

LaCrosse Elementary Handbook

The purpose of this handbook is to help communicate the goals, procedures, and policies of LaCrosse Elementary School to students, parents and guardians. Our hope is that students, parents, and school personnel work together to continue the tradition of quality education in LaCrosse. The patrons of the district have provided excellent facilities and materials to instruct our youngsters. We earnestly seek our parents' and guardians' cooperation and shared responsibility in working towards creating the best school system possible.

LaCrosse Elementary Staff

Kindergarten- -----	April Guske
MAC 1 -----	Wendy Fleming
MAC 2 -----	Katie Pitts
5th Grade- -----	Leanne Bafus
Resource Room- -----	Codi Titus
P.E- -----	Sandy Martin (K-5)
Computer- -----	Codi Titus
Music- -----	Mary Chastain
Principal- -----	Jeff Pietila

Philosophy

It is the intent of the LaCrosse Elementary School to meet the individual needs of students at their instructional level. To maximize their learning we need the cooperation of the parents, guardians, and community throughout grades kindergarten through six.

Goals

In LaCrosse Elementary School we have established a number of goals in order to meet the individual needs of each student. These goals are all interrelated and have an effect on each child's academic excellence. We believe the following goals are equally important. They are all necessary and should be incorporated into our classrooms.

1. To teach students how to learn.
2. To provide a strong basic education.
3. To provide responsible citizens of the community, state, nation, and world.
4. To provide an environment in which each student may develop self-esteem.
5. To provide an environment in which each individual student is encouraged to achieve toward his or her potential.

Attendance Procedure

District policy classifies excused and unexcused absences for elementary students. Four areas are recognized as valid excuses for absences and tardiness:

1. Participation in school approved activity.
2. Absence caused by illness, health condition, or family emergency.
3. Absence for parental-principal approved activities: this category shall be counted as excused for purposes agreed upon by the principal and parent. Prior notification is preferred.
4. Absence resulting from disciplinary action. In all cases, students will be responsible to make up schoolwork missed. When possible, parents or guardians may request assignments prior to the absence.

Perfect/Exemplary Attendance

Students who are in attendance until 2:00 p.m. will be considered to have been in attendance the full day. Students who are in attendance at least three hours will be considered in attendance for half the day. Perfect attendance awards will be given to those students who have been at school for the full day (at least until 2:00 p.m.) every

school day. Exemplary attendance awards will be given to those students who miss a total of two or less school days during the year.

Parental Permission/Early Dismissal

If a parent or guardian who wants his/her child dismissed early on a school day, needs to send a note to his/her teacher giving the time and reason for the dismissal. The teacher will send the child to the office where he/she will wait for the parent/guardian. When an unplanned need occurs, the parent/guardian may come to the main office in the secondary building. The child will be called to the office on the intercom. This procedure will make attendance count more accurate and will also be a safety factor to make certain the child is released to the parent in custody.

Bicycles

Students who ride bicycles to school should park them in the bicycle rack in front of the school. A lock can insure the bike will not be taken. Students are not allowed to ride or play with other student's bikes. Riding of skateboards, roller blades and roller skates will not be allowed on campus.

Bus Rules

Remain seated, facing forward, while on the bus and while the bus is in motion.

Use inside voices while on the bus.

Respect others:

- Keep your hands and belongings to yourself
- Talk respectfully to others

Keep a clean and orderly bus.

Act in a safe manner at all times.

Procedure for Concerns

If a parent/student has a concern that needs to be addressed our standard procedure is to begin at the lowest level first. If that does not solve the concern then parents/students can move to the next level. Our normal procedure is:

1. Contact Teacher
2. Contact Principal
3. Contact Superintendent
4. Contact School Board

Homework Policy

Homework may be assigned that is appropriate for the grade level and is designed to enhance learning. Parents are encouraged to contact teachers if they have questions concerning their student's homework.

Gym Shoes

In an attempt to help maintain our gym floor, students will not be allowed to wear boots, black soled shoes, or dirty street shoes on the gym floor during P.E. or recess. Those students who do not have clean rubber soled tennis shoes will play in their stockings when in the gym at teacher discretion.

