

STAFF Handbook

2024-2025



EARLY RELEASE SCHEDULE 2024-2025

DATE	DISMISSAL	Purpose
September 18, 2024	12:30 pm	Teacher In-Service
October 16, 2024	12:30 pm	Teacher In-Service
November 13, 2024	12:30 pm	Conferences
November 27, 2024	12:30 pm	Thanksgiving Break
December 11, 2024	12:30 pm	Teacher In-Service
December 20, 2024	12:30 pm	Christmas Break
January 15, 2025	12:30 pm	Teacher In-Service
February 12, 2025	12:30 pm	Teacher In-Service
March 12, 2025	12:30 pm	Teacher In-Service
April 23, 2025	12:30 pm	Teacher In-Service
May 14, 2025	12:30 pm	Teacher In-Service
June 5, 2025	10:00 am	Last Day of School

Other Important Dates:

Registration: August 19th & 20th, 2024

Term End Dates: October 30st, January 16th, March 24th, June 5th

SOC Assemblies: Monthly, first Friday of the month, 8:00-8:35 in pit/stage

Mentor Days: Carve out bell schedule will take place on all Fridays. Mentor days on 2nd-5th Fridays of the month.

Thanksgiving Break: November 28th-29th (November 27th will be a 12:30 early release)

Christmas Break: December 21st - January 1st (December 20th will be a 12:30 early release)

Spring Break: April 5st-13th

Conferences: November 13th

Last Day of School: June 5th @ 10:00 AM

High School Graduation: June 7th, 2025 at 11:00 AM - Plowman Gym.

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LOCKDOWN OFFICE RESPONSIBILITIES

2024-2025

CALL 911

Teresa Call:

Mrs. Camp- #244
Mrs. Guske- #246
Mrs. Fleming- #249
Mrs. Zaring- #245
Mrs. Heaton- #247
Mrs. Hart- #248
Mr. Starring- #231

Tami Call:

Ms. Jilk- #255
Mrs. Morgan #243
Mrs. Becker- #234
Computer Lab- #254
Home Ec Room- #232
Guest Locker Room- #271
Training Room- #269
Coach Office- #270

Tawnja/Doug Call:

Mrs. Martin - #227
Mr. Gates- #229
Ms. Titus- #228
Kitchen- #237
Conference Room- #257

Mrs. Ard- #236/ #256
Mr. Kohan- #233
Robotics- #227
Small Room off Library- #258

Friday Advisory Schedule for the 2024-2025 School Year

1st Friday of the Month: ASB officer led all-school assembly (All-School)

2nd Friday of the Month: Advisory SEL (Grade Level Groups)

3rd Friday of the Month: Teams designated at ASB assembly meet and do a
culture-building activity (Teams are Mixed Grades)

4th Friday of the Month: Secondary - Advisory Career Building,
Elementary - SEL Activity
(Grade Level Groups)

5th Friday of the Month (If Necessary): Community Service Project or
Culture Building Activity (Mixed Grades Teams)

Secondary Grade Level Advisory Groups

6th and 7th-Graders = Mrs. Ard and Ms. Jilk

8th-Graders = Mrs. Becker

9th and 10th-Graders = Mrs. Martin and Mr. Kohan

11th-Graders = Mr. Gates

12th-Graders = Ms. Titus and Mr. Starring

Senior Trip Advisor = Tami Schwartz

STAFF MEETING SCHEDULE 2024-2025

What Day?	What Time?	Who?	Where?
Wednesday, September 4th, 2024	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, September 11th, 2024	3:00-3:30 pm.	Elementary	Guske's Room
Tuesday, September 17th, 2024	3:00-3:30 pm.	Secondary	Becker's Room
Wednesday, October 2nd, 2024	3:00-3:30 pm.	Secondary	Starring's Room
Wednesday, October 9th, 2024	3:00-3:30 pm.	Elementary	Fleming's Room
Tuesday, October 15th, 2024	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, November 6th, 2024	3:00-3:30 pm.	Secondary	Gate's Room
Tuesday, November 12th, 2024	3:00-3:30 pm.	Elementary	Zaring's Room
Wednesday, November 20th, 2024	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, December 4th, 2024	3:00-3:30 pm.	Secondary	Titus's Room
Tuesday, December 10th 2024	3:00-3:30 pm.	Elementary	Hart's Room
Wednesday, December 18th, 2024	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, January 8th, 2025	3:00-3:30 pm.	Secondary	Kohan's Room
Tuesday, January 14th, 2025	3:00-3:30 pm.	Elementary	Heaton's Room
Wednesday, January 22nd, 2025	3:00-3:30 pm.	Combo	Home-Ec Room

