

# Ladysmith Elementary School

## 2025-2026



## STUDENT HANDBOOK

**District Administrator, Dr. Jason LeMay, extension 21312**

**Elementary Principal, Mr. Troy Gago, extension 11010**

**Counselor, Mrs. Leah Bunton, extension 11020**

**Secretary, Mrs. Tami Moore, extension 11000**

**Secretary, Ms. Nicole Stewart, extension, 11001**

**School Hours: 8:00 am - 3:00 pm**

**Office Hours: 7:30 am - 3:45 pm**

(Doors open at 7:30 am)

**115 E 6th ST S**

**Ladysmith, WI 54848**

**Phone: 715-532-5464**

**Fax: 715-532-5961**

## **TABLE OF CONTENTS**

Anti-Bullying Policy.....	26
Asbestos Notification.....	13
Attendance Policy & Procedures.....	14
Authorization for Medication.....	20-21
Authorized Student Release, Pick Up and Transportation.....	8
Behavioral Writeups.....	19
Bike, Bus, Car Riders & Walkers.....	9
Board of Education.....	4
Breakfast.....	16
Bus Conduct/Discipline.....	9-10
Bus Rider Expectations.....	9
Bus Rider Permission Slips.....	10
Child Find Activities.....	22
Communicable Diseases/Blood Borne Pathogens.....	19
Complaint Resolution Procedure.....	6
Dismissal Schedule.....	9
District Mission Statement & Goals.....	4
Dress and Appearance.....	16
Dropping Off/Picking Up Children.....	8
Emergency Nursing Care.....	19
English Language Learners.....	13
Extended Time Spent Inside.....	7
Family Education Rights and Privacy Act (FERPA).....	23-24
Field Trips.....	17
Harassment/Form.....	11-12
Head Lice.....	22
Health Services.....	19
Homeless Children.....	17
Homework.....	10
Immunizations.....	19
Inclement Weather.....	7
Injuries at School.....	19
Internet.....	22
Locker and Student Searches.....	17
Lunchroom policy/LunchTimes.....	16
Mandatory Reporters.....	17
Meal accounts on-line.....	16

Medication Administration.....	19-21
Nondiscrimination Policy.....	4
PBIS Matrix.....	18
Parent-Guardian Procedures.....	8-9
Parent-Teacher Conferences.....	13
Parent's Right to Receive Teacher Information.....	22
Parent-Student Handbook.....	11
Parking/Parking Restrictions.....	8
Personnel Responsibilities.....	5-6
Physical Exams/Health Screenings.....	19
Playground Information.....	16-17
Pre-Arranged Absence (Pre-Planned Absence).....	16
Prohibited Items.....	15
Recess.....	7
RTI Information.....	13
School Cancellation.....	7
School Grading.....	13
School Hours.....	7
School Visitors.....	10
Background Checks.....	10
Security Cameras.....	10
Special Education Referral.....	25
Staff/Personnel.....	4
Student Accident Insurance.....	22
Student Contact with Law Enforcement.....	24-25
Student Pickup.....	8
Student Placement Procedure.....	13
Student Records.....	11
Suspension of Bus Privileges.....	10
Teacher Contact Times.....	7
Textbooks.....	15
Treats.....	16
Truancy.....	14-15
Unexcused Absences.....	15
Video Monitoring on Buses.....	17
Weapons in School.....	13

## MISSION AND VISION STATEMENT

The mission of Ladysmith Elementary is to empower ALL students to achieve their best.

Our vision is to ensure ALL students have the knowledge and skills for living, learning, and working successfully.

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 estar rechazado ingresa a alguna escuela pública en este distrito o estar rechazado los beneficios de, o estar 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 paternal, 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 Derechas Civiles de 1964 (raza y origen nacional) y la sección 504 del Acto de Rehabilitación de 1973

## 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 and is included in the school start package mailed to students and parents at the beginning of each school year.

Harassment complaints should be addressed to:

Kelli Vetterkind, School Psychologist  
School District of Ladysmith  
1700 Edgewood Av E  
Ladysmith, WI 54848  
(715) 532-5277  
[kvetterkind@sdlwi.org](mailto:kvetterkind@sdlwi.org)

Title IX complaints should be addressed to:

Kirk Yudes, Assistant Principal  
School District of Ladysmith  
1700 Edgewood Av E  
Ladysmith, WI 54848  
(715) 532-5277  
[kyudes@sdlwi.org](mailto:kyudes@sdlwi.org)

Section 504 complaints should be addressed to:

Kelli Vetterkind  
1700 Edgewood Av E  
Ladysmith, WI 54848  
(715)532-5277  
[kvetterkind@sdlwi.org](mailto:kvetterkind@sdlwi.org)

## SCHOOL HOURS

- 8:00 am-3:00pm
- Front entrance to the school for students only will be open at 7:30am each day
- Supervised morning recess 7:40 am - 8:00am
- Free breakfast from 7:30-8:00am
- Afternoon recesses will be at a time and at the discretion of each grade level team
- All ENCORES: music, art, and phy. ed., will be finished by 2:45pm daily to assure prompt dismissal
- Due to fire codes and special education safety reasons, we require that all parents wait for their students outside. Students will be brought to parent/guardians by school personnel. Doors will remain locked.

## NOON RECESS TIMES:

GRADES K/1	11:25 - 11:55
GRADES 2/3	12:00 - 12:30
GRADES 4/5	12:35 - 1:05

## TEACHER CONTACT TIMES

We encourage you to communicate with your child's teacher during the Open House on **August 27th from 10:00am-1:00pm AND 3:00 pm-6:00pm**. In cases of an emergency, contact may be made at any time during the day.

## SCHOOL CANCELLATION

It is the policy of the School District of Ladysmith to close school when conditions exist that do not make it safe for students to be in school. Once the District Administrator or designee makes the decision to close school, announcements relative to closing will be made on the District Facebook Page, Skylert and over radio stations WLDY/WJBL, WAXX, and WJMC. It will also be announced on television stations WEAU & WQOW.

