

# **Ladysmith**

**Middle and High School**



**Student/Parent  
Handbook  
2023-2024**

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## MISSION AND VISION STATEMENT

The mission of Ladysmith Middle and High School 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.

LADYSMITH MIDDLE AND HIGH SCHOOL  
1700 EDGEWOOD AVE E  
LADYSMITH, WI 54848  
[www.sdlwi.org](http://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

Mrs. Laura Stunkel, 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 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

**2023-2024  
SCHOOL CALENDAR**

|                |  |
|----------------|--|
| September 5    | 1 <sup>st</sup> Day of School-all students   |
| October 17     | LMHS Parent/Teacher Conf. 3:30 PM -7:30 PM   |
| November 20-24 | No School – Fall Vacation                    |
| December 1     | Last Day of Trimester 1                      |
| December 4     | Staff Inservice Day – No school for students |
| December 5     | First Day of Trimester 2                     |
| December 25-29 | No School – Winter Vacation                  |
| January 1      | No School – New Year’s Day                   |
| January 2      | Students and Staff Report to School          |
| January 18     | LMHS Parent/Teacher Conf. 3:30 PM to 7:30 PM |
| February 19    | Staff Inservice Day- No school for students  |
| March 5        | End of Trimester 2                           |
| March 6        | Staff Inservice Day – No school for students |
| March 7        | First Day of Trimester 3                     |
| March 25-29    | No School – Spring Break                     |
| April 25       | LMHS Parent/Teacher Conf. 3:30 PM to 7:30 PM |
| April 26       | No School for students or staff              |
| May 25         | Graduation Day                               |
| May 27         | No School – Memorial Day                     |
| June 5         | Last Day of School – End of Trimester 3      |

**DAILY TIME SCHEDULE**

| <b>High School Schedule</b> |       |       |       |       |       |
|-----------------------------|-------|-------|-------|-------|-------|
| Period                      |       | Start | End   |       |       |
| 1                           |       | 8:05  | 9:11  |       |       |
| 2                           |       | 9:20  | 10:26 |       |       |
| 3                           |       | 10:30 | 11:36 |       |       |
| 4A                          | 11:40 | 12:46 | 11:36 | 12:06 | Lunch |
| Lunch                       | 12:46 | 1:16  | 12:10 | 1:16  | 4B    |
| 5                           |       | 1:20  | 2:26  |       |       |
| BAI (6)                     |       | 2:30  | 3:15  |       |       |

| <b>7<sup>th</sup>/8<sup>th</sup> Grade Schedule</b> |       |       |
|---|-------|-------|
|   | Start | End   |
| Block 1   | 8:05  | 9:29  |
| Block 2   | 9:38  | 11:04 |
| Lunch   | 11:04 | 11:34 |
| Electives (3)                                       | 11:38 | 12:23 |
| Music (4)   | 12:27 | 1:12  |
| 5   | 1:16  | 2:40  |
| BAI (6)   | 2:44  | 3:15  |

| <b>6<sup>th</sup> Grade Schedule</b> |       |       |
|--------------------------------------|-------|-------|
|                                      | Start | End   |
| 1                                    | 8:05  | 9:29  |
| 2                                    | 9:38  | 11:04 |
| Lunch                                | 11:04 | 11:34 |
| Music (3)                            | 11:38 | 12:23 |
| Electives (4)                        | 12:27 | 1:12  |
| 5                                    | 1:16  | 2:40  |
| BAI (6)                              | 2:44  | 3:15  |

**P.L.C. WEDNESDAY TIME SCHEDULE**

| <b>High School Schedule</b> |       |       |       |       |       |
|-----------------------------|-------|-------|-------|-------|-------|
| Period                      |       | Start | End   |       |       |
| 1                           |       | 8:20  | 9:21  |       |       |
| 2                           |       | 9:30  | 10:31 |       |       |
| 3                           |       | 10:35 | 11:36 |       |       |
| 4A                          | 11:40 | 12:46 | 11:36 | 12:06 | Lunch |
| Lunch                       | 12:46 | 1:16  | 12:10 | 1:16  | 4B    |
| 5                           |       | 1:20  | 2:26  |       |       |
| BAI (6)                     |       | 2:30  | 3:15  |       |       |