Lunch Fees

Again this year the LaCrosse School District will participate in the National School Lunch Program. This means that we will be offering free and reduced price lunches to eligible children. An application for the program will be sent home with all children the first day of school. Any family that does not receive an application may contact the school and we will mail it. Only one application per family is required. Due to increased

regulations by the State, **charging lunches cannot be allowed.** Lunches must be purchased in advance. Lunch prices are as follows:

Grades P-5 \$ 2.00 daily

Reduced price lunches: K-3rd Grade – no Cost
\$.40 daily

Milk: \$.40 daily

(1 milk comes with hot lunch, extra milks are \$.40)

Adult Lunches: \$ 3.50

Make-up Work

When a student has had an absence, he or she will be required to make up the work missed within a reasonable time as determined by the classroom teacher. When possible it is preferable to find out what work will be missed prior to the absence.

Out of School Visitors

Students from other schools who wish to visit LaCrosse Elementary must be approved by the principal and classroom teacher of the host student at least one day before the visit. The guest will stay with his/her host student throughout the visit. We do not encourage students to visit when they need to be attending their own neighboring schools.

Report Cards

The grading periods will end on:
First Quarter: October 18th
Second Quarter: January 19th
Third Quarter: March 28th
Fourth Quarter: June 7th

Report cards will be mailed to the parents. Parents who have questions about grades are encouraged to call the teacher to set up a conference.

School Hours

The school day begins at 8:00. Students will not be admitted into the building until 8:00 unless prearranged with the teacher. School is dismissed at 2:52. Busses depart at 3:00.

School Closure

Closure of the school due to weather or emergency will be announced over most major Spokane radio stations. Parents/guardians may also check our school website and Facebook page to receive information about school closure, delayed starts, or emergency bus information.

Emergency school closure during the school day will be announced by phone prior to student release. It is important that parents/guardians give the school a friend/relative phone number in case we cannot reach you.

Special Programs

In an attempt to meet the educational needs of all students special programs of remediation or enrichment are available for those students who qualify. Parents/guardians may contact Mr. Pietila or Mr. Curtis.

Student Dress Code **Kindergarten through Junior/Senior High**

STUDENT DRESS CODE – The purpose of a dress code is to encourage modest appropriate dress that does not disrupt the educational process or offend others.

The guidelines for this code will include but not necessarily be limited to the following:

- a. Unacceptable dress:
 - 1) Spandex or tight revealing clothes.
 - 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. Shirts/tops must cover the top of shoulders.
 - 4) Midriff shirts. Shirts and pants must cover mid-body with arms raised.
 - 5) Any apparel, which has obscenities, vulgarities, or suggestive words or pictures
 - 6) Any apparel that has advertised products, which are illegal for minor use: alcohol, tobacco names, logos or cartoon characters.
 - 7) Skirts/shorts/skorts/dresses must be appropriate length –**no more than three inches above the top of the kneecap.**
 - 8) Excessively baggy clothes, chains, or sunglasses are not allowed.
 - 9) All undergarments must be covered, including **bra straps** and boxers, must be covered at all times.
 - 10) **Footwear** must be worn at all times.
 - 11) Any apparel or physical appearance that detracts from the learning situation **at the decision of staff.**

- b. **Hats - There will be no hats allowed in the building during the regular school day. They will be confiscated and parents will have to come to the school to claim them. Hats will only be permitted to wear on designated “Hat Days” which typically are every Friday. Students can donate a dollar and receive a stamp and in exchange they are allowed to wear their hat for the duration of the school day.**

- c. **Any student dressed inappropriately will not be allowed to attend class and sent to the office. The student will have the option of changing to appropriate clothing (some clothing may be provided by the school) or miss class. Multiple offenses could result in progressive discipline.**

Telephone Use and Messages

Students may use the telephone only with permission. Except in the case of an emergency, classes will not be interrupted for telephone messages for students. The office secretary will take a message and relay it during a break/recess.

Student Cell Phones

20. **Student Cell Phones: - student cell phones are not allowed to be turned on, visible or used inside the school building during the regular school day –not to be used in between classes. Students may use cell phones before school, after school and at brunch and lunch. Cell phones will be confiscated if used improperly. The only exception – direct supervision of staff member for school purpose.**

- 1st Consequence – Returned to student at end of the day
- 2nd Consequence – Returned to parent
- 3rd Consequence – Begin progressive discipline

Textbooks

Students and their parents/guardians may be held financially responsible for loss or excessive damage done to textbooks or school materials.