## INCLEMENT WEATHER

As a general rule children will remain indoors if the air temperature is 0 degrees or below or wind chill factor is -5 below. Some below zero wind-chill factors may be tolerable when air temperatures are moderate and the wind is not continuously sustained. For example: air temperature of 30 degrees with a wind velocity of 35 mph will cause a wind chill of -4 degrees. This may be deemed tolerable if the wind is fluctuating in bright sunlight. The below zero air temperature and/or wind chill factor will be observed by school personnel in the absence of the principal regardless of extenuating circumstances. Brief exposure to tolerable below degree temperatures (above -10) may occur if the children have been confined indoors for more than three days in succession. In this case children may be allowed a 10-minute outdoor period during part of their noon hour or P.M. recess. The procedures stated above were based on information and a wind chill table provided by the NOAA Weather Service. Indoor/Outdoor recess will be decided by school personnel by taking all factors into consideration. **Reminder: It's imperative that your child comes to school dressed appropriately for the weather (Coats must be worn when temperatures are below 50 degrees).**

## EXTENDED TIME SPENT INSIDE BY CHILDREN

The school will cooperate to accommodate reasonable excuses for students to remain inside for reasonable time limits. A written excuse for students to remain inside for a day or two after coming off of an extended illness or injury we feel is reasonable. Written excuses requesting extended time to be spent indoors will require a doctor's excuse and be presented to the classroom teacher.

## **PARKING/DROP OFF/PICK UP**

- In the 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
- Parents/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 prescheduled appointment.

## **PARKING RESTRICTIONS**

**Drop Off /Picked up area on Worden Ave is for buses only-NO personal vehicles.**

**NOTE:** Doing your part to assist us with a safer drop off/pick up procedure will help provide safety for all children.

## **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. If it is necessary for you or someone authorized by you to take your child out of at any time, we ask that you follow the procedures below:

1. **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).**
  - We cannot guarantee notifications after 2:00 pm can be fulfilled.
2. The adult must have the authority to pick up the child, either
  - he or she is the legal guardian or parent
  - he/she is verified as authorized to pick up on the "Authorized Student Pick Up Form."If this adult is not listed on the "Authorized Student Pick Up Form" a phone call will be made to the parent/guardian to verify.
3. You or the authorized adult must sign the logbook and record the reason for requesting the release of your child.
4. 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.
5. 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 in the lobby area outside of the office under the supervision of an office staff person. 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.

## **Transportation Changes**

A Parent/Guardian is required to contact the office via phone or written note indicating a change in end of day transportation. End of day transportation changes handled by phone after 2:00 will be on an emergency ONLY basis.

## **PARENT/GUARDIAN PROCEDURES**

### **Changes to Family Address/Phone**

For your child's safety, please inform the school office whenever you have a phone or address change or if your alternative emergency contacts change, including any temporary relocation for the student or the family. Legal Guardianship-Parents are strongly encouraged to provide the names of all persons with legal rights to their child or their child's information. For your convenience, parents/guardians are able to make updates via Family Access in Skyward. You may also contact Carrie Becker at LMHS 715-532-5277 ext. 21313 for address changes.

## **Rights of Non-custodial Parents**

If you are a non-custodial parent, you have the same rights to student records, progress reports, school mailings, school visits and parent-teacher conferences as a custodial parent ***unless a court order restricts such rights, any requests must be in writing. In cases where a court order is in place, the custodial parent must provide a copy to the school principal.*** It is your responsibility as a non-custodial parent to give the school in writing your address and contact information if you want to be consulted regarding your child and to be placed on school mailing lists. Only the custodial

parent/legal guardian can remove a child from school or give permission for the child to be removed from school by another adult.

## **Withdrawals**

Parents who are here to withdraw their child/ren from school are to remain in the office while the student's materials and belongings are sent to the office.

## **Deliveries**

Parents who bring any items including (flowers, clothing items, snacks, homework, shoes, etc.) to the school will leave those items in the office and the student's classroom will be notified.

## **Nursing**

Parents will remain in the office when they have been contacted by the school nurse or other authorized personnel to come to the school. They will wait until the nurse or other authorized personnel arrives in the office for further instructions.

## **DISMISSAL SCHEDULE:**

All students will be dismissed at 3:00 pm - all car riders, pickups and bikers will be escorted by authorized personnel to be released through the main entrance of the building.

## **BIKE RIDERS/WALKERS/CAR RIDERS**

All bike riders are required to leave bikes in the bike racks, preferably locked, during school hours. Bikers, walkers & car riders are required to leave the school grounds promptly to avoid congestion during boarding of buses.

## **BUS RIDERS**

While waiting for and riding on the school bus, students are expected to conduct themselves the same way they are expected to behave in school. The bus driver has the authority to judge conduct, to maintain discipline, and to report pupils to the principal when necessary.

## **CONDUCT ON SCHOOL BUSES**

Conduct on school buses is under the direct control of the bus driver, unless a chaperone is in charge.

## **BUS RIDER EXPECTATIONS**

Student will "Be Respectful, Be Responsible, and Be Safe" by following these PBIS expectations:

- Be on time for the bus; help keep the bus on schedule.
- Be careful when approaching bus.
- Stayed seated while bus is moving
- Hands, feet and objects to self
- Use proper voice volume and language
- Be kind to all riders, and drivers
- Be ready for your stop and/or pickup
- Cleanup after yourself
- Report any issues to the bus driver (and/or teacher, or principal)
- Listen to the driver (bus drivers have the right to assign seats)
- Riders are responsible for any damage they cause.
- When leaving the bus, remain seated until it stops. If you cross the road, do so in front of the bus after making sure the road is clear.

## **BUS DISCIPLINE**

The bus is an extension of the school day. Therefore, all school rules and procedures apply to all riders.

