

# Parent-Student Handbook

*2018-2019*

**LaCrosse  
Elementary School**

*Each student is given the opportunity to reach  
their individual potential through the  
cooperative efforts of parents, students, staff and community.*

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## STAFF DIRECTORY

### LaCrosse Elementary

<b>Mr. Bill Keeley</b>	<b>Supt./Principal</b>
Norris, Marshell	Grade 6
Dierksen, Gabriel	Grade 5
Taliaferro, Angie	Grade 4
Katelyn Greene	Grade 4
Holopirek, Rachel	Grade 3
Glaze, Kacey	Grade 2
<b>Moeder, Cheryl</b>	<b>Grade 1</b>
Morgan, Bailey	Grade Kdg
<b>Peach, Mary Beth</b>	<b>Title I Reading</b>
Jacobs, Sally	Instrumental & Vocal
Schmidt, Kyle	Physical Education

### SPECIAL EDUCATION

	Learning Disab.
<b>Brittney Thayer</b>	<b>School Psychologist</b>

### SPEECH PATHOLOGIST

Abigail Rohr	Speech
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### SCHOOL NURSE

Gabel, Susan	Nurse
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## SECRETARIAL PERSONNEL

Viegra, Ardis Secretary

## CUSTODIAL PERSONNEL

Sanders, Steve Custodian

### **AGE OF ENTRANCE TO SCHOOL**

Any child who will attain the age of six years on or before August 31 of any school year shall be eligible to attend the elementary grades in the school district in which the child resides. Any child who will attain the age of five years on or before August 31 of any school year shall be eligible to enter Kindergarten. U.S.D. 395 will abide with all of the provisions of 72-1107 (1982 SB 522 1).

### **SCHOOL ATTENDANCE**

The building principal or his/her designated representative shall be responsible for determining if an absence is excused or unexcused. All absences that do not fall in the categories of the excused absences listed below shall be unexcused.

*An excused absence is an absence for one of the following reasons:*

- (a) Personal illness*
- (b) Health-related treatment, examination or recuperation*
- (c) Death or serious illness of a member of the family*
- (d) Obligatory religious observances*
- (e) Participation in a district-approved or school sponsored activity or course*
- (f) Absences prearranged by parents and approved by the principal*

*A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.*

### **ATTENDANCE POLICY:**

Attendance is critical to the educational success of every child. Whenever a student misses school, they miss out on crucial instruction & concepts that require them to be present. Working problems out of a textbook can only help to a point. We need our kids to be present!! With that in mind, the following policy is in place to help children who have excessive absences get caught up with their work:

**\*\*Five or more absences in a semester may require the student to spend 40 minutes after school in Homework Helpers/or with classroom instructor until all work is**

satisfactorily completed to the instructors approval. Extenuating circumstances will be decided by administrator/teacher on a case to case basis.

**\*\*The responsibility for school attendance clearly rests on the parents and guardians pursuant to state law. Excessive absences (excessive determined by the school) that impede the educational process of the student can/may require contact with the local County Attorney to aide in alleviating the situation. Pursuant to the **Kansas State Law**, all children age 7-18 are to attend school everyday. The **Kansas State law** specifically says that a student is **truant** if they have missed 3 unexcused/unverified days in a row, 5 unexcused/unverified days in a semester, or 7 unexcused/unverified days in a school year.**

**We request that parents notify the school by 9:00 a.m. of a child's absence and the reason for the absence.** If we do not receive notification, the school attempt to call the parent/guardian and if the attempt is unsuccessful the absence may be counted as unexcused. Absences resulting from ISS and OSS do not count toward the allotted 5 (referring to the allowed 5 absences in a semester) and will be the same as any excused absence. The building principal reserves the right to determine the validity of all tardies and absences.

