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MISSION STATEMENT

The mission of Ladysmith Middle and High School is to develop positive self-esteem and challenge students to strive for excellence in reaching their full potential as responsible, accountable, global citizens through effective family, school, and community relationships, which are committed to learning as a life-long process.

LADYSMITH MIDDLE AND HIGH SCHOOL
1700 EDGEWOOD AVE E
LADYSMITH, WI  54848
www.sdlwi.org
PHONE # - (715) 532-5531
FAX # - (715) 532-5961

Mr. Greg Posewitz, Principal

SCHOOL DISTRICT OF LADYSMITH
1700 EDGEWOOD AVE E
LADYSMITH, WI  54848
PHONE # - (715) 532-5277
FAX # - (715) 532-7445

Paul Uhren, District Administrator

It is the policy of the School District of Ladysmith that no person may be denied admission to any public school in this district or be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. Policy 411

Es la política del distrito escolar de Ladysmith que ninguna persona sea rechazada de ingreso a alguna escuela pública en este distrito o sea rechazada los beneficios de, o sea discriminado contra en un currículo, una actividad, un servicio para alumnos, unos recreos, o otros programas o actividades debido al sexo, color, la raza, religión, el origen, el linaje, el credo, el embarazo, el estado civil, el estado parental, la sexualidad o la incapacidad mental, emocional, o los problemas de aprendizaje de la persona. Son requisitos de S.118.13, Estatutos de Wisconsin. Esta política también prohíbe la discriminación como definido por Título IX de las enmiendas educacionales de 1972 (sexo), Título VI del Acto de Derechos Civiles de 1964 (raza y origen nacional) y la Sección 504 del Acto de Rehabilitación de 1973.
2019-2020
SCHOOL CALENDAR

August 27-29  
Before School Summer School
August 30 - September 3  
No School for all student
September 4  
1st Day of School-all students
September 12  
Student/Staff Picture Day
October 24  
LMHS Parent/Teacher Conf. 4:30 PM to 8 PM
October 25  
LMHS Parent/Teacher Conf. 8 AM to 12 PM- No school for students
November 21  
End of 1st Trimester
November 22  
Staff In-service day - No School for students
November 25-29  
No School - Fall Vacation
December 2  
Students Report to School- Start of Trimester 2
December 23 – January 1  
No School – Winter Vacation
January 2  
Students and Staff Report to School
January 30  
All Schools Parent/Teacher Conf. 4:30 PM to 8 PM
January 31  
All Schools Parent/Teacher Conf. 8AM to 12PM- No School for students
February 28  
End of 2nd Trimester
March 2  
No School-Teacher In-service day
March 3  
Students Report to School- Start of Trimester 3
March 23-27  
No School – Spring Break
April 10-13  
No School
May 6  
Senior Banquet
May 23  
Graduation
May 25  
No School- Memorial Day
May 29  
Last Day of School-End of 3rd Trimester- 1 PM Student Release
June 1-5  
**School Closure Make Up Days**

DAILY TIME SCHEDULE

Middle and High School

Period 1 - - - 8:15-9:16
Break - - - 9:16-9:25
Period 2 - - - 9:25-10:26
Period 3 - - - 10:30-11:31
Period 4 - - - 11:35-12:15  MS Lunch/HS BAI
Period 5 - - - 12:19-12:49  HS Lunch
Period 6 - - - 12:53-1:54
Period 7 - - - 1:58-2:59
Period 8 - - - 3:03-3:45

** Grades 6-8 period times may vary.
Welcome to Ladysmith Middle and High School! On behalf of your new administrative team, we are excited to be here in Ladysmith for the 2019-2020 school year to continue the positive work that has already been started and also to work with the students, families, staff, and community to move forward and make LMHS an even better place. We strongly encourage everyone to be involved in their child’s education. And we encourage our students to get involved and participate outside of the classroom. Most importantly, we ask that everyone respects the different thoughts, ideas, and values of others and supports one another- in the classroom, on the field, the stage, the community, and everywhere else in our school and community. If everyone is working hard to do the best they can do, and we all work together, we will make LMHS the best school it can be.

To facilitate this hope, the Student/Parent Handbook and Daily Agenda were prepared to establish necessary guidelines, which provide the best learning environment possible. In addition to being a ready reference and an excellent daily organizational tool, this book contains the policies and procedures we will follow this year. EACH STUDENT MUST BRING HIS/HER AGENDA TO THEIR CLASSES EVERY DAY. THE AGENDA CONTAINS THE STUDENT HALL PASSES FOR THE SCHOOL YEAR! Read your handbook/agenda carefully and use it regularly throughout the year. YOU are held responsible for the following procedures and policies herein. If you have any questions regarding this information, consult the principal, assistant principal, school counselor, or a teacher. In addition to the Student Code of Rights and Behavior Guidelines, students are held accountable to any applicable laws, regulations, and policies as established by Wisconsin Statutes, the City of Ladysmith, the School District of Ladysmith Board of Education, and associations in which the school is affiliated. Students are expected to obey any reasonable request made by school personnel in an effort to ensure the health, safety and welfare of all persons.

We look forward to working with each and every one of you! Best of luck this year and if you ever have any questions or concerns, please let us know.

Greg Posewitz   Nathan Steinmetz
Principal    Assistant Principal
STUDENT RIGHTS

The entire staff at Ladysmith Middle and High School is committed to each and every student being successful. At LMHS, we are here to support your efforts and assist you in striving for success. If you have difficulties with your studies or with something else in school, there are options available to you. The first option is discuss the problem or difficulty with your teacher. Share the problem and possible solutions with your parent or guardian. Seek advice from the school counselor, other faculty members, or principal anytime problems arise. Students and parents should request a conference with the counselor any time they have concerns. The principal is available to discuss attendance and any problems regarding behavior. The principal has an "open door" policy for both student and parents to address concerns or other matters. When our school and home partner together, we can better assist students on the road to success.*

Mr. Greg Posewitz Principal  715-532-5531
Mr. Nathan Steinmetz Assistant Principal/Summer School Coordinator  715-532-5531
Mrs. Carrie Becker Principal's Secretary/District Busing Coordinator  715-532-5531
Mr. Brian Rogers Athletic Director  715-532-5531
Ms. Stacey Armitage School Counselor  715-532-5531
Mr. Doug Dieckman School Counselor  715-532-5531
Mrs. Susan vanDoorn Middle/High School Office Secretary  715-532-5531
Mrs. Lynn Neisinger Middle/High School Office Secretary  715-532-5531
Mrs. Lori Rozak Middle/High School SPED Secretary  715-532-5531

* If possible, please make an appointment in advance to ensure the people you wish to confer with will be available.

Student Code of Rights - The following are basic rights guaranteed to each student at Ladysmith Middle High School:

1. Each student has a right to an education.
2. Each student has the right to have freedom from discrimination.
3. Each student has an equal opportunity in academic achievement, participation in extra-curricular activities and utilization of the Ladysmith Middle and High School facilities and equipment in accordance with policies and procedures.
4. Each student is guaranteed due process in matters related to school policies and procedures.
5. Each student has the right to be represented or be an elected representative on the Ladysmith Middle and High School Student Council. Democratic principles will be utilized.
6. Each student possesses the basic rights guaranteed as United States citizens.

Dignity - Every student has the right to be treated with respect, dignity, and fairness at Ladysmith Middle and High School. No student should ever be called names, touched in anyway offensive, or be the victim of physically aggressive behavior by either an adult or student. Corporal punishment is not tolerated and is against state law. (State Statute 118.31) If a student feels he or she has been treated in an inappropriate manner, or if a student observes mistreatment of another student, those concerns need to be brought to the principal. Mutual respect is the basis for all behavior for students and staff. This is in accordance with state and federal laws.

Harassment - In order to provide an environment, which is emotionally and physically safe for everyone, our school staff will not condone harassment in any form. Those who believe they are victims of harassment should report their concerns to the counselor or the principal. All harassment concerns will be investigated be it student to student, student to staff, or staff to student. Harassment of any kind will be dealt with in a serious manner. Students or staff should not allow themselves to be victimized in any setting this is in accordance with policy 5517 and state statutes 118.13, 947.013.

Conflict Resolution - Learning to resolve conflicts in a manner, which allows all involved an opportunity to express their concerns and feelings in a respectful manner is a skill, which everyone needs to develop. Conflict resolution skills are lifetime skills. The following suggestions should be followed to address conflicts:

1. Students experiencing conflicts with other students need to take their concerns to the counselor, dean of students, or the principal.
2. Students who have concerns or a conflict with a staff member should first try to work these out with the individual. Students may seek assistance from the counselor, or principal in arranging a meeting with any staff member.
3. Any time a student has a concern about the health, safety, or well being of another student, those concerns need to be brought to the attention of the counselor, or the principal as soon as possible.