## **SUSPENSION OF BUS PRIVILEGES**

Complaints by a bus driver concerning actions of a student shall be placed in writing and filed with the Transportation Supervisor. A written notice of the offense with which the student is charged shall be sent to the parent, a copy shall also

be sent to the principal of the appropriate school for inclusion in that student's school record.

Students whose actions present a danger to themselves or to others, or whose conduct is deemed improper, may be excluded from riding the bus. Under conditions of extreme danger, a student may be subject to immediate suspension of bus privileges. Parents will be reached by telephone and notified that the student has been suspended and the reasons for the action. This will be followed by a letter confirming the phone conversation. Exclusion from bus privileges does not excuse the student from meeting the legal requirements of compulsory school attendance, as defined in Wisconsin Statutes.

The parent may appeal the suspension of bus privileges to the Principal of the school, the Superintendent of the district and the Board of Education, in that order.

The Board of Education shall have the final decision in all cases called to its attention. Such decisions shall follow a hearing held with the student, parent, and school authorities.

## **BUS RIDER PERMISSION SLIPS**

If it becomes necessary to ride a different bus after school or if a non-riding student needs to ride a bus home with a bus student, or if a student needs bus transportation between district schools a Bus Rider's Permit must be obtained from the office. The student must have authorization in writing from the legal parent/guardian permitting them to ride a bus before the Bus Permit Slip is issued. This written authorization must include Date, Student's full name, Bus#, Name and Address (of where your student will be dropped off) Homeroom teacher and your full name and relationship to the student. Bus Permission Slips handled by phone will be on an emergency basis ONLY no later than 2:00. If after 2:00, other arrangements will need to be made for your child to be picked up from school or at your address.

## **SCHOOL VISITORS**

We welcome all visitors to our Ladysmith Elementary Community! To maintain a safe and secure school, upon arrival all visitors must sign in at the main office to obtain a visitor's identification badge/tag and leave their photo id and car keys with office secretary. When signing out return the badge/tag to the office and retrieve your photo id and keys. Parents who wish to visit their child's classroom during instructional time must receive prior approval from the building principal so that the daily classroom instruction routine and schedules are not disrupted. While visiting the classroom pictures are prohibited.

## **BACKGROUND CHECKS**

The School District of Ladysmith strives to make the safety of our students our top priority. Therefore, any person wishing to volunteer at school, a school function, chaperone a field trip or visit their child's classroom or lunch room during the school day, WILL BE REQUIRED TO HAVE A BACKGROUND CHECK.

\*Accepted Background Check-[Click Here](#)

## **SECURITY CAMERAS**

Because of its concern for the safety of students and staff and public property, the School District of Ladysmith has authorized the use of security cameras and recording devices in and around some district buildings to provide a safe school environment. Cameras will only be placed in public areas such as hallways, classrooms, and athletic areas. Areas such as bathrooms and locker rooms, where people assume they are in an area of privacy, will not have cameras. Use of dummy cameras is prohibited. Only individuals authorized by the respective building principal, superintendent, or designee of the superintendent may view security tapes.

## **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 nonproductive 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.

## **STUDENT HANDBOOK**

The Ladysmith Elementary Student Handbook is available on-line at the following address:



<https://www.ladysmith.k12.wi.us/schools/elementary/>. 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.

## **STUDENT RECORDS**

Student records shall be maintained in the School District of Ladysmith to assist school personnel in providing appropriate educational experiences for each child in the District. Student records shall include behavioral records, directory data, progress records, and physical health records, relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel, which are not available to others.

The Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. The building principal, or his/her designee, shall be responsible for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established procedures.

Student record notices shall be published in accordance with state law.

Law enforcement records and other information received from law enforcement agencies must be kept separate from all other pupil records. Upon receipt of such records and/or information from law enforcement agencies, the building administrator will notify the student and the student's parent or guardian of the information.

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.

## **VIEWING STUDENT PERMANENT RECORDS**

Upon the written permission of the parent or guardian of a minor pupil, the school shall make available to the person named in the permission form the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release. Request for students' records will be honored within a reasonable period of time, not to exceed 45 days.

The building principal shall have primary responsibility of all student records kept at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted.

## **HARASSMENT**

It is the policy of the School District of Ladysmith School Board to maintain a learning and working environment free from all forms of harassment and to insist that all individuals are treated with dignity, respect, and courtesy. All reported or observed incidences of harassment will be filed on the District's Harassment Incident Report Form. The procedure outlined in section 411.1/512 will be followed.

Any questions concerning this policy should be directed to:

Kelli Vetterkind, Harassment Officer  
Ladysmith High School 1700  
Edgewood Ave E  
Ladysmith, WI. 54848  
Phone: 715-532-5252  
E-mail: [kvetterkind@sdlwi.org](mailto:kvetterkind@sdlwi.org)

**SCHOOL DISTRICT OF LADYSMITH LADYSMITH, WISCONSIN**

**HARASSMENT INCIDENT REPORT (WRITTEN OR ORAL COMPLAINT)**

*DIRECTIONS: This incident report should be completed by a harassment officer, building principal, advocate, and/or his/her designee. This incident report will be maintained in the same manner as other confidential school district public records.*

Incident report filed by: \_\_\_\_\_ Today's date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Person initiating complaint: \_\_\_\_\_

Please check: \_\_\_\_\_ employee \_\_\_\_\_ student \_\_\_\_\_ other (specify) \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If student, name of parent/guardian: \_\_\_\_\_

If student, parent/guardian phone number: \_\_\_\_\_

Age of student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name of alleged perpetrator: \_\_\_\_\_

Please check: \_\_\_\_\_ employee \_\_\_\_\_ student \_\_\_\_\_ other (specify) \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If student, name of parent/guardian: \_\_\_\_\_

If student, parent/guardian phone number: \_\_\_\_\_

Age of student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Date of incident Circle day of week: \_\_\_\_\_ Time of day: \_\_\_\_\_ Location of incident: \_\_\_\_\_