#### SCHOOL ENTRANCE REQUIREMENTS

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

##### Ages 4 years and Under

- DTaP/DT (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), 4 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.*

*~Total doses needed is dependent upon age of child when doses were received.*

##### Kindergarten - Grade 6

- 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;

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

*~~All students in grades K-3, all new students and students currently completing the polio series must have 6 months between the last 2 doses of polio vaccine, and one dose maybe be after the 4<sup>th</sup> birthday.*

#### Grade 7 - 10

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

*\*\*\*All 7<sup>th</sup> – 12<sup>th</sup> graders are required to have one dose of Tdap regardless of the interval since the last dose of DTaP (diphtheria/tetanus/pertussis) or Td (tetanus/diphtheria).*

#### Grades 11 - 12

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

#### Recommended Immunization

- Meningococcal (meningitis) vaccine at 11-12 years of age, with a booster at 16 years of age.
- Influenza (flu) vaccine annually for everyone 6 months of age and older.
- HPV (Human Papillomavirus) vaccine at 11-12 years of age, with a booster at 16 years of age.

Student Health Assessments are required for all students entering kindergarten or before enrolling in the district for the first time and being 8 years of age or less.

The Rush County Health Department conducts regular immunizations Monday through Friday from 8:30 a.m. to 4:30 p.m.

It is also required by Kansas that you present your child's birth certificate at the time of school entrance. If you do not have a copy of your child's birth certificate, you may obtain one by writing to the following address:

Kansas State Dept. of Health & Education  
Bureau of Vital Statistics  
Forbes Field Building 321, Topeka, Kansas 66620

For out of state residents: your state department will have the same information.

#### **WITHDRAWALS AND TRANSFERS**

In the event a family plans to move during the school year, the teachers and principal should be notified in advance. This will allow time to get papers ready that the child needs to take. Also, all books must be turned into the classroom teacher and the school librarian.



#### BOOK RENTAL

The book rental fee is due at the opening of school. If a student withdraws from school during the first 9 weeks of school, 50% of the fee will be refunded. If he withdraws from school during the second 9 weeks period, he shall receive 25% of the fee. If a student loses or damages a rental book, he shall be charged the book value depending on the years of use and the condition of the book.

#### LOST AND DAMAGED BOOKS

Students will be expected to return books checked out in their care at the end of the school term. Abusive care given to school owned books will result in students being assessed repair or replacement cost for the book. Normal wear and tear are not considered abusive care. The building principal will assess for lost/damaged books including those checked out from the school library.

#### MUSICAL INSTRUMENT INSURANCE

The district carries an insurance policy covering school owned instruments and other music related items. Insurance for individually owned instruments is the responsibility of the owner.

#### STUDENT INSURANCE

Student insurance for school time accidents and school sponsored activities **is not provided by the school district.**

#### ARRIVAL AND DEPARTURE TIMES

Unless your student travels on the bus, please have your student arrive at school NO EARLIER than 7:30 a.m. School begins at 8:10 a.m. and dismisses at 3:35 p.m. Students must leave the building when dismissed in the afternoon unless they are given permission to remain and are supervised by a staff member. **PLAYGROUNDS ARE NOT SUPERVISED AFTER SCHOOL.** Students will be asked to leave the school grounds after school is dismissed.

#### BAD WEATHER SCHOOL CLOSINGS

Should it become necessary to alter the beginning and closing times for the schools of U.S.D. 395, the district office will make every effort to make this information available as soon as possible. If a change is necessary there will be a District text message sent out and the following radio-TV stations will be notified: KAYS-TV (Channel 7) and KJLS-FM (FM 103), in Hays; KVGB (1590 AM) radio and KSNC-TV (Channel 2) in Great Bend. 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 or for District announcements call 1-877-394-2263.

If you have any questions in this regard, please do call the U.S.D. 395 office at 222-2505 in LaCrosse.