Complaint Resolution Procedure - The district encourages informal resolution of complaints under the nondiscrimination policy. However, a formal complaint resolution procedure is available, to address allegations of violations of this policy in the School District of Ladysmith. This formal complaint procedure form is available in all district school offices.

Any questions please contact: Harassment complaints please contact:
Mr. Paul Uhren-District Administrator Mrs. Kelli Vetterkind-School Psychologist
School District of Ladysmith School District of Ladysmith
1700 Edgewood Ave E 1700 Edgewood Ave E
Ladysmith, WI 54848 Ladysmith, WI 54848
(715) 532-5277 (715) 532-5277, Ext 21402
puhren@sdlwi.org kvetterkind@sdlwi.org

Section 504 complaints please contact: Title IX complaints please contact:
Mr. Paul Uhren-District Administrator Mr. Brian Rogers, Athletic Director
School District of Ladysmith Ladysmith Middle and High School
1700 Edgewood Ave E 1700 Edgewood Ave E
Ladysmith, WI 54848 Ladysmith, WI 54848
(715) 532-5277 (715) 532-5531
puhren@sdlwi.org brogers@sdlwi.org

Appeals Process - School rules are to be followed as they are printed in the handbook. Students’ who believe a decision is not in accordance with the rules or feel they have been wronged or treated unfairly, are to act in a respectful manner and take their concern to the principal. The principal will review the situation and will notify the student of his decision.

GENERAL INFORMATION

Asbestos Notification - In compliance with the United States EPA and the Asbestos Hazard Emergency Response Act, this is a notice that the School District of Ladysmith has an Asbestos Management Plan in the school administrative office. The plan is available for inspection by the public, parents, and district employees. The district performs six-month periodic surveillance for Asbestos in May and November and full inspections every three years. For more information contact the district office, 715-532-5277.

Directory Data - Any change of residence and/or telephone number must be reported to the office no later than the first day the student returns to school following the change. It is the responsibility of the parent or guardian to notify the school if they wish to restrict any of their student’s directory data.

Family Education Rights and Privacy Act - Each year the School District of Ladysmith is required to give notice of the various rights accorded to the parent, guardian or guardian ad litem of students pursuant to the Family Rights and Privacy Act (FERPA) and Section 118.125 of the Wisconsin Statutes. The School District of Ladysmith has also designated certain information contained in the pupil records as directory data for purposes of the Family Educational Rights and Privacy Act (FERPA) and Section 118.125, Wisconsin Statutes. Except as provided herein, directory data may be disclosed to any person.

The School Board of the School District of Ladysmith designates the following personally identifiable information contained in a student's educational record as "directory information", and may disclose that information without prior written consent:

a. The student's name.
b. The student's address.
c. The student's telephone listing.
d. The student's date of birth.
e. The student's grade.
f. The student's sex.
g. The student's weight, height, immunization record, daily medication.
h. The student's parent/guardian's names and information.
i. The student's emergency contact information.
j. The student's physician and dentist.
k. The student's dates of attendance.
Any of the above information regarding home school student information that the school district may have on file is also considered "directory information". The parent, guardian, or guardian ad litem have two weeks to advise the school district in writing (a letter to the District Administrator's Office), of any or all of the items they do not want the District to designate as "directory information".

In accordance with FERPA and Section 118.125 of the Wisconsin Statutes, notice is provided of the following:

A. **Right to Inspect:** You have the right to review and inspect pupil records maintained by the school district.

B. **Right to Prevent Disclosures:** You have the right to prevent disclosure of pupil records to third parties with certain limited exceptions. It is the policy of the school district to limit the disclosure of information contained in pupil records to those instances when prior written consent has been given to the disclosure; as an item of directory data to which you have not refused to permit disclosure; or under provision of FERPA or Section 118.125, Wisconsin Statutes, which allows disclosure without prior written consent.

C. **Right to Request Amendment:** You have the right to request the school district to amend any educational information/records, that you believe to be inaccurate, misleading, or violate your privacy or your rights. The school district will decide whether to amend the information within 45 days after the receipt of the request. If the school district decides to refuse to amend the information, it will inform the parent of the refusal and advise the parent of the right to a hearing.

D. **Transfer of Records.** No later than the next working day, a school district, a private school participating in the program under s.118.60 or in the program under s. 119.23, and the governing body of a private school that, pursuant to s. 115.999 (3), 119.33 (2) (c) 3., or 119.9002 (3) (c), is responsible for the operation and general management of a school transferred to an opportunity schools and partnership program under s. 119.33, subch. IX of ch. 115, or subch. II of ch. 119 shall transfer to another school, including a private or tribal school, or school district all pupil records relating to a specific pupil if the transferring school district or private school has received written notice from the pupil if he or she is an adult or his or her parent or guardian if the pupil is a minor that the pupil intends to enroll in the other school or school district or written notice from the other school or school district that the pupil has enrolled or from a court that the pupil has been placed in a juvenile correctional facility, as defined in s.938.02 (10p), or a secured residential care center for children and youth, as defined in s. 938.02 (15g). In this subsection, “school” and “school district” include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of or in addition to that which is provided by public, private, and tribal schools.

E. **Right to Complain to FERPA Office:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Ave SW, Washington, DC 20202, concerning any alleged failure to comply with FERPA.

F. **Right to Obtain Policy:** You have the right to obtain a copy of the written policy #347-Student Records and #347R-Guidelines for Maintenance and Confidentiality of Student Records adopted by the Board of Education in compliance with FERPA and Section 118.125 of the Wisconsin Statutes. A copy may be obtained in person or by mail from: The Office of the Superintendent of Schools, School District of Ladysmith, 1700 Edgewood Ave E, Ladysmith, WI 54848. Additional Pupil Rights can be found at www.sdlwi.org.

**Parent’s Right to Receive Teacher Information** - Federal law requires that we share with you the qualifications of teachers in the School District of Ladysmith. If you want to see the state qualifications for your teacher you may ask us, or find them on the Wisconsin Department of Public Instruction’s website at [https://dpi.wi.gov](https://dpi.wi.gov).

**Insurance Information** - Our school provides accident coverage for all students. This is SECONDARY coverage only. ACCIDENTS, which occur in school sponsored and supervised activities, EXCLUDING participants in interscholastic sports are covered. Additional student/athletic insurance is available for purchase. An Accident Report Form must be filled out as soon as is possible. Accidents must be reported to the school within 20 days if intending to file a claim. All applicable forms may be picked up in the high school office.
First Aid for Students - First aid will be provided to students by "first responders." These are staff members willing to be "good Samaritans" and provide care for injured students. These staff members will assess the injuries and medical issues as to severity and immediacy of care as best they can. Their role is not to provide or supplant medical care, or make assessment of injuries. Their role is to:

a. use first aid to stop bleeding  
b. attempt to restore breathing  
c. prevent shock  
d. prevent infection or contamination.

Parents or guardians will be contacted and informed of the injury. Parent/guardian(s) are asked to intervene as soon as possible. If medical follow up is needed, or if the student needs to go home, the student’s transportation will be discussed with the parent/guardian. School staff will remain with the student until the parent or other care arrives. If a parent cannot be reached, the emergency card instructions will be followed. An accident report must be filled out by the employee in charge and given to the District Office for processing. After processing, the District office will give a copy to the high school office and the district nurse.

Communicable Diseases and Blood Borne Pathogens - The School District of Ladysmith will follow federal, state, and local laws and regulations in establishing and maintaining appropriate health standards for the school environment.

Student Illness - If a student reports to the school office and claims to be ill, the student will be sent to the nurse. In the nurse’s absence they will be directed to the principal’s office. Students who wish to lie down in the nurse’s office will be allowed to do so for one class period. If the student is too ill to return to the classroom, the student will be sent home. The parent/guardian will be notified and transportation for the student will be discussed at that time. The school office does not supply medical care. Medical care is the responsibility of the parent/guardian and the medical facilities they choose. Students who leave the middle and high school without checking out through the office will be disciplined. Students are required to furnish appointment slip/medical verification from the health care facility when missing school time.

Medication - Parents shall notify the school nurse, whenever a student is required to take medication at school. No student may possess prescription or non-prescription medication/drugs, unless a medical form has been filed with the school nurse for carrying specific items, e.g., inhalers, epi-pens. Medication forms are available at the middle and high school office. STUDENTS ARE NOT ALLOWED TO SHARE NOR DISTRIBUTE ANY MEDICATION WITH ANY OTHER INDIVIDUAL. Violations may result in suspension and/or expulsion proceedings.