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What Day?	What Time?	Who?	Where?
Wednesday, February 5th, 2025	3:00-3:30 pm.	Secondary	Martin's Room
Tuesday, February 11th, 2025	3:00-3:30 pm.	Elementary	Guske's Room
Wednesday, February 19th, 2025	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, March 5th 2025	3:00-3:30 pm.	Secondary	Guske's Room
Tuesday, March 11th, 2025	3:00-3:30 pm.	Elementary	Fleming's Room
Wednesday, March 19th, 2025	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, April 2nd, 2025	3:00-3:30 pm.	Secondary	Ard's Room
Wednesday, April 16th, 2025	3:00-3:30 pm.	Elementary	Zaring's Room
Tuesday, April 22nd, 2025	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, May 7th, 2025	3:00-3:30 pm.	Secondary	Vesneske's Room
Tuesday, May 13th, 2025	3:00-3:30 pm.	Elementary	Hart's Room
Wednesday, May 21st, 2025	3:00-3:30 pm.	Combo	Home-Ec Room
Wednesday, May 28th, 2025	3:00-3:30 pm.	Combo	Home-Ec Room

All staff meetings will be from 3:00-3:30. Agendas will be emailed a day in advance and Google invites will be sent to all staff. Meetings are subject to change or cancellation.

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LaCrosse School District
111 Hill Avenue
LaCrosse, WA 99143

2024-2025

BOARD OF DIRECTORS

Danielle Dorman
4004 Fleming Rd.
LaCrosse, WA 99143
(509) 549-3421

Terry Miller
3002 Airport Road
LaCrosse, WA 99143
(509) 549-3348

Morgan Bennett
3101 Scharpenberg Rd.
LaCrosse, WA 99143
(509)553-3225

Harmon Smith
26052 SR 127
LaCrosse, WA 99143
(509) 549-3368

Seth Weekes Jr.
2142 SW Wiedrich Rd.
LaCrosse, WA 99143
(509) 549-3793

ADMINISTRATORS

Doug Curtis, Superintendent
701 S. Hillcrest
Colfax, WA 99111
(509) 844-2951
dcurtis@lacrossesd.k12.wa.us

Teresa Vesneske, Principal
PO Box 282
LaCrosse, WA 99143
(509) 215-0555
tvesneske@lacrossesd.k12.wa.us

Tawnja Miller, Business Manager
3002 LaCrosse Airport Rd.
LaCrosse, WA 99143
(509) 999-1480
tmiller@lacrossesd.k12.wa.us

Tami Schwartz, Office Manager
110252 SR 26
LaCrosse, WA 99143
(509) 288-0803
tschwartz@lacrossesd.k12.wa.us

