

**LA CROSSE
MIDDLE SCHOOL**

USD 395

La Crosse, Kansas 67548



STUDENT HANDBOOK
2019-20

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LA CROSSE MIDDLE SCHOOL STUDENT HANDBOOK

NOTICE

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

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

UNIFIED SCHOOL DISTRICT #395

Administration and Staff:

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

Principals:

La Crosse Middle/High School.....	Mr. Jon Webster
La Crosse Elementary School	Mr. Bill Keeley

Board of Education:

- Mr. John Irvin; McCracken, Kansas 67556
- Mr. Bruce Kershner; Rush Center, Kansas 67575
- Mr. Glenn Herrman; LaCrosse, Kansas 67548
- Mr. Wes Sherman; LaCrosse, Kansas 67548
- Mrs. Sandy Showalter; Alexander, Kansas 67513
- Mr. Harland Werth; Liebenthal, Kansas 67553
- Mr. Aaron McGaughey; LaCrosse, Kansas 67548

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. These events will be announced through district text notifications and on the following radio/TV stations: KAYS-TV (Channel 7), KAYS-AM Radio (1400), KJLS-FM Radio (103) in Hays, KVGB-AM Radio (1600), and KSNC-TV (Channel 2) in Great Bend. Reports in the morning will be between 6:00 and 7:30 a.m. If it is possible to make an announcement the preceding evening, the television stations in Great Bend and Hays will be

notified in time for the 10 p.m. news. Please do not call the school, as telephone lines must be kept open for emergencies.

LA CROSSE MIDDLE SCHOOL SUPPORT STAFF

Mrs.Cindi Wilson.....High/Middle School Secretary/Athletic Director
 Secretary
 Ms. Darla Barricklow..... Sub Coordinator/ITV Monitor/SSL/Aide
 Mrs. Kathy Tomlinson.....SSL/ITV Monitor/Aide
 Mrs. Debbie Haas.....Library Aide
 Mrs. Jerridy MorganParaprofessional
 Mrs. Sarah BurkParaprofessional
 Mrs. Hilary Wilhelm.....Paraprofessional
Paraprofessional
Paraprofessional
 Mrs. Sherri Herrman..... Food Service Supervisor
 Mrs. Clara Oborny.....Cook
 Mrs. Lori Woods.....Cook
 Mrs. Toni Bourassa.....Cook
 Mr. Loren HermanHead Custodian
 Mr. Pat Lee.....Assistant Custodian
 Mrs. Susan Gabel.....School Nurse

LA CROSSE MIDDLE SCHOOL 2019-20 TEACHING & SPONSOR ASSIGNMENTS

NAME	TEACHING FIELD	COACH/SPONSOR (subject to change)
Ms. Brittany Thayer	School Psychologist	
Mr. James Courtney	Industrial Arts, STEM	
Mr. Derek Crouch	HS, Science	Asst. FB, Head Girls BB
Mr. Chris Delimont	P.E., Health, STEM	
Mrs. Traci Delimont	English, Drama	
Mr. Gabe Dierksen	LES	Head Boys FB
Mrs. Lori Dierksen	Science, STEM	Head Boys Track, 8th Grade
Mrs. Bailey Morgan	LES	Head Volleyball
Mrs. Jerridy Morgan	Paraprofessional (Rule 10)	Assistant Volleyball
Mrs. Sabrina Hedding	English	
Mrs. Tera Herrman	Special Education	
Mr. Rob Holopirek	HS, STEM	Head Girls Track, A.D.
Mrs. Sally Jacobs	Band/Vocal	
.....	Rule 10	Asst. Boys BB
Mrs. Seresa Parton	Business Essen.	
Miss Ashley Louniger	Vo. Ag.	7th Grade
Miss Madison Shetlar	Art	Cheerleading, Asst. Girls Bball

Mr. Jack Garcia	Special Education	
Mr. Jon Webster	Principal	Weights
Miss Nicholl Weigel	Math	Student Council, Weights, 7th Grade
Mr. Clint Renfrow	Soc. Studies	Head Boys BB, Quiz Bowl, 8th Grade
Mrs. Olivia Zellmer	Counselor	NJHS

SECTION I: GENERAL INFORMATION

A. MISSION STATEMENT The mission of LaCrosse Middle School is to educate students in a safe and positive environment and prepare them for a successful future. Every student will be given the tools to make the best informed decisions for their future.