_____ S M Tu W Th F S	_____	_____
_____ S M Tu W Th F S	_____	_____
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Disposition of File:

1. Parent notification (required)
2. Harassment officer notification (required)
3. Law enforcement notification (required if violation of state or federal law)
4. Filed for documentation (required)
5. Other \_\_\_\_\_

Harassment Officer Action: \_\_\_\_\_

Attachments: \_\_\_\_\_

## **WEAPONS IN SCHOOL**

It is the policy of the Ladysmith Elementary School **NOT** to permit real or look-alike weapons that may pose physical harm or cause any threat, real or perceived, to students, parents, or staff in the school building. Any and all weapons brought to school by students will be confiscated and turned in to the office. The student will face possible suspension and a parent re-admittance conference. The authorities will be contacted immediately. Repeated offenses may result in expulsion proceedings. **NOTE:** Parents are asked to assist the school in this matter and discuss this policy with their child.

## **ASBESTOS NOTIFICATION**

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the School District of Ladysmith has an Asbestos Management Plan at the school administrative office. The plan is available for inspection by the public, parents, and district employees. The district performs six-month periodic surveillance of asbestos in May and November and full re-inspections every three years. For more information please contact the district office.

## **SCHOOL GRADING SYSTEM**

At Ladysmith Elementary, formal report cards are issued on a trimester basis. Report cards are issued within one week after the end of the grading period, unless it falls on a school break. The following grading scales are indicated per grade level:

- Preschool: Exceeds Standard, Meets Standard, Progressing to Standard, Beginning Standard
- Kindergarten-Grade 5: 3-Proficient, 2-Developing, 1-Beginning

Schools will be held accountable for students' academic progress. In preparation for this responsibility, parents of children making little or no progress in reading or math will be contacted and academic support will be provided. Summer School remediation will be available for those students who have still made little or no progress in either math or reading by the end of the school year. If the parent or guardian declines the opportunity for summer remediation for their child, a signature will be expected confirming the denial of this opportunity.

## **RTI INFORMATION**

To provide the most effective education for ALL students at Ladysmith Elementary, we utilize a three-tiered approach with varying levels of support beyond the general education, or core curriculum. In the first tier (Tier 1), the classroom teacher will use different strategies and may use additional or different materials so that your child's progress is successful. If more specific intervention is required, we move into Tier 2, where we employ a team approach where school staff meet to review your child's progress and to tailor an individual academic support plan (i.e Title I Services) that provide supplemental instruction to your child in the area of need. During this period, we give your child additional instruction using scientifically-based materials and strategies to allow your child to achieve the educational standards that are necessary for educational success. At this tier, your child's schedule may need to be modified so that educational interventions can occur. In the event that your child needs additional help to meet the state standards, we utilize a third tier (Tier 3), which provides additional and more frequent help. A problem-solving team meets to address your child's needs and to review the progress of your child during the intervention period. Parents/guardians are encouraged to be part of the process as we work together to help your child grow academically here at LES.

## **WISCONSIN ACT 20: PARENT NOTIFICATION AND EARLY LITERACY SUPPORT**

Wisconsin Act 20 is a state law focused on improving early literacy outcomes for students in kindergarten through third grade. The law requires schools to screen students in these grades three times per year using approved literacy assessments (AIMSWEB). These screenings are designed to identify students who may be at risk for reading difficulties so that early, targeted support can be provided. If a student is found to be at risk, families will receive timely written notification, including the screening results, an explanation of what the results mean, and information about available reading interventions and supports. A personalized reading plan (PRP) will be developed for each child below the 25th percentile on these screeners.

Families play a vital role in this process, as Act 20 encourages strong school-home collaboration to ensure students receive the help they need to become confident and capable readers. For more information please contact the elementary principal Troy Gago, 715-532-5464 extension 11010.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be offered the first two Trimesters as indicated on the school calendar. During the third trimester the school will offer a family engagement night. Other additional parent conferences may be held at the request of the student's parent/guardian, the student's teacher, school counselor, principal or assistant principal.

## **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

The School District of Ladysmith may be required to offer a bilingual-bicultural education program for students with limited English proficiency. Persons requesting more information may contact the school principal.

## **STUDENT PLACEMENT FOR LES PROCEDURE**

An elaborate, detailed procedure is used to ensure balanced, equitable Student Placement into Classrooms at LES.

***Parental requests will not be necessary.*** The principal makes the final decision on all placements after careful consideration of detailed data. This procedure reflects the current District Policy with regard to the assignment of students to classes.

## **DISTRICT POLICY**

### **District Policy Regarding the Assignment of Students to Teachers/Classes**

Under the general authority granted boards of education to assign children to schools, the Board authorizes the District Administrator to assign pupils to schools as will best serve the educational interests of the individual pupil. The District Administrator will ensure that no assignment or transfer of any pupil will adversely affect that pupil's opportunity to receive the education that he or she is entitled to. Exceptions may be made in the case of pupils repeating a grade since it is sometimes advisable for such pupils to have a different teacher the second year. Exceptions may also be made in cases of change of residence within the District, but preferably a new assignment to school should be made at the start of the year. The assignment of pupils and classes to teachers is made by the Principal in the elementary school and/or the principals of the middle school and senior high school.

## **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.

**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. 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.

**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 there are no live lice) Policy 453.6
3. Non-emergency medical appointments. (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. Approved school activities.

**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.**

The Wisconsin Compulsory Attendance Law (WI Statute 118.15 and 118.16 and Title VI, Civil Rights Act, WI Act 285) sets the legal framework and policy for school attendance requirements.

**Make-Up Work** - Students may 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 8:00-3:00 parents must bring the student to the school office to sign them in and receive a pass. Teachers and office personnel will enter tardies into the student software system. Five or more tardies in a trimester may result in a truancy citation and a referral to court.

**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. Students with 5 or more unexcused absences in a semester are considered legally truant.

