

Parent-Student Handbook

2026 - 2027

*LaCrosse
Elementary School*

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

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STAFF DIRECTORY

LaCrosse Elementary

Mr. Bill Keeley Supt./Principal

Norris, Marshall	Grade 6
Dierksen, Gabriel	Grade 6
Stull, Colby	Grade 5
Toney, Darlene	Grade 5
Stejskal, Taylor	Grade 4
Taliaferro, Angie	Grade 3
Glaze, Kacey	Grade 2
Moeder, Cheryl	Grade 1
Schlautman, Makinsey	Grade 1
Kershner, Taylor	Grade K
Burton, Heather	Grade PreK
Riedel, Linda	PreK Teachers Aide
Swann, Elizabeth	PreK Teachers Aide
Shaw, Jaelynn	Teachers Aide
McGaughey, Ashley	Teachers Aide
Loucks, Kailyn	Teachers Aide
Schmidt, Katelyn	Title I Reading
Nowlin, Stacey	Title I Reading Para
Jacobs, Sally	Instrumental & Vocal
Schmidt, Kyle	Physical Education/Health

SPECIAL EDUCATION

Morgan, Bailey	Special Education Teacher
Anderson, Valerie	Special Education Para
Reichel, Karen	Special Education Para
Garcia, Emma	Special Education Para
Rose, Sarah	Special Education Para
Shaw, Lashain	Special Education Para
Cox, Sheila	Special Education Para

ACADEMIC COORDINATOR

Holopirek, Rachel

STUDENT SUPPORT WORKER

Scheib, Regan

SCHOOL PSYCHOLOGIST

Thielenhaus, Catherine

SCHOOL LIBRARIAN

Butler, Anita

SPEECH PATHOLOGIST

Meagher, Angie

SCHOOL NURSE

Miller, Kaylin

SECRETARIAL PERSONNEL

Webster, Savanah

CUSTODIAL PERSONNEL

Depperschmidt, Patrick

AGE OF ENTRANCE TO SCHOOL

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

PRE-SCHOOL

USD 395 priority recommendations for acceptance are as follows.

1. Head Start 4 year olds
2. Community 4 & 5 year olds
3. Head Start 3 year olds
4. Community 3 year olds
5. 5 year olds dependent upon availability (first year only)

****Pay rates:** \$100/month (non-qualifying students). Meals: \$2.50/meal (non-qualifiers). Breakfast & snack (morning session) and Lunch & snack (afternoon session) included.

****Transportation for Pre-school students will NOT be provided.**

Morning session: 8:00 - 11:30 (parents must walk kids to the classroom).

Afternoon session: 12:00 - 3:30 (parents must walk kids to the classroom).

SCHOOL ATTENDANCE

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

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

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

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

ATTENDANCE POLICY:

Attendance is critical to the educational success of every child. Whenever a student misses school, they miss out on crucial instruction & concepts that require them to be present. Working problems out of a textbook can only help to a point. We need our kids

to be present!! With that in mind, the following policy is in place to help children who have excessive absences get caught up with their work:

**Five or more absences in a semester may require the student to spend 40 minutes after school in Homework Helpers/or with classroom instructor until all work is satisfactorily completed to the instructors approval. Extenuating circumstances will be decided by the administrator/teacher on a case to case basis.

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

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

SCHOOL ENTRANCE REQUIREMENTS

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

Ages 4 years and Under

- DTaP/DT (diphtheria, pertussis, tetanus (D.P.T.) 4 doses;
- IPV (Polio), 3 doses;
- Measles, Mumps, Rubella (M.M.R.) 1 dose;
- Hepatitis A, 2 doses;
- Hepatitis B, 3 doses
- Hib (haemophilus influenza type B), 4 doses ~
- Prevnar (pneumococcal conjugate), 4 doses ~
- Varicella (Chicken Pox), 1 dose*;
- **Varicella (chickenpox) vaccine is not required if child has had chickenpox disease and disease is documented by a physician signature. Without physician signature, vaccine is required even if you believe your child has had chickenpox disease.*
- *~Total doses needed is dependent upon age of child when doses were received.*

Kindergarten - Grade 6

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

***Although 1 dose of varicella is required for school attendance, 2 doses are recommended by the ACIP (Advisory Committee on Immunization Practices).
~~All students in grades K-3, all new students and students currently completing the polio series must have 6 months between the last 2 doses of polio vaccine, and one dose may be after the 4th birthday.*

Grade 7 - 10

- Tdap, 1 dose***;
- IPV(polio), 4 doses
- MMR (measles, mumps, rubella), 2 doses;
- Varicella (chickenpox), 2 doses **;
- Hepatitis B, 3 doses;
- ***All 7th – 12th graders are required to have one dose of Tdap regardless of the interval since the last dose of DTaP (diphtheria/tetanus/pertussis) or Td (tetanus/diphtheria).

