

# LaCrosse School District

## Mission Statement

The mission of the LaCrosse School District, in partnership with families, youth, and community, we will prepare all students to become responsible citizens, reach their full potential, and compete successfully in a changing, challenging, and diverse world.

## LaCrosse Middle School/High School Information

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## SIX TRAITS OF QUALITY WRITING

### IDEAS AND CONTENT

- Theme or message is clear.
- Focused topic is fresh and original.
- Details are vivid and intriguing.
- Writer uses experience and knowledge.
- This paper shows more than tells.
- This paper holds the reader's attention.

**Key Question:** Does it have those “you had to be there” details that make it the writer's own?

### ORGANIZATION

3. Inviting introduction grabs the reader.
4. Logical, effective sequencing promotes the meaning.
5. Good pacing promotes an easy flow.
6. Strong transitions link ideas.
7. A strong conclusion leaves the reader thinking.

**Key Question:** Do the beginning and ending work in harmony – like bookends?

### SENTENCE FLUENCY

8. Sentences are well built – they are correctly structured and make sense.
9. There are purposeful and varied sentence beginnings.
10. Sentences vary in length and structure.
11. Fragments, if used, add style and flair.
12. Dialogue, if used, sounds natural.

**Key Question:** Does this piece invite expressive oral reading?

### WORD CHOICE

13. Lively verbs create vivid images.
14. Precise nouns and modifiers promote meaning.
15. The language is natural.
16. Cliches and jargon are used sparingly.
17. Choose words creatively but avoid thesaurus overload.

**Key Question:** How many words or phrases linger in your mind?

### VOICE

18. You connect with the personality behind the writing.
19. Narratives are honest and from the heart.
20. Expository Writing is lively, engaging, and full of conviction.

**Key Question:** Do you want to read this paper to someone?

### CONVENTIONS

21. There are few errors in spelling, capitalization, punctuation, paragraphing, and grammar.
22. The paper is easy to read and appears proofread and edited.
23. The reader is not distracted by errors.

**Key Question:** How much editing would you have to do to get this paper ready to publish?

## **SECTION A - GENERAL INFORMATION**

1. **ADMISSIONS** – Students who reside in the LaCrosse School District or who have been released from a neighboring district are eligible to attend.
2. **ACCIDENTS** - Every accident in the school building, on the school grounds, bus, school vehicle, at practice sessions or at athletic events sponsored by the school must be reported immediately to a staff member and/or the principal.
3. **BULLETINS** - A daily bulletin will be read to the students each morning at the beginning of first period, a copy will be placed on the bulletin board by the office and emailed to teachers.
4. **BUS RIDING RULES**
  - a. Remain seated, facing forward, while on the bus and while the bus is in motion.
  - b. Use inside voices.
  - c. Respect others:
    1. Keep your hands and belongings to yourself
    2. Talk respectfully to others
  - d. Keep a clean and orderly bus
  - e. Act in a safe manner at all times
5. **CANDY SHACK**- The candy shack's hours of operation are up to the discretion of the senior advisor with the approval of the principal. Food and pop are not to be brought into classes without the teacher's permission. Open pop or juice bottles and snacks are allowed only in the cafeteria and pit area. Open pop or juice bottles will not be allowed in the hallways. Pop/juice may be stored in lockers. Failure to throw candy wrappers in the garbage will result in the shack being closed for two school days. Brunch/lunch food that causes a mess in the pit area will result in all cafeteria food being confined to the cafeteria.
6. **COPY MACHINE USE** - The copy machine is for faculty use. Students need a note from their teacher to run a copy.
7. **STUDENT DRESS CODE** – The guidelines for this dress code will include but not necessarily be limited to the following:
  - a. Unacceptable dress:
    - 1) Wearing hoods in the classroom, unless with staff discretion.
    - 2) Mesh shirts without an undershirt.
    - 3) All shirts, blouses including tank tops or torn T-shirts that do not cover the back, chest, show cleavage, or hang low under the arm.

- 4) Shirts and pants must cover the mid-body.
- 5) Any apparel, including face-coverings, which has obscenities, vulgarities, or suggestive words or pictures.
- 6) Any apparel that has advertised products (which are illegal for minor use).
- 7) Skirts/shorts/skorts/dresses must be appropriate length.
- 8) Sunglasses can only be worn indoors with the permission of the teacher and/or principal. Sunglasses are allowed to be worn outdoors.
- 9) All undergarments must be covered at all times.
- 10) Footwear must be worn at all times.

The above ten items are guidelines, and staff reserve the right to refer a student to change into alternate clothes. Specific classes may have a more restrictive dress code due to safety reasons.

- b. Hats- Hats are allowed to be worn in the school. However, teachers reserve the right to not allow hat-wearing in their classrooms.

8. **EMERGENCY DRILLS** - At the sound, all students and staff must leave the building in an orderly manner to the nearest exit according to the directions of their teacher. Students should be conducted from the exit to areas well clear of the building. Do not return to the building until you are directed to do so.

9. **FEES** - The following is a list of student fees payable to the district bookkeeper:

**Note:** Junior high & elementary students will no longer need to purchase an ASB card. If they would like to get into athletic events for free, they will need to be included on a family athletic pass.

FFA.....	\$25.00
Hot Lunch 6-12.....	\$ 2.75
Extra Milk.....	\$ .40
Brunch 6-12.....	\$ 1.75

Free and Reduced lunch application forms are sent home with each student the first day of school. Additional forms are available in the office.

***SCHOOL INSURANCE (Low Benefit Level Package)***

School time.....	\$ 32.00-\$68.00
Full time.....	\$117.00-\$273.00
Tackle Football Only.....	\$134.00-\$280.00
Dental Plan.....	\$ 17.00-\$21.00

Any school fee or portion of, may be waived upon providing the office with evidence of need. (See the Principal.)

10. **FOREIGN EXCHANGE STUDENTS** - All foreign exchange students will be accepted to their appropriate grade level. Foreign exchange student's participation in the year-end senior field trip will be at the discretion of the LaCrosse School Board on a

year-to-year basis. Factors to be considered in rendering a decision will include but are not limited to: the position of the Senior Class on the issue of the foreign exchange student participating in the trip, the behavior and scholarship records of the foreign exchange student over the school year, and how the expenses of the exchange student will be covered.

11. **ILLNESS AT SCHOOL** - The office is only allowed to issue medication with proper paperwork from the doctor. Students who feel that they are unable to continue in class should come to the office where we will call their parent/guardian to make arrangements for them to go home. All students must check with an office official and have parent/guardian permission before going home. Students are not allowed to remain in the restrooms or other unsupervised areas.

12. **LOCKERS** - Lockers are furnished by the school for student convenience but they remain the property of the school. It is the responsibility of the student to keep his/her locker clean, closed and if necessary the combination secret. **School officials retain the right to inspect lockers given reasonable cause.** Lockers will be inspected for damage at the end of the school year. Signs and pictures encouraging the use of alcohol or drugs or which are inappropriate in a public school setting are not to be hung on, or in lockers.

13. **LOST AND FOUND** - A lost and found will be maintained near the office.

14. **MESSAGES** - The office will receive messages from home. Unless it is an emergency, students will be contacted with the message at the end of the class period.