**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 semester, 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))

**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. Pre-Planned absences will count as an excused absence. Students receive 10 excused absences for the school year (medical notes do not count towards these 10).

## **TEXTBOOKS**

Students are responsible for any textbooks checked out to them. If lost, or not returned for any reason, the student will be charged for the loss on the basis of use:

- New textbook – full price
- 1 year old – 80% of cost
- 2 years old – 60% of cost
- 3 years old – 40% of cost
- 4 years or more – 20% of cost

Parents will be notified of the fine, which will be in proportion to the damage of the book. If the fine is not paid by the last day of school report cards will be held in the main office until the fine is paid.

## **PROHIBITED ITEMS**

For the safety of the student, shoes with rollers in them will not be allowed at Ladysmith Elementary School during the school day, at LES events, or in the gym. Please send your child to school with the appropriate shoes. Students are prohibited from using any wireless electronic paging or two-way communication devices or systems during the school day. Wireless electronic paging or two-way communications devices include but are not limited to, cell phones, pagers, radios, tape/DVD players/recorders, tape/CD players/recorders, Gameboys, electronic games, iPods/MP3 players, iPods, headphones, two-way radios, handheld electronic planners/games, lasers, and other electronic communication or

entertainment equipment. Toys from home are prohibited unless preapproved by classroom teacher. Ladysmith Elementary School will **not** be responsible for any missing or broken items.

## **DRESS AND APPEARANCE**

The student's dress, appearance, and hygiene should not distract from the important task of learning, nor should it endanger anyone's safety or health. Footwear must be safe, appropriate, and work at all times. Clothing that displays printing must be free of offensive emblems, pictures, gestures, alcoholic symbols, and profanity. Exposed undergarments and midriffs are unacceptable. Tops should stay below the beltline. Outdoor clothing is not worn in classrooms. Except when designated, on special occasions hat or headwear are reserved for use outside of the building. Low cut clothing and spaghetti straps are not acceptable. Studded accessories and wallet chains are prohibited. Students in violation will be required to correct the issue or arrangements will be made to go home.

## **TREATS**

### **NO GUM AT ANY TIME FOR ANY REASON**

Birthday treats are permissible. Parents are asked to personally contact their child's teacher for specific details and procedure followed for bringing treats to the classroom. Permission to bring treats for any other occasion, including holidays is left up to the discretion of the classroom teacher.

## **BREAKFAST PROGRAM**

Breakfast will be served in the cafeteria from 7:30-8:00 Breakfast is free for all students.

## **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 2025-2026 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 an extra milk or milk only there will be a \$.40 charge, an extra entrée for breakfast is \$1.75 and an extra lunch entrée is \$2.25 however, it is necessary to maintain a positive balance to make purchases.

Families are encouraged to still fill out the free and reduced lunch application. F/R meal applications are available electronically in Skyward Family Access or paper applications are available in the LES office.

## **MEAL ACCOUNTS ON-LINE**

All Food Service accounts can be referenced in Skyward under parent access.

If you have questions please contact Shelly Hayden Foodservice Supervisor at 715-532-5531 ext. 28300 or by email: [shayden@sdlwi.org](mailto:shayden@sdlwi.org)

## **LUNCHROOM POLICY/BREAKFAST/LUNCH TIMES**

Conduct in the lunchroom is under the direct control of the lunchroom supervisor and classroom teachers. Students are expected to follow the **LES School-Wide PBIS Matrix**.

## **LUNCH TIMES**

GRADE K/1 10:50-11:20

GRADE 2/3 11:30-12:00

GRADE 4/5 12:05-12:35

## **PLAYGROUND USE**

Note: The playground shall be available for school use at the following times:

7:30am - 3:30 pm on school days during the regular school year. The LES playground will be divided into two separate areas; one for Grades 4K and the other for Grades K-5.

## **PLAYGROUND CONDUCT**

Conduct on the playground is under the direct control of the playground supervisors. Students are expected to follow the **LES School Wide PBIS Matrix**.

## **USE OF VIDEO MONITORING SYSTEMS ON SCHOOL BUSES**

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, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students.

Parents/guardians of students who will be riding buses with video cameras will be notified once a year that video cameras are being used on the buses, and a sign will be placed at the front of each bus indicating the video cameras are present.

## **MANDATORY REPORTERS**

Any teachers, administrators, counselors, or other professional employees having a reasonable cause to suspect that a child seen in the course of professional duties has been abused, neglected or has been threatened with abuse or neglect shall immediately inform, by telephone or personally, the Department of Social Services.

## **HOMELESS CHILDREN AND YOUTH (EDUCATION OF)**

Homeless children and youth shall have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children/youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel.

## **LOCKER AND STUDENT SEARCHES**

Student cubbies/desks are property of the School District of Ladysmith. Periodic inspections of cubbies/desks may be conducted by school administrators for any reason at any time without student consent and without a search warrant. Searches 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.

## **FIELD TRIPS**

Students may leave school property to attend school-sanctioned events only if they have an authorized "Field Trip Permission Form" (part of the signature packet) on file in the school. \*Transportation to and from field trips is provided by the district. All students are required to ride the bus to all field trips. We will only release students to parents/guardians to ride home from a field trip. Parents/Guardians are required to sign their child out with a classroom teacher at the end of the field trip. Please note if a parent/guardian is providing transportation home from the field trip, the district is not held liable in any way. We will NOT accept written or verbal permission designating anyone other than a parent/guardian to pick up from field trip locations.

**Positive Behavioral Intervention Supports (PBIS)** is a school-wide educational process in which students are taught the exact same behavior expectations in our school that we have for everyone, regardless of age. We use **PBIS** as a framework to help ensure that behavior issues don't impede academic learning—when students know what behavior is expected, there leaves little room for confusion so they can also focus on scholastic endeavors. As we work together as a school community, we find that core values and unified expectations help our students to be the best they can be. As an extension of our core values, we encourage our students to incorporate the **Three B's** in their daily activities both at school and at home:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

The **Ladysmith Elementary Behavior Matrix** summarizes the core values we encourage our students to embrace and incorporate into their daily lives.