Grades 11 - 12

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

Recommended Immunization

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

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

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

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

Office of Vital Statistics
Curtis State Office Building
1000 SW Jackson, Suite 120
Topeka, Kansas 66612-2221

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

WITHDRAWALS AND TRANSFERS

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

BOOK RENTAL

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

LOST AND DAMAGED BOOKS

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

MUSICAL INSTRUMENT INSURANCE

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

STUDENT INSURANCE

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

ARRIVAL AND DEPARTURE

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

BAD WEATHER SCHOOL CLOSINGS

Should it become necessary to alter the beginning and closing times for the schools of U.S.D. 395, the district office will make every effort to make this information available as soon as possible. If a change is necessary there will be a district text message sent out and TV stations will be notified: If it is possible to make an announcement the preceding evening, the television stations in Great Bend and Hays will be notified in time for the 10 p.m. news.

If you have any questions in this regard, please do call the U.S.D. 395 office at 785-222-2505 in LaCrosse.

LOADING AND UNLOADING STUDENTS

Students will unload and load outside of the secure entrance on the west side of the building. Pre-school students must be dropped off and picked up at the preschool classroom door so a guardian is able to sign them in and out.

SCHOOL BUS POLICY

The Board of Education of USD 395 feels that since a majority of our pupils will ride a school bus some time during the school term it is essential that pupils be instructed in bus

safety. The following rules are set by the State Highway Commission of Kansas for bus safety:

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

STUDENT MISCONDUCT ON BUSES

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

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

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

Offenses consist of:

Refusal to follow instructions of driver.

Shouting or excessive noise.

Profane language.

Out of seat while the bus is moving.

Throwing things on the bus.

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

FIGHTING

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

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

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

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

BICYCLES

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

FIRE DRILL - TORNADO DRILL

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

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

ILLNESS AND INJURY

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

Contagious Diseases: Students exhibiting symptoms of a contagious disease or illness will not be allowed in school. A student with fever, severe sore throat, undiagnosed rash or skin eruptions, severe cough or cold symptoms, diarrhea, vomiting, earache, or red eyes with discharge should remain home. A student must be fever-free (oral temperature under 100 degrees), without the benefit of fever-reducing medication for 24 hours before returning to school. Exceptions to this policy may be made with a note from a Doctor. Administration reserves the right to decide on any unusual or extenuating circumstances.

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

MEDICATION ADMINISTRATION AT SCHOOL

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized herein under. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a

medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis.

For medication administration at school, we must have a signed 'Permission for Medication' form for prescribed medication by a parent or guardian. This form is available in the front office or the nurse's office. For over the counter medications the health authorization collect health form on Power School must be filled out.

For prescription medication:

The medication must be brought to school in the original container that is appropriately labeled by the pharmacy which states the patient name, dose, frequency, route and provider prescribing medication.

The medication shall be examined by the school employee administering the medication to determine in his judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations. The following health care providers, R.N., physician or dentist should be responsible for the overall administration of all medication in schools and may delegate this to a LPN or unlicensed staff member after receipt of the medication and initial assessment.

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

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

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

The building administrator may choose to discontinue the administration of medication provided that he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.

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

HEARING SCREENING

K.S.A. 72-6228-6231, every pupil enrolled in a school district or an accredited nonpublic school shall be provided basic hearing screening without charge during the first year of admission and not less than once every three years thereafter. This is pass or fail screening. If the student screened does not pass the screening a report will be sent home to parents, requesting further evaluation.

VISION SCREENING

Kansas legislation, concerning vision screening, was revised in 2022 and requires schools to provide basic vision screening annually to children participating in IDEA part B programs, and for students in kindergarten, grades one, two, three, five, seven and ten, as well as within the first year of admission. This is pass or fail screening. If the student

screened does not pass the screening a report will be sent home to parents, requesting further evaluation. A parent or guardian has the right to refuse vision screening for children under his/her legal custody. A written, signed statement or documentation of a verbal request from the parent/guardian indicating refusal is recommended for school screenings.