15. **SCHEDULES** -

**Regular Schedule**

Period	Start Bell	End Bell
1	8:00	8:55
2	8:58	9:48
Brunch	9:48	10:01
3	10:01	10:51
4	10:54	11:44
Lunch	11:44	12:14
5	12:14	1:04
6	1:07	1:57
7	2:00	2:52

16. **STUDENT ELECTRONIC DEVICES & GAMES** - Student electronic devices and games are not to be played within the confines of LaCrosse High School. Do not bring them to school unless you have permission from the teacher and principal.
17. **TELEPHONE USE** - Calls for clubs or school organizations can be made at appropriate times with the approval of the office. All other calls will be made on the student phone in the office. Telephones are not to be used during class time except for emergencies.
18. **STUDENT CELL PHONES**- Students are expected to place their cell phones in the designated holder as they enter the classroom. Cell phones **are not** to be used during class. However, cell phones are allowed in the building and can be used by students during passing periods, brunch, and lunch. The school staff reserves the right to confiscate student cell phones for any improper use or failure to follow this expectation. The school administration also has the right to confiscate a student's cell phone if the student is placed in detention or in-school suspension.
- 1st Consequence: The cell phone will be confiscated by the classroom teacher and placed in the designated container. The student can retrieve their cell phone at the end of the period.
  - 2nd Consequence: The student's cell phone will be placed in the container in the principal's office, where it will remain until the end of the school day. The Principal or the Office Manager will call and inform a parent or guardian of the confiscation. The student can pick up their phone at the end of the school day.
  - 3rd Consequence: The student's cell phone will be placed in the container in the principal's office, where it will remain until the end of the school day. The Principal or the Office Manager will call and inform a parent or guardian of the confiscation. A parent or guardian must come to the office to pick up their child's cell phone.
  - 4th Consequence: The student will turn in their phone to the principal's office upon arrival at school. The phone will remain there for the entire day.
19. **VEHICLE USE AND PARKING** - Students driving to and from school will park their cars in the appropriate parking lot by the gymnasium during the day. Students need permission to use or move their cars during the school day. Any violation of this rule will constitute a warning the first time and student referral to the principal. It is a violation to park in the handicapped parking space without an appropriate sticker. Students parking by the gym are not to move cars until after the busses have left.
20. **VISITORS** - Permission will be obtained through the office at least one day before bringing a visitor to school. The visitor must follow all school rules and regulations. The student must accompany his/her guest throughout the day and will be

responsible for his/her conduct. The visiting student must have prior approval of the teacher to attend that class. Students from nearby communities may not be truant from their schools to visit our school.

## **SECTION B - CURRICULUM**

1. **CLASS HONORS** - The valedictorian and salutatorian will be determined at the end of the 1<sup>st</sup> semester for graduating seniors. Total grade point average will be considered. If a tie occurs, the awards will be co-awards. Gold/silver honor cords will be decided at the end of the 2<sup>nd</sup> semester.

2. **CORRESPONDENCE COURSES** - Students are encouraged to earn credits toward graduation through classes offered in the regular curriculum. A student may earn up to 4 credits toward graduation through correspondence courses provided the following:

- a. The course is not available in the regular high school curriculum and fits the educational plan of the student.
- b. The student has attempted the course as part of the regular curriculum, failed the course, and scheduling restrictions do not permit the student to retake the course.
- c. The correspondence course must be approved by the school district after evaluation for the particular course offering.
- d. Costs involved will be paid by the student and/or his/her parent/guardian.
- e. On-line courses – Refer to policy 2024 at the end of this handbook

3. **DROPPING AND ADDING CLASSES** - A student can change their class schedule within the first **3 school days** after a new semester and/or arriving at LaCrosse Jr./Sr. High School. Emergency drop/adds will be made at the counselor/principal's discretion and upon the request of the parents.

4. **FIELD TRIPS** - Field trips are planned to enhance the educational process by attending activities not normally available in the school setting. This requires additional planning and cost to the district, as well as causing disruption to other classes. For those reasons, it is important for students to attend school and participate when field trips are planned. Those students who do not attend a field trip will be required to do alternate work through the class which the trip was planned.

5. **HIGH SCHOOL & BEYOND PLAN** - With the assistance of the counselor, or class advisor, each student will complete a high school and beyond plan. This plan will help the student prepare academic goals in preparation for graduation and post-high school intentions.

6. **GRADING** - The criteria for determining percentages is established by individual teachers. The method for assigning a (+) or (-) to the letter grade is also determined by the teacher. Some teachers may opt not to use (+) or (-) as a part of their grading system.

Grades will be assigned according to the following percentages:

Letter Grade	Percentage
A	90 - 100 %
B	80 - 89 %
C	70 - 79 %
D	60 - 69 %
F	0 - 59 %

**GRADUATION CEREMONIES** - Graduation ceremonies will be scheduled no earlier than the Saturday preceding the final week of school. Only those students who fulfill graduation requirements by the end of the final semester may participate in the graduation ceremonies. The responsibility of the school district, upon the student's completion of the requirements for graduation, is to issue a proper diploma to each graduate. Participation in the actual ceremony is encouraged but is not a requirement. Graduation ceremonies will be conducted in the following manner:

- a. Each participating student must participate in the rehearsal. Exceptions to this may be obtained by the Principal.
- b. Each participant will wear a cap and gown. The school will provide the cap and gown. The colors will be blue and white.
- c. Students who participate will be expected to use good taste in their choice of attire. Each student who participates is expected to cooperate and take part in all parts of the graduation ceremonies.
- d. Failure to comply with the above requirements will result in the student's forfeiture of the privilege of participating in graduation ceremonies.

8. **GRADUATION REQUIREMENTS** - Students shall be expected to earn a total of 24.5 credits in order to complete graduation requirements. For credit purposes, a class must meet for a total of 180 (50 minute) hours of planned in-school instruction. Credit requirements have been increased beyond those of the State Board of Education to assure that students have an opportunity to undertake a broad variety of academic, occupational, cultural and recreational courses in order to substantially enhance the quality of life that they may have while in high school and during the years to follow.

*The following credits and subject areas of study shall be required of each candidate for graduation.*

**Publication of Graduation Requirements**

Prior to registering in high school, and each year thereafter each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect

for that student (those in effect when the student enrolled in ninth grade unless ten years have elapsed). Graduation requirements shall also be included in the student handbook.

**High School Completion**

Each student is to develop, update as necessary, and initially have on file a high school completion plan approved by the parent. Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor. If progress is not normal, the school will identify alternative courses that can be taken to correct the deficiencies.

All students are expected and required to take a full-load of 7 classes per day in each of their senior high school years as a local school board policy and regulation.

High School Completion and graduation requires a culminating, senior project as required by the local school board.

**Community Service Requirement**

Additionally, in order to graduate, seniors must have completed the required number of community service hours throughout their secondary career. The school board has set 50 as the required number of hours of community service over the secondary school career. Students entering the LaCrosse School program are required to complete the total number of hours as determined by their class status upon registration.

**Required Subject Areas and Credits**

The following credits and subject areas of study shall be required of each candidate for graduation:

Subject	Credits
English	4
Mathematics	3
Social Studies <i>*PNW-Marked as met on Transcript</i>	3 <i>(7th/8th grade year)</i>
Occupational Education	2
Physical Education/Health	2
Fine, Visual, Performing Arts	1
Science	3
Character Ed (Class of 2027 and later)	.5
Electives	6

<b>TOTAL</b>	<b>24.5</b>
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### **Subject Area Requirements**

The following courses are approved for satisfying the subject area requirements as established by the State Board of Education. For specific instruction see <https://www.sbe.wa.gov/our-work/graduation-requirements/graduation-requirements-class-2021>.

- A. High School and Beyond Plan (5th Year Plan) and culminating project are also required as a local school district requirement.
- B. Community service hours are required as a condition of graduation.
- C. Valedictorian/Salutatorian must be eligible for Honor Cords, and be enrolled their entire senior year.

### 9. **HONOR CORDS -**

- 3.75 G.P.A. – Gold Honor Cords
- 3.3 G.P.A. – Silver Honor Cords

Final determination of student’s cumulative GPA will be based on the previous 7 semesters of work.

10. **HONOR ROLL -** Those student who have a grade point average of 3.00 will have earned the right to be listed on the honor roll for that semester.

11. **ACADEMIC BANQUET –** Those students who have earned an accumulative GPA of 3.5 or better are eligible to attend the academic banquet and/or students earning a 3.5 GPA in the fall semester are also eligible to attend the academic banquet.