Transportation - Authorization to use private vehicles to transport students must be granted by the building principal prior to each trip. An Alternative Transport Form (for staff only) must be filled out. During regular school hours, students under the age of 18 years may only transport themselves to work sites. Students may not use their vehicle to travel to and from school-sponsored competitions. School rules prohibit travel to any school sponsored activity in lieu of using district transportation. Transportation of another student is strictly prohibited, this includes to and from practices, or job-sites. (WI Statute 121.555 (2) (c) 2); Policy 8660

School Bus Video Monitoring Systems - The School District of Ladysmith approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus. This allows the driver to focus on driving the bus and consequently provides for safer transportation for our students. Parents/guardians of students who will be riding buses with a video camera will be notified once a year that video cameras are being used on the buses. A sign will be placed at the front of each bus indicating video cameras may be present. For further information, you may request the entire board Policy #8600 by contacting the District Administration Office, School District of Ladysmith, 1700 Edgewood Ave E, Ladysmith, WI 54848, or by calling (715) 532-5277.

Electronic Devices, Including Cell Phones
Electronic devices may be used only by high school students and only outside of class time. High school students may have the devices on their person during the school day, but they must be off and not used during class, unless the teacher gives permission for their use. Middle school students may not use electronic devices, including cell phones, from the time they enter school in the morning until 3:45 p.m. The first violation for any student will result in the device being confiscated and sent to the office, where the student may pick it up at the end of the day. A detention will be assigned for the violation. Any
subsequent violations will result in the device being confiscated and sent to the office, where a parent will need to pick it up. The student will receive a detention for each violation. **No picture taking is allowed in locker rooms or bathrooms.**

**Electronic Surveillance & Video Monitoring** - The School District of Ladysmith approves the use of electronic and video surveillance inside and outside of Ladysmith Middle and High School for the primary purpose of building and grounds security.

**Fees and Fines** – High school students are required to pay a $15.00 student fee and $5.00 for class dues. In addition, some courses require fees when students purchase materials for projects they will keep. Other fees are: $25.00 athletic fee, $35.00 band instrument rental fee. Middle School students are required to pay a $5.00 student fee. Other fees are: $15.00 athletic fee, $35.00 band instrument rental fee. Fines are imposed for lost books, textbook or calculator damage, lab equipment misuse, and late library charges. All fees and fines are due upon receipt of your billing statement.

**Parking Lot** - Use of the school parking lot is a privilege. This privilege can be withdrawn at anytime. Students will be welcomed to park in the lots as long as they follow the rules and use the parking lot in a safe manner. Vehicles on school property may be searched at any time. This includes the use of drug detecting canine units. The following rules govern the parking lots:

1. Students may not re-enter their cars during the school day without permission from the office.
2. Students are to only park in the upper or lower parking lots on the east side of school.
3. Students are to drive with care, in a safe and controlled manner.
4. Cars should be kept locked. Valuable items should be left at home.
5. Students involved in littering the lot will lose their parking privilege.
6. Driving across school lawns or out of designated areas will result in the loss of parking privileges.
7. Items prohibited on school property applies to items in vehicles on school property.

Violations of the rules may result in the loss of the parking privilege and referral to the Ladysmith Police Department in cases of vehicular misconduct.

If you are involved in an accident on school grounds (regardless who is at fault) do not leave the scene until the police have talked to you. Ask someone to notify the office for assistance in calling the police. If someone is injured, send others to the office for assistance. Do not move an injured person, unless they are in immediate danger.

**School Visitors** - LMHS students requesting permission for a non-LMHS student to accompany them in school must seek permission from the principal. Students must request permission to bring visitors to the school prior to the day of the intended visit.

**Lockers** - Each student will be assigned a locker. If the locker is damaged in any way during the school year, report this damage immediately to the office. If damage is not reported, the student assigned to the locker will be held responsible. **Students are not to share lockers with friends nor give their combinations to other students.** Physical Ed. lockers are to have a school combination lock on them at all times. The school will not be responsible for lost or stolen items and money. Do not leave valuables and/or money in physical education lockers at any time. In cases of theft, report the theft to the main office immediately. DO NOT USE adhesive decals, which could damage paint and deface lockers. Students may be reassigned to different lockers at the discretion of the administration. Student lockers are property of the school district. School officials for any reason, may conduct periodic general -inspections of lockers at any time, without student consent and without a search warrant. (WI Statute 118.325) This includes the use of drug detecting canine units. **Searches and seizures** are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel.

**Telephone Use** - Students are NOT allowed to use the telephones in the classrooms unless authorized by the teacher and/or advisor. Office phones are for emergency use only.

**No School or Snow Days** - The decision not to have school on a regular school day is determined by the District Administrator. Inclement weather is the most frequent cause to postpone school. Announcements in this regard will be made over Radio Station WLDY and a Skylert will be sent as early in the morning as is possible.
Computer/Internet Access - All students wishing to have access to the Internet must sign our "Acceptable Use Agreement". Failure to adhere to this agreement will result in the revocation of computer and Internet privileges at Ladysmith Middle and High School.

Family (Church) Night - Wednesday night is designated as family and church night. On Wednesdays all extra & co-curricular practices and activities must end no later than 6:30 P.M. No school events or activities will be scheduled for the remainder of the evening, unless there are extenuating circumstances. In such cases, prior approval by the principal will be required.

Work Permits - Work permits are issued at the Ladysmith City Hall – 715-532-2600.

Due to excessive unexcused absences, the principal may suspend that a student can leave school on a work permit; or if in their judgment it is in the best interest of the minor to do so. WI Statute 103.72(1)

Study Hall – With the trimester schedule, most students will not have a study hall. In the rare times a student has a study hall, it will be held in the library. The following information is specific to study halls:

1. All students will be assigned to a class or study hall.
2. Students must secure a Teacher Pass (in advance) if they wish to go to a specific teacher's classroom instead of study hall. Study hall teachers will not give out passes to another teacher's classroom.
3. Resource Areas are available for all subject areas and students are strongly encouraged to secure a Teacher Pass in advance to use them.
4. Students must secure a pass (in advance) to meet with the counselor.
5. Students in academic trouble may be assigned to Resource rather than a study hall.

Lunch - Students may eat, and/or participate in open gym, or computer labs. Personal lunch code accounts can be paid before school or during lunch in the cafeteria. The following rules are necessary to facilitate an orderly climate for everyone:

1. Report directly to the cafeteria. Please be patient in the lunch line and be courteous to the cooks and other students.
2. Keep noise to a minimum. Keep your eating area clean, return trays and utensils to sink window.
3. Students are responsible to maintain an adequate positive balance in their lunch accounts.
4. After eating, students may report to the gym or stay in the cafeteria.
5. In situations where students have appointments in the building, they are to show their pass to the cafeteria supervisor and report directly to the room.
6. Students are expected to stay in the café or gym during lunch periods.

STUDENT SERVICES

The Student Services Department will assist students throughout their middle and high school career. The staff will be responsible for working with students in a variety of areas: enrollment, course selection, scheduling, transcript status, university and technical college applications, military requirements, scholarships, academic and career planning, and withdrawal from school.

Enrolling – Students who wish to enroll at Ladysmith Middle and High School must make an appointment with student services. This action requires parent/guardian involvement. Information about courses and credits can be found in the Course Description Book, available from student services and on the student services website. Prior to scheduling, an official copy of the student's transcript must be on file in the Student Services office. All student fees are due at the time of enrollment. All students enrolling into the School District of Ladysmith must have an updated immunization record on file as required by state law. Health examinations and screenings will also be required for all students entering our school system. The district will work and coordinate with the Rusk County Health Department for additional services as needed. Health records will be maintained on all students within the district.

Transfer Student Admission Procedures - These procedures apply to students who enter or re-enter Ladysmith Middle and High School after having participated in an outside educational program.

Definitions - In these procedures, unless the context clearly requires otherwise:
- Private school means an institution with a private educational program that meets all of the criteria under s.118.165 (1) or is determined to be a private school by the state.
• Home-based Private Educational Program means a program of educational instruction provided to a child by the child's parent or guardian or by a person designated by the parent or guardian as defined under s.115.001 (3)(g). An instructional program provided to more than one family unit does not constitute a Home-Based Private Educational Program.

Records Information - Students transferring to Ladysmith Middle and High School shall provide the school with identifying information (i.e., name, date of birth, chronological age, address, birth certificate); summary of development background; record of immunization and illness; academic achievement; subjects completed; credits earned; and the results of standardized testing. Students shall be placed in the appropriate grade level and/or courses as indicated by the records provided to Ladysmith Middle and High School.