B. PHILOSOPHY La Crosse Middle School serves seventh and eighth grade students who reside in the U.S.D. #395 school district. It is the goal of the Board, administrators and teachers at La Crosse Middle School to create an environment for the maximum development of each student. The total program shall be student-centered, with the welfare of the student as the criteria on which all programs and proposals are evaluated. The school is dedicated to providing not only academic and vocational education, but also to help young people to understand themselves and the world around them. It is the final goal of the district to provide sound leadership for students through qualified and interested administrators and teachers, and to influence students to become morally and socially responsible citizens.

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

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

E. FEES AND REFUND POLICY Middle School textbook rental is \$60 (\$30 per semester) and is due at the time of enrollment. If a student withdraws from school during the first 9-weeks of school, he/she shall have 50% of the fee refunded. If he/she withdraws from school during the second 9-weeks period, he/she shall receive 25% of the fee. There will be no refund for the last semester withdrawal. If a student loses a rental book, he/she shall be charged the book value, depending on the years of use and the condition of the book. Abuse of a school owned book will result in the student being assessed repair or replacement cost for the book.

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

Technology fees are \$15.00 a year, Art and Woods fees are \$20.00 a year. Vo. Ag. shop fees are \$10.00 a year. These fees are due at the time of enrollment. School hall and P.E. locks are available through the office for \$5.00 per lock or locks may be brought from home. Students who bring locks from home will be asked to provide the office with a copy of the key/combination. All damages to the locker will be the financial responsibility of the student. Students who want to safeguard their belongings with their own personal lock may do so, but are required to provide the school office with a spare key or combination.

F. SCHOOL LUNCH Student lunches are \$2.85 daily or \$57.00 for each 20 day period. Students are to pay in advance for lunches for a 20 day period. Breakfast will be \$1.70 daily or \$34.00 for a 20-day period. Students must have a card to eat breakfast. Extra milk is .40 a day. Adult lunch cost is \$3.75.

BREAKFASTS/LUNCHESES MUST BE PAID ON DATE DUE OR STUDENTS WILL NOT BE ALLOWED TO EAT A SCHOOL LUNCH. Free and reduced lunch applications are available in the principal's office. Applications should be completed and returned to the principal's office or the district office.

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

G. NO SMOKING/TOBACCO POLICY - Kansas State Law makes La Crosse Middle School a non-smoking building. The use of all tobacco products, in any of its forms, and any other smoking inhalant by students is prohibited on school grounds at all times. Vape pens, E-cigs, and any other device of similar nature are strictly prohibited under this policy. (Refer to page 9-10 on acts of unacceptable behavior).

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Student violations may also result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement.

The following definitions apply to this policy.

“Nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such

definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed,

whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snuff.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

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

I. STUDENT DRUG TESTING POLICY – The LaCrosse USD 395 Board of Education has adopted the “Student Drug Testing Policy” for drug testing of students participating in and/or attending school sponsored activities including all performances and competitions. The full policy can be accessed through the District Website at www.usd395.org.

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

SECTION II: SCHOOL ATTENDANCE

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

B. ABSENCES An absence is defined as a school day, or portion thereof, in which one or more classes are missed. Student attendance is recorded based on an eight period day and only those periods missed will count against the student. NOTE: Perfect attendance applies to students who have attended school every day and who miss no more than 4 periods per year to an excused absence. The definition of excused absences 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

NOTE: 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. Students who are unexcused are not permitted to attend the same day after school activities.

ATTENDANCE POLICY: Students may not exceed 5 absences per semester without consequence. School activities do not count as one of the absences.

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

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

- Hospitalization of the student.
- The student is suffering from a chronic illness or serious health condition and should not attend school as verified by a physician in writing.
- A family member's serious illness (as verified by a parent or guardian) that warrants care and support of the family.
- A family member's funeral (as verified by a parent or guardian). Bereavement days will be considered.
- Students of active duty military personnel may have additional excused absences at the discretion of the Principal for visitation relative to leave or deployment.

