

LADYSMITH ELEMENTARY SCHOOL

2024-25 SCHOOL YEAR

PARENT STUDENT HANDBOOK

The Ladysmith Elementary Parent-Student Handbook will be available August 2024 on-line at the following address: <https://www.ladysmith.k12.wi.us/families-students/handbook.cfm>

We will not provide a paper copy of the handbook unless it is requested. If you need, or would like a copy of the handbook please contact the Ladysmith Elementary School office at 715-532-5464.

Beginning of School

School for all students begins at 8:15 on **Tuesday, September 3rd.**

Parents/Guardians Entering the School

Parents or guardians will not be allowed in the building during pick up and drop off times. Any parents/guardians who wish to meet with school staff must have a pre-scheduled appointment.

School Hours

- 8:15am-3:00pm
- Front entrance to the school for student ONLY will be opened at 7:30 am each day
- Supervised morning recess 7:45am-8:10am
 - This will be on a rotating basis for each grade level
- Free breakfast from 7:30am-8:10am
- Afternoon recesses will be at a time and at the discretion of each grade level team
- All ENCORE Classes: music, art and phy-ed., will be finished by 2:45 pm daily to assure prompt dismissal.
- Due to safety reasons, we require that all parents wait for their students outside. Students will be brought to parents/guardians by school personnel. Doors will remain locked.

Drop off

- Drop off will be in the front of the school (Miner and 6th street)
- No parents/guardians will be allowed in the building during this time (7:30-8:15)
- Breakfast will be in the cafeteria (7:30-8:10)
- Bus drop off will be in the bus turnaround that is located behind the school (no unauthorized personnel will be allowed back there)

Lunch Program

Great news! All enrolled students of the Ladysmith Elementary School are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2024-25 school year. Your elementary child (ren) will be able to participate in these meal programs without having to pay a fee.

All lunches include 1 milk only. If the student requests extra milk or milk only there will be a \$.40 charge, however, it is necessary to maintain a positive balance to make purchases. Families are encouraged to still submit a free/reduced meal application for afternoon milk break, as free or reduced students receive free milk break. All other students are required to pay \$.40 per milk break—and must maintain a positive balance to make purchases.

Parking

- Drop off/pick up area located on Miner Ave on the north side of the building at the Main Entrance. Parking is permitted in four visitor spaces by the main entrance
- Drop Off/Pick up area on Worden Ave is for buses only - NO personal vehicles

Authorized Student Release, Pick up and Transportation

- To ensure your child's safety, parents will be requested to include, on the Authorized Student Pick-Up Form, the names of persons (including themselves) who would be permitted to pick up their children from school at any time.
- Notify the school office via phone (**no later than 2:00**) or written note indicating the time your child(ren) will be picked up and the name of the authorized adult picking up your child(ren).
- The adult must have the authority to pick up the child, either
 - He or she is the legal guardian or parent
 - He or she is verified as authorized to pick up on the form
 - If this adult is not listed on the form, a phone call will be made to the parent/guardian to verify.
- You or the authorized adult must sign the logbook and record the reason for requesting the release of your child.
- If the office or other designated staff does not know the adult, then
 - identification matching the authorized person's name must be secured or
 - the child's parent/guardian will be called to verify the person's identity and their authority to pick up the child. Your child will not be released if appropriate identification or verification of authority cannot be obtained.
- Your child's teacher will be notified by the office to send your child to the office. To ensure the safety of your child, we will ask that any authorized adult (including parents) picking up a child will do so under the supervision of an office staff person. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child. At dismissal your child will be in the designated pick up area with school personnel who will be verifying appropriate identification if necessary.

HOMEWORK AT THE ELEMENTARY LEVEL K-5

There is a vast amount of research concerning the value and appropriateness of homework. Undue amounts of homework at the elementary level can be unproductive and give students a negative attitude toward school in general. Furthermore, there are many valuable after-school activities that contribute to the social and physical development of children: scouts, sports, chores, babysitting, lawn mowing, snow shoveling, or just playing that are recognized as important, as they provide a healthy balance to the cognitive, mental activities students engage in during the school day. Reading to your child, with your child, or providing a quiet place for your child to read independently is the best homework of all! Make books and reading part of your daily family routines.

ATTENDANCE PROCEDURES

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 Elementary 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 532-5464.** Upon the students return to school, the parent or guardian will need to send a note if a call has not been made. 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. **Tuant 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. Notes from a doctor, dentist, other medical professionals, etc. must also be presented to the school within two days to be counted as a medically excused absence.

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. This must be returned to the office **prior** to the absence.

Field Trips

All Students will ride the bus to the field trip. Only parents or guardians can sign students out at the end of the field trip. WE will NOT accept written or verbal permission designating anyone other than a parent/guardian to pick up from field trip locations.

Medication Form

An authorization form to administer medication for both prescription and non- prescriptions must be filled out if your student will be required to take any medication at school throughout the school year. You will be required to supply all medications in their original containers. The physician's statement on the prescription medication form must be filled out and signed by the doctor. The medication form must be turned in before any medications can be distributed.