#### LOADING AND UNLOADING STUDENTS

Be aware of the BUS LOADING ZONES on the West side of La Crosse Elementary. When loading or unloading students from automobiles in La Crosse, use Elm Street, Fifth Street, or Sixth Street. **Avoid using Oak Street.**

#### SCHOOL BUS POLICY

The Board of Education of USD 395 feels that since a majority of our pupils will ride a school bus some time during the school term it is essential that pupils be instructed in bus safety. The following rules are set by the State Highway Commission of Kansas for bus safety:

1. The driver is in charge. Obey the driver promptly and cheerfully.
2. Sit in your assigned seat when boarding bus and **stay seated**.
3. Wait until bus stops before leaving your seat to get off the bus.
4. Aisles must be kept clear at all times. **All items must be under the seat or on your lap.**
5. **Only low conversational volume levels will be acceptable.** Unnecessary conversation with the driver is prohibited.
6. The **emergency door** is to be used **only** in time of emergency.
7. Always cross in front of the bus.
8. Food & drinks are not permitted on the bus except where and when approved.
9. Radios (**headsets with earphones only**) are permitted as long as no one else can hear it.
10. Animals, alcohol, drugs, tobacco or related products are prohibited.
11. Absolute quiet is necessary when approaching a railroad crossing stop.
12. Students may not at any time extend hands, arms or heads out of the bus windows.
13. Do not lower windows below the **black line** at any time. If you open a window, you also must close it before leaving bus.
14. No profanity, cruel teasing or rude gestures are allowed.
15. Be courteous to each other and to the driver.
16. Riders should assist in keeping the bus clean and free from trash.
17. Damage in your assigned seating area must be reported to the driver. **If you do not, you are responsible.**

#### STUDENT MISCONDUCT ON BUSES

Riding the school bus is considered an extension of the classroom. Students are expected to follow the bus rules at all times when loading, unloading or riding the school bus. Students who will not follow the bus rules will be subject to the following consequences.

- **FIRST TICKET:** Suspended from bus for five (5) school days and 3 days in school suspension.
- **SECOND TICKET:** Suspended from bus for five (5) school days and 1 day out of school suspension.
- **THIRD TICKET:** Suspended from bus for twenty (20) days and 3 days out of school suspension.
- **FOURTH TICKET:** Suspended from bus for remainder of the school year and five (5days) out of school suspension.

Parents are responsible for providing transportation to and from school for any student removed from the bus while the student is suspended from the bus.

Offenses consist of:

Refusal to follow instructions of driver.

Shouting or excessive noise.

Profane language.

Out of seat while bus is moving.

Throwing things on the bus.

Any other activity threatening the safety or welfare of the driver or other students.

#### **FIGHTING**

**Fighting on bus or at loading/unloading zones or threats to or intimidation of other students will result in:**

1st Offense: Suspended from bus for ten (10) days and three (3) days out of school suspension.

2nd Offense: Suspended from bus for twenty (20) school days and three (3) days out of school suspension.

3rd Offense: Suspended from the bus for the remainder of the school year and five (5) days out of school suspension.

#### **BICYCLES**

All students who ride bicycles to school are expected to adhere to rules & regulations of City Ordinances, the laws of bicycle riders in the State of Kansas, and the policies established by the Board of Education.

#### **FIRE DRILL - TORNADO DRILL**

The sounding of the fire horn is the signal for a fire drill. At that time, the students will file out of the classroom following a pre-arranged route, usually to the nearest outside exit. Familiarize yourself with the escape routes.

A warning over the intercom will designate a tornado drill. Students will file out of the classroom following a pre-arranged route.

#### **ILLNESS AND INJURY**

At school, care is taken to see that your child does not remain in school when he/she becomes ill. A member of the school staff will telephone you when your child becomes ill.

A teacher is on duty on the playground during school hours when children are on the playground. Every effort is made to avoid accidents at school. All minor injuries received at school will be treated from our first aid cabinets; however, should any serious accident occur or should the pupil become ill, we will notify the parents as soon as possible.

#### **MEDICATION AT SCHOOL**

Diagnosis and treatment of illness and the 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 herein under. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq., as amended, makes it

illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis.

It is the policy of the board that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Unauthorized administration of aspirin or other unprescribed medications shall not be practiced by any school personnel including school nurses.