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

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

The Building Principal has the authority to request a doctor's statement to verify specific absences. A doctor's note to verify illness may be requested at any time for students who have been excessively absent due to illness or who have missed 3 consecutive days of school or more due to illness. A student may be asked to submit a signed doctor's note verifying the illness in order for the absences to be considered excused.

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

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

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

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

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

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

**** Any Habitual tardiness to school or class (3 or more cumulative) could result in a conference between the teacher, student, principal & the students parents. Failure to comply with the Principals request could result in a suspension as deemed necessary by Principal.**

EXCESSIVE LATENESS TO SCHOOL WILL NOT BE TOLERATED!!!

DETENTION ROOM POLICY:

1. Students may be detained before or after regular school hours by any certified staff member of USD 395. Teachers assigning detention time in their own classroom will be responsible for the supervision of detained students (All Level 1 offenses).

2. Students may be assigned detention time in the detention center by the administration as consequence for violating rules and regulations of USD 395 (Level 2/3 offenses) or for disturbing good order and decorum during the school day or at school activities. Excessive office detentions could result in ISS and is at the discretion of administration.

3. Parents will be given one day notice that their child is to serve a detention. The detention will then be served following notification unless parent agrees upon phone contact that same-day detention can be served. Once a detention has been assigned, the student must attend at that time; however, if there is an emergency, arrangements may be made with the teacher/principal through a conference with the parent/guardian. Failure to serve or to follow the rules of detention will result in additional/longer detentions or suspensions, with possible loss of extracurricular privileges.

4. Students serving detentions must report on time to the room of the teacher who has assigned the detention. Office detentions will be supervised by a designated staff member. During detention, students are required to bring their study materials and will not be allowed to converse with other students. The detention room supervisor may also appoint students to other tasks.

5. The detention supervisor will maintain a record of detentions and will submit the record to the principal the following morning, along with communication concerning attendance and behavior.

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

G. CHECKING OUT OF SCHOOL

1. After a student has reported to school he/she is not to leave the building at any time, except after reporting to the office and receiving permission.
2. Permission will not be granted unless a telephone call has been received from the parents.
3. Prior to leaving the building, the student will sign out in the office and will sign back in upon returning.
4. Failure to follow the proper procedure when leaving the building will result in disciplinary action taken at the discretion of the administration.
5. Daily, weekly and special bulletins will carry announcements of students who are to be excused for participation in special activities. In such cases, the student should be marked absent for the teacher records and he/she will be given the opportunity to make up the work missed.
6. A student checking out and missing more than one-half of the period will be counted absent for that period.

SECTION III: PROMOTION REQUIREMENTS

Middle School students will need to meet the following requirements before they are promoted to High School:

<u>Course</u>	<u>Required</u>	<u>Offered</u>	
Math	2 units	2 units	
English	2 units	2 units	
Soc.Studies	2 units	2 units	
Science	2 units	2 units	
P.E./ Health	2 units	2 units	
	Electives	2 units	2 units
Total	12 units	12 units	

Students not passing the **core classes** (math, English, Soc. Studies and Science) will forfeit an elective class the following year and remediate in problem areas. If summer school is offered, it too is an option. Students who remediate and meet 70% mastery in a previously failed core class are considered for entry to a chosen elective at the end of each quarter. Remediating 8th graders (previously 7th graders) who meet mastery will earn the required unit credit for MS. Freshmen who have to remediate to earn the 8th grade credit will not receive high school credit for their time spent in the Study Lab.

REPORTING OF GRADES

Grade cards will be issued at the end of each nine weeks. Four weeks prior to issuance of grade cards, progress reports will be sent to parents. Additional progress reports may be sent at any time between marking periods of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted, which needs attention. Acknowledgement of this report by a note, phone call or visit to the teacher is encouraged.

GRADING SCALE

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

A. FINAL EXAMS – Each instructor will administer and record an end-of-the-quarter assessment (unit or comprehensive) for all classes and for all four quarters.