In addition, students who have been in attendance in a Home-Based Private Educational Program for a period of ninety (90) calendar days or more shall furnish the principal, or designee, with the following documentation of the Home-Based Private Educational Program:

• A copy of Home-Based Private Educational form: Wisconsin EPI Form PI-1206 (Rev. 1-86).
• A copy of the school calendar that verifies that each school term of Home-Education instruction consisted of a minimum of 875 hours (W.S. s. 118.165(1).
• Copies of the sequential curriculum that was taught in the six (6) mandated subject areas (s.118.165(1)(d).
• Records of student performance for each course taken.

Placement - Upon receipt and review of the above documentation, the principal, or designee and placement team may require that a placement examination evaluation be completed so that the student will be placed at the appropriate grade level. This evaluation may consist of:

• Achievement tests
• Diagnostic tests
• Criterion referenced tests
• Mental abilities tests
• Parent curriculum check list
• Counselor interview

The placement team may consist of the principal or designee, counselor, appropriate department chairs, and/or school psychologist. In making the placement decision under the above provision, the principal, or designee, and placement team, may also consider the age, mental ability, social and emotional development, and academic progress of the student. Placement shall be discussed with an adult student, parent or legal guardian before becoming effective.

Home-Based Classes for Credit and Grades - Students entering LMHS from a home-based educational program will be allowed to enter only at the beginning of the trimester. Any exceptions will be made by the principal.

Core Classes (English, Social Studies, Math, and Science) - Taken while on a home-based educational program shall be recorded with credit value and a grade of P (Pass) on the official high school transcript if the following documentation to the principal or designee is provided:
1. Written course curriculum
2. Calendar showing instructional hours and evidence of student attendance
3. Evidence of evaluation process used (i.e., a portfolio, tests, grades, etc.)
4. Standardized test recognized by the principal or designee taken and student knowledge shown in the result of the test.

Non-Core Required Classes (Computer Fundamentals, Health, Physical Education, Life Skills, Fine Arts) Credit value will be recorded on the transcript when documentation is the same as is required for the core classes is presented. If a standardized test is not available to take, then the knowledge of the student will be based on the portfolio of work or a demonstration of skill (i.e., computers). The principal or designee on an individual basis will evaluate each class credit value. For each credit approved, a grade of pass (P) will be recorded on the transcript.

High school credit for home-based classes will only be awarded on the high school transcript if Ladysmith High School students have the same opportunity to achieve these credits.

Appeals - A parent or legal guardian or an adult student may appeal a student placement in writing to the high school principal. The principal, or designee, will review the placement. The decision or placement will be made by the principal, or designee, and will be considered as final by all parties.
Probation Period - Students placed under these procedures shall be subject to a probationary period of thirty (30) school days to determine whether original placement was in the best interests of the student. If a reviewed placement is deemed necessary to the best interests of the student by the school principal, or designee, the principal, or designee, shall make such placement within fifteen (15) school days after the probationary period ends.

Early Withdrawal From School - Students are encouraged not to withdraw from school because of the obvious benefits of a high school diploma. An alternate education program can be prescribed for students experiencing severe difficulty and/or failure in his/her present program. When a student requests a withdrawal from school, they must report to Student Services. A conference involving the student, counselor, principal, will be scheduled to review the request. Permission from the student's parent/guardian is required. All school materials, bills, and fines must be taken care of prior to the validation of the withdrawal.

Cumulative Records - A permanent cumulative record is kept for each student who has attended Ladysmith Schools. Information regarding scholastic achievement and attendance is the type of information recorded for each year on the cumulative record. This record reflects student academic progress throughout their educational years. Recommendations for present and former students are partially based on information found in the cumulative record.

Early College Credit Program and Start College Now (formerly Youth Options) - Chapter PI 118.55 Wisconsin Administrative Code requires school districts to provide information regarding the ECCP and Start College Now. The program allows all public high school juniors and seniors who meet certain requirements to take post-secondary courses at a Wisconsin technical college or institution of higher education. An institution of higher education (IHE) includes UW System institutions, tribally controlled colleges and private, nonprofit institutions. More information is available at Student Services.

GRADUATION REQUIREMENTS

All students must complete the graduation requirements as established by the School District of Ladysmith Board of Education to become eligible for a diploma. Students must obtain approval from the principal prior to enrolling in courses not offered by Ladysmith High School if high school credit is sought. The State of Wisconsin may require additional criteria to be successfully demonstrated prior to the issuance of a high school diploma. The School District of Ladysmith will provide remedial support and assistance for students who may not meet any additional requirements established by the state. Students will not be permitted to participate in commencement exercises until all requirements and obligations are completed. These obligations may include fees, fines, classroom materials, and detention time owed.

LHS Diploma Requirements - No less than 25 credits distributed as follows must be earned in grades 9-12:

1. Four English credits:
   - 1 credit English 9 – Grade 9
   - 1 credit English 10 – Grade 10
   - 2 credits of Junior/Senior English electives
     See Course Description Book for English electives.

2. Three social studies credits:
   - 1 credit United States History
   - 1/2 credit Global Studies – Grade 10
   - 1/2 credit American Government – Grade 11
   - 1 credit Social Studies Elective – Grades 10-12
     See Course Description Book for social studies electives.

3. Three mathematics credits.
   See Course Description Book for math courses.

4. Three science credits:
   - 1 credit Physical Science – Grade 9
   - 1 credit Biology – Grade 10
   - 1 credit Chemistry – Grades 11-12
     See Course Description Book for science electives.

5. One and one-half physical education credits:
   - 1/2 credit Physical Education – Grade 9 or 10
   - 1/2 credit Physical Education – Grade 11 or 12
1/2 credit Physical Education elective – Grade 10-12  
See Course Description Book for Physical Education electives.

6. One-half credit Health  
7. One-half credit Personal Finance  
8. 9.5 elective credits  
See Course Description Book for a listing of elective courses and credits.

To be recommended for a high school diploma, a student must fulfill and pass these minimum requirements. One full unit of credit is granted for earning a passing grade in a subject, which meets 5 days each week for 24 weeks (2 trimesters).

**Diploma Summary:** 15.5 Required Credits & 9.5 Elective Credits (See Course Description Book for additional information).

**COMMENCEMENT**

In addition to completing the minimum requirements for a diploma and prior to taking part in commencement exercises, students must pay all fees and fines, return all books, school equipment or materials, and complete all detention time owed. This requirement has been supported by the courts i.e., Fowler v. Williamson.

**EARLY GRADUATION**

The school board views the final year of high school as a very important part of a student's educational career. Only in rare situations should a student forego the opportunities offered that year. However, graduation at the end of the first trimester of senior year may be permitted according to established procedures for a student who:

- has met the academic requirements for graduation and plans to immediately enter a post-high school educational program full-time; or
- has an opportunity to obtain career-type permanent full-time employment.

An early graduate may return to participate in commencement subject to regulations governing all graduates as outlined in the student handbook.

**COURSE WITHDRAWALS & SCHEDULE CHANGES**

Students are encouraged to plan their schedules carefully. Selecting a course is a commitment on the part of the student to the teacher and school. Staff assignments and class sections are determined by the commitments from the students. Dropping classes is time consuming, expensive, and disruptive to the entire educational process. For these reasons and more, students are discouraged from dropping a course. Therefore, all course withdrawals will be refused unless there are extenuating circumstances, which warrant a schedule change. The following reasons are examples, which would warrant a scheduling change:

The student .....  
• failed a course, which would affect the scheduling sequence.  
• needs a course to meet graduation requirements.  
• had scheduling or placement errors.  
• had a schedule with class section balancing problems.  
• change in college major, adding course rigor, no study hall.

All schedule change requests will be evaluated by the school counselor and/or school principal. All drops must be submitted on the appropriate form to Student Services by the end of the fourth school day in each trimester. Students choosing not to attend a class will remain on the class roster and will have a failing grade recorded on their transcript for the trimester in question. Students are reminded they are required to enroll in and finish seven and one-half credits each year. A minimum academic schedule trimester is five courses each trimester.