12. **MAKE-UP WORK -** Make-up work is the responsibility of the student.

- a. Students who have received an excused absence from the office have as many days as they were gone to make up the work missed without the grade being affected. This begins from the day they return. For example, if Jane is absent on Wednesday, Thursday and Friday, she has been gone three total days. On her return Monday she finds out what work she missed and has three days, Tuesday, Wednesday and Thursday to turn it in. All work would have to be handed in by

class Thursday for full credit. If Jane were to turn around and be absent again on the following Tuesday, she does not get an extra day to turn in the previous week's work - it is still due on Thursday. These guidelines apply whether or not a student has a friend bring home the assignments during their absence.

- b. Teachers will determine what work is to be given as make-up work. In many cases the original class assignment will be possible. In some cases, it will not be possible to do the original work or a close facsimile, so the student may not be given any make-up work.
- c. When students know they are going to be absent from a class, such as for an athletic event, they should ask for their make-up work ahead of time. If the teacher provides the work ahead of time and specifies that it is due upon their return, the make-up day procedure described in part "a" will not apply.

13. **PROGRESS REPORTS** - Weekly progress reports will be sent to parents when a student is either failing or working below his/her ability. Teachers will also send commendations for outstanding work at midterm and other times.

14. **REGISTRATION** - Pre-Registration for students will normally take place in the spring of the preceding school year. Registration will take place prior to the first day of school.

15. **RUNNING START** – Refer to Section 23 – Concurrent Classes

16. **SCHOOL AND COMMUNITY SERVICE** - Students make a positive difference for other students, staff, and the community when they give their time, talent, and effort to the assistance of others. Students who help organize activities for other students help make school more enjoyable for others. Students who volunteer their time to teachers, staff members, and the community bring to others a positive example of what students are capable of doing and giving to their world.

Our school district promotes community service. Furthermore, scholarship applications often call for information about community service. Students who provide their time, talent, and assistance to others in both school and in their community may earn special recognition at graduation. Community service registered with the office and approved by the administration will assist in keeping track of student hours toward recognition.

17. **STUDENT RECORDS** - Records begin with the reports on grade school work, and from year to year in the high school new items are added. After graduation a “cumulative record” is filed away where it is consulted from time to time when employers or college officials want information:

- a. Absence and tardiness
- b. Grades
- c. Academic standing in class
- d. Aptitude test scores
- e. Extra-curricular activities

Recommendations are based on the factual information from students’ cumulative file. Students are encouraged to make their records as good as they possibly can, for it may mean the key that will open the door of opportunity. Future teachers and principals consult this record in order to give recommendations about students and former students.

18. **STUDENT WITHDRAWAL** - Any student wishing to withdraw from school must have parent or guardian permission. The check out procedure will include returning books and equipment, payment of all fees and fines, and getting a signed clearance from all teachers under whom the student has participated in classes and activities.

### 19. **STUDY SKILLS**

Program guidelines:

1. To be eligible, high school students:
  - a. Cannot be signed up as a teacher assistant and principal approval needed
  - b. Be enrolled in College in the High School classes.
  - c. Be participating in an extra-curricular activity
  - d. Students who do not use their study time for school related work will be removed from the study skills class and placed in a regularly scheduled class
  - e. Be enrolled in 5 academic solids
  
2. Students will come to class on time, prepared, and use the hour productively to do homework or other reading of educational value. This will be done quietly without talking or disturbing others. Failure to do so will result in loss of the privilege of enrolling in study skills class.
  
3. A Pass/Fail will be given for study skills and credit will be given toward the graduation requirement but not impact GPA.
  
4. All study skills students must be in the study skills class with the instructor or under direct supervision of a classroom teacher.

5. Entrance into study skills will be determined on a semester basis concerning participation in an extra-curricular activity. Students will be eligible according to the schedule below.

SPORTS SEASON	STUDY SKILLS
Fall	1 <sup>st</sup> semester
Winter	1 <sup>st</sup> and 2 <sup>nd</sup> semester
Spring	4 <sup>th</sup> semester

Students will be required to leave study skills when an activity season ends, and they do not plan on participating in the following season. Movement in/out of study skills will be limited into those classes, which can be entered without an academic difficulty, such as music and shop.

6. The student must have parent/guardian permission before he/she can go into study skills.

## 20. **TEACHER AIDE**

1. The student will submit an application at the start of each semester which will consist of why they want to be a teacher's aide, what they hope to gain from the experience, and for whom during what hour, teacher must give verbal or written permission to accept a T.A.
2. The grade will be based on a pass/fail receiving 1/2 credit per semester.
3. It may not occur during a teacher's preparation time or when a teacher has no student contact time.
4. It may only occur during the junior/senior year.
5. If a student is absent more than 10 times in a semester, the student will not earn credit as an aide.
6. Eligibility may be open to other students based on administrative approval
7. May not be a teacher aide and have study skills during the same grading period

## 21. **UNSUPERVISED STUDENT AFTER SCHOOL POLICY**

1. No K-12 student may be in the building after school hours unless under the direction of a teacher or an adult supervisor.
2. There will be no baby sitting of students by other students during or after school hours unless previously arranged through the administration.
3. The building is secured at 4:30 p.m. and any student who wants to stay beyond this time will need to make arrangements with a teacher or an administrator.

## **22. WAIVER OF HIGH SCHOOL GRADUATION REQUIREMENTS**

(Refer to School District Policy)

The principal determines waiver of graduation requirements. The procedure for processing requests for waiver shall be as follows:

1. The parent or the eligible student shall initiate request.
2. The principal shall investigate the request for waiver of graduation requirements.
3. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation.
4. The principal shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request
5. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.

## **24. CONCURRENT ENROLLMENT PROGRAMS OFFERED IN OUR STATE**

1. Running Start – Allows eleventh and twelfth grade students to take college-level courses, tuition/-free at the state’s 34 community and technical colleges and participating state universities, Eastern Washington, Central Washington and Washington State.
2. Tech Prep – Career and Technical Education courses taught on high school campuses in accordance with articulation agreements negotiated between the high school and a local community or technical college. “Direct transcription” allow high school students to earn free college credits (with a nominal registration fee) for articulated Tech Prep courses in which they earn a B or better.
3. Advanced Placement, International Baccalaureate – Many high schools offer courses consistent with the requirements of post-secondary institutions. Students attending these courses may obtain college credit if student achievement is validated by an approved national examination, such as Advanced Placement or International Baccalaureate. Credits awarded through these tests are generally recognized at all accredited post-secondary institutions.
4. College-in-the-High School – College level courses taught on high school campuses by college faculty. These courses must be college level, academic in nature, included in the college or university’s catalog, and taught as part of the college or university’s regular curriculum. In most circumstances, students must pay tuition for these courses.

## SECTION C – ACTIVITIES

1. **ACTIVITY REQUESTS** - For every function by a class or club, there must be an activity request form filled out one week before the requested event. Forms are available from club or class advisors, or from the office. The following is the process:
  - a. Determine the date of the function.
  - b. Acquire and completely fill out an activity request form.
  - c. Acquire approval from the group advisor.
  - d. Acquire approval from the principal.
  - e. Acquire student council approval through your representative.

If the principal and/or student council does not approve the activity five days prior to the date of the activity, the activity will be cancelled.