# Ladysmith Elementary PBIS Behavior Matrix

	All	Arrival	Classroom	Cafeteria	Hallways	Recess	Assemblies	Bus	Bathroom	Dismissal
<b>Be Respectful</b>	Listen to adults and other students  Speak and act with kindness and empathy	Voice Level 1  Greet one another  Head to cafeteria for breakfast  Go to your classroom or recess when dismissed	Voice Level depends on activity (0-2)  Listen to others  Speak and act with kindness and empathy	Voice Level 1 or 2  Use good manners (please, thank you)  Listen for adult to tell you when to dump tray and line up	Voice Level 1  Walk  Line Basics	Voice Level outside 4  Share equipment  Take turns  Include others	Voice Level 0  Eyes on presenter	Voice Level 1 or 2  Listen to the bus driver and follow directions the 1st time given  Use appropriate language	Voice Level 0 or 1  Honor privacy of others  Flush toilet  Wash hands	Voice Level 0 or 1  Keep track of your things in the classroom and hallways  Get ready by your own cubby or locker
<b>Be Responsible</b>	Be prepared  Follow directions  Think before you act	Be on time  Be where you belong  Take everything with you from the cafeteria	Follow directions  Complete work  Ask questions  Use a growth mindset	Get what you need before you sit  Raise your hand if you need help  Clean up after yourself	Body Basics  Line Basics  Walk on right side of stairs  Walk in straight line	Voice Level in Hall 0  Line Basics on way out and in  Body Basics on equipment	Body Basics  Pay attention to speaker	Follow directions the 1st time given  Keep belongings with you	Use only a little water, soap and paper towels  Put trash in trash can  Keep walls and floors clean	Body Basics  Get your things ready on time  Take home what you need
<b>Be Safe</b>	Body Basics  Honor rules to be safe to self and others	Line Basics  Body Basics	Body Basics  Keep classroom clean  Honor rules to be safe to self and others	Body Basics  Eat your own food  Walk to line	Body Basics  Line Basics  Keep your things in your locker/cubby and off the floor	Play with the equipment the right way  Report any problems to an adult  Wear appropriate clothing	Body Basics  Line Basics  Follow adult directions during and after	Body Basics  Stay seated  Face forward  Report any incidents	Wash hands  Walk  Report problems to an adult	Line Basics to get to bus, gym or pickup  Walk  Listen to adult or safety patrol

<ul style="list-style-type: none"> <li>★ Eyes watching</li> <li>★ Ears listening</li> <li>★ Mouths closed</li> <li>★ Sit appropriately</li> <li>★ Hands, feet &amp; objects to self</li> </ul>	<ul style="list-style-type: none"> <li>★ Hands behind your back</li> <li>★ All eyes forward</li> <li>★ Lips zipped</li> <li>★ Low speed</li> <li>★ Space between</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words &amp; watch your tone</li> <li>★ Say please, thank you, no thank you</li> <li>★ Say excuse me if you need to</li> <li>★ Give kind reminds</li> <li>★ Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>★ 4 - Outside voice</li> <li>★ 3 - Teacher talk</li> <li>★ 2 - Table talk</li> <li>★ 1 - Whisper</li> <li>★ 0 - Zero voice</li> </ul>
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## **BEHAVIORAL WRITEUPS**

Any student who receives a discipline referral (minor or major) will receive an automated notification to parents, teachers and the building principal via email. Parents have the right to contest disciplinary writeups by contacting the building principal. Disciplinary writeups will be available to parents in Skyward under the student profile.

## **HEALTH SERVICES**

School Health Services help to protect and improve the health of the children, thus aiding in their growth, development, and enabling them to benefit and learn in a healthy school environment. The school nurse and staff provide the following services: promote wellness, provide education, emergency nursing as needed, evaluations, screenings, counseling and M- Teams. The school nurse acts as a liaison between students, staff families, and community resources. The nurse evaluates health issues of the school district to meet State requirements.

## **Article II. EMERGENCY NURSING AND CARE**

The School District of Ladysmith shall provide emergency nursing service for all students under the supervision of the District employed school registered nurse. The District has a medical advisor who is a licensed physician. The District will have designated personnel in each school who have been trained in Basic first Aid & Safety along with CPR. There is a First Aid Manual located in each building in the designated nurse's office. There are emergency first aid kits located in various areas within each school.

### **Section 2.01 INJURIES AT SCHOOL**

If at anytime there is an injury, the Accident Report Form and the Accident Claim Form must be filled out. Copies are to be given to the District office, Principal, school nurse, and students file. Additional information in cross reference #453.1 and #453.11

## **COMMUNICABLE DISEASES AND BLOOD BORNE PATHOGENS**

School District of Ladysmith will follow federal, state, and local laws and regulations in establishing and maintaining appropriate health standards for the school environment. The District will work with the local Rusk County Health Department whenever necessary. The District will provide educational opportunities for staff, students, and families regarding measures to reduce the risk of contracting or transmission of communicable diseases at school or outside school related activities. Refer to cross reference #453.3 and First Aid Manual.