B. INCOMPLETES Incomplete work at the end of a grading period must be completed and turned in within five days after the grading period has been concluded. Incomplete grades

exceeding this time limit will be automatically recorded as a failing grade. There will be no incomplete grades given at the end of the academic year.

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

D. HONOR ROLL Honor rolls are announced every nine weeks following the distribution of report cards.

E. OPPORTUNITY PERIOD: Time Period 3:00 – 3:30

Opportunity Period is an additional 30 minutes of teacher assistance/study time for students enrolled in P.E. and for students who are exhibiting problems with a course of study. This time may also be used for enrichment or exploration if the student's academic status is not in question. Student-athletes who are **failing** a class may be referred by a teacher to attend O.P. on any given day. Student athletes should arrange to make up assignments and tests or receive additional teacher assistance before school or after practice. Athletes will attend O.P only by teacher request, not student request.

Opportunity Period will occur at the end of each day (3:00 – 3:30) Monday thru Thursday (with game days an exception for student-athletes). P.E. students reporting to O.P. will be dismissed at 2:57, allowing the standard 3 minute passing period. Teachers in cooperation with coaches will determine release time for athletes.

SECTION IV: STUDENT CONDUCT

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

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

C. SUSPENSION AND EXPULSION POLICY

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

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

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

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

1. Willful violation of any published regulations for student conduct adopted or approved by the Board of Education.
2. Conduct which disrupts, impedes or interferes with the educational mission of the public schools.
3. Conduct which impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 and Chapter 65, Article 41 of the Kansas Statute annotated or criminal statutes of the United States or the State of Kansas.
5. Disobedience of an order by a teacher, peace officer, school security officer, or other authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the public school's educational mission and/or impingement upon or invasion of the rights of others.

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

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

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

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

ACTS OF UNACCEPTABLE BEHAVIOR THAT MAY RESULT IN SUSPENSION (INCLUDING IN-SCHOOL SUSPENSION) UPON FIRST OFFENSE, DEPENDING UPON THE SEVERITY OF THE INFRACTION, OR WHICH MAY RESULT IN

SUSPENSION FOR REPEATED INFRACTION, INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

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

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

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

THIRD & SUBSEQUENT OFFENSES: Expulsion from school for the remainder of the school year; suspension from participation and attendance at all school activities for the year; and reported to appropriate law enforcement officials. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only

if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

LaCrosse Middle/High School Discipline Plan

All disciplinary acts will be categorized into one of three levels and fall under the heading of Level 1, Level 2, or Level 3 misconduct. Level 1 acts of misconduct are those actions that typically cause minor disruption to the learning process and tend to be rude, discourteous acts that generate negative attention. Level 2 actions call for administrative intervention because they are potentially harmful or cause a major disruption to the school setting. These actions usually represent a disregard to what is right and acceptable and could carry the consequence of in-school suspension. Level 3 acts are more serious offenses which could possibly warrant legal intervention and/or out-of-school suspension.

Teachers will be expected to handle all Level 1 misconduct happening within their classrooms providing the actions have not occurred in excess. Excessive Level 1 acts will be dealt with by the building principal. Teachers have been asked to contact parents before we reach the point of excess.

LEVEL 1

Level 1 acts of misconduct are those actions that the classroom teacher is expected to handle (providing the act has not occurred in excess) within the confines of the classroom and through individual classroom rules. Consequences for these actions are teacher assigned and teacher supervised. These actions typically cause minor disruption to the learning process and tend to be rude, discourteous acts that generate negative attention.

- overactive mouths, continuing to talk to the point of disruption
- inappropriate remarks for the school setting
- argumentative behavior; "back talk"
- defiance
- an attempt to amuse peers, yet anger teacher
- pushing/shoving/kicking as in "horse play"
- name-calling
- rude gestures
- missing materials or assignment (including O.P.)
- non-participation, lack of effort
- student leaving classroom before the bell or without permission
- missed detentions
- any other actions that cause minor disruptions

LEVEL 2

Level 2 acts of misconduct are those actions that may warrant administrative intervention because they are potentially harmful or cause a major disruption to the school setting. These actions typically represent a disregard to what is right and acceptable.