| <b>7<sup>th</sup>/8<sup>th</sup> Grade Schedule</b> |       |       |
|---|-------|-------|
|   | Start | End   |
| Block 1   | 8:20  | 9:38  |
| Block 2   | 9:46  | 11:04 |
| Lunch   | 11:04 | 11:34 |
| Electives (3)                                       | 11:38 | 12:23 |
| Music (4)   | 12:27 | 1:12  |
| 5   | 1:16  | 2:40  |
| BAI (6)   | 2:44  | 3:15  |

| <b>6<sup>th</sup> Grade Schedule</b> |       |       |
|--------------------------------------|-------|-------|
|                                      | Start | End   |
| 1                                    | 8:20  | 9:38  |
| 2                                    | 9:46  | 11:04 |
| Lunch                                | 11:04 | 11:34 |
| Music (3)                            | 11:38 | 12:23 |
| Electives (4)                        | 12:27 | 1:12  |
| 5                                    | 1:16  | 2:40  |
| BAI (6)                              | 2:44  | 3:15  |

## WELCOME

Welcome to Ladysmith Middle and High School! On behalf of your administrative team, we are excited for the 2023-2024 school year to continue the positive work 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 was 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. Please read your handbook carefully and use it regularly throughout the year. All students 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  
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   |
| Mr. Kirk Yudes     | Assist. Principal/Athletic Director                     |
| Mrs. Michaela Webb | Principal/Athletics' Admin Assistant/Busing Coordinator |
| Mrs. Jodi Zimmer   | School Counselor  |
| Mrs. Amy Rydlund   | Middle/High School Student Services Admin Assistant     |
| Mrs. Carrie Becker | District Office/SPED/Open Enrolment Admin Assistant     |

\* 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, assistant principal, 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:  
Mrs. Laura Stunkel-District Administrator  
School District of Ladysmith  
1700 Edgewood Ave E  
Ladysmith, WI 54848  
(715) 532-5277  
[lstunkel@sdlwi.org](mailto:lstunkel@sdlwi.org)

Harassment complaints please contact:  
Mr. Greg Posewitz, LMHS Principal  
School District of Ladysmith  
1700 Edgewood Ave E  
Ladysmith, WI 54848  
(715) 532-5277, Ext 21402  
[gposewitz@sdlwi.org](mailto:gposewitz@sdlwi.org)

Section 504 complaints please contact:  
Mrs. Laura Stunkel-District Administrator  
School District of Ladysmith  
1700 Edgewood Ave E  
Ladysmith, WI 54848  
(715) 532-5277  
[lstunkel@sdlwi.org](mailto:lstunkel@sdlwi.org)

Title IX complaints please contact:  
Mr. Troy Gago, LES Principal  
Ladysmith Middle and High School  
1700 Edgewood Ave E  
Ladysmith, WI 54848  
(715) 532-5531  
[tgago@sdlwi.org](mailto:tgago@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:

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. participation in officially-recognized activities and sports;
- C. height and/or weight, if a member of an athletic team.

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](http://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>.

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.**

Headlice/Nits in the School Setting – Current evidence-based practice does not support exclusion of students for head lice nor the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children. Students diagnosed with head lice should not be sent home early from school. Such students may go home at the end of the day in the manner they are accustomed to and should be permitted to return to school after appropriate treatment is started. Head lice can be a nuisance but they have not been shown to spread disease. Exclusion from class or school is generally not warranted. In accordance with recommendation of the Center for Disease Control (CDC) the National Association of School Nurses, and the American Academy of Pediatrics, the following guidelines shall be used to respond to the presence of head lice in the school setting.

Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern.

1. Measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice shall be utilized

2. The school nurses/nursing staff shall determine the appropriate course of action for each presentation of head lice on a case by case basis. This includes, but is not limited to, communication to parents and classroom or grade level head lice checks if warranted.
3. School personnel involved in the detection of head lice infestation shall be appropriately trained. All adult assistance with any classroom or grade level head lice checks shall be conducted under the guidance and direction of the school nurse.
4. In cooperation with the school nurse the school administration shall assist in the proper education of parents and staff members about the diagnosis, treatment, and prevention of head lice.

#### IF SUSPECTED:

1. If suspected of having head lice, the student shall be removed from the classroom as unobtrusively as possible for further inspection.
2. A student may be suspected of having head lice if the following are noted:
  - a. The student complains of an “itch scalp” or is scratching his/her scalp repeatedly
  - b. The student has nits and/or live lice
  - c. The student has open sores/lesions on the scalp
3. The student may be inspected privately by the school nurse or by other trained building personnel designated by the principal in collaboration with the school nurse.