## **STUDENT IMMUNIZATIONS**

All students of the School District of Ladysmith must have an updated immunization record on file as required by state law. This will be evaluated yearly by the Special Service Director and school nurse for all enrolled students and transfer students in the District. Refer to cross reference #453.2

## **STUDENT PHYSICAL EXAMINATIONS AND HEALTH SCREENINGS**

Health examinations and screenings will be required upon entering the School District of Ladysmith System. The district will work and coordinate with the local Rusk County Health Department for additional services as needed. Health records shall be maintained on all students within the district. (Refer to cross reference 347 student records of # 453.5)

## **MEDICATION ADMINISTRATION**

Medications shall be administered during school hours only if the parents or guardian have signed the Authorization for the Administration of Medication Form (please refer to the attached form). This will be on file in the student's record and located in the room where the medication is locked. The building principal will assume authority of the designated school personnel in the administration of the medications. The designated personnel will be given instructions by the school nurse on the medication, dose, time of administration, route of administration, and side effects. Each student will have an individual medication sheet for documentation that it was given and signed. Students in the elementary and middle schools will have medications given under supervision. High school students whose parent or guardian has given their written permission to have their son or daughter administer their own medication will be permitted. (Refer to cross reference #453.4)

**SCHOOL DISTRICT OF LADYSMITH  
AUTHORIZATION FOR ADMINISTRATION OF MEDICATION**

**PRESCRIPTION MEDICATION**

Name of Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Part I - Physician's Statement**

1. Reason for medication \_\_\_\_\_
2. Name/type of medication \_\_\_\_\_
3. Dosage/amount to be given \_\_\_\_\_
4. Frequency/times to be administered \_\_\_\_\_
5. Duration (week, month, indefinite, etc.) \_\_\_\_\_
6. Possible reaction to medication (side effects, symptoms, etc.) \_\_\_\_\_
7. Contact me should the following occur \_\_\_\_\_

Physician's Signature

Address

Phone

Date Signed

**Part II - Parent's/Guardians Request for Approval:**

I hereby request and give my permission for the above-named school to administer the medication prescribed on this form to my child, and I authorize them to contact the child's physician, if necessary. I further exonerate the School District of Ladysmith from any liability resulting there from. I shall inform the school of any change in the child's health or medication.

Parent's/Guardian's Signature

Date Signed

**Part III - Designated Person(s) Administering Drugs**

I have agreed to administer the medication as requested by the parents/guardians and in accordance with directions listed above by the physician.

Signature of Person(s) Administering Medication

Date Signed

**IT IS THE POLICY OF THE SCHOOL DISTRICT OF LADYSMITH THAT MEDICATION BE BROUGHT TO THE SCHOOL IN THE ORIGINAL CONTAINER. ANY MEDICINE NOT IN THE ORIGINAL CONTAINER WILL NOT BE DISPENSED TO ANY STUDENT.**

**SCHOOL DISTRICT OF LADYSMITH  
AUTHORIZATION FOR ADMINISTRATION OF MEDICATION**

**NON-PRESCRIPTION MEDICATION**

Name of Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Part I - Parent's/Guardian's Statement**

I hereby request the school to administer the following non-prescription medication. I further exonerate the School District of Ladysmith from any liability resulting there from.

1. Reason for medication \_\_\_\_\_
2. Name/type of medication \_\_\_\_\_
3. Dosage/amount to be given \_\_\_\_\_
4. Frequency/times to be administered \_\_\_\_\_
5. Duration (week, month, indefinite, etc.) \_\_\_\_\_

Parent's/Guardian's Signature

Date Signed

**Part II - Designated Person(s) Administering Drugs**

I have agreed to administer the medication as requested by the parents/guardians and in accordance with directions listed above by the physician.

Signature of Person(s) Administering Medication Date Signed

**IT IS THE POLICY OF THE SCHOOL DISTRICT OF LADYSMITH THAT MEDICATION BE BROUGHT TO THE SCHOOL IN THE ORIGINAL CONTAINER. ANY MEDICINE NOT IN THE ORIGINAL CONTAINER WILL NOT BE DISPENSED TO ANY STUDENT**

## HEAD LICE

It shall be the policy of the School District of Ladysmith to be aware of the problems associated with head lice transmission, case finding, administrative handling, and treatment. The School District of Ladysmith practices a policy of “no live lice” as a criterion for return to school. The school nurse and/or principal shall decide whether a child or classroom inspection should take place if a suspected case(s) of head lice is apparent. If the case of head lice is confirmed, the principal/school nurse will follow the procedure outlined in 453.6 in the District Policy Manual.

## STUDENT ACCIDENT INSURANCE

Accident insurance covering the student while in transit and on the premises of the school is available. Our school provides accident coverage for all students. Only accidents which occur in school sponsored and supervised activities, excluding participants in interscholastic sports, are covered. This coverage is a secondary coverage, not primary.

## 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. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

In response to these questions, all teachers have at least a bachelor's degree in the School District of Ladysmith and many have advanced degrees. In addition, all of the teachers in the School District of Ladysmith are fully licensed or working towards licensure for their assignment. If you want to see the state qualifications for your child's teacher you may ask us, or find it on the Wisconsin Department of Public Instruction's website at [https://dpi.wi.gov/sites/default/files/imce/title-i/pdf/esea\\_parent-right-to-teacher-info.pdf](https://dpi.wi.gov/sites/default/files/imce/title-i/pdf/esea_parent-right-to-teacher-info.pdf).

In addition, instructional aides employed by the School District of Ladysmith are all considered qualified for this work. If you would like more information about the School District of Ladysmith, please feel free to call the administration office at 715-532-5277, extension 227. Requested information will be provided to you in a timely manner.

## INTERNET

Before any student is permitted to use the internet while on school property, they must have their parent's signature on the District's "Acceptable Use Agreement". In order for your child to publish student work or have their picture on the World Wide Web, a permission form needs to be signed by the parent/guardian. These forms are included in the LES Policy and Procedures Packet.

APPROVED:

08-16-05

## SCHOOL DISTRICT OF LADYSMITH CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

**The School District of Ladysmith is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children.** The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts several child find activities each year. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

### **The school district maintains several classes of pupil records.**

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), AND SECTION 118.25, WISCONSIN STATUTES, AFFORD PARENTS AND STUDENTS OVER 18 YEARS OF AGE ("eligible students") THE FOLLOWING RIGHTS WITH RESPECT TO EDUCATION RECORDS:**

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask the School District of Ladysmith to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107- 110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on

the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll. Also, the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-4605

## **STUDENT CONTACT WITH LAW ENFORCEMENT AUTHORITIES**

Whenever assistance from law enforcement agencies is required or if a representative of a law enforcement agency requests permission of school authorities to interview, interrogate or apprehend a student, these general procedures must be followed in the School District of Ladysmith; unless Statutes specifically provides for exceptions (e.g., the right of police, accompanied by Social Services personnel, to interview pupils without parental consent.)