- excessive Level 1 misconduct
- pushing/shoving/tripping to the point of harm or disruption
- spitting on someone
- profanity and/or vulgarities – verbally or gestured

- rock-throwing, shooting rubber-bands, launching of aimed objects in air
- slander
- student leaving room without permission due to conflict
- poor representation during extra- or co-curricular activities
- any other actions that are unacceptable, potentially harmful or cause major disruption

LEVEL 3

Level 3 acts are more serious offenses which could possibly warrant legal intervention.

- fighting (punching, slapping, biting, kicking or other abusive physical contact)
- deliberate infliction of injury to another person
- stealing
- vandalism; destruction of school property
- controlled substance abuse (tobacco, alcohol, drugs)
- sexual harassment
- possession, threat or use of a lethal weapon, which includes pocket knives and other bladed devices
- intimidation, threatening by word or deed
- truancy
- any other actions that are deemed serious

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

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

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

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

G. STUDENT DRESS CODE Each student attending La Crosse Middle School shall be responsible for maintaining appropriate school dress and for the development of personal grooming standards which will result in a neat, clean personal appearance. Students should make a conscientious and proper selection of school attire each morning when getting dressed for school. The building principal is responsible for requiring students to make improvements in grooming whose appearance does not give indication of an effort to dress appropriately, to be neat and clean, and whose appearance is disruptive. Any staff member at any point during the day may request a student to improve their appearance. Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the sponsors/coaches of those activities and as approved by the building principal.

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

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

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

CONSEQUENCES: 1. Change shirt, skirt, shorts or pants to appropriate dress if the student has access to alternate clothing. Otherwise, parents will be called to bring appropriate clothes to

- the school. **OR**
2. Office staff will provide an appropriate shirt/shorts/sweats to wear the rest of the school day (providing items are available). Borrowed clothing will be turned in at the end of the day.

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

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

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

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

J. DETENTION: STUDENT-TEACHER CONFERENCES Teachers should detain, after regular school dismissal, any student who could benefit from a student-teacher conference.

Some signs of the necessity of a student-teacher conference include:

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

Student-teacher conferences are scheduled to begin at 3:35 p.m. and may extend until 3:50 p.m. One day's notice will be given to all students scheduled for a conference in order that transportation home can be arranged.

Students may be assigned detention as a consequence of behavior which is inappropriate or disruptive of classroom or school procedure. These may include (not an all-inclusive list):

1. Dress code violations
2. Disrespect of authority
3. Use of profanity or vulgarity
4. Overt display of affection
5. Proper procedure not followed in checking in or out of school
6. Disruption of classroom; or sleeping in class

7. Refusal to follow a reasonable request of a staff member
8. Use of cell phones (Cell Phone usage is NOT ALLOWED IN SCHOOL. School phones are available for emergency situations.)

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

K. SEXUAL HARASSMENT What is sexual harassment? Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It could be student-to-student, staff-to-student, student-to-staff, or staff-staff. Sexual harassment could be perceived as intimidating, hostile or offensive. It could also be directed toward someone because of his or her gender.

Examples of sexual harassment include but are not limited to:

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

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

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

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

Individuals may also be referred to law enforcement officials.

M. BULLYING - Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically, mentally or emotionally
- Damaging a student's or staff member's property
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

Bullying also means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8205, and amendments thereto. USD 395 will not tolerate these actions by students or staff.

“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites. Cyberbullying is included as a form of bullying and will not be tolerated! Any act of bullying by either an individual student or group of students is prohibited on or while utilizing school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

N. SEXTING – Sexting means sending, sharing, viewing, receiving or possessing sexually explicit messages or indecent visual depictions of oneself or another person via a cell phone or other telecommunication device.

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

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

Prohibited Types of Restraint

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th 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.