Student After School Policy

1. No K-6 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 or teachers during or after school hours unless previously arranged through the administration.
3. The building is secured at 4:00 p.m. and any student who wants to stay beyond this time would need to make arrangements with a teacher or an administrator.
4. Teachers who assign reports or any work that they require to be completed on the school word processor will provide the student with class time and/or time after school.

Student Behavior Guidelines and Consequences

General Guidelines

In order to establish a positive learning climate at school, students will act within the following guidelines:

- a. Come to school on time with needed material and prepare to learn.
- b. Avoid any behavior which is not safe for oneself or others.
- c. Follow the classroom rules of teachers.
- d. Respect others, their property, and school property.
- e. Stay in the classroom and school building unless permission is received to leave. When in the hall, walk quietly without disturbing classes.

Specific Guidelines ---Recess Behavior

- a. Attention and quiet on double whistle.
- b. No tackling, pushing, wrestling.
- c. Wear appropriate gym shoes.
- d. Stay off bleachers.
- e. Leave P.E. equipment alone.
- f. Teachers will stop any unsafe activities.
- g. Students will remain in the designated play areas.
- h. Follow rules specific to playground equipment.

Consequences of not following recess rules

- a. Penalty box for 5 minutes, or walking tickets
- b. Loss of recess.

Specific Guidelines---Assemblies

- Enter the room quietly.
- Sit with your class.
- Pay attention. Do not disturb the speaker.

- Applaud and act in an appropriate manner.
- Leave quietly with your class.

Specific Guidelines---Lunch Room

- a. Eat first, talk later.
- b. Keep the noise level low.
- c. Try each food item on your hot lunch tray.
- d. Use dinner manners.
- e. No hats.
- f. Clean up.

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:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by school group(s);
- Off the school grounds at a school activity, function or event, or
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.

PROGRESSIVE DISCIPLINE

The procedure for progressive discipline will be as follows:

- Step 1 – Administrative reprimand; notification to parent and/or work assignment or detention
- Step 2 – One to three days of in-school suspension or one to ten days of short term suspension out of school
- Step 3 – Long term suspension, up to 18 weeks out of school
- 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 lockers – leaving class without permission – excessive Refocus Sheets or Academies.

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

1. Insubordination (Direct defiance/disrespect to school personnel)
1st offense per year – Step 1 unless there's emergency action pending parent conference
2nd offense per year – Step 2
3rd offense per year – Step 3
2. Alcohol, Illegal Drugs, Narcotics
1st offense - Step 3
2nd offense – Step 4
Tobacco Violation
1st offense – Step 2
2nd offense – Step 3
3. Inappropriate behavior while attending school or school sponsored activity/activities to include premeditated harassment or hazing of any kind
1st offense – Step 2
2nd offense – Step 3
3rd offense – Step 4
4. Assault, major theft, major property damage
1st offense – Step 3
2nd offense – Step 4
5. Minor theft/possession of stolen property/minor property damage.
1st offense – Step 2
2nd offense – Step 3
3rd offense – Step 4
6. Fighting – Mutual Physical Combat or Verbal Baiting
1st offense – Step 2
2nd offense – Step 3
3rd offense – Step 4
7. Forgery of School Documents (Notes, hall passes, check-out sheets, etc.)
1st offense – Step 2
2nd offense – Step 3 - Progressive
3rd offense – Step 4
8. Grade tampering
1st offense – Step 2
2nd offense – Step 3
3rd 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 Policy #3207
1st offense – Immediate emergency expulsion and parent conference before returning to school
2nd offense – Step 4
3rd offense – Step 5
11. Cheating – copying or disclosing test questions
1st offense – Student receives a “0” - write on paper “cheating

2nd offense – Step 1

3rd offense – Step 2

READMITTANCE CONTRACT

Students receiving a suspension or expulsion for misconduct may be required to complete a readmittance contract which shall be signed by the student and the parents. Application will include reasons for readmittance 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.

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: (See School Polices 4314, 3207)

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.

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 is 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.

NONDISCRIMINATION FOR SCHOOL AND PUBLIC:

The LaCrosse School District #126 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all students who are interested in participating in education programs and/or extra-curricular school activities.

Inquires regarding compliance procedures may be directed to the school district's Title IX/RCW28A.85 Officer and/or Section 504 Coordinator.