**Curricular Modifications** - Students, parent/guardian(s), may request modifications in the student's educational program. However, districts are not required to provide modifications. (WI Statute 118.15 (l)(f)).
Grading System
Students having an academic average of 3.5 or better on the basis of a 4.0 system are listed on the “A” honor roll for that trimester. Students with an average between 3.0-3.49 are listed on the “B” honor Roll. Grade points listed below are for .50 credit courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.000</td>
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<tr>
<td>A-</td>
<td>3.667</td>
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<tr>
<td>B+</td>
<td>3.333</td>
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<td>B</td>
<td>3.000</td>
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<td>B-</td>
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<td>C+</td>
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<td>D-</td>
<td>0.667</td>
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<td>F</td>
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</tbody>
</table>

Academic Letter Awards – High school students are eligible to earn Academic Letters at LHS. The criteria required to earn this honor is as follows: students must have earned a 3.50 - 4.00 G.P.A. for the school year. Eligible students must have completed a minimum of 2 credits per trimester. All classes will count toward the G.P.A. This award is based on the combined trimesters grade point averages from the previous three trimesters. All students meeting the above criteria will earn an academic chenille letter (similar to the letter “L” our athletes earn). Students earning a G.P.A. of 3.50 - 3.75 will be recognized as honor students and will receive a silver Lamp of Knowledge pin. Students earning a G.P.A. of 3.76 - 4.00 will be recognized as high honor students and will receive a gold Lamp of Knowledge pin. Averages will be determined up to two decimal points. Each subsequent year, in which a student earns an academic letter, a gold or silver bar will be awarded according to the corresponding G.P.A.

ALTERNATIVE EDUCATION PROGRAMS
Ladysmith High School offers alternative educational options. These include the GEDO #2 program, PLATO, and the Alternative Ed program. For more information, contact Student Services.

School Age Parents Program - The school age parent program provides students with referrals to resources, which will assist them with their needs. The program provides additional counseling, which may be needed as well as any necessary adjustments to their school schedules. The school age parent program is an educational and resource program only. It does not provide the services offered by outside agencies. The objective of the program is to offer support and provide information and opportunities to access available community resources.

ATTENDANCE
We believe that something instructionally important happens in the classroom every day. Just completing the assignment cannot duplicate the richness and depth of the activities occurring in the classroom. In order for students to have the best learning opportunities possible, they need to be in class daily. It should be remembered, that good attendance demonstrates personal responsibility to future employers.

At Ladysmith Middle and High School, we promote those skills and attitudes, which will assist students in becoming successful in life. The majority of our students attend school every day and are only absent with good reason. However, good attendance is not always the case. As a result, there is a need for rules governing attendance. According to state law and school board policy, parents are responsible for the attendance of their students. If a student will not be in school, parents must call the attendance office before 9:00 AM. The phone number is 715-532-5531, press 5 for LMHS then press 4 for attendance. Upon the students return to school, the parent or guardian will need to send a note if a call has not been made. If either a phone call or a note are not received, the absence will be marked as unexcused. Wisconsin Statute 118.16 (2)c,e
All students, parents, and staff are required to observe Wisconsin's Compulsory School Attendance Law. (Statute 118.15) Whether the student misses one class or an entire day without an acceptable excuse, the student is considered truant. Disciplinary action will be taken in each case involving unexcused absences and all cases of truancy will be recorded on the student's permanent record. **Truant students will be cited for truancy and referred to court.** For approved appointments during school hours, students are to provide the attendance secretary with their appointment slip upon their return to school. 118.15 (3)(a)

**Excused Absences** - Wisconsin Statutes 118.15, 118.16 and 120.13 are specific about attendance and what may be considered an excused absence. By Wisconsin Statute and school board policy, all students between ages 6-18, are required to attend an educational program. Absences for the following reasons may be excused:

1. A bonafide religious holiday.
2. The student is not in physical or mental condition to attend school. (This includes students with head lice. The School District of Ladysmith has a nit free policy regarding head lice. Students with nits or lice will not be allowed in school until the condition is cured.) Policy 8451. Per School District of Ladysmith policy, students will be allowed 10 excused absences for illness per school year. Any additional absences for illness will require a verified medical note before they are considered excused.
3. Non-emergency medical appointments accompanied by a verified appointment slip from your provider. (We ask that these be scheduled for non-class times)
4. A death in the immediate family.
5. An illness in the immediate family, which requires the attendance of the student.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. Quarantine by the public health official.
8. School busing delays beyond the control of the student.
9. A family trip (pre-planned absence form completed). Trips without parents are not excused.
10. Approved school activities.

According to school board policy, Ladysmith Middle and High School has a closed campus. This means students may not be absent, even from study halls, except for those excuses listed above. Leaving to go to lunch, get a haircut, buy food for a sports/field trip, or running errands are not examples of approved absences according to state law and board policy. Without a completed Pre-planned Absence Form, parents may not authorize errands, etc. during school hours.

**No student is to leave the school building for any reason (including health related problems) without receiving prior permission from the office staff. If necessary, a call to the parent or guardian may be made from the office.**

**Make-Up Work** - Students shall make up schoolwork and tests missed for any excused absence. One school day (not class time) is allowed for making up one day of excused absence. For additional two, three, or four days of absence, an additional day is added for each day absent. If the absence is longer, individual arrangements should be made through Student Services. Absences as a result of school related activities, additional extensions are given at the discretion of the teacher.

**Tardies** - In case of tardiness during normal school hours 8:15 a.m.-3:45 p.m., students need to report directly to their classes. Teachers will enter tardies into the student software system. After three tardies a student will be issued a detention, and for every subsequent three tardies additional detentions will be issued at a minimum. Students reaching nine or more tardies in a trimester will be referred to the Rusk County Youth Council Teen Court Program or issued a truancy citation.

**Unexcused Absences** - Any absence from class or school, which does not meet the criteria for an excused absence is considered unexcused. Parent(s) or guardian(s) will have the opportunity to correct any errors regarding attendance with the attendance office. It is important a parent or guardian correct any attendance error with the school as soon as possible. Failure to correct an attendance record may lead to a truancy citation and referral to court.

**Consequences for Unexcused Absences** - The following consequences will apply for unexcused absences:

1. It is the teachers’ discretion whether or not students receive credit for assignments given during an unexcused absence.
2. Students with detentions will not be able to practice, play, or take part in school sponsored extra-curricular or co-curricular activities, until the obligation is satisfied.

3. Unexcused absences will result in truancy citations and referrals to court. This includes exceeding the ten day Pre-Planned Absences per year.

Excessive Absences & Truancy - Students who are absent from school without an acceptable excuse for part, or all of five or more days on which school is held during a trimester, are considered habitually truant. (WI Statue 118.16) In cases of questionable or multiple absences, the school has the right to establish factual validity regarding any absence. This verification must be from a licensed medical practitioner or some other form of legitimate documentation, which explains the absence as an emergency. (WI Statute 118.15(3)(a)).

Habitual truants will be referred to the Rusk County Department of Social Services and the court system. As stipulated in State Statue 118.15, any person who knowingly contributes to the truancy of a minor may be fined up to $500.00, or imprisoned up to 90 days or both.

Pre-Planned Absences - Students planning to be absent for one or more full day(s) must first obtain a Pre-Planned Absence Form from the office. The completed form must be returned to the office prior to the absence. For absences for less than a full day, which do not fall under the excusable absences statute, (see excusable absences) a pre-planned form must be completed prior to the absence. This absence will be excused if it meets the timelines for pre-planned absences and the parent or guardian has requested the absence in advance and in writing. State law allows ten pre-planned days of absence per school year. 118.15 (3) (c)

Good Attendance - At LMHS, we encourage, track, and recognize good attendance. To receive a certificate for good attendance, a student cannot accumulate more than five class periods of absences for the entire school year. All school related activities or field trips will not be counted against the student's five period maximum.

Assemblies - School assemblies are held each year. Some of these are to provide information, some are provided by students, and all are considered beneficial for our students. Speakers and presenters are to be treated with the utmost courtesy and respect and with a minimum of distraction from the audience.

Note to Parents: Assemblies are considered a vital part of our educational program. Attendance is required and parents are discouraged from scheduling any appointments during these activities.

BEHAVIOR GUIDELINES

Mutual respect is the basis for all behavior guidelines in our school. If everyone treats each other by the Golden Rule, "treat others as you would like them to treat you," there will be no need for any behavioral consequences. Each student has the right to an orderly and safe environment. No student has the right to detract from, or interfere with, the learning environment of another student. In the event a student commits an offense of a serious nature, the principal, has the prerogative of taking whatever disciplinary action they deem necessary at the time. In August 1999, Wisconsin Act 335, the Classroom Code of Conduct went into effect. Be sure to read Classroom Code of Conduct section.

Wellness - At Ladysmith Middle and High School, wellness is taught, promoted, and modeled in the activities and practices supported by school. We believe our primary purpose is to educate the whole person and that wellness activities help students develop healthy lifestyles now and for the future. Wellness begins with a basic respect for oneself and others. School regulations support wellness, encourage good nutrition, promote lifetime exercise for physical well-being, and discourage the use of illegal drugs, tobacco, alcohol, or any mood altering substance.

Referral to a Student Support Program - If there is evidence a student’s behavior is being affected by the use of alcohol, or drugs, a referral will be made to an AODA Counselor.