In certain explained 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, but the medical person authorized to prescribe 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.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine in his judgment 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. The following health care providers, R.N., physician or dentist should be responsible for the overall administration of all medication in schools and may delegate this to a LPN or unlicensed staff member after receipt of the medication and initial assessment.

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 should be inventoried every semester by a licensed health professional (registered nurse, licensed practical nurse, physician, pharmacist). Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless a prescription is provided along with written parent permission to administer.

The building administrator may choose to discontinue the administration of medication provided that he has first notified the parents or medical person in

advance of the date of such discontinuance with the reasons therefore.

AT NO TIME WILL SCHOOL OFFICIALS ADMINISTER MEDICATION WITHOUT THE CONSENT OF THE STUDENT'S PARENTS/GUARDIAN AND PHYSICIAN.

#### **VISUAL COMPETENCY**

Each year students in Grades K through 3 and Grade 6 will be tested at school to determine visual competency. This test is an indicator and may show whether the child needs glasses. A report is sent home to the parents. The report may recommend that the child have a complete eye examination if the test given at school indicates a deficiency.

#### **CARE OF SCHOOL PROPERTY**

We encourage all students to be proud of our school and feel it is the duty of each student to respect the school's property. Students who deface or lose school property will be required to pay for the damage or loss.

#### **CONDUCT**

Students are requested and expected to observe the rules and regulations of the school and of common courtesy. In order to guarantee your child and all the students in the building have the excellent learning climate they deserve, the staff at the elementary schools are using the following DISCIPLINE PLAN.

#### **GENERAL PLAYGROUND RULES**

1. Follow teacher instructions.
2. No abusive language or rude gestures.
3. Use equipment properly. No standing on Teeter Totter, two people only on Teeter Totter. No climbing up the Slide. No Rocks in hands. No jumping out of swings. No climbing on top of equipment.
4. Ask permission to leave the playground.

#### **GENERAL HALL RULES**

1. Follow directions.
2. No loud noises or rowdy behavior.
3. No running or pushing.

#### **GENERAL CAFETERIA RULES**

1. Follow directions of supervisor.
2. Remain at and/or return to assigned seat.
3. Use appropriate table manners.

#### **GENERAL CLASSROOM RULES**

1. Follow teacher given directions.
2. No disruptive behavior
3. No abusive language, rude gestures or put downs.

A specific set of classroom rules will be sent home at the beginning of the year by your child's teacher. If a student chooses to break a rule the child will have to follow his/her teacher's consequences set forth for that classroom. If a child chooses to continue to break the rules, he/she will be referred to the principal.

When a student is referred to the principal's office, the building principal will determine what course of action will be taken. A student will be penalized for his/her

inappropriate behavior in proportion to the gravity of the offense.

#### **OFFICE REFERRAL PROCEDURE:**

Students should only be removed from the classroom after all other strategies to manage their behaviors have been exhausted. They are missing valuable classroom instruction so removing a student from class should be taken seriously. Staff sending or referring a student(s) to the office should try to fill out the office referral duplicate form. The exemption to this procedure would be if the situation is threatening or warrants an immediate trip to the office for extenuating circumstances. The Instructor should then fill out the referral form ASAP after the situation subsides. Each referral will be mailed home to parents so they are aware of them and will have time to talk to their child about the nature of the referral. Also, parents will be able to track the number of referrals each quarter since 3 referrals in a quarter may result in an ISS. Depending on the consistency or severity of the offense, administration reserves the right to administer an ISS, call parents, or any further discipline deemed necessary.

#### **DISCIPLINE**

Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved; respect the rights of others and obey safety rules and regulation at all times. The teacher has the responsibility and authority to correct the students in any situation where misbehavior is observed.

When a student is sent to the principal's office, the following procedure will be followed:

1. During the first visit, the student and principal will discuss the problem and reach an agreement on the action to be taken.
2. The second time the student is sent to the office the parents will be contacted to make them aware of the problem.
3. Following the third visit, the principal will contact the parents to arrange a student-parent-teacher-principal conference.
4. Continued behavioral problems and classroom disruptions may result in suspension.

