the school year, the LEA must inform parents within two weeks of the child’s placement in such a program.

The following information must be provided to parents regarding their child’s participation in a language instruction educational program:

- The reasons for identifying their child as being LEP and for placing their child in a language instruction educational program for LEP students;
- The child’s level of English proficiency, including how the level was assessed and the status of the child’s academic achievement;
- The method of instruction that will be used in the program, including a description of other alternative programs;
- How the program will meet the educational strengths and needs of the child;
- How the program will help the child learn English and meet academic achievement standards;
- The program exit requirements, including the expected rate of transition, and the expected rate of graduation from secondary school;
- How the program will meet the objectives of an individualized education program for a child with a disability; and
- Their rights, including written guidance that;
  - Specifies the right that parents have to have their child immediately removed from a language instruction educational program upon their request;
  - Describes the options that parents have to decline to enroll their child in such programs or to choose another program or method of instruction, if available; and
  - Assists parents in selecting among various programs and methods of instruction, if more than one program or method is offered.

In addition, districts are required to provide notice to the parents of LEP children participating in a Title III language instruction educational program of any failure of the program to make progress on the annual measurable achievement objectives. This notice is to be provided no later than 30 days after this failure occurs.

The required notices must be provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

**\* Complete following form if information is desired:**

**\*\*COMPLETE FORM IF DESIRED**

RIGHT TO REQUEST INFORMATION

All parents have the right to request information on the professional qualifications of their child's teacher and/or paraprofessional who offers instruction to your child.

If you would like the above available information, please complete the following, date, sign and return to the respective school office.

Name of Student: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### HEALTH ASSESSMENTS; IMMUNIZATIONS:

The attached state law and school policy pertain to all first time students in USD No. 395.

#### School Entry Physicals:

**Any new kindergarten student will need a school entry physical completed by a Kansas physician within 12 months prior to the first day of school in August. New students under the age of 9 who are attending a Kansas school for the first time, also require a physical as described above.**

Documentation must be provided to the school prior to attending the first day of school.

#### **KANSAS IMMUNIZATION REQUIREMENTS FOR SCHOOL-AGED CHILDREN/ADOLESCENTS**

The Kansas State Law requires the following immunizations prior to school entrance:

##### Ages 4 years and Under

- Diphtheria, Pertussis, Tetanus (D.P.T.) 4 doses;
- IPV (Polio), 3 doses;
- Measles, Mumps, Rubella (M.M.R.) 1 dose;
- Hepatitis A, 2 doses;
- Hepatitis B, 3 doses
- Hib (haemophilus influenza type B), 3 doses
- Prevnar (pneumococcal conjugate), 4 doses
- Varicella (Chicken Pox), 1 dose\*;

*\*Varicella (chickenpox) vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. Without physician signature, vaccine is required even if you believe your child has had chickenpox disease.*

##### Kindergarten and Grade 1

- DTaP/DT (diphtheria, tetanus, pertussis), 5 doses;
- IPV (polio), 4 doses;
- MMR (measles, mumps, rebella), 2 doses;
- Varicella (chickenpox), 2 doses\*;
- Hepatitis B, 3 doses;

##### Grades 2-6

- DTaP/DT (diphtheria, tetanus, pertussis), 5 doses;
- IPV (polio), 4 doses;
- MMR (measles, mumps, rubella), 2 doses;
- Varicella (chickenpox), 1 dose \*\*;
- Hepatitis B, 3 doses;

*\*\*Although 1 dose of varicella is required for school attendance, 2 doses are recommended by the ACIP (Advisory Committee on Immunization Practices).*

### Grade 7

- Tdap, 1 dose\*\*\*;
- IPV(polio), 4 doses
- MMR (measles, mumps, rubella), 2 doses;
- Varicella (chickenpox), 1 dose \*\*;
- Hepatitis B, 3 doses;

\*\*\*All 7<sup>th</sup> graders are required to have one dose of Tdap if it has been more than 2 years since their previous dose of Td(tetanus/diphtheria). This change is to improve pertussis (whooping cough) immunity, due to pertussis outbreaks.