Cheating - Students are expected to conduct themselves with integrity and in an honest manner. Valuing honesty and integrity is basic to the foundation of a democracy. At Ladysmith Middle and High School, we reinforce these values in our academic integrity policy. Cheating in any manner does not meet these expectations. The academic Integrity Policy Rules are distributed at the beginning of each course.
Bullying - Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of harassment. It is unacceptable and will not be tolerated at Ladysmith Middle and High School. Reports of bullying will be addressed in a prompt and serious manner consistent with the school district anti-bullying policy.

Parent Contact/Conference - Depending on the violation, a student’s parent or guardian may be contacted by telephone or mail to inform the parent/guardian of the problem and elicit support for correcting unacceptable behavior. In addition, the principal, counselor, or a teacher may request a parent conference, with or without the student being present, for purposes of facilitating a cooperative effort in addressing academic or behavioral issues.

Law Enforcement and Social Service Agencies - Whenever assistance from law enforcement agencies is required or a representative of such an agency requests permission to interview, interrogate, search, or apprehend a student they may do so without parent or guardian consent. However, when a student is taken into custody, parent contact will be attempted either by the outside agency or the school. School officials will document their attempts to reach the parent or guardian. Policy 445.

*The above assistance from any law enforcement agency includes the use of drug dogs and their handlers at any time the administration requests such assistance. No prior notification or additional information will be made public.

Our staff develops professional relationships with students, which are based on trust, caring, and understanding. Students should realize our staff is here to help them. All staff members in the school are mandatory reporters. Students need to know anytime a staff member is aware, or has reason to suspect a student's safety or welfare may be at risk, they must report it. This report will be filed with an outside agency, which will investigate the validity of the report and determine what action to be taken.

Dress and Grooming - Students and their parent or guardian shall normally be responsible for the personal appearance of the student enrolled at LMHS. However, student dress and grooming shall not affect the health and safety of students and staff; nor shall it disrupt nor distract from the learning environment within the classroom, or school. The following guidelines concerning dress and grooming will be enforced:

1. During the school day (8:15 a.m. – 3:45 p.m.), hats and caps, will not be worn. These items along with book bags, coats, jackets, other outer clothing, and accessories, will be placed within the student's locker as soon as possible after entering the building. These items shall not be worn or carried anywhere within the building unless approved by administration.

2. No student shall be permitted to wear clothing, which depicts, implies, or references alcoholic beverages, tobacco products, profanity, illegal drugs, gangs, sexual conduct or innuendoes. Respect for others is critical for a positive learning environment; therefore, clothing which belittles, insults, or is deemed offensive by the administration will not be tolerated.

3. Any type of jewelry which could endanger the safety of the student or others, or is associated with gang affiliation, shall not be worn nor displayed at school or at school events. The above guidelines do not limit the administration in establishing rules or restrictions regarding other paraphernalia, which may disrupt the learning environment or may be a safety hazard. In the event of a disagreement over the appropriateness of student dress or grooming, the principal shall make the final decision on the matter.

4. All students are expected to wear appropriate footwear.

5. All students are expected to wear appropriately fitting clothing. Clothing which is inappropriately revealing will not be allowed. Clothing must cover the back, chest, cleavage, and midriff areas. Spaghetti straps, tube tops, halters, low cut or see through tops are not permitted. In some cases a belt or over shirt may be required for the individual to wear in order to stay in school for the day. Shorts and skirts are not to be excessively short. Shorts and rompers are recommended to have a five (5) inch inseam. Pants should not be worn below the hips. School administration will determine if clothing is school-appropriate, even if a parent feels it is appropriate.
Schools make rules and procedures for behavior based on current legislation, school board policy, as well as on the norms and expectations of the local community. The expectations and consequences in this handbook are the result of School Board policies and Wisconsin State Statutes.

School Bus Regulations - All school rules and regulations apply to school bus transportation. All bus drivers are authorized to assign seats at their discretion. Students can, and will be disciplined for bus misconduct. This includes, but is not limited to detention, suspension of riding privileges, suspension from school, and expulsion from school. Acts of vandalism will be prosecuted. To ensure the safety of students on buses, the following rules apply to ANY TRIP UNDER SCHOOL SPONSORSHIP:

1. Observe the same rules of conduct as is in the classroom.
2. Be courteous, and cooperate with the driver. Profanity is prohibited.
3. Do not eat or drink on the bus. (Unless authorized by the bus driver)
4. Keep the bus clean.
5. Keep head, hands, and feet inside the bus. Stay in your seat. Permission to ride a different bus or permission to alter a student's pick-up or drop-off point must be pre-approved in writing.

Permanent Bus Change- If you want to make a permanent bus change, you must call Carrie at 715-532-5531 or email cbecker@sdlwi.org giving her the following information: Your Name, Phone Number, Student Name, Grade, School They Attend, The New Address and does the student need to be picked up and/or dropped off. Please note that a 24 HOUR NOTICE is needed for these changes unless it is an emergency. You must also fill out a new Bus Information Form, which may be obtained from any of the school offices.

In order for the School District of Ladysmith to efficiently and effectively run the student transportation system please be aware of and understand the following:

Certain adjustments requested for your student’s bus transportation can NOT be implemented. Examples of such adjustments are:

1. Student needs to be picked up/dropped off at Grandma’s/daycare/caregivers, etc. today because of a doctor/business appointment.
2. Student needs to be picked up/dropped off Monday and Wednesday at the daycare/caregivers, but Tuesday and Thursday they need to be picked up/dropped off at home just for this week.
3. Mom/Dad/Guardian is home sick for the day, so child needs to be picked up/dropped off at home rather than daycare/caregivers.

The parent/guardian will be responsible for transporting the student to and/or from school for temporary adjustments resulting from a change in your schedule. Other circumstances not covered in the examples listed above will be made on a case-by-case basis.

DISCIPLINE AND EXPECTATIONS

Teachers will have their classroom rules posted and will review these with students on the first day of each trimester. All students should be aware of these expectations, as well as the consequences of failing to meet them. Teachers will refer incidents of major classroom disruptions and repeated misbehavior to the office for disciplinary action. Teachers have the right to discipline students under their supervision. Classroom management includes providing consequences for tardiness to class. Teachers may not refuse to admit a student who is late to class. In general, classroom rules deal with turning in assignments, classroom management, participation, tardiness, and so forth. Legal issues, or major infractions such as verbal abuse, or fighting, must be referred to administration. Any action requiring police intervention will also be referred to administration.

Teachers, at their discretion, are able to sign the student’s handbook pass section to allow the student to be in the halls. Students who have a legitimate need to use the washroom or need to report to the office regarding an illness would be expected to have their handbook pass signed. Students are never to be in the hall without their handbook pass section signed, except during passing time. Any student sent out of a classroom is to report directly to the office. Failure to do so will result in additional consequences, including suspension.
GROUNDS FOR DISCIPLINARY ACTION

1. It is illegal in the state of Wisconsin for students to possess cigarettes or tobacco products, including e-cigarettes or similar devices, on school grounds or any school sponsored activity. The use, consumption, possession and/or selling of smoking, chewing, or other tobacco products is strictly prohibited. Those who violate this rule must surrender those items to the proper school authorities. Violation of the tobacco rule will result in suspension from school and a citation by the Ladysmith Police Department.

2. It is illegal to possess, use, distribute, and/or sell alcoholic beverages and/or drugs on school property or premises during school hours and/or school related activities at any time. This includes the possession of drug paraphernalia. Those who use alcoholic beverages and or drugs before or during school activities will be excluded from these events, (including field trips) and subject to further disciplinary action, including citation or referral. Students may be subject to a breath test in accordance with state statute 118.45 and board policy 443.4.

3. The use of foul or profane language is strictly prohibited. The use of offensive language, name calling, gestures, or inappropriate voice volume will not be tolerated. These behaviors may result in a citation for disorderly conduct. Harassment will result in serious consequences for the perpetrators.

4. Students are to be courteous in their relations with parents, teachers, other adults, fellow students, and all visitors.

5. Fighting or physical assault of any kind will not be tolerated at school, on school grounds, at school related activities, or during transportation to and from school. Physical and verbal assault, threats or intimidation, or any type of harassment will not be tolerated in any form. Those involved in such behavior will be dealt with severely, including suspension and/or expulsion. Violators will be referred to the appropriate authorities for citations, fines, or incarceration.

6. Drivers are to use extreme caution when entering and leaving school grounds. Reckless driving will not be tolerated and parking privileges may be revoked.