Consequences for misbehavior may fall into one of the following categories:

- **Service project**- The student must perform a service that is an appropriate remedy for the act.
  - **Full disclosure to parents**- The student must call his or her parents and tell them exactly what was said or done to deserve punishment.
  - **Time out** - The student must spend a specified amount of time away from peers and classroom activities.
  - **Write out** - The student must think through his or her actions and write about how the problem could have been avoided or resolved. Then the child must create a plan for improving his or her behavior and sign it.
- Any questions concerning discipline may be clarified by contacting the building principal.

#### **No Skateboards and Electronic Devices Allowed**

--No skateboards or skateboarding are allowed on school grounds.

--No shoes with "Heelers" (rollers on the back) are allowed on school grounds. These shoes pose a safety hazard to students.

--No cell phones are allowed at school unless prior arrangements have been made with administration for emergency reasons. The first consequence will result in a warning and conference with principal, any further violations will require the parents to pick up the cell phone from the office. Our policy is if they are seen or heard they are ours. All cell phones will remain in the office until the end of the school day.

--As a general rule, I-Pods, MP3 players and all other electronics should be left at home or in students book bags. Students are allowed to listen to music before and after school time on school grounds as long as it is appropriate and not causing a distraction.

#### **HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING**

The board 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.

#### **USD 395 BULLYING PLAN**

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 education 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 a 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. 72-8256 or subsection (e) of 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 a 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 report 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, report to local law enforcement will be filed to report criminal bullying behaviors.

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

**EMERGENCY SAFETY INTERVENTION** – is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

**Seclusion** – requires all three of the following conditions to be met:

1. the student is placed in an enclosed area by school personnel
2. the student is purposefully isolated from adults and peers
3. the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area

**Chemical Restraint** – means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

**Mechanical Restraint** – means any device or object used to limit a student's movement.

**Physical Restraint** – means bodily force used to substantially limit a student's movement.

**Physical Escort** – means to temporarily touch or hold the hand, wrist, arm, shoulder or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

**Time Out** – means a behavioral intervention in which a student is temporarily removed from learning activity without being confined.

#### **Prohibited Types of Restraint**

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

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

#### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques.

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

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

#### **Documentation – (Actual form can be found on the last page of the staff handbook)**

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

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



of the following:

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

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

#### **Reporting Data**

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

#### **Local Dispute Resolution Process**

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

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

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

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

#### **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the school day without permission. If a student does need to leave during the school day parents will need to pick them up.

#### **LOST AND FOUND**

Lost articles are turned into the school frequently. Unlabeled or unclaimed property is disposed of at the end of the school year.

#### **MESSAGES**

A teacher **will not** be called out of the classroom during school hours (except in cases of extreme emergency). **A message will be placed in the teacher's mailbox to return the call at a time when he or she is free.**

We urge parents to make arrangements for after-school activities before the child comes to school. If it does become necessary to get in touch with your child, the building secretary will deliver emergency messages approximately five minutes before school is dismissed for the day. Parents are requested to call any emergency type messages into the elementary school office at least one hour before school is dismissed.

#### **PARTY AND HOLIDAY CUSTOMS**

Over the years certain holiday customs and traditions have been observed. Classes will usually have parties at Halloween, Christmas and Valentines Day. In addition to

these, some grades may want to have birthday parties for individual students. These are to be worked out between the parents of the student and the teacher. **In keeping with State health and safety standards treats are limited to prepackaged and factory sealed items only. No homemade food items will be allowed for student birthday, snacks and class party use.**

#### **PROMOTION AND RETENTION**

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention.

In arriving at a decision for recommending either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal and parents. The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal. (Policy JFB and JFB-R)

#### **RESCHEDULED ACTIVITIES**

Any school activity that has to be rescheduled on a Wednesday night or other week night due to inclement weather or any other unforeseen circumstances remains mandatory (not optional) if the activity is for a grade. Teachers will communicate with parents concerning the reschedule date and to consider conflicts.