### Grades 8-10

- Tdap, 1 dose\*\*\*\*;
- IPV9polio), 4 doses
- MMR (measles, mumps, rubella), 2 doses;
- Varicella (chickenpox), 1 dose \*\*;
- Hepatitis B, 3 doses;

\*\*\*\*All 8<sup>th</sup>-12<sup>th</sup> graders are required to have one dose of Tdap when it is time for a Td booster, usually at 12-15 years of age or 10years after the previous dose of Td(tetanus/diphtheria). This change is to improve pertussis (whooping cough) immunity, due to increasing outbreaks.

### Grades 11-12

- Tdap, 1 dose\*\*\*\*;
- IPV(polio), 4 doses
- MMR (measles, mumps, rubella), 2 doses;

### Recommended Immunization

*Meningococcal vaccine: One dose of vaccine is recommended at 11 years of age. Older adolescents who have not been vaccinated are encouraged to receive this vaccine. This is not a school requirement.*

## **KANSAS STATUTES RELATED TO SCHOOL IMMUNIZATIONS**

**K.S.A. 72-5208.** Health tests and inoculations; definitions.

As used in this act:

- (a) "School Board" means the board of education of a school district and the governing authority of any nonpublic school;
  - (b) "school" means all elementary, junior high, or high schools within the state.
  - (c) "local health department" means any county or joint board of health established under the laws of Kansas and having jurisdiction over the place where any pupil affected by this act may reside;
  - (d) "secretary" means the secretary of the state department of health and environment;
  - (e) "physician" means a person licensed to practice medicine and surgery
- History: L. 1961, ch. 354, 1; L. 1978, ch. 291, 1; July 1. K.S.A.

**72-5209.** Health tests and inoculations; certification of completion required, alternatives; duties of school boards.

(a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as are deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series shall be deemed non-compliance.

(b) As an alternative to the certification required under subsection (a), a pupil shall present:

- (1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or

(2) a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations

(c) On or before May 15th of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and of any policy regarding the implementation of the provisions of this act adopted by the school board.

(d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school to which the pupil transfers.

**K.S.A. 72-5210.** Same; duties of public health departments and officers; fees, exception to payment.

The county, city-county, or multi-county health department shall provide without delay, and to the extent that funds are available, the tests and inoculations required by this act to such pupils as are not provided therewith by their parents or guardians and who have not been exempted on religious or medical grounds. Such tests and inoculations may be provided on a sliding fee scale for administrative charges, with the exception that no child may be denied inoculations for inability to pay an administrative fee. The local health officer shall counsel and advise school boards concerning the administration of this act.

History: L. 1961, ch. 354, 3; L. 1965, ch. 412, 2; 1978, ch. 291, 3; L. 1980, ch. 182, 30; L. 1994, ch. 206, 2; July 1.

**K.S.A. 72-5211.** Same; duties of secretary; forms and certificates; regulations.

The secretary shall prescribe the content of forms and certificates to be used by school boards in carrying out this act and shall provide, without cost to the school boards, sufficient copies of this act for distribution to pupils. Schools shall utilize the reporting form adopted by the secretary for documentation of all immunizations. Audit information shall be obtained from this adopted form. The secretary may adopt such regulations as are necessary to carry out the provisions of this act.

History: L. 1961, ch. 354, 4; L. 1975, ch. 462, 108; L. 1978, ch. 291, 4; L. 1994, ch. 206, 3; July 1.

**K.S.A. 72-5211a.** Exclusion of pupils from school attendance; adoption of policy; notice; hearing; compulsory attendance law not applicable.

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such board, authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subjected to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall:

- (1) indicate the reason for the exclusion from school attendance,
- (2) state the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and
- (3) inform the parent or guardian that a hearing hereon shall be afforded the parent or guardian upon request therefore.

(b) The provisions of K.S.A. 72-1111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

History: L. 1978, ch. 291, 5; L. 1981, ch. 285, 2; July 1.

72-5214

Chapter 72.--SCHOOLS

Article 52.--HEALTH PROGRAMS

72-5214. Health assessments; definitions; requirements, alternatives; duties of school boards. (a) As used in this section:

- (1) "School board" means the board of education of a school district and the governing authority of any nonpublic school;
- (2) "school" means all elementary schools within the state;
- (3) "local health department" means any county or joint board of health having jurisdiction over the place where any pupil affected by this section may reside;
- (4) "secretary" means the secretary of health and environment;
- (5) "physician" means a person licensed to practice medicine and surgery;
- (6) "nurse" means a person licensed to practice professional nursing;
- (7) "health assessment" means a health history, physical examination and such screening tests as are medically indicated to determine hearing ability, vision ability, nutrition adequacy and appropriate growth and development;

(8) "clinic" means an indigent health care clinic as defined by K.S.A. 75-6102 and amendments thereto.