7. Acts of vandalism will result in disciplinary action and compensation for damages will be charged to the vandal.

8. Students are not permitted to possess weapons* or items which could be harmful to other persons, at any time in school, on school grounds, or at any school related activity. *A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns and ammunition, knives, razors, karate sticks, metal knuckles, chains, BB or pellet guns, and similar items. In addition, no person shall possess any type of look-alike weapon. Any student violating this policy shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parent(s) or guardian(s) and law enforcement officials will be notified in all cases. All weapons will be confiscated by the school district. WI Statutes 939.22 (1), 948.60, 948.61 and U.S. Code Section 921, Title 18

9. Students must refrain from overt displays of affection in school, on school grounds, and at school related activities. Such displays include, but are not limited to, kissing, prolonged hugging, prolonged wrapping arms around one another, and holding hands.

10. Associations or organizations which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school premises and buses, or behaviors which disrupt the Ladysmith Middle and High School environment and are harmful to the educational process will not be tolerated.

11. Electronic devices may be used only with permission of school staff members. WI. Statute 118.258

12. Any conduct which tends to arouse, alarm, anger, or disturb others will not be tolerated.

13. Theft is a crime. Students using, transferring, concealing, or retaining the property of the school or another person without consent may be guilty of theft. Property, which is found, should be turned into the office immediately.

14. Misconduct in the cafeteria during lunch may result in loss of hot lunch privileges and, or open seating. Intentionally throwing, or spilling food or drink will result in disciplinary action including suspension and possible citation for disorderly conduct. This includes acts of contamination of food and other consumables.

15. Any person making a bomb threat or assisting in the making of the bomb threat will be suspended pending expulsion hearings and will be prosecuted to the fullest extent of the law.
16. It is illegal to possess, and use controlled and uncontrolled substances of any kind, without written authorization from school officials and/or a medical physician. This includes any mood altering substance, chemical, or inhalant. Under no circumstances is it permissible to distribute and/or sell controlled and uncontrolled substances of any kind; this includes pain medication.

All school rules apply to all school related activities and events. Administration and the Ladysmith Middle and High School staff will enforce school rules. Violations will result in disciplinary actions, which may include detention, suspension, and expulsion. The degree of disciplinary action will depend on the nature and severity of the violation and the desire and ability of the student to remedy the situation. All discipline issues are dealt with on a case-by-case basis. This philosophy allows for the individual differences of students and situations, without altering the basic principle of uniform, impartial disciplinary action. Depending on the severity of the infraction, disciplinary actions and corrective measures normally begin at a minimal level and proceed to more serious levels.

Detention - Detention is scheduled every day Monday through Friday. Administration will determine when detention will be served. If assigned detention, students are expected to serve their time and arrange for their own transportation. Detention has priority over all other school activities or events. Detention time must be served consecutively starting the day after a detention is assigned. Students are expected to bring materials for study. Failure to serve detention will result in the detention time being doubled through the issuance of an administrative detention. Administrative detentions not served will result in a suspension. Students may not participate in school activities, if they have any unserved detentions/suspensions. This includes sports and school-sponsored activities.

Seniors with detention obligations at the time of graduation will not be able to take part in the commencement exercise. Freshman, sophomore, and junior students with detention obligations remaining at the end of the school year will have the remaining time carried over to the following school year.

In-School Suspension - In-school suspension may be used when the student's behavior is too severe to allow him or her to remain in the regular school program, or in cases of defiance, and insubordination. In-school suspension is served in whatever room is designated by administration. The student is expected to follow rules and work on their studies. Schoolwork and tests will count for full credit.

Out-of-School Suspension - An out of school suspension is considered a serious breach of acceptable behavior. It is always used where the health or safety of others has been or could have been placed in jeopardy. A pattern of earning out-of-school suspensions may result in expulsion proceedings. Students will be allowed to make up missed tests or exams during periods of suspension. Any student on an out-of-school suspension may not be on school grounds, attend school-sponsored activities, or practice and/or compete in any extra-curricular activity until the suspension is served. A parent or guardian contact is required prior to the student returning to school.

Citation or Referral - For the most severe violation of the Student Conduct Code, a student will be subject to a citation from a law enforcement agency or a referral to the City or District Attorney and/or Rusk County Social Services.

Expulsion Proceedings - The principal may initiate proceedings for an expulsion when the student's presence at the school is detrimental to the student, or to the learning environment, or is a threat to the health and safety of other students. Expulsion proceedings are considered a very serious matter and are not entered into lightly. If a decision is made to proceed with an expulsion recommendation, the parents will be notified in writing and will also be informed as to due process. Expulsions can vary in length, with permanent expulsion from all Ladysmith schools an option.

CLASSROOM CODE OF CONDUCT
Wisconsin Act 335 requires each school board to adopt a code of classroom conduct. Each school must establish specific reasons for removing a student from class, procedures for determining appropriate educational placement for students removed, and procedures for notifying parent(s) or guardian(s) of a minor who has been removed from class.

Procedures for Short Term Removal - Except in cases of severe or extreme misbehavior, an instructor should generally warn a student that continued misconduct or non-compliance may lead to removal from...
class. When the instructor has determined removal is warranted for inappropriate behavior, the instructor should take one of the following courses of action:

- a) instruct the student to report directly to the office. In such a case, the instructor should phone the office.
- b) seek assistance from the high school office or other available staff. When assistance arrives, the teacher or other adult should accompany the student to the office.

When the student arrives at the office, administration shall provide the student an opportunity to explain the situation and address the "misbehavior." If administration is not immediately available; the student will wait where assigned by the office personnel.

Within twenty-four (24) hours of the removal from class, the teacher must submit a completed electronic referral form to administration and shall inform the student's parents/guardians that their student was removed from class. Such notice may be by telephone.

**Procedures for Repeated Removals** - Except as noted below, the same steps and procedures previously listed should be followed for subsequent removals of a student from class:

**For a 2nd and all subsequent removals from the same class.** - As soon as is practicable, but within twenty-four (24) hours of the 2nd removal, the teacher shall inform the student's parents/guardians that their student was again removed from class. Such notice may be by telephone.

**For a 2nd and all subsequent removals from a different class.** - As soon as is practicable, but within twenty-four (24) hours of the 2nd removal, the teacher shall inform the student's parents/guardians that their student was removed from class. Such notice may be by telephone.

**NOTHING IN THE ABOVE PROCEDURES LIMITS THE ADMINISTRATION IN EMPLOYING DISCIPLINARY MEASURES, WHICH THEY DEEM NECESSARY, INCLUDING THE USE OF DETENTION, SUSPENSION, REFERRAL TO LEGAL OR OUTSIDE AGENCIES, AND/OR EXPULSION.**

**ACTIVITIES & ORGANIZATIONS**

**Student Council** - The purpose of the Student Council is to unify and afford the student body through representatives, an opportunity to make suggestions and recommendations to the administration and faculty. In addition, the LMHS Student Council promotes student-faculty cooperation, and assists in implementing various educational activities. Student Council officers will be nominated by members and voted into office. Each representative and officer will be responsible to serve a one year term. Along with this participation comes responsibility. Student Council members are expected to attend all meetings and activities as scheduled. Failure to do so can adversely affect the students represented by the council members along with the entire representation process. Repeated absences from these scheduled activities (not excused by the advisor) may result in removal from the council. In addition, Ladysmith Middle and High Student Council members are positive role models for other students, and as such are expected to behave accordingly. Truancy and/or inappropriate behavior may result in the student’s removal from the council.

**Extra & Co-Curricular Activities** - Students are encouraged to participate in the numerous extra and co-curricular activities provided at Ladysmith Middle and High School. Participation in these activities is a privilege and this privilege can be revoked. **Fee required**, see Fees and Fines section of handbook. Prior to participation in extra-curricular activities, the student must:

- a. Pay fee.
- b. Turn in physical or alternate year card signed by a parent or guardian.
- c. Turn in WIAA eligibility form signed by the athlete/participant and the parent/guardian.
- d. Turn in Athletic & Activity Code signed by the athlete/participant and the parent/guardian.
- e. Turn in the Concussion form signed by the athlete/participant and the parent/guardian.
- f. Turn in insurance waiver or insurance forms and payment.