#### **RELEASE OF CHILDREN DURING THE SCHOOL DAY**

If it is necessary for a child to leave during school hours, this should be arranged in advance, if possible. The parent must verbally sign the child out in the office. A child will not be released into the custody of others for any purpose except when written notice has been given by the parent to the teacher or principal.

#### **SCHOOL POLICY JBH---RELEASE OF A STUDENT DURING THE SCHOOL DAY**

In recognition of the responsibility of the district to parents for the health, welfare and safety of students, building principals will not release a student during the school day except to a student's lawful custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a lawful custodian, which request shall be verified to the satisfaction of the principal. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBC and JBH - R.

#### **JBH--R---RELEASE OF A STUDENT DURING THE SCHOOL DAY**

At the time of school enrollment and admission, the building principal, enrolling officer, or designee must complete the student's permanent record form which will identify the student's legal name and the name, address and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the building principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not

recognized by sight, the principal shall require identification to his satisfaction before such release. If there is doubt, he may refuse to grant the release.

In the case of a written or verbal authorization by a lawful custodian of record, the principal shall verify to his satisfaction the message being from the lawful custodian of record by return phone call or any other means at his disposal. If there is doubt, he may refuse to grant the release.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal, such change shall immediately be entered on the student's permanent record.

#### REPORT CARDS

Report cards will be issued every nine weeks following the close of the nine weeks period. Parents of students in grades K through 6 will be notified during the 5th week of each nine weeks period when the student is performing below ability or when he/she is performing in an outstanding manner.

#### STUDENT DRESS

Each student is expected to be well groomed and neat at all times. Good health habits should be practiced. The personal appearance of the students attending our school is the responsibility of the parents. **No hats** shall be worn in the building. It becomes the responsibility of the principal when the mode of dress or personal grooming habits are disruptive to the function of the school.

STUDENTS SHOULD BRING GYM SHOES (TENNIS SHOES, ATHLETIC SHOES, ETC.) FOR PE CLASS. THEY CAN KEEP THEM AT SCHOOL IN THEIR RESPECTIVE CLASSROOM & TAKE HOME TO LAUNDRY AS NEEDED.

Children should dress appropriately for weather conditions as they will play outside during recess most of the time.

#### VISITING SCHOOL

We welcome adult visitors at any time. We encourage parents to visit frequently and take an active part in the education of their child. Visitation is limited to an hour, please. **You may arrange to visit during class-time by the office. For reasons of safety and to help us keep track of school visitors, please come to the office before going to your child's class.** Students from other schools are not permitted to visit class with your child unless arrangements have been made with the building principal.

#### PARENT-TEACHER CONFERENCES

Regularly scheduled parent-teacher conferences will be held at the end of the first nine weeks and at the end of the third nine weeks. Additional conferences can be held at any time with the teacher and/or the principal by appointment.

#### REPORT TO LOCAL LAW ENFORCEMENT

Pursuant to K.S.A. 72-89b03, the administrator or other school employee shall report to local law enforcement an act that has been committed at school, on school property, or at a school supervised activity that the act involved

constitutes the commission of a felony or misdemeanor or which involves the possession, use or disposal of explosives, firearms or other weapons.

**KANSAS SCHOOL SAFETY HOTLINE**

The Kansas School Safety Hotline number is 1-877-626-8203. Report any information that might threaten the safety of school or students. This information will immediately be shared with local law enforcement and school officials.

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

*Bill Keeley – 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)**

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

JCDDB 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

JGFGFB 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:

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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.