(b) Subject to the provisions of subsection (d) and subsection (g), on and after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment, pursuant to subsection (g), which assessment shall have been conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician. Information contained in the health assessment shall be confidential and shall not be disclosed or made public beyond that necessary under this section except that: (1) Information contained in the health assessment may be disclosed to school board personnel but only to the extent necessary to administer this section and protect the health of the pupil; (2) if a medical emergency exists, the information contained in the health assessment may be disclosed to medical personnel to the extent necessary to protect the health of the pupil; (3) if the parent or guardian of a pupil under 18 years of age consents to the disclosure of the information contained in the health assessment or, if the pupil is 18 years of age or older, if the pupil consents to the disclosure of the information; and (4) if no person can be identified in the information to be disclosed and the disclosure is for statistical purposes.

(c) As an alternative to the health assessment required under subsection (b), a pupil shall present:

(1) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments; or

(2) a written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

(d) Prior to the commencement of each school year, the school board of every school affected by this section shall give to all known pupils who will be enrolling in the school and who are subject to the requirements of subsection (b) or (c)(1) and (2), a copy of any policy regarding the implementation of the provisions of this section adopted by the school board.

(e) If a pupil transfers from one school to another, the school board of the school from which the pupil transfers shall forward with the pupil's transcript, upon request of the parent or guardian of the pupil therefor, the results of the health assessment showing evidence of compliance with the requirements of this section to the school board of the school to which the pupil transfers.

(f) Local health departments and clinics may charge a sliding fee for providing such health assessments based on ability to pay and no pupil shall be denied the health assessment due to inability to pay. The local health officer shall counsel and advise local school boards on the administration of this section. The secretary may adopt rules and regulations to award grants to assist local health departments and clinics in providing such health assessments, consistent with state appropriations.

(g) The secretary may adopt rules and regulations necessary to carry out the provisions of this section, but shall not prescribe a form on which the results of health assessments are reported.

(h) The school board of every school affected by this section may exclude from school attendance, or by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who is subject to and who has not complied with the requirements of subsection (b) or (c). A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of subsection (b) or (c). The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall indicate the reason for the exclusion from school attendance, state that the pupil shall continue to be excluded until the pupil has complied with the requirements of subsection (b) or (c) and inform the parent or guardian that a hearing thereon shall be afforded the parent or guardian upon request for a hearing.

(i) The provisions of K.S.A. 72-1111 and amendments thereto do not apply to any pupil while excluded from school attendance under the provisions of subsection (h).

**KANSAS IMMUNIZATION PROGRAM**

CURTIS STATE OFFICE BUILDING, 1000 SW JACKSON ST., STE. 210, TOPEKA, KS 66612-1274  
Voice 785-296-5591 Fax 785-296-6510  
Email: Ehutton@kdheks.gov

The following health agencies in our area or your family physician will administer the assessment to your child :

Rush County Health Office 785/222-3427

**Student Accident Insurance**

THE BOARD OF EDUCATION **IS NOT PROVIDING** STUDENT ACCIDENT INSURANCE COVERAGE FOR ALL STUDENTS ATTENDING USD 395 SCHOOLS THIS YEAR.

INSURANCE PACKETS MAY BE MADE AVAILABLE AT EACH BUILDING. THIS INSURANCE IS ACCIDENT ONLY AND YOU ARE LIABLE FOR THE PREMIUMS.

\*\*\*\*\*

**ACCEPTABLE DRUG AND ALCOHOL PROGRAMS**

Smoky Hill Foundation for Chemical Dependency Inc., 209 E 7<sup>th</sup>, Hays, KS 67601, (785) 625-5521

High Plains Mental Health 208 E. 7<sup>th</sup>. St., Hays, KS 67601, 785/628-2871

DREAM, 2818 Vine. St., Hays, KS 67601, 785/628-6655

\*\*\*\*\*

**ASBESTOS MANAGEMENT PLAN:**

The asbestos management plan may be viewed at the District Office, 616 Main St., La Crosse, KS 67548 between the hours of 8 am to 4 pm.