SECTION V: PROCEDURES

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

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

C. BELL SCHEDULE

Monday, Tuesday, Friday

7:30 a.m. Doors Open	11:35 a.m. LUNCH
8:05 a.m. Warning Bell	12:05 p.m. Passing Bell
8:10 a.m. Begin 1st Period	12:08 p.m. Begin 5 th Period
9:05 a.m. Passing Bell	12:55 p.m. Passing Bell
9:08 a.m. Begin 2nd Period	12:58 p.m. Begin 6 th Period
9:55 a.m. Passing Bell	1:45 p.m. Passing Bell
9:58 a.m. Begin 3rd Period	1:48 p.m. Begin 7 th Period
10:45 a.m. Passing Bell	2:13 p.m. Passing Bell
10:48 a.m. Begin 4 th Period	2:15 p.m. Begin 8 th Period
	3:30 p.m. School dismissed

Wednesday (Gold Days)

7:30 a.m. Doors open	11:35a.m. to12:08 Lunch(return to 6 th Period 12:11)
8:05 a.m. Warning Bell	12:55 p.m. Passing Bell
8:10 a.m. Begin 2 nd Period	12:58 p.m. Seminar
9:33 a.m. Passing Bell	2:01 p.m. Passing Bell
9:36 a.m. Begin 4 th Period	2:04 p.m. Begin 8 th hour
10:59 a.m. Passing Bell	3:30 p.m. Final Bell
11:02 a.m. Begin 6 th Period	

Thursday (Black Days)

7:30 a.m. Doors open	11:35a.m. to12:08 Lunch(return to 6 th Period 12:11)
8:05 a.m. Warning Bell	12:55 p.m. Passing Bell
8:10 a.m. Begin 1st Period	12:58 p.m. Seminar
9:33 a.m. Passing Bell	2:01 p.m. Passing Bell
9:36 a.m. Begin 3rd Period	2:04 p.m. Begin 7 th hour
10:59 a.m. Passing Bell	3:30 p.m. Final Bell

D. FOOD & DRINKS IN THE SCHOOL - Students are not permitted to bring food and drink into the building (with the exception of a sack lunch, limited breakfast items, nutritional plastic-bottled drinks with lids, packed meals for lunch and/or activity trips). Students who bring breakfast items into the school are required to eat in a designated area. Middle School students may purchase water or juice from the vending machine prior to the morning warning bell. **NO** Vending machines are available for student use during the school day (with the exception of Cub Time and prior to school activity trips with approval from coaches and sponsors). Students are not permitted to take food or drink into the classrooms or through the hallways during consumption. Before school all beverages should remain in the vicinity of one's locker, however, students are permitted to carry one small plastic-bottled water (students may use a clear reusable water bottle) in their book-bag to prevent excessive hall pass use and drinking fountain concerns. Access to the bottled water is at teacher discretion, and all bottles should remain in the bookbag away from the study area and not on top of the desks. Vending machines will be turned off for repeated violations of the food & drink policy. Food & drink for class parties require prior approval from the teacher and principal. Students are encouraged to remove all beverage containers and food wrappers from their lockers at the end of each school day and dispose in nearby trash cans to prevent unsanitary conditions in the school.

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

F. STUDENT GUESTS – The school reserves the right to deny student requests to bring friends and family to class. The presence of guests has the potential to disrupt the learning environment and can complicate the work day for the teacher. All lunch guests must be approved by office staff prior to the invitation.

G. TELEPHONES The school telephones must be restricted to school business during school hours. Teachers and students will not be called from the classroom to answer the telephone unless it is an EMERGENCY. The school phones will be restricted from excessive student use unless the student is sick, it is an emergency, or reason is deemed important by office personnel. Student use of the intercom system is prohibited. **CELL PHONE USAGE IS NOT PERMITTED IN SCHOOL** and cell phones will be confiscated by school personnel (when seen or heard) and handed over to administration. Students using or carrying cell phones at school should expect disciplinary action. All offenses will warrant a one-hour after-school detention prior to the return of the phone or notification to parents to visit the school and claim the cell phone.

Students using school phones to call parents outside LaCrosse must place collect or credit card calls. Board policy prevents students from placing long distance calls at district expense.