2. **ASB** - There will be an entire Associated Student Body meeting as needed to take care of student business.
3. **ATHLETIC ELIGIBILITY AND GRADE CHECK DATES** -
  - a. Student athletes must be passing (D or above) in ALL subjects and they must maintain a 2.0 grade point average or above with no failure grades included to be eligible for athletics. Students must meet grade level requirements with their culminating project at semester to be eligible. Once they meet those requirements, they are eligible. Students may be assigned to academic suspension until culminating project is caught up.
  - b. Grades of all student athletes will be checked by the office and submitted to the Athletic Director and Principal every Friday at 9:00am in order to determine eligibility.
  - c. On Monday, if it is determined that the athlete is ineligible, the student will have until the next Monday, to bring the grade up to D or better with a 2.0 GPA.
  - d. The second time and any subsequent times, a failing grade is reported the suspension from competition is from Monday to the following Monday.
  - e. During the suspension the student is expected to practice and travel with the team but is not allowed to compete in interscholastic competition. However, a student/athlete is NOT allowed to travel to a contest or a practice if it will cause him/her to miss the class or classes he/she is failing.
  - f. Only players who are currently eligible to participate in an activity shall appear at the contest in the uniform of their school and/or occupy a position on the bench.

- g. Student athletes may appeal ineligibility to the administration. The hearing process shall be the same as described in the Athletic Handbook under Rights of Hearing

#### 4. **ACADEMIC PROBATION AND SUSPENSION**

All junior and senior high students must be passing (D or above) in all subjects and they must maintain a 2.0 grade point average with no failing classes to remain in good academic standing. Students who fall below this standard may be put on Academic Probation or Academic Suspension

1. **Academic Probation:** If after a weekly grade check, a student has dropped below the 2.0 GPA or is failing a class the student will be notified that they are on Academic Probation. Academic Probation will continue for one week. If at the end of that week the student has raised his/her GPA to 2.0 or above and are passing all classes, the status of Academic Probation will be removed. If at the end of that week the student has failed to meet the above standard, they will be put on Academic Suspension
2. **Academic Suspension:** If a student has reached the Academic Suspension level they will report to the Foods Room each lunch period to work on assignments, study for tests, work on extra credit, etc. If at the end of that week the student has raised his/her GPA to 2.0 and are passing all classes, the status of Academic Suspension will be removed. Otherwise, the Academic Suspension will continue the following week and until the student achieves good academic standing.

5. **ATHLETICS** - See Athletic Handbook

6. **CLASS MEETINGS** - Class meetings will be held as needed at the determination of the advisor and class officers. Class officers should be selected during the first month of school.

7. **CLUB MEETINGS** - Club meetings will be scheduled as needed.

8. **CLUBS AND ORGANIZATIONS** - On the following page are listed the advisors, and established functions for clubs and organizations at LaCrosse Jr./Sr. High School. No other group will be able to schedule activities related to the established functions as long as the listed group wants to do the project. In addition, clubs or classes that develop other original activities may have that activity listed to their established functions by requesting permission of the student council. Other events will be approved on a first come, first serve basis.

All organizations may have a cake raffle, bake sale, and car wash. Advanced planning and scheduling help activities be successful. Student organizations need to fill out an Activities Request form and submit the form using the activity request process. Forms are available in the office.

9. **CLASS MENTORS**

Middle School (6th-8th)- Mrs. Becker, Mr. Starring

Lower High School (9th-10th Grade)- Mrs. Martin, Mrs. Ard, Mr. Kohan

Upper High School (11th-12th-Grade)- Ms. Titus, Mr. Gates

10. **DANCES**

- a. Doors will be closed one hour after the dance starts.
- b. If a student decides to leave the dance, he/she may not re-enter unless they have special permission by the principal.
- c. Regular dances will start at 7:00 and end at 10:00 for Middle School; dances start at 8:30 and end at 12:00 for Senior High.
- d. Dances with a band will be from 8:30 p.m. - 1:00 a.m.
- e. No more than one dance per month can be held.
- f. High School dances are only for grades 9-12. Students from other schools must have a date from LaCrosse and they must obtain prior approval plus show I.D.

11. **SCHOOL EVENTS -**

- a. Students are subject to school time rules and regulations during all after school events.
- b. Admission to all after school events can be denied if behavior warrants discipline action or if student is suspected to be under the influence of alcohol or drugs.
- c. Once admission is gained to an event, students are not to leave and be readmitted.
- d. Students with guests are to check the guest into the office or clear the guest with the faculty representative present.
- e. Community members acting as chaperones will be treated with respect.
- f. If unruly action is not stopped after a warning, faculty representative and chaperones have the power to close the function down.

12. **SENIOR HIGH STUDENT COUNCIL -**

- a. Executive Student Council (President, Vice President, Secretary, Treasurer, and Inter High Representative) shall enroll in the leadership class and meet each month on the day of the school board meeting.
- b. The student council plays an active role in providing positive leadership to the student body. Its purpose is not to govern the students or the school. The student council is a meeting place where students can assume some responsibility for organizing activities, discuss issues related to school and provide leadership to help create a more educational and enjoyable school. The principal or faculty member shall serve as the council advisor.

## **ASB Clubs, Activities and Leadership**

### **Addition to Section C of Junior High/High School Student Handbook**

### **ASB Clubs, Activities and Leadership**

The rules, regulations and consequences listed in this handbook are given as a guide to assist those involved in any and all LaCrosse Junior High and/or High School ASB and ASB extracurricular programs or activities in exercising his/her responsibilities. These rules are not all-inclusive and do not preclude consequences being invoked for actions not identified within this handbook. ASB participants will be treated fairly and consistently, although consequences may vary according to the seriousness and specific elements of a situation.

What are ASB activities? ASB activities for the purpose of these regulations are extracurricular activities, events, trips, programs that occur outside of the purview school curricular programs, but which are associated with school programs and fall under the jurisdiction of the school board and school administration. ASB activities include, but are not limited to, music, National Honor Society, FFA, grade level class activities, clubs, tenure in leadership positions and other similar programs, as they may exist over time. For the purpose of these regulations, extracurricular sport activities are not covered since there exists a separate, albeit similar, code-governing athletes.

- For most ASB activities, school rules apply for ASB participants from the beginning of a designated program, trip or activity to the official end date and time of an activity regardless of whether supervision is provided by the school, parent or other agent for the activity.
- For ASB officers, class officers, activity officers and National Honor Society members, school rules apply from the beginning of the school year in which the individual is an officer or NHS member to the end date of that same school year.
- For Honor Society members and ASB officers, school rules apply and the process for dealing with violations and consequences will follow, at a minimum, the processes determined by either the ASB constitution (for office holders) or the processes determined by the National Honor Society code of ethics for NHS members.

### **Minor Violations**

1. Appropriate Conduct – An ASB participant shall exhibit appropriate conduct while involved in sponsored activities, contests, programs, or trips, and anytime during the

tenure in an ASB, club or class leadership position. The use of profane, abusive or violent language and/or obscene gestures are examples of inappropriate conduct.

2. Physical Appearance – An ASB participant shall maintain appropriate dress and grooming appropriate for the activity or program and such appearance shall be in compliance with standards provided by the supervisor and/or school dress code.
3. Citizenship – Each ASB participant is expected to maintain acceptable citizenship in school and during sponsored activities, contests, programs or trips and anytime during the tenure in an ASB, club or class leadership position.
4. Supervisor or Advisor rules and guidelines – Additional written rules and regulations may be established by individual supervisors and advisors for specific ASB clubs, classes, programs or activities.
5. Attendance – Attendance at appropriate meetings or practices relative to the specific ASB activity is expected to be an active member of the ASB activity. The supervisor or advisor is responsible for determining the expectation for attendance and participation.

## Major Violations

1. Use, possession, and/or inappropriate association – Each ASB participant, regardless of activity, shall totally abstain from the use of, possession of or inappropriate direct association with minors in possession of alcoholic beverages, all forms of tobacco products, drugs and narcotics during ASB activities, programs, contests or trips. Inappropriate association means no attempt to remove self from where use is occurring.
  - a. ASB officers, class and club officers are expected to abstain from the use of, possession of or inappropriate association with minors in possession of alcoholic beverages, all forms of tobacco products, drugs and narcotics during the entire tenure of their official position. This means the code is enforce for these individuals for the entire school year beginning with the first student day of a school year and through the end of the last school day of that same year.
2. Violation of criminal law – Each ASB participant, regardless of activity, who commits a criminal offense during the timeframe of an ASB activity, program, contest, trip, or tenure of their office, will be subject to defined consequences.
3. Major violations count toward the cumulative total of 3 major violations in a high school career after which participants are suspended from further participation in sports and/or ASB leadership positions.
  - a. The meaning and intent is, if a high school student acquires three major violations in his/her high school career, the student is not allowed to participate in

any extracurricular sports and is not allowed to participate in any ASB, club, or class leadership position. Upon the final determination of the third major violation by the school principal, the participant loses his/her eligibility to be a member of sport teams and must relinquish his/her leadership position(s).