\*\*\*\*\*

**School Year 2010-2011 Letter to Households**

**About the Child Nutrition Program**

La Crosse USD 395

Dear Parent/Guardian:

Your child's school offers nutritious meals every school day. These meals prepare children to learn and do their best at school. The meals/snacks available and the prices charged are as follows.

	Elementary		Middle School or Jr. High School		High School	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
<input checked="" type="checkbox"/> National School Lunch Program	2.00	.40	2.30	.40	2.30	.40
<input checked="" type="checkbox"/> School Breakfast Program	1.20	.30	1.35	.30	1.35	.30
<input type="checkbox"/> After School Care Snack Program						

**1. Do I need to fill out an application for each child?**

No. Complete one application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to:

Determining Official: Sue Basgall

Address: PO Box 778, La Crosse, KS 67548 Phone: 785/222-2505

**2. Who can receive free meals?**

Your child can get free meals if your household income is within the free limits on the Federal Income Guidelines. Also, free meals are available to most foster children and to children in households receiving benefits from Food Stamps, Temporary Assistance to Families (TAF), or Food Distribution Program on Indian Reservations (FDPIR).

**3. Can homeless, runaway and migrant children get free meals?**

If you have not been informed that your child will get free meals, please call the person named below to see if the child qualifies.

Homeless Liaison or Migrant Coordinator: Bill Keeley

Phone: 785/222-2505

**4. I got a letter saying my children are approved for free meals for this school year. Should I fill out an application?**

Please carefully read the letter you got and follow the instructions. Call the school at the number listed above if you have questions.

**5. Who can receive reduced price meals?**

Your child can receive low cost meals if your household income is within the reduced price limits on the Federal Income Chart on the reverse side of this letter.

**6. I receive WIC (Women, Infants and Children) benefits. Can my child get free meals?**

Children in households participating in WIC may be eligible for reduced price or free meals. Please fill out an application.

**7. Will the information I give be checked?**

Yes, we may ask you to send written proof of the information you give.

**8. If I don't qualify now, may I apply later?**

You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TAF or other benefits. If you lose your job, your child may be able to get reduced price or free meals.

**9. What if I disagree with the school's decision about my application?**

You should talk to a school official. You also may ask for a hearing by calling or writing to:

Hearing Official: John Irvin

Address: RR 1 Box 9, McCracken, KS 67556 Phone: 785/394-2433

**10. May I apply if someone in my household is not a U.S. citizen?**

You or your child do not have to be a U.S. citizen to qualify your child to receive reduced price or free meals.

**11. Who should I include as members of my household?**

Include yourself, all children who live with you and all other people living in your household, related or not (such as grandparents, other relatives, or friends).

**12. What if my income is not always the same?**

List the amount that you normally receive BEFORE taxes or anything else is taken out. For example, if you normally receive \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you are normally paid for overtime, include it.

**13. We are in the military; do we include our housing allowance as income?**

If your housing is part of the Military Privatization Initiative, do not include your housing allowance as income. All other housing allowances must be included in your gross income.

Children eligible for reduced price or free Child Nutrition Program benefits may also qualify for HealthWave, a program that provides health insurance for children at little or no cost. For more information, visit the HealthWave website ([www.kansashealthwave.org](http://www.kansashealthwave.org)) or call 1-800-792-4884, Monday through Friday from 7 AM to 7 PM or Saturday from 8 AM to 5 PM. People with hearing impairments may call TTY 1-800-792-4292.

If you have other questions or need help, call: 785/222-2505.

*Si necesita ayuda, por favor llame al teléfono: 785/222-2505.*

*Si vous voudriez d'aide, contactez nous au numero: 785/222-2505.*

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## FEDERAL INCOME CHART

Household Size	Annually	Monthly	Weekly
1	\$20036	1670	386
2	\$26955	2247	519
3	\$33874	2823	652
4	\$40793	3400	785
5	\$47712	3976	918
6	\$54631	4553	2102
7	\$61550	5130	2368
8	\$68469	5706	2634
9	\$75388	6283	2901
10	\$82307	6860	3168
11	\$89226	7437	3435
12	\$96145	8014	3702
For each additional household member add	+6,919	+577	+134

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**Nondiscrimination Statement – This explains what to do if you believe you have been treated unfairly.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C.