H. STUDENT PROJECTS - All student projects (Industrial Arts, Vocational Agriculture, Art, etc...) must be paid for (if applicable) and removed from the school building/grounds upon completion of the project or by the date set by the instructor, and absolutely by the last day of school. Incomplete projects will become the responsibility of the student, and may not be worked on at the school at times outside of the regular school day without the instructor present.

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

J. INSURANCE Student insurance brochures explaining the benefits under programs (school time and 24 hour coverage, etc.) are distributed during registration and are available at other times in the office. Please study the policy provisions to avoid misunderstanding about coverage. **THE SCHOOL DISTRICT DOES NOT CARRY HEALTH OR ACCIDENT INSURANCE ON YOUR CHILD.**

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

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

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

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

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

Prohibited User Activity may include but is not limited to:

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

NOTE: A Computer Usage Agreement consistent with USD #395 policy in regards to Internet activity will be made available at enrollment for all students and parents to sign and date. These form must be on record as verification that students and parents understand the terms and conditions.

N. TELECOMMUNICATION DEVICES - While on school property or while attending school-sponsored or school-related activities, students shall not use personal telecommunication devices including but not limited to pagers, beepers and cellular phones in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others. Students in possession of telecommunication devices and other related electronic devices shall observe the following conditions:

Telecommunication devices may be turned on and operated on the school grounds only before school (prior to entering the school building) and after the regular school day unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.

Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion, and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or with reasonable suspicions search the device, which shall only be returned to the student's parent/guardian. Content or images that violate state or federal laws will be referred to law enforcement.

O. Student Agendas - Students are expected to carry the school issued Student Agenda on them at all times. The student agendas contain helpful information for many classes. Students will use their agenda for hall passes. If the student does not have their agenda, they may not leave the classroom. Students are encouraged to use their agendas to keep track of daily school work and activities. Replacement agendas may be purchased in the office for \$6, as long as supplies last.

SECTION VI: COUNSELING

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

Eighth Graders - ITBS (achievement test) – State Assessments in Reading/Math/Science/Soc.St.

Seventh Graders - ITBS (achievement test) – State Assessments in Reading/Math/Science/Soc. St.

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

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

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

SECTION VII: BUILDINGS AND PROPERTY

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

FIRE: The intermittent hallway alarm is the signal for the fire drill. At that time, the students will file out of the classroom in a pre-arranged route, usually to the nearest outside exit. Familiarize yourself with the escape routes, which are posted in each classroom. The students will file from the building in a neat and orderly fashion, and move to an area well clear of the building. **NOTE: ALL STUDENTS WILL MOVE IN SILENCE AND AS QUICKLY AS POSSIBLE. THERE SHOULD BE NO RUNNING.** The signal to return to class after a fire drill will be an actual wave of the arm given by either administration or custodial staff.

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

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

EVACUATION: Students and staff will be notified of an evacuation drill through an all-call announcement. In the event of a known circumstance they will be instructed to listen carefully for directions on how and where they should proceed. All will be expected to exit the building in a controlled fashion – quietly and as quickly as possible. Evacuations for intruder or high alert situations will require less structured procedures and be geared toward seeking safety through the quickest, least restrictive route.

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

C. PERSONAL ITEMS Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them in the office for safe keeping. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items. However, a lost and found department will be maintained in the office. Student radios, tape/CD players, I-Pods, headphones, smart watches, cell phones, personal cameras, personal computers and other personal technology devices are not permitted to be used in the building during the

regular school day. Students who violate this rule should understand the risks involved and should maintain the safety of one's own valuables. The school shall not be held accountable for any loss of such items regardless of whether the item was misplaced, lost or stolen

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

SECTION VIII: ACTIVITIES AND ATHLETICS

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

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

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

For a student to be eligible for participation in any KSHSAA sport or activity, he/she must be a bona fide student in good standing in school and be enrolled full-time as a student.

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

Eligibility is to be determined on a weekly basis utilizing the student's cumulative grade earned in each class through Thursday of each week. The previous quarter grades will determine the student's eligibility for the first week of the current quarter. Thereafter, the cumulative class

grades earned each week will apply. Teachers are to submit to the building principal on Wednesday of each week a list of students who are failing in their classes.