- b. The accumulation of 3 major violations may result in exclusion of any and all ASB clubs as well as any exclusion noted in 3.a. above as determined by the principal in consultation with club advisor(s).

## Consequences for Minor Violations

Note: consequences for ASB officers and NHS members follow processes established either by the ASB constitution for officers or NHS code of ethics for its members, at a minimum and which may follow or exceed this list of consequences. Activity or club advisors may have special or additional established rules or regulations that cover their program. Consequently, club advisors may determine consequences for minor violations of special rules or regulations that cover their program. Consequences for violation of those rules may be in addition to the consequences listed herein for minor violations with consultation with the school principal.

1. First Minor Violation – Verbal warning and conference or discussion with advisor/supervisor.
2. Second Minor Violation – Suspension from participation in specified activities or portions of ASB activities as determined by the principal an advisor/supervisor.
3. Third Minor Violation – The ASB participant will be dropped from the ASB activity or planned programs for a specified period of time.

## Consequences for Major Violations

Note: consequences for ASB officers and NHS members follow processes established either by the ASB constitution for officers or NHS code of ethics for its members, at a minimum and which may follow or exceed this list of consequences:

First major violation – Suspension from participation in specified activities or portions of ASB activities as determined by the principal an advisor/supervisor.

Second major violation – Suspension from participation in specified activities or portions of ASB activities as determined by the principal an advisor/supervisor.

Additionally, the ASB participant may be dropped from a club or activity or be suspended or dropped from an ASB leadership position.

Violations occurring on school premises may call for additional consequences and progressive discipline outlined in the handbook and found in Section E.

## CONSIDERATION FOR HONESTY

An ASB office holder who self-reports prior to discovery of the violation by school administration or activity advisor, may be eligible for mitigation of consequences dependent upon the decision of the hearing committee. The self-report shall only be made to the school officials noted in the first sentence in order for the report to be considered a true self-report under this section and the report may be verbal or written.

Revised and approved by school board 3/2007

Effective immediately

### **13. TRANSPORTATION TO AND FROM SCHOOL SPONSORED ACTIVITIES -**

All students participating in any school-sponsored activity shall ride as a group/team to and from that activity on transportation provided by the LaCrosse School District. Any student wishing to use any other mode of transportation must prior to the activity have it approved by the school office. In order for a student to be excused from district provided transportation, they must provide the coach or advisor with a signed note from their parent/guardian stating to whom they will be released. In all cases the student must be released to their own parents/guardians only. Students may not be released to another adult without specific pre-arrangement through the principal, parent/guardian, activity advisor, coach, driver and student. They may not be released to another student. In order to promote the team/school concept riding to and from activities as a team/group is the preferred manner.

## SECTION D – ATTENDANCE

Education in the LaCrosse School District is a planned process. Parents, students, and school officials must all share in the responsibility of seeing that students are in school. Frequent absences make the educational process unnecessarily difficult, and in extreme cases, impossible. Although make-up work usually is available for excused absences, learning is rarely as effective as when students are in attendance. It is, therefore, necessary to have operating policies which will minimize absences.

### 1. **ATTENDANCE PROCEDURE -**

- a. Students who have been absent will present to the office a note or phone call from their parent or guardian explaining the reason for the absence, date of the absence, and time or school period that their child was absent. This should be done before the morning tardy bell on the day of their return. Students who are not living with a parent or guardian will arrange attendance procedures with the principal.
- b. Students who return without a note will be asked to call their parent or guardian for an excuse. If the school is unable to obtain a proper excuse, the student will be given one day of grace to clear that specific absence. If this is not done, the student will be marked unexcused for that day.
- c. The office will issue an admit slip which will be marked excused or unexcused and will list the student in the morning bulletin as such.
- d. The office will accept parental notes as excused as long as this process is not abused. This is based on a trust that the community understands the importance of school attendance.
- e. If any student has excessive absences, more than 5 school days in a quarter; the parent will be contacted, and further excused absences will be limited to illness (with Doctor's note), funerals, and other emergencies.
- f. A student with more than 7 unexcused absences in a month or 15 unexcused absences in a year may be referred for prosecution.
- g. After the 5<sup>th</sup> absence in a quarter and 8<sup>th</sup> in a semester, a letter will be sent home to the parent. A conference will be scheduled with the parent after 10 absences in a school year to review the student's attendance records. \*Done at the school's discretion
- h. Students with excessive absences can be put on attendance contracts for the remainder of semester and/or year.

2. **CLOSED CAMPUS** - Students shall remain on the school grounds from the time of arrival until the close of school unless officially excused. High school students wishing to leave for lunchtime must return the appropriate permission slip. Students who feel ill and wish to go home must check out with office personnel and have parent or guardian permission to ensure that someone is home to receive the student. Any student wanting to leave the campus during the school day must receive permission from a teacher, the principal, or the secretary and sign out in the office. Students need to sign back in upon their return in the office.

3. **EMERGENCY SCHOOL CLOSURE** - In the event of an emergency school closure, the Spokane/Pullman area radio stations will be contacted by 6:00 a.m. Families will also be notified via automated phone call and notices will be posted on the district Facebook page. School closure days will be made up during vacations or at the end of the school year.
4. **EXTENDED ABSENCES** - Students who have extended absences should contact the school to receive assignments. When possible, this should be done beforehand.
5. **SCHOOL ACTIVITY PARTICIPATION** - Each student athlete shall be in attendance in school for the entire school day to be eligible for athletic contests or practices of that day. The only exception to this regulation is when permission is granted from the administration or the athletic director. The athletic director should be contacted prior to the absence to determine eligibility.
6. **SKIPPING SCHOOL** - Skipping school or truancy is defined as:
  - a. Absent from school without parental permission.
  - b. After coming to school, missing an entire class or a reasonable part of one or more classes without permission.
  - c. Leaving school without parent or office permission.
7. **TARDINESS** -
  - a. Three (3) unexcused tardies per class in a nine (9) week period will result in forty-five (45) minutes detention time to be supervised by the teacher or teacher policy.
  - b. Four (4) unexcused tardies per class in a nine (9) week period will result in a conference with the principal. Parents will be contacted and two (2) forty-five-minute sessions of detention will be served.
  - c. Five (5) unexcused tardies per class in a nine (9) week period will result in a conference between principal, parents and student, in addition the student will be subject to one (1) to three (3) days of in-house suspension, or one (1) to three (3) days short term suspension.
  - d. Six (6) unexcused tardies per class in a nine (9) week period will result in a conference between principal, parents and student in addition student will be subject to long term suspension.
  - e. Students who are tardy first and fifth period will go to the office for an excused or unexcused note, which will be determined, by the office. The classroom teacher will determine if the student is excused or unexcused for periods 2,3,4,6 and 7. If a student comes to school late for whatever reason, the student checks-in at the office and will get a note.
8. **UNEXCUSED ABSENCES** -

Examples of unexcused absences are: failure to provide an appropriate excuse, skipping school, an unexcused absence as determined by the office following excessive absences. Students must make up work missed during their unexcused absence in order to keep up with

classwork and prepare for projects and tests. Students will not, however, receive credit for the work due during unexcused absences.