The following Interscholastic Sports are offered at Ladysmith High School:

<table>
<thead>
<tr>
<th>Fall Athletics</th>
<th>Boys: Cross Country; Football</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls: Cross Country; Golf; Volleyball, Dance Team, Swimming</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Athletics</th>
<th>Boys: Basketball; Wrestling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls: Basketball; Wrestling Cheerleading, Dance Team</td>
<td></td>
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</tbody>
</table>
The following Interscholastic Sports are offered at Ladysmith Middle School:

**Volleyball-** Girls in grades 7th-8th have an opportunity to participate on the team.

**Football-** Students in grades 5th-8th have an opportunity to participate on the team.

**Cross Country-** Students in grades 6th-8th may choose to participate in this sport.

**Basketball-** Each boy and girl in the 7th and 8th grade has a chance to participate on the team.

**Wrestling-** Students in grades 5th-8th may choose to participate in this sport.

**Track-** Students in grades 6th-8th may choose to participate in this sport.

The following co-curricular activities have been offered at Ladysmith High School:

**Fee required**, see Fees and Fines section.

- **Academics**
  - Forensics, Academic Decathlon
- **Clubs**
  - Art Club, Environmental/B.E.A.R Club, F.C.A., HOSA, DECA
- **Fine Arts**
  - All School Musical or Play, Concert Band, Jazz Band, Marching Band, Concert Choir, Handbell Ensemble, Jazz Choir
- **Organizations**
  - Ladysmith Honors Society – Dues, Student Council – No Fee

When transportation to school activities is provided, students must use that form of transportation. The only exception is a parent (not a sibling) may provide transportation from an activity with approval by the principal or athletic director. Coaches and advisors have a form for this. All applicable Ladysmith Middle and High School, School District of Ladysmith, and organizational policies and regulations are to be followed in extra & co-curricular activities.

**Dance Rules-** Rules for LHS Dances: **All potential dances must be scheduled with the principal prior to setting the date.**

1. A policeman and chaperones must be present. The organization sponsoring the dance is responsible for securing these.
2. The dance must be chaperoned by a minimum of two faculty members and two parents or volunteers. Every effort will be made to have male and female chaperones. Student officers of the sponsoring organization must provide administration with a list of chaperones at least 24 hours prior to the dance. The duties of the parents/volunteers will be outlined in writing by the Student Council and a copy of these should be presented to the chaperones at the time of solicitation.
3. The price for admission for dances will be determined by the Student Council. Organizations desiring to make an additional charge must apply to the Student Council at least one week prior to the dance. Everyone (with the exception of those working at the dance) must pay to get in. All students and their guests may be required to show a photo ID in order to attend.
4. Any potentially controversial music or arrangements must be approved by administration in advance.
5. If someone causes a problem at the dance, the chaperones may request the person to leave the dance and school grounds. Administration may exercise their authority for the type of incident, which may include referral to the police or sheriff's department.
6. A student of LHS may invite one guest who is not a student or is an alumnus of LHS. It is the responsibility of the LHS Student to request and fill out the LHS Guest Dance Request Form and turn it into the principal’s office AT LEAST one week before the event/dance. The request form must be signed by the LHS students Parent/Guardian. The High School office will fax the request form to the non-LHS student’s school for the required signatures. **CAUTION, FOR PROM OR HOMECOMING DANCES: DO NOT MAKE EXPENSIVE PLANS PRIOR TO YOUR GUEST BEING APPROVED.** The LHS student must be present for the admission of the guest at the dance and is responsible for the conduct of the guest while at the dance. All students and their guests may be required to show a photo ID in order to attend. The administration may refuse to allow any non-LHS student to attend the dance. **NEITHER MIDDLE SCHOOL STUDENT NOR ANY GUESTS WHO ARE 20 YEARS OF AGE OR OLDER WILL BE ALLOWED TO ATTEND A HIGH SCHOOL DANCE.**
7. Dances held after games will end at 11:00 P.M. Dances held on evenings when there is no
game may exceed two hours in length, however, they must end by 11:00 P.M. or earlier. On
special occasions, the administration may allow the dance to last until 12:00 A.M.
8. Ticket sales will end 30 minutes after the beginning of each dance. No one will be admitted
afterward (with the possible exception of players who are just arriving from the locker room).
9. Anyone leaving the dance will not be allowed to return.
10. All rules for possession and use at school are in effect for all school activities, including
dances.
11. Students under disciplinary restrictions will not be allowed to attend.

**Dance Rules- Rules for LMS Cafeteria Dances:** Students attending school-sponsored dances are
expected to remain in the building and designated dance area until the dance is over. Students wishing to
leave before the conclusion of the dance may do so, but they will not be re-admitted. (Students in grades
7-8 will be allowed to attend dances.) Sixth graders will be invited to attend the last dance of the school
year.

**Tornado Drill:**
When a **tornado watch** is issued, it means conditions are right for a tornado to develop. At that time, we
will go to a **Lockout**. During a **Lockout**, everyone will move indoors. Students will stay in the rooms.
Classes will be conducted as usual. Listen for office announcements to determine if students should move
to their respective classes during passing time.

A **tornado warning** is issued when a funnel cloud has been spotted in the area. The town alarms will go
off. Everyone will go to a **Shelter in Place**. Students and staff members will move to their respective
secure locations and prepare to assume safety positions. The safety places in the school are in the
smallest buildings, in the smallest rooms, and away from any outside windows.

The safest locations in the building are as follows:

- **Building 6: All teachers in Building 6:** (Mr. Jeffress and Mr. Groothousen are in charge); Building 6 restrooms, also consider the distance learning lab, Mr. Jeffress’ CAD room, the storage rooms in the wood shop, the paint room and storage rooms in the auto shop, and the stairwells leading up to the mezzanine.
- **Building 6: Mrs. Diamond:** Building 6 restrooms.
- **Building 3: Mrs. Vollendorf and Mr. Wilmot:** Go to the ramp hallway across from the library away from windows.
- **Library & Computer Lab:** Go to back rooms including the computer lab and lounge.
- **Mr. Tindol:** Go to the gym safe areas.
- **Gym:** Locker room areas, east end of hallway under the balcony, and all rooms under the
balcony. (Mr. Effertz and Mr. Ebner are in charge).
- **Pool:** Go to the locker rooms
- **Building 1: Ms. Wagner:** Stay in room and use quiet room.
- **Building 1: Mrs. Blum and Ms. Brooks, and Ms. Keeble:** Go to auditorium hallway and
restrooms.
- **Commons:** Go to auditorium hallway or Building 1 restrooms.
- **Building 2: Ms. Zbikowski, Mr. Yudes and Choir students:** Go to restrooms and music
practice and storage rooms.
- **Building 4: Mr. Oberhelman and Mr. Langfoss:** Go to 400 computer lab.
- **Building 4: Mrs. Bement, Ms. Williams, Mrs. Gilbeck, Mr. Schroeder, Mr.
Vollendorf and Mr. Ebner:** Go to building 6 safe areas.
- **Building 7: Mr. Alberson, Mr. Jaenke, Mrs. Keeble, Mr. Rogers, Mr. Gudis, Mrs.
Kempen, and Mrs. Martin:** Go to gym safe areas.
- **Building 7: Ms. Powell:** Remain in room, utilizing safe spaces within the room.
- **Building 7: Mr. Lebal:** Remain in room.
- **Cafeteria:** Go to the gym safe areas.

During the drill, students should sit on the floor with their heads down. They should sit close
together facing away from any glass area.
- Staff must move students in their areas to the safest place available. Be sure to stay away from windows.
- Staff members are to bring their flashlights, if they have them.
- All communication which begins and ends the drill/alert will be by loudspeaker.
- Upon exiting the classroom, close the door and usher students in an orderly manner to the designated safe area.

**Fire Drill** - Once a month, weather and circumstances permitting, there will be a fire drill. The first fire drill of the year will be announced beforehand. Teachers will review with their students the fire drill exits for their classrooms and post a fire exit sign above their door indicating the direction people should take on exiting the room. On the first day of each trimester teachers must review this information with each class. Students are to leave all books and materials and move in a quiet and orderly fashion to the specified exit. The first adult to reach an exit should hold the door open for those who follow. All persons are to move at least 100 feet from the building making sure to keep all driveways clear. Shop students are to turn off all equipment, which might create a safety hazard during the alert or drill. The same is true for all family consumer education or lab classes. Students are not to stop at their lockers. When the alert or drill is over, there will be an all-clear notice delivered by a staff person.

**Lockdown Drill** – At least twice per year, a lockdown drill will be conducted within the building in response to an intruder. ALICE procedures will be implemented in lockdown situations. Students and teachers are to familiarize themselves with the proper procedures.

**False Alarms and Interference With Fire Fighting** - Wisconsin Statute 941.13 states, whoever intentionally does any of the following may be fined not more than $500.00 or imprisoned no more than one year in county jail or both:

- a. Gives a false alarm to any public officer or employee whether by means of a fire alarm system or otherwise; or
- b. Interferes with the proper functioning of a fire alarm system; or
- c. Interferes with the lawful efforts of firemen to extinguish a fire; or
- d. Interferes with, tampers with or removes, without authorization, any fire extinguisher, fire hose or any other fire-fighting equipment.

Violators may be suspended and/or be subject to expulsion. In addition, juveniles in violation may be referred to the juvenile courts and adult students may be formally charged and face criminal prosecution.