#### IF THE STUDENT HAS LIVE HEAD LICE OR NITS:

1. The parent/guardian or an emergency contact person will be notified. The student shall be allowed to return to the classroom for the remainder of the day if practical to do so.
2. While there is no medical reason to remove a child from school due to head lice, the student’s parent/guardian or emergency contact may choose to take the student home before the end of the school day.
3. The student shall be readmitted once treatment has been completed. School nurses may assist parents in determining choice of treatment. Students may be re-inspected by the school nurse and/or principal’s designee, upon return to school. Re-inspection or the absence of live lice or nits is not required for readmission to school. The goal shall be to assist the family in breaking the cycle of infestation while encouraging school attendance and supporting the student’s emotional health.
4. A student should not miss more than one day of school following head lice detection. Truancy laws will apply to students missing an excessive amount of school due to head lice infestations.
5. Parent conferences may be appropriate when a student is frequently absent due to head lice infestations. Referrals to community agencies may be appropriate.

**All information shall be treated according to “circles of confidentiality.” Only those that need to know.**

Parents/Guardians are requested to report to the school cases of head lice infestation that they discover at home. The school nurse, principal, or principal’s designee will determine what interventions are appropriate.

The Ladysmith School District reserves the right to inspect other known household contacts (e.g., siblings) and close personal contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body necessary or effective. The school nurse shall monitor environmental conditions and be responsible for making recommendations to decrease transmission of head lice.

Parents/guardians of school children shall receive head lice information upon positive findings. Head lice information shall be available upon request from the school nurse. While no school can be entirely risk free from head lice, it is felt that efforts directed towards awareness and prevention will result in fewer infestations and be cost and time effective.

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

No electronic devices may be used by any student during class time, unless given permission for use by their instructor. High school students can only use their electronic devices during set times. Follow these guidelines for high school usage:

- If you do not have your privilege card out and visible you will not be allowed to use your electronic device.
- No electronic devices during class time even if you leave the room.
- Electronic device must be turned in at the beginning of class time (instructors will have designated places for them to be put).
- You can only use your electronic device if you have your privilege card (no card, no phone) during passing time and your lunch period.

- If you are caught using your electronic device without a privilege card, it will get taken away and turned into the office for the remainder of the day.
  - First time phone is taken, it is turned into the office and you can get it at the end of the day.
  - Second time it is turned into the office, your parent/guardian will have to come to the school to pick it up.
  - Third time it is turned into office, your parent/guardian will have to come to the school to pick it up. Then for the remainder of that trimester you will have to turn it in at the beginning of each day to the office, and you can pick it up when you leave school.

Middle school students may not use electronic devices, including cell phone, from the time they enter school in the morning until 3:15 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, lost or damaged Chromebook and Chromebook cords, 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 any time. 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 must park properly in designated parking spaces.
4. Students are to drive with care, in a safe and controlled manner.
5. Cars should be kept locked. Valuable items should be left at home.
6. Students involved in littering the lot will lose their parking privilege.
7. Driving across school lawns or out of designated areas will result in the loss of parking privileges.
8. 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 does not permit students to bring visitors with them during the school day. Parents/guardians wishing to visit with their child(ren) during the school day must make arrangements through the school office. Any families of prospective students wishing to visit, or have their child visit, LMHS must contact the LMHS office in advance and make arrangements with the school principal.

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 classrooms phones at all for personal use. If they have an emergency they can use the phone in the office.

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. In the event of school closing due to the weather, a “virtual learning day” may be called. We encourage students to be aware of any potential bad weather and to take home their Chromebook if there is a chance school may have to be called off the following day.

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. Students must secure a pass (in advance) to meet with the counselor.

Lunch - Students may only be in areas of the building designated by administration during the lunch hours. 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. 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.

## **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
- Criterion referenced tests
- Parent curriculum check list
- Diagnostic tests
- Mental abilities tests
- 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 Form 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 (formally 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 – For the classes of 2024 and 2025, no less than 25 credits, and no less than 27 credits beginning with the class of 2026, 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
  - 1/2 credit Composition
  - 1/2 credit Speech
  - 1 credit of Junior/Senior English ElectiveSee 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 10-12See 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 Science Elective – Grades 11-12See 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 10-12See Course Description Book for Physical Education electives.
6. One-half credit Health
7. One-half credit Personal Finance
8. 9.5 elective credits for the classes of 2024 and 2025. Beginning with class of 2026, 11.5 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 or second trimester of senior year may be permitted according to established school board policy and 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. **Early graduates are considered alumni, and therefore not eligible to compete in athletics or participate in other school activities (including school dances unless attending as a guest of a current LHS student).**