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

D. ATTENDANCE/PARTICIPATION IN ACTIVITIES In most cases, students not in attendance for any part of the day should be ineligible for practice or participation in that day's activity unless permission is gained through the Administration as to the validity of the time missed. The building Principal & Athletic Director will determine if class time missed is considered excused or unexcused.

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

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

E. GENERAL PARTICIPATION RULE

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

LMS ACTIVITIES POLICY

1. Students representing LMS in any activity may not be in possession of alcoholic beverages, tobacco (in any of its form), other smoking inhalants, or drugs at anytime during the season of sport or activity. All consequences for any alcohol, tobacco and other smoking inhalants offense will fall under the LHS/LMS Activity Policy/Contract. All consequences for any drug offense will fall under the USD 395 Student Drug Testing Policy. The season of sport or activity shall be defined as the first day of legal practice to the last day of competition or activity participation.

2. The student may be reported in violation of this rule by law enforcement, the coach or sponsor, parent of participant or self-admission (validity of violation will be determined by the coach/sponsor and/or administration). Upon the **FIRST** offense he/she will be suspended from participation for the next event in all activities for which they participate. Any further consequence is at the discretion of each coach/sponsor. Upon the **SECOND** offense, while participating in the same activities, the student will be dismissed from the team/activity for the duration of the season. Validity of violation will be determined by the coach/sponsor and principal. In regards to activities

where participation is required for a grade in a class (examples: band, vocal, art, industrial art, vo. ag.) the sponsors shall establish their own consequences approved by the administration.

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

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

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

F. SCHOOL ACTIVITY TRANSPORTATION Students shall ride school provided transportation to and from the activity site. Students will only be released to their **own parents/guardians** after the scheduled activity. Students are not permitted to ride to and from activity sites with other people including boyfriends, girlfriends, other students or other students' parents/guardians. If emergency or unusual circumstances occur, then such must be reported to and arrangements made through the administration and coaches before the bus departs for the event. Sponsors are encouraged to have a note written by the parents to release the student. Participating students leaving the school event early and failing to communicate directly with his/her coach or sponsor are subject to discipline.

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

G. TRANSPORTATION POLICY

1. The driver is in charge of the bus. The activity sponsor/coach is responsible for proper behavior of students in their charge while on the bus, as well as at the activity.
2. The driver or sponsor of an activity may assign seats to students on the bus. They must be sure that each student is provided a seat.
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention.
Remember, safety is the primary responsibility of the driver.
5. Outside of ordinary conversation, classroom conduct is to be observed.
6. Students may not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
7. Students must not at any time extend arms or head out of bus windows.
8. Any damage to the bus is to be reported at once to the driver.

9. Use of tobacco, intoxicating liquor/alcohol, or illegal drugs are not allowed on the bus.
10. Radios, walkmans, Ipods, cd players, etc, are not to be played inside the bus. However,

all

electronic equipment with headphones may be used with the approval of the driver and

the

sponsor.

11. Food and open pop containers are not allowed on the bus without the approval of the sponsor

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

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

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

J. 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 consider conflicts.

K. DANCE/SOCIAL GUIDELINES FOR LA CROSSE MIDDLE SCHOOL

1. Dances/Socials will be supervised by the club sponsor and other staff members as arranged.
2. Parents are welcome to visit all dances/socials.
3. Dances/Socials will end no later than 10:00 p.m.
4. No one is allowed to leave the dance/social for any reason other than to be picked up by a parent/guardian. The doors will close 30 minutes after the beginning of the dance/social with no admittance after that time.
5. Anyone suspected of any illegal activity prior to or during the event will be turned over to law enforcement. Parents will be notified and Disciplinary action by the school will be given.
6. Unruly conduct will not be tolerated.
7. All school policies are in effect at all dances/social.
8. Groups or clubs sponsoring dances/socials should obtain at minimum two sponsors (with at least one being a USD 395 employee). Names of sponsors shall be submitted to the office prior to the event. Dances/socials will not be allowed if this minimum sponsorship is not obtained.

SECTION IX: PROTECTION OF STUDENT RIGHTS

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

A. INSTRUCTIONAL MATERIALS: All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or

evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

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

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