TEACHING STAFF

NAME	SUBJECT/GRADE	ADDRESS	PHONE/EMAIL
Mindy Ard	Art/Music/Foreign Language	PO Box 7 LaCrosse, WA 99143	c: (509) 595-4418 mard@lacrossesd.k12.wa.us
Haley Becker	MS English, Reading, Writing & Social Studies	1010 N. Clay St. Apt. A Colfax, WA 99111	(206) 819-6148 hbecker@lacrossesd.k12.wa.us
Brenda Camp	Preschool Teacher	PO Box 323 LaCrosse, WA 99143	c: (509) 592-7500 bcamp@lacrossesd.k12.wa.us
Wendy Fleming	1 st /2 nd Grade	306 W. State St. St. John, WA 99171	(509) 592-7173 wfleming@lacrossesd.k12.wa.us
Jeff Gates	HS English & Social Studies, Technology Director/Athletic Director	905 N. Morton St. Colfax 99111	c: (509) 288-9884 jgates@lacrossesd.k12.wa.us
April Guske	Kindergarten, MS Math	727 Guske Rd. LaCrosse, WA 99143	(509) 549- 3458 c: (509) 592-7373 aguske@lacrossesd.k12.wa.us
Lauren Hart	1st/2nd Combo Grade	709 Hillcrest Dr. Colfax, WA 99111	c: (509) 303-1828 lhart@lacrossesd.k12.wa.us
Alli Heaton	5 th Grade	PO Box 333 LaCrosse, WA 99143	(509) 551-0230 aheaton@lacrossesd.k12.wa.us
Alissa Jilk	JH/HS Ag, FFA, 6 th Grade Voc. Ed.		
Mark Kohan	JH/HS Math & NHS Advisor	255 Clay Court Pullman, WA 99163	(814) 464-4785 mkohan@lacrossesd.k12.wa.us
Sandy Martin	K-5 PE; Library Para-Educator; Fitness	PO Box 276 LaCrosse, WA 99143	(509) 549-3405 c: (509) 592-3761 smartin@lacrossesd.k12.wa.us
Janet Morgan	SpEd/Title	402 John Tye Rd. Rosalia, WA 99170	(509) 569-3610 c: (509) 981-5497 jmorgan@lacrossesd.k12.wa.us
Codi Titus	Counselor, Business Ed.	705 E. Sprague St Washtucna, WA 99371	c: (509) 998-3651 ctitus@lacrossesd.k12.wa.us
Katie Zaring	3rd/4th Combo Grade	405 E. Upper A St. Colfax, WA 99111	c: (509) 322-1004 kzaring@lacrossesd.k12.wa.us

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PARA / CLASSIFIED STAFF

NAME	TITLE	ADDRESS	PHONE/EMAIL
Debra Vande Berg	Custodian		
Margaret Enzweiler	Custodian	210 S. Leslie LaCrosse, WA 99143	c: (509) 592-5401 menzweiler@lacrossesd.k12.wa.us
Katie Martin	Bus Driver	310 N Clark LaCrosse, WA 99143	(509) 592-7407 kmartin@lacrossesd.k12.wa.us
Larry Martin	Bus Driver	PO Box 276 LaCrosse, WA 99143	(509) 592-3762 larry@lacrossesd.k12.wa.us
Annette Miller	SpEd Para/Title	130352 SR 26 Colfax, WA 99111	(509) 553-3890 anmiller@lacrossesd.k12kwa.us
Rhonda Curtiss	SpEd Para/Title	PO Box 352 LaCrosse, WA 99143	c: (509) 999-5892 rreiss@lacrossesd.k12.wa.us
Julie Roberts	Bus Driver/Food Service	5201 Hay-LaCrosse Rd. LaCrosse, WA 99143	(509) 549-3452 c: (509) 592-0048 jroberts@lacrossesd.k12.wa.us
Randy Bennett	Maint./Transportation Director		rbennett@lacrossesd.k12.wa.us
Jennifer Webb	Bus Driver/Para	705 E. Sprague St Washtucna, WA 99371	c: (509) 998-3652 jwebb@lacrossesd.k12.wa.us
Michelle Weekes	Food Service	PO Box 94 LaCrosse, WA 99143	(509) 549-3694 mweekes@lacrossesd.k12.wa.us

CONTRACTED EMPLOYEES

NAME	TITLE	ADDRESS	PHONE/EMAIL
Cindy McCall	School Nurse	1851 McCall Rd. Endicott, WA 99125	H: 657-3595 c: (509) 979-9991 cmccall@lacrossesd.k12.wa.us
Palouse River Counseling	Liz Carter	340 NE. Maple St. Pullman, WA 99163	o: (509) 334-1133

Non-Discrimination: LaCrosse School District #126 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance procedures may be directed to the district's Civil Rights Compliance Officer, Doug Curtis, Superintendent: 111 Hill Avenue, LaCrosse, WA. 99143 - Phone (509) 549-3591 dcurtis@lacrossesd.k12.wa.us

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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.

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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
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
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
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
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

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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
- Email: 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
- Email: 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
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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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
- 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
509-549-3591