## SECTION E - STUDENT BEHAVIOR AND CONSEQUENCES

### COMPLIANCE WITH RULES

Students shall comply with all rules and regulations adopted by the LaCrosse School District, including the rules and regulations set forth herein. Failure to do so shall be cause for disciplinary action as hereinafter described. The rules shall be enforced by school administrators/staff:

- A. On the school grounds during and immediately before or immediately after school hours;
- B. On the school grounds at any other time when the school is being used by school group(s);
- C. Off the school grounds at a school activity, function or event, or
- D. Off the school grounds if the actions of the student materially and substantially affect the educational process.

### DISCIPLINE, SUSPENSION AND EXPULSION

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook, the LaCrosse School District Board of Directors' Policies concerning student conduct, and other rules set forth by LaCrosse High School administration. Students not adhering to any of the above will be subject to discipline, suspension and/or expulsion. When a student is on out-of-school suspension, the student will not be permitted on school grounds; therefore, they will not be allowed to participate in extra-curricular activities, either practice or interscholastic competition, during the suspension time. A student assigned Step 1 or Step 2 more than three times during any semester is subject to the next Progressive Discipline step. All discipline will be considered by the Principal and is decided by thoughtful consideration of the action, behavior and consequence of the infraction. Therefore, one or more of the following steps may be skipped or revised.

## PROGRESSIVE DISCIPLINE

The procedure for progressive discipline will be as follows:

- A. Step 1 – Administrative reprimand; notification to parent and/or work assignment or detention
- B. Step 2 – One to three days of in-school suspension or one to ten days of short-term suspension out of school
- C. Step 3 – Long term suspension, up to 18 weeks out of school
- D. Step 4 – Expulsion from LaCrosse Schools

These infractions would include but not limited to: Activity spectator problems – lunchroom problems – failure to cooperate with school personnel – minor theft or property damage – not telling truth about school-related situations – harassment of students – inappropriate dress – parking and driving violations – in-class disturbances – throwing snowballs – in-hall disturbances – use of profanity – unauthorized activities – changing lockers without administrative approval – overt displays of affection – littering – garbage in lockers – leaving class without permission - excessive disciplinary warnings - or Academies.

Exceptional misconduct will generate specific punishments of which the following are examples:

1. Insubordination (Direct defiance/disrespect to school personnel)
  - 1<sup>st</sup> offense per year – Step 1 unless there's emergency action pending parent conference
  - 2<sup>nd</sup> offense per year – Step 2
  - 3<sup>rd</sup> offense per year – Step 3
2. Alcohol, Illegal Drugs, Narcotics
  - 1<sup>st</sup> offense - Step 3
  - 2<sup>nd</sup> offense – Step 4
- Tobacco Violation
  - 1<sup>st</sup> offense – Step 2
  - 2<sup>nd</sup> offense – Step 3
3. Inappropriate behavior while attending school or school sponsored activity/activities to include premeditated harassment or hazing of any kind
  - 1<sup>st</sup> offense – Step 2
  - 2<sup>nd</sup> offense – Step 3
  - 3<sup>rd</sup> offense – Step 4
4. Assault, major theft, major property damage
  - 1<sup>st</sup> offense – Step 3
  - 2<sup>nd</sup> offense – Step 4
5. Minor theft/possession of stolen property/minor property damage. A research paper will be assigned for those students caught cheating. Students will receive a "0" for the test.
  - 1<sup>st</sup> offense – Step 2

- 2<sup>nd</sup> offense – Step 3
- 3<sup>rd</sup> offense – Step 4
- 6. Fighting – Mutual Physical Combat or Verbal Baiting
  - 1<sup>st</sup> offense – Step 2
  - 2<sup>nd</sup> offense – Step 3
  - 3<sup>rd</sup> offense – Step 4
- 7. Forgery of School Documents (Notes, hall passes, check-out sheets, etc.)
  - 1<sup>st</sup> offense – Step 2
  - 2<sup>nd</sup> offense – Step 3 - Progressive
  - 3<sup>rd</sup> offense – Step 4
- 8. Grade tampering
  - 1<sup>st</sup> offense – Step 2
  - 2<sup>nd</sup> offense – Step 3
  - 3<sup>rd</sup> offense – Step 4
- 9. Possession of firearms or weapons:

As per Legislative Bill ESSB 5307 – Any students in possession of a weapon on his/her person, locker, personal materials or vehicle will be expelled from school immediately for one (1) year.

- 10. Malicious Harassment – See Board Policy #3207
  - 1<sup>st</sup> offense – Immediate emergency expulsion and parent conference before returning to school
  - 2<sup>nd</sup> offense – Step 4
  - 3<sup>rd</sup> offense – Step 5
- 11. Cheating – copying or disclosing test questions
  - 1<sup>st</sup> offense – Student receives a “0” - write on paper “cheating
  - 2<sup>nd</sup> offense – Step 1
  - 3<sup>rd</sup> offense – Step 2

## **READMITTANCE CONTRACT**

Students receiving a suspension or expulsion for misconduct may be required to complete a remittance contract, which shall be signed by the student and the parents. Application will include reasons for remittance and the conditions that the student agrees to follow.

## **ASSIGNMENTS AND LONG/SHORT TERM SUSPENSIONS**

Suspensions shall be the denial of attendance in class activities. According to RCW28A.600.030 “Grading Policy”, no policy shall be adopted whereby a grade shall be reduced or credit shall be denied for disciplinary reasons only, rather than for academic reasons.

## SECTION F - STUDENT RIGHTS AND RESPONSIBILITIES

LaCrosse High School's discipline policy was designed to provide a safe, healthy environment for our students. Established standards of behavior protect the rights of all students to learn in an orderly, positive climate that is conducive to individual and group success.

The student behavior we expect at LaCrosse High School is none other than the behavior demonstrated by good citizens at work, in the home and in the community.

### STUDENT RIGHTS

Students have these rights subject to reasonable limitations upon the time, place and manner of exercising such rights.

Students have the right to:

1. Receive a meaningful education that will be of value to them for the rest of their lives.
2. Expect the maintenance of high educational standards in the district.
3. Use established channels to voice their opinions in the development of curriculum.
4. Physical safety and protection of personal property.
5. Safe buildings and sanitary facilities.
6. Consult with teachers, counselors, administrators and other school personnel.
7. Free election of their peers in student government. All students have the right to seek and hold office subject to the provisions of A.S.B. constitutions.
8. Democratic representation on advisory committees affecting students and student rights.
9. Review (with authorized person) their own cumulative academic folder at reasonable times during school hours.
10. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
11. A relevant education consistent with the stated district goals.

12. Know the requirements of the course of study and to know on what basis the grade will be determined.
13. Be free from the unlawful interference in their pursuit of an education while in the custody of the LaCrosse School District.

The enumeration of these rights shall not be taken to deny other rights set forth in the constitution and the laws of the State of Washington or the rights retained by the people.

## STUDENT RESPONSIBILITIES

Students have the responsibility to:

1. Pursue their course of studies.
2. Attend school daily and to be on time to all classes.
3. Be aware of all rules governing student behavior and conduct them accordingly.
4. Express their opinion and ideas in a respectful manner so as not to libel or slander others.
5. Dress in a manner, which does not disrupt the educational process, or threaten the health and safety of themselves or others.
6. Conduct themselves in a manner that will not disrupt their education or the education of others around them.
7. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations.
8. Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree.
9. Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with reasonable requests of school employees in the performance of their duties.

## Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property.
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB which is located on our website under the Parents tab, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Teresa Vesneske 509-549-3591) that supports prevention and response to HIB.

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

#### **For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

#### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s *HIB Policy 3207 and Procedure 3207P*.