CARE OF SCHOOL PROPERTY

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

CONDUCT

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

GENERAL PLAYGROUND RULES

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

GENERAL HALL RULES

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

GENERAL CAFETERIA RULES

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

GENERAL CLASSROOM RULES

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

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

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

DISCIPLINE

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

Office referral procedure:

Students should only be removed from the classroom after all other strategies to manage their behaviors have been exhausted. They are missing valuable classroom instruction so removing a student from class should be taken seriously.

Staff sending or referring a student(s) to the office should fill out the office referral triplicate form. If time does not allow, please call the office (Mrs. Webster) and notify a student is on her/his way. Please fill out a referral form ASAP when time allows.

Each referral will be MAILED home to parents so they are aware of them and will have time to talk to their child about the nature of the referral. Office referral forms are found in the hanging basket to the right in the Principal's office. Referrals will be tracked through Power School and personnel folders. Also, parents will be able to track the number of referrals each quarter. After filling out a referral, they should be delivered to Mrs. Webster or Mr. Keeley (if present). The instructor will also receive a copy to file. Up to 3 referrals a quarter may result in an ISS. Depending on the consistency or severity of the offense, administration reserves the right to administer an ISS, call parents, conduct a conference, or any further discipline deemed necessary. If the Principal is not available and the referral warrants administrative intervention, Mrs. Norris is our acting Head Teacher and will make necessary decisions.

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

Service project- The student must perform a service that is an appropriate remedy for the act.

Full disclosure to parents- The student must call his or her parents and tell them exactly what was said or done to deserve punishment.

Time out - The student must spend a specified amount of time away from peers and classroom activities.

Write out - The student must think through his or her actions and write about how the problem could have been avoided or resolved. Then the child must create a plan for improving his or her behavior and sign it.

Any questions concerning discipline may be clarified by contacting the building principal.

No Skateboards and Electronic Devices Allowed

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

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

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

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

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

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

Individuals may also be referred to law enforcement officials.

USD 395 BULLYING PLAN

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

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in reasonable fear of harm; or

Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also means a form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 395 will not tolerate these actions by students or staff. **"Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites. Cyberbullying is included as a form of bullying and will not be tolerated!**

Any act of bullying by either an individual student or group of students is prohibited **on or while utilizing** school property, in a school vehicle or at a school sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in permitting, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

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

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

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

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

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

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

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

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

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

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face –up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraints that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:

* Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;

*Any device used by law enforcement officers to carry out law enforcement duties; or

*Seatbelts and other safety equipment used to secure students during transportation.

Training

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

Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee’s position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do

not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

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

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

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

Such documentation must include all of the following:

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

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

Reporting Data

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

Local Dispute Resolution Process

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

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

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

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

LEAVING SCHOOL GROUNDS

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

LOST AND FOUND

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

MESSAGES

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

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

PERSONAL COMMUNICATION DEVICES: While on school property or while attending school-sponsored or school-related activities, students shall not use personal communication devices including but not limited to pagers, beepers, cellular phones, ear buds and smart watches. Students in possession of personal communication devices and other related electronic devices shall observe the following conditions:

1. Devices must be shut off prior to the 8:10 bell. Devices can be turned back on after the 3:35 final bell.
2. Devices must be stored in their locker.
3. Any visible or heard device will be confiscated by school staff.
4. Consequences for violation
 - a. 1st offense - student will serve a 1 hour after school detention (the item will be returned after serving).
 - b. 2nd offense - student will serve one day of in-school suspension. (the item will be returned after serving the suspension or to a parent at the conclusion of the school day).
 - c. 3rd offense and subsequent offense - student will serve one day of out of school suspension (the item will be returned to the parent when the student is picked up for the suspension).
5. Exceptions to this policy.
 - a. AN IEP or 504 Plan requires students to use a personal communication device.

BATHROOM USAGE: Students and guests must use the bathroom, locker room, or other multiple-occupancy private space that corresponds with their biological sex at birth.

PARTY AND HOLIDAY CUSTOMS

Over the years certain holiday customs and traditions have been observed. Classes will usually have parties at Halloween, Christmas, Valentines Day and Easter. In addition to these, some grades may want to have birthday parties for individual students. These are to be worked out between the parents of the student and the teacher. **In keeping with State health and safety standards, treats are limited to prepackaged and factory sealed items only. No homemade food items will be allowed for student birthday, snacks and class party use.**

PROMOTION AND RETENTION

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

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

RESCHEDULED ACTIVITIES

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

RELEASE OF CHILDREN DURING THE SCHOOL DAY

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

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

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

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

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

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

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal shall require identification to his satisfaction before such release. If there is doubt, he may refuse to grant the release.