## 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:

|    |       |    |       |
|----|-------|----|-------|
| A  | 4.000 | C  | 2.000 |
| A- | 3.667 | C- | 1.667 |
| B+ | 3.333 | D+ | 1.333 |
| B  | 3.000 | D  | 1.000 |
| B- | 2.667 | D- | 0.667 |
| C+ | 2.333 | F  | 0.000 |

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 an alternative educational option, through the Northwoods Technical College HSED 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 is

not received within two school days of returning to school, 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. 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. 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.

State law allows ten excused days of absence per school year. 118.15 (3) (c)

Parents/guardians have two school days to excuse absences. After two school days, all absences will remain unexcused, regardless if information is provided.

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.

Honors Release Pass – Seniors will have the ability to earn an honors release pass which will allow them to leave school during BAI. Students who have an honors release pass must remain at school if they have been claimed by a teacher for BAI or if there is a meeting that they are required to attend (i.e. senior class meeting). Seniors must meet the following criteria in order to obtain an honors pass:

1. Academic
  - a. All grades at a B- or above at all times
2. Attendance
  - a. 1 or less unexcused absence per trimester
  - b. 3 or less tardies (to all classes) per trimester
3. Behavior
  - a. 1 or less minor discipline referrals
  - b. Zero major discipline referrals
  - c. No ISS or OSS

Seniors leaving with an honors release pass must show their pass when they sign out each day at the office before leaving the building. If a student does not have their pass, they will not be allowed to leave. Failure to sign out or leaving without permission will result in the loss of honors release privileges.

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

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.

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.

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 Excused 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.**



LMHS will use the following procedure to address Unexcused Absences and Habitual Truancy

- First unexcused absence: “Robocall” home.
- Second unexcused absence: “Robocall” home.
- Third unexcused absence: “Robocall” home and a letter home from LMHS and/or law enforcement.
- Fourth unexcused absence: “Robocall” and Guidance will complete an academic assessment, complete a truancy packet (for referral to Health and Human Services), and conduct a meeting with student and parent/guardian. The parent/guardian should contact the school to set up a meeting with the guidance counselor and/or assistant principal.
- Fifth unexcused absence: “Robocall” and five-day letter set home with warning that any additional unexcused absences will result in a citation.
- Sixth (and additional) unexcused absence(s): “Robocall” and **county citation and/or referral to law enforcement.**

Make-Up Work - Students shall make up schoolwork and tests missed for any absence. One school day (not class time) is allowed for making up one day of 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 8:05 a.m.-3:15 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. If a student is tardy three times to first period, then every subsequent tardy to first period will result in having to turn in their cell phone for the remainder of the day to the front office for the rest of that trimester.

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. Pre-planned absences are considered excused absences. 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 excused days of absence per school year. 118.15 (3) (c)

Assemblies - School assemblies are held throughout 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. 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. (on page 22)

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.

| CONFLICT  | RUDE   | MEAN   | BULLYING  |
|---|--|--|---|
| Occasional  | Occasional   | Once or Twice                                | Is REPEATED   |
| Not planned; in the heat of the moment                | Spontaneous; unintentional                           | Intentional                                  | Is planned and done on purpose                                    |
| All parties are upset                                 | Can cause hurt feelings; upset                       | Can hurt others deeply                       | The target of the bullying is upset                               |
| All parties want to work things out                   | Based in thoughtlessness, poor manners or narcissism | Based in anger; impulsive cruelty            | The bully is trying to gain control over the target               |
| All parties will accept responsibility                | Rude person accepts responsibility                   | Behavior often regretted;                    | The bully blames the target                                       |
| An effort is made by all parties to solve the problem |  |  | The target wants to stop the bully's behavior; the bully does not |
| Can be resolved through mediation                     | Social skill building could be of benefit            | Needs to be addressed/ should NOT be ignored | CANNOT be resolved through mediation                              |

Source: Jennifer Astles, DASA Newsletter, January 2014, TST/BOCES

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 (also known as LIS), with or without the student being present, for purposes of facilitating a cooperative effort in addressing academic or behavioral issues.