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

*To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit the LaCrosse School District Website.*

### What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district's Sexual Harassment Policy 3205 and Procedure 3205P visit the LaCrosse School District Website.*

### What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### What can I do if I'm concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Doug Curtis, Superintendent  
111 Hill Ave.  
LaCrosse, WA. 99143  
[dcurtis@lacrossesd.k12.wa.us](mailto:dcurtis@lacrossesd.k12.wa.us)  
509-549-3591

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jeff Gates, Athletic Director/Technology Director/ HS History-English Teacher  
111 Hill Ave.  
LaCrosse, WA. 99143  
[jgates@lacrossesd.k12.wa.us](mailto:jgates@lacrossesd.k12.wa.us)  
509-549-3591

Concerns about disability discrimination:

Section 504 Coordinator: Codi Titus, Academic Counselor/HS Teacher  
111 Hill Ave.  
LaCrosse, WA. 99143  
[ctitus@lacrossesd.k12.wa.us](mailto:ctitus@lacrossesd.k12.wa.us)  
509-549-3591

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Teresa Vesneske, Principal  
111 Hill Ave.  
LaCrosse, WA. 99143  
[tvesneske@lacrossesd.k12.wa.us](mailto:tvesneske@lacrossesd.k12.wa.us)  
509-549-3591

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the LaCrosse School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

### Who else can help with HIB or Discrimination Concerns?

#### Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)

- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

## **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P visit the LaCrosse School District Website. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Teresa Vesneske, Principal  
 111 Hill Ave.  
 LaCrosse, WA. 99143  
[tvesneske@lacrossesd.k12.wa.us](mailto:tvesneske@lacrossesd.k12.wa.us)  
 509-549-3591

## **DRUG-FREE SCHOOLS STUDENT POLICY**

It is the position of the LaCrosse School District that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activities, including field trips and out of town athletic events is strictly prohibited. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Students found guilty of possession or consumption of illicit drugs or alcohol will serve a minimum of 10 days out of school suspension. Police will be notified. Students will participate in drug and alcohol counseling for a first offense. This suspension may be reduced only if the student elects to have an immediate assessment for drug or alcohol dependency. A second offense will result in long-term suspension without

opportunity to make up work. Students distributing illicit drugs or alcohol will be suspended from school a minimum of 10 days and will be referred for prosecution. Drug and alcohol counseling is provided by Whitman County Mental Health. Compliance with these regulations is mandatory for all students attending LaCrosse Schools. By state law, tobacco is not allowed on school premises or at any school activities. Possession and/or use of tobacco will result in a short-term suspension on the first offense. A second offense will result in a long-term suspension.

## FIREARMS AND DANGEROUS WEAPONS

Firearms and dangerous weapons are not allowed on school district property (RCW 9A.41.250)

Any student who brings a firearm to school or is in possession of a firearm on school property will be expelled from the school district for one calendar year. Parents will be notified as soon as possible. Law enforcement officials will be notified immediately.

Students may not bring to school or be in possession of dangerous weapons of any kind. Long-term suspension will be the minimum consequence for dangerous weapons possession on school property.

The following is an example of a municipal definition of a dangerous weapon:

(1) Every person who:

(a) Manufactures, sells, or disposes of or possesses any instrument or weapon of the kind usually known as slingshot, sand club, or metal knuckles, or spring blade knife;

(b) Furtively carries with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or

(c) Uses any contrivance or device for suppressing the noise of any firearm unless the suppressor is legally registered and possessed in accordance with federal law, is guilty of a gross misdemeanor punishable under chapter [9A.20](#) RCW.

(2) "Spring blade knife" means any knife, including a prototype, model, or other sample, with a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement. A knife that contains a spring, detent, or other mechanism designed to create a bias toward closure of the blade and that requires physical exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure to assist in opening the knife is not a spring blade knife.

## **RIGHTS, RESPONSIBILITIES AND AUTHORITY—SCHOOL STAFF -**

All certificated and classified staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff shall have the right to:

1. Expect students to comply with school rules.
2. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
3. Administer corporal punishment in accordance with district policy.
4. Exclude a student from class for all or any portion of the period or for the balance of the school day or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.
5. Receive any complaint or grievance regarding corrective action or punishment of students. With the exception of sexual harassment complaints, they shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

**Certificated and classified staff shall have the responsibility to:**

1. (Principals shall) distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action of consequences relating to student behavior.
2. Observe the rights of students.
3. Enforce the rules of student conduct fairly, consistently and without discrimination
4. Maintain good order in the classroom, in the hallways and on the playgrounds or other common areas of the school, or while riding on school buses (field trip).
5. Maintain accurate attendance records and report all cases of truancy.
6. Set an appropriate example of personal conduct and avoid statements that may be demeaning or personally offensive to anyone. (Principals shall) notify parents when students are suspended or expelled.

**Certificated and classified staff shall have the authority to:**

1. Use such reasonable action as is necessary to protect himself/herself, a student or others from physical abuse or injury.
2. Remove a student from class session for sufficient cause.
3. Detain a student after school for up to 45 minutes with due consideration for bus transportation.
4. (Principals shall) impose suspension or expulsion when appropriate.

**APPEALS** - A student shall be given an opportunity to contest the facts leading to corrective action or consequences, to contest the appropriateness of the corrective action or consequences imposed by a disciplinary authority, or to allege prejudice or unfairness on the part of the school district official responsible for the corrective action or punishment.

**EMERGENCY REMOVAL FROM CLASS** - The principal shall meet with the student as soon as reasonably possible following the student's emergency removal and take or initiate appropriate

corrective action or punishment (i.e., imposition of discipline, short-term suspension, or emergency expulsion; or initiation of long-term suspension or expulsion).

Prior to or at the time any such student is returned to the class or subject, the principal shall notify the teacher who removed the student of the disciplinary action that has been assigned to the student.

**ACADEMY** – 1 1/2 hours of detention for having three Refocus Sheets during a week.

Detention will be served from 3:15 – 4:30 on a specified date. Parents must come and pick students up at the end of Academy.

*Washington State Law and District policy/procedures and handbooks require that students not engage in disruptive, unsafe, or criminal activity while participating in District activities. These expectations are enforced, and discipline is progressive in nature with modifications based on the student's age, circumstances, and previous conduct. Discipline records are confidential and only available to the student's parents/guardians and involved employees.*

The following information can be referenced to Washington Administrative Code: 392-400: Discipline - Conditions and Limitations.

A student who is on out-of-school suspension is not allowed on any campus or at any school district sponsored activity. Failure to comply with this regulation will result in further disciplinary action and possible trespass charges.

Due process is the grievance/appeal procedures parents and students follow if they disagree with a discipline assigned to their student. Parents/guardians may only appeal the discipline assigned to their own child. The checked Grievance/Appeal process below applies to your child's current disciplinary action:

General Discipline and Short-term Suspensions of 10 days or less (including in-school suspensions) are grieved to the principal within 2 days, and then to the superintendent within 2 days, and then Board of Directors within 2 days. The discipline is implemented immediately unless the principal decides otherwise.

Long-term Suspensions from 11 to 90 days and Expulsions (up to one calendar year) are appealed to the superintendent within 3 school business days, and then within 3 school business days of that decision can be appealed to the Board of Directors. The discipline may be implemented after the decision of the hearing officer or after the appeal deadline has lapsed without an appeal.

A Long-term Suspension or Expulsion Appeal request must be received within three days in writing, and be sent to:

Administration Office

Attn: Doug Curtis, Superintendent

111 Hill Ave.

LaCrosse, WA 99143

At the time of your request, please indicate if you plan to have legal counsel present at the review meeting/hearing and list the names of any witnesses the parents or student is requesting be available for questioning. Witnesses cannot be compelled to attend but will be invited by the responsible administrator. Days are defined as any school day once school is in session and those days during the summer that the Administration Office is open.

Emergency Expulsions must end or be converted to another form of disciplinary action within 10 days. Emergency expulsions can be appealed with 3 school business days, with the hearing scheduled immediately, but no later than 2 school business days. The discipline is implemented until after the hearing or the superintendent/designee determines that the emergency situation no longer exists. The student is immediately removed from school with an Emergency Expulsion. If the emergency expulsion is converted by the administration outside of a hearing, a new due process notice will be issued appropriate to the level of disciplinary action imposed.