- **Non-School, Non-Emergency Related Issues**

1. Interviews or interrogations of a non-school and non-emergency nature shall be conducted outside school hours and off school property whenever possible.
2. If non-emergency, non-school related interviews or interrogations are conducted on school property during school hours they must be approved by the principal or designee, if appropriate. Principals shall refer any disputes with police on these matters to the District Administrator or designee.
3. The law enforcement official shall contact parents/guardians for permission to talk to students unless exempted by statute or ordinance. If parent contact for permission is not able to be obtained or requested, the officer may proceed only if he/she deems it necessary.
4. School officials shall be given a brief summary of the reasons for the interview or interrogation by the police. The principal shall open the conference by introducing the student to the representative of the law enforcement agency and will explain why the student has been called to the office. The principal shall be responsible for providing a place for the interview or interrogation that is as free as possible from outside influence, surveillance and inappropriate stress on the student. The best interest of the student shall be paramount.
5. Attempts to limit the interview/interrogation to non-class time shall be made (study hall, lunch, release time).
6. Apprehensions for non-school, non-emergency related issues shall not be completed on School District property except: (a) when immediate apprehension is ordered by a judge or pick up order, (b) when it is impossible to make the apprehension at another time or place, (c) when allowed by local, state or federal law, (d) where law enforcement officials request immediate apprehension due to concern for loss of evidence, or (e) where the parent/guardian authorized law enforcement officials to do so.

- **School-Related, Emergency, or Law Enforcement Issues**

Emergency situations are defined as circumstances in which a student has knowledge of or is involved in conduct that may be imminently dangerous to the health and safety of the student and others.

1. Interviews or interrogations for school related (in school, on school grounds, or at school-sponsored activities) or emergency issues may be conducted on school district property if:
  - a. The interview is permitted by State law.
  - b. Law Enforcement authorities, when appropriate, have made prior contact or attempts to contact the parent/guardian; or,
  - c. School officials request the interview or interrogation (School officials shall contact, when appropriate, the parent/guardian in emergency situations as soon as practical); or
  - d. Where the parent/guardian cannot be contacted, police may interview or interrogate the student without parent/guardian permission. School officials shall document attempts to contact the parent/guardian.
  - e. A school official or parent/guardian may be present upon the request of the parent/guardian unless prohibited by State Statute.
2. Apprehensions for school-related or emergency situations may be completed on school property during school time if: (a) ordered by a judge or pick up order, (b) requested by school officials, or (c) there is an allegation

that the student has committed a violation of local, state or federal law and it is impractical or inefficient to do so at another time or place.

3. When an apprehension is made at school, police representatives shall notify the parent/guardian. School officials shall write a statement outlining the circumstances, time, allegations, and procedure. A verbal report shall be made to the District Administrator or designee as soon as possible.

***Any information regarding the violation of school rules that is obtained from the above process may subject the student to further school disciplinary action.***

## **SCHOOL DISTRICT OF LADYSMITH ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES**

Upon request, the SCHOOL DISTRICT OF LADYSMITH is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

**A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides.** Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Kelli Vetterkind, Director of Special Education, School District of Ladysmith at 715 532-5277 or by writing her at 1700 East Edgewood Ave, Ladysmith, WI 54848.

## **SCHOOL DISTRICT OF LADYSMITH ANTI-BULLYING POLICY**

411.2

The School District of Ladysmith strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on victims, bystanders, and bullies. According to research, up to 60% of those who become bullies in school go on to have criminal records. The School District of Ladysmith will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

### **DEFINITION**

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to, age, national origin, race, ethnicity, religion, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or internet- also known as cyber bullying)

Per the Wisconsin DPI Website. The following chart shows the difference between Conflict and Bullying to help clarify the two.

<b>Conflict vs. Bullying</b>	
<b>Conflict</b>	<b>Bullying</b>
Equal power	Imbalance of power
Happens occasionally	Repeated actions
No intent to harm	Purposeful intent
Equal emotional reaction	Victim reacts strongly
Not seeking power/attention	Is often seeking power/attention
Remorse	No remorse
Effort to solve the problem	Not motivated to solve the problem

### **PROHIBITION**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

### **PROCEDURE FOR REPORTING/RETALIATION**

All school staff members who observe or become aware of acts of bullying are required to report and document these acts. Any other persons, including a student who is either a victim of the bullying, is aware of the bullying, or any other concerned individuals are encouraged to report the conduct to a school district representative responsible for student supervision.

Reports of bullying can be made verbally, in writing, or on the school district's website at Speak Up Speak Out and stay confidential. All such reports, whether verbal or in writing, will be taken seriously. A written record of the report will be made by the recipient of the report. The school representative receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report.

### **PROCEDURE FOR INVESTIGATING REPORTS OF BULLYING**

The person assigned by the district to conduct an investigation of the bullying report shall interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. The district shall maintain the confidentiality of the report and any related records to the extent required by law. Parents and/or guardians of each pupil involved in the bullying will be notified of the investigation.

### **SANCTIONS AND SUPPORTS**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action. Such disciplinary action may include, but is not limited to, restorative justice, suspension, expulsion, referral to law enforcement for possible legal action, and/or other building level consequences determined to be appropriate. Pupil services will provide support for the identified victims as needed.

### **DISCLOSURE AND PUBLIC REPORTING**

This policy will be made available to all students enrolled in the school district, their parents and/or guardians, and employees of the district. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy. Confidentiality of such records will be maintained to the extent required by law. Administration will review annually the frequency and patterns associated with bullying behaviors in the school district in order to identify trends in bullying and make recommendations on how to further reduce bullying behavior.