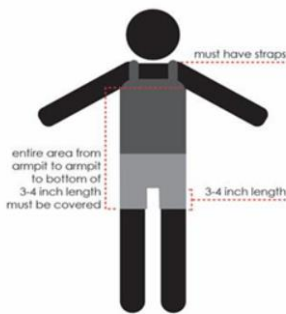
Law Enforcement and Social Service Agencies - Whenever assistance from law enforcement agencies is required or a representative of such an agency requests permission to interview, interrogate, search, or apprehend a student they may do so without parent or guardian consent. However, when a student is 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.

Student Dress Code - School District of Ladysmith respects students' rights to express themselves in the way they dress. All students who attend Ladysmith Middle and High School are also expected to respect the school community by dressing appropriately for a 6-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

### Minimum Requirements:



1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hats are permitted in the high school for students. Middle school students will be allowed to wear hats on specified days.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
6. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
7. Clothing may not depict or imply pornography, nudity, or sexual acts.
8. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

9. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
10. Sunglasses may not be worn inside the building.
11. Clothing and accessories that endanger student or staff safety may not be worn.
12. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

***The administration reserves the right to determine what constitutes appropriate dress.***

Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

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.

Permanent Bus Change- If you want to make a permanent bus change, you must call Michaela Webb at 715-532-5531 or email [mwebb@sdlwi.org](mailto:mwebb@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 a different location 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 review these with students 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 (vaping devices), on school grounds or any school sponsored activity. The use, consumption, possession and/or selling of smoking, chewing, or other tobacco and/or nicotine products is strictly prohibited. Those who violate this rule must surrender those items to the proper school authorities. Violation of the tobacco and/or nicotine 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 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.

The list above is not intended to include every possible infraction or reason that a student may face a disciplinary consequence. LMHS administration reserves the right to give consequences for any behaviors felt to have negative effects on others, the school atmosphere, or any aspect of education at LMHS.

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 2<sup>nd</sup> and all subsequent removals from the same class.** - As soon as is practicable, but within twenty-four (24) hours of the 2<sup>nd</sup> 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 2<sup>nd</sup> and all subsequent removals from a different class.** - As soon as is practicable, but within twenty-four (24) hours of the 2<sup>nd</sup> 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, attendance, 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. For extra-curricular activities, there is a **fee required**. Please 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.

All forms must be turned in to the school office or completed online. Only the athletic director or principal may determine if a student-athlete has all proper documentation in and is able to participate. NO student-athlete may participate prior to being “cleared” by the athletic director or principal.

The following Interscholastic Sports are offered at Ladysmith High School:

|                         |        |   |
|-------------------------|--------|---|
| <u>Fall Athletics</u>   | Boys:  | Cross Country; Football                   |
|                         | Girls: | Cross Country; Golf; Volleyball, Swimming |
| <u>Winter Athletics</u> | Boys:  | Basketball; Wrestling                     |
|                         | Girls: | Basketball; Wrestling                     |
| <u>Spring Athletics</u> | Boys:  | Baseball; Golf; Track                     |
|                         | Girls: | Softball; Track                           |

The Following Interscholastic Sports are offered at Ladysmith Middle School:

- Volleyball- Girls in grades 7<sup>th</sup>-8<sup>th</sup> have an opportunity to participate on the team.
- Football- Students in grades 6<sup>th</sup>-8<sup>th</sup> have an opportunity to participate on the team.
- Cross Country- Students in grades 6<sup>th</sup>-8<sup>th</sup> may choose to participate in this sport.
- Basketball- Each boy and girl in the 7<sup>th</sup> and 8<sup>th</sup> grade has a chance to participate on the team.
- Wrestling- Students in grades 6<sup>th</sup>-8<sup>th</sup> may choose to participate in this sport.
- Track- Students in grades 6<sup>th</sup>-8<sup>th</sup> 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 home 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. This will include start and end times for the dance.**

1. Chaperones must be present. The organization sponsoring the dance is responsible for securing these.
2. Everyone (with the exception of those working at the dance) must pay to get in. Admission prices will be advertised in advance. All students and their guests may be required to show a photo ID in order to attend.
3. Any potentially controversial music or arrangements must be approved by administration in advance.
4. 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.
5. 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 student's Parent/Guardian. The High School office will fax the request form to the non-LHS student's school or employer 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 MORE THAN ONE YEAR REMOVED FROM HIGH SCHOOL WILL BE ALLOWED TO ATTEND A HIGH SCHOOL DANCE.**

6. Ticket sales and/or admission into a dance 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).
7. Anyone leaving the dance will not be allowed to return.
8. All school rules are in effect for all school activities, including dances.
9