An Emergency Expulsion Grievance/Appeal request must be received within three days in writing and be sent to:

Administration Office  
Attn: Doug Curtis, Superintendent  
111 Hill Ave.  
LaCrosse, WA 99143

At the time of your request, please indicate if you plan to have legal counsel present at the review meeting/hearing and list the names of any witnesses the parents or student is requesting be available for questioning. Witnesses cannot be compelled to attend but will be invited by the responsible administrator. Days are defined as any school day once school is in session and those days during the summer that the Administration Office is open.

**RELATED RIGHTS AND RESPONSIBILITIES - STUDENT RECORDS** - The school district maintains current, clear and accurate records for all students in attendance. Uniform procedures govern the collection, maintenance, storage, examination, transmittal, and destruction of all student records and any information included therein.

Only information deemed necessary to the welfare of students and the orderly operation of schools, or that information required by law and regulation, is included in the student's official school records. Student records are the property of the school district; however, they are available for inspection and review by parents in an orderly and timely manner and in accordance with district policy and procedures. Parents may challenge inclusion of any information in a student's records, which they believe inaccurate, misleading, or in violation of the student's privacy or other rights. Parents may request deletion or modification of records or enter into the records their own statements or clarification or explanation. All information relating to individual students shall be deemed confidential and be dealt with in a professional manner. Student records will be released upon request to a school in which a student seeks or

intends to enroll. Other organizations, agencies or individuals will receive student records only upon the signed, written, dated request of the parent, except as otherwise provided by law or district policy. This policy shall not apply to records required for reports of child abuse or neglect. All rights accorded to, or consent required of, parents shall be accorded to, or required of legal guardians or students who have attained eighteen years of age or have entered a post-secondary training or education institution.

**DIRECTORY INFORMATION** - The following information may be released by the school district unless a student's parents or guardians requests in writing that such information not be released. The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photographs and other similar information.

## **COMMON SCHOOL LAWS OF THE STATE OF WASHINGTON**

Listed below, in part, are some of the State laws, State Superintendent of Public Instruction rules and regulations that affect teachers' responsibilities and rights with respect to discipline of students.

### **RCW 28A.600.040, Pupils to Comply with Rules and Regulations**

All pupils who attend the common school shall comply with the rules and regulations established in pursuance of the law for the government of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of such schools, subject to such disciplinary or other action as the local school officials shall determine.

### **RCW.600.420, Firearms on School Premises, Transportation, or Facilities**

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public school will result in a one-year mandatory expulsion subject to the district appeal process and notification of parents and law enforcement.

### **RCW 28A.600.455, Gang Activity-Suspension or Expulsion**

A student who is enrolled in a public school or an alternative school may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds.

RCW 28A.635.060, Injury to Property

Provides that pupils that deface or injure school property may be suspended and punished. The parent/guardian/custodian of such pupil(s) is liable for damages.

RCW 28A.635.010, Abusing or Insulting Teachers

Any person, who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor.

RCW 28A.635.020, Willfully Disobeying School Administrative Personnel or Refusing to Leave Public Property

It shall be unlawful for any person to willfully disobey the order of the chief administrative officer of a public school district, or of an authorized designee of any such administrator, to leave any motor vehicle, building, grounds or other property which is owned, operated or controlled by the school district if the person so ordered is under the influence of alcohol or drugs, or is committing, threatens to imminently commit or incites another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of the school district or any lawful task, function, process or procedure of any student, official, employee or invitee of the school district.

RCW 28A.635.030, Disturbing School, School Activities or Meetings

Any person who shall willfully create a disturbance on school premises during school hours or at school activities or school meetings shall be guilty of a misdemeanor.

RCW 28A.635.100, Intimidating Any Administrator, Teacher, Classified Employee, or Student

It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies.

**HARASSMENT:**

Harassment is unwelcome contact, intimidating acts, taunting, name-calling, and explicit offensive references, written statements, looks, and gestures directed toward another person. Participating in an incident of student misconduct as a spectator who is actively inciting or encouraging such conduct by words, action, or presence will also be considered a form of harassment. Students found to be harassing others will be subject to progressive discipline. Students should report harassment to a staff member. Refer to LaCrosse Board Policy 3207 and procedure 2022P, which includes cyber bullying.

**MALICIOUS HARASSMENT:**

Discrimination based on a person's gender shall be considered a form of malicious harassment. Harassment based on race, creed, color, political and religious beliefs, national origin, socioeconomic status, health status, or mental disabilities are considered discrimination and is prohibited. For violations see progressive discipline.

Sexual harassment is defined as deliberate verbal, written, visual or physical advances unwelcome by the person for whom they are intended. Anyone who engages in sexual harassment on school property or at school activities will be subjected to the progressive discipline policy. Retaliation against anyone who makes or is a witness in a complaint is prohibited and will result in progressive discipline.

Lewd contact/indecent exposure is behavior that is indecent or obscene, e.g., mooning, exposing oneself, sexual misconduct, etc. For violations see progressive discipline.

**ASSAULT/EXCEPTIONAL MISCONDUCT:**

An intentional contact with another person that would be harmful or offensive to an ordinary person who is not unduly sensitive; or an act done with unlawful force, with intent to inflict bodily injury or fear of such injury, even if no injury is inflicted. For violations see progressive discipline.

**VERBAL/WRITTEN THREATS OF EXTREME VIOLENCE:**

Verbal and written threats of extreme violence will be taken seriously by school personnel. Students guilty of making verbal threats of extreme violence will be placed on emergency expulsion until the incident has been fully investigated and the student's actions have been reviewed to determine if allowing them to return to school could present a danger to the student or others.

## LOCKDOWN

A lockdown may be called when there is an immediate or impending situation which could cause physical harm to students, staff or visitors.

<p>Signal:</p> <ul style="list-style-type: none"> <li>• Notification in person, note, telephone or intercom by principal or office staff.</li> <li>• “This is a lockdown”</li> </ul>
<p><b>IN CLASSROOM – FIRST RESPONSE</b></p> <ul style="list-style-type: none"> <li>• Teachers lock doors, close windows</li> <li>• Cover all window areas</li> <li>• Lights out</li> <li>• Students away from windows, on floor, silent</li> <li>• CHECK HALLWAYS FOR STRAY STUDENTS – direct those students into your classroom.</li> <li>• Provide first aid if needed</li> </ul>
<p><b>OUT OF AREA RESPONSE</b></p> <ul style="list-style-type: none"> <li>• Go to nearest lockable room or nearest occupied or unoccupied classroom</li> <li>• Follow “IN CLASSROOM RESPONSE” procedures</li> </ul>
<p><b>OUT OF DOORS RESPONSE</b></p> <ul style="list-style-type: none"> <li>• PE or playground near pool area, go to area under pool, close door and turn lights on</li> <li>• Tennis courts – same procedure</li> <li>• Football field, same procedure</li> </ul>
<p><b>STANDBY</b></p> <ul style="list-style-type: none"> <li>• Wait for instructions from principal, or emergency responders</li> <li>• “All Clear” will be given via phone or room-by-room contact by principal or office staff.</li> </ul>

Lockdown is when all doors, windows are locked and secure.

Window areas covered.

Students instructed to find a safe and secure place within classroom or area of confinement.

After students are safely confined

Take roll of students

Notify office of anyone injured

Wait for further instructions

**Gymnasium** users – go to girls locker room  
Secure doors, shelter behind shower walls – follow “In Classroom Response”

**Cafeteria** – shelter along movable wall between music and eating area

**Library** – shelter in computer room

Office staff remains in safe location in offices

Lock and secure office area

Contact 911

Remain near phones to receive or deliver information

Administrative and other support staff

Check outside doors, assure locked

Check and lock gym

Direct stray students, staff, visitors