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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 and 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 homeless 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*

#### **JBD Absences and Excuses (See AEB, IHEA, JBE and JDD) JBD**

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

#### **Excused/Unexcused Absences**

**The definition of "excused absence" includes the following:**

- **Personal illness;**
- **Health-related treatment, examination, or recuperation;**
- **Serious illness or death of a member of the family;**
- **Obligatory religious observances;**
- **Participation in a district-approved or school sponsored activity or course;**
- **be considered an unexcused absence. A student serving a period of suspension or expulsion from**
- **the district shall not be considered inexcusably absent.**

#### **JBD Absences and Excuses JBD-2**

**All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.**

#### **Significant Part of a School Day**

**An absence of two or more hours in any school day shall be considered an absence for a**

significant part of the school day.

(The board's definition of a significant part of a school day goes here. This definition is required to help enforce the truancy law.)

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

**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-or-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
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**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 (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 \_\_\_\_\_

**ESI FORM  
EMERGENCY SAFETY INTERVENTION DOCUMENTATION**

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)

the need for the use of an Emergency Safety Intervention was required for \_\_\_\_\_.  
(name of student)

*K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as "the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI." Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.*

Type of Emergency Safety Intervention Used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_

Duration of Seclusion/Restraint: \_\_\_\_\_ (minutes)

Location: \_\_\_\_\_

Name of Staff Member: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Description of Incident:

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

Please contact the building principal if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Signature of person completing report) (Date) \_\_\_\_\_

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_.  
(Date) \_\_\_\_\_ (Name of staff member) \_\_\_\_\_

\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office



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 belief’s 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:

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: \_

**During the school year, ALL classes at La Crosse Elementary were taught by highly qualified teachers.**

#### **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**

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 3

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

##### Grades 4-6

- 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 & 8

- 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> thru 10<sup>th</sup> graders are required to have one dose of Tdap regardless of the interval since the last dose of Td (tetanus/diphtheria). This is to improve pertussis (whooping cough) immunity, due to increasing outbreaks.*

#### Grades 9-10

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

*\*\*\*\*All 11<sup>th</sup>-12<sup>th</sup> graders are required to have one dose of Tdap if there has been more than 10 years from the previous DTaP (pertussis containing vaccine). This 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;
- Varicella (chickenpox), 1 dose\*\*

#### Recommended Immunization

*Influenza (flu) vaccine yearly for everyone 6 months and older*

*Meningitis vaccine at age 11 years and a booster at age 16 years*

*HPV vaccine (a three dose series) at age 11-12 years*

#### **SCHOOL ENTRY PHYSICALS**

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

***Documentation of the physical must be provided to the school prior to attending.***

## **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

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**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.

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**School Year Letter 2017-2018 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
National School Lunch Program	2.40	.40	2.70	.40	2.70	.40
School Breakfast Program	1.60	.30	1.50	.30	1.60	.30
After School Care Snack Program						

**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

**1. 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).

**2. 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

**3. 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.

**4. 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.

**5. 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.

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

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

7. **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.

8. **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

9. **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.

10. **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).

11. **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.

12. **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.*

**Your children may qualify for reduced price or free meals if your household income falls within the limits on this chart.**

Federal Income Eligibility Guidelines					
Household size	Yearly	Monthly	Twice a Month	Every 2 Weeks	Weekly
1	21590	1800	900	831	416
2	29101	2426	1213	1120	560
3	36612	3051	1526	1409	705
4	44123	3677	1839	1698	849
5	51634	4303	2152	1986	993
6	59145	4929	2465	2275	1138
7	66656	5555	2778	2564	1282
8	74167	6181	3091	2853	1427
Each additional person:	7511	626	313	289	145

Income

Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business

operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

Line 12 \$ \_\_\_\_\_ Business Income or (Loss)  
Line 13 \$ \_\_\_\_\_ Capital Gain or (Loss)  
Line 14 \$ \_\_\_\_\_ Other Gains or (Losses)  
Line 17 \$ \_\_\_\_\_ Rental real estate, royalties, partnerships, S corporations, trusts, etc.  
Line 18 \$ \_\_\_\_\_ Farm Income or (Loss)  
TOTAL \$ \_\_\_\_\_ **Report yearly income in Part 1, Gross Income Before Any Deductions**