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

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

REPORT CARDS

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

STUDENT DRESS

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

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

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

VISITING SCHOOL

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

PARENT-TEACHER CONFERENCES

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

REPORT TO LOCAL LAW ENFORCEMENT

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

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

KANSAS SCHOOL SAFETY HOTLINE

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

**La Crosse Unified School District No. 395
Bill Keeley – Superintendent**

**P.O. Box 778
La Crosse, Kansas 67548
(785) 222-2505
La Crosse Unified School District No. 395
Bill Keeley – Superintendent**

KANSAS IMMUNIZATION PROGRAM

CURTIS STATE OFFICE BUILDING, 1000 SW JACKSON ST., STE. 210, TOPEKA, KS 66612-1274

Voice 785-296-5591 Fax 785-296-6510

Email: Ehutton@kdheks.gov

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

Rush County Health Office 785/222-3427

Student Accident Insurance

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

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

ACCEPTABLE DRUG AND ALCOHOL PROGRAMS

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

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

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

About the Child Nutrition Program

LaCrosse USD 395

Dear Parent/Guardian:

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

	Elementary		Middle School or Jr. High School		High School	
	Full Price	Reduced Price	Full Price	Reduced Price	Full Price	Reduced Price
[National School Lunch Program	3.30	.40	3.55	.40	3.55	.40
[School Breakfast Program	2.25	.30	2.30	.30	2.30	.30
[After School Care Snack Program						

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

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

Determining Official: Helen Showalter

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

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

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

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

Children that meet the description of homeless, runaway and migrant are eligible for free meals. If you have not been informed that your child will get free meals, please call the person named below to see if the child qualifies.

Homeless Liaison or Migrant Coordinator: Bill Keeley

Phone: 785-222-2505

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

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

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

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

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

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

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

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

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

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

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

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

Hearing Official: John Irvin

Address: 34696 240 RD. McCracken, KS 67556 Phone: 785/394-2433

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

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

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

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

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

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

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

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

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

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

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

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

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

FOR SPONSOR USE ONLY
Child Nutrition Program Benefits
INCOME ELIGIBILITY GUIDELINES
School Year 2026-2027

IMPORTANT: If the household reports the same frequency for each source of income, total the income and refer to the column for the applicable income frequency. If the household reports multiple income frequencies, annualize all income using the following conversion factors, total the income and refer to the "Annual" column.
Annual Income Conversion Factors: Monthly x 12, Twice Per Month x 24, Bi-Weekly x 26, Weekly x 52

To receive Child Nutrition Program benefits, a household must have gross income that does not exceed the amount shown for each income frequency.											
FREE						REDUCED PRICE					
Household Size	Annual *(1200)	Monthly *(100)	Twice Per Month *(50)	Every Two Weeks *(46)	Weekly *(23)	Annual *(1200)	Monthly *(100)	Twice Per Month *(50)	Every Two Weeks *(46)	Weekly *(23)	Household Size
1	20,748	1,729	865	798	399	29,526	2,461	1,231	1,136	568	1
2	28,132	2,345	1,173	1,082	541	40,034	3,337	1,669	1,540	770	2
3	35,516	2,960	1,480	1,366	683	50,542	4,212	2,106	1,944	972	3
4	42,900	3,575	1,788	1,650	825	61,050	5,088	2,544	2,349	1,175	4
5	50,284	4,191	2,096	1,934	967	71,558	5,964	2,982	2,753	1,377	5
6	57,668	4,806	2,403	2,218	1,109	82,066	6,839	3,420	3,157	1,579	6
7	65,052	5,421	2,711	2,502	1,251	92,574	7,715	3,858	3,561	1,781	7
8	72,436	6,037	3,019	2,786	1,393	103,082	8,591	4,296	3,965	1,983	8
9	79,820	6,653	3,327	3,070	1,535	113,590	9,467	4,734	4,370	2,186	9
10	87,204	7,269	3,635	3,354	1,677	124,098	10,343	5,172	4,775	2,389	10
Each add'l. person	7,384	616	308	284	142	10,508	876	438	405	203	Each add'l. person

*Error Prone Income Levels – when income is within the indicated margin of the amount shown for the income frequency.

Child Nutrition & Wellness, Kansas State Department of Education – 4/2026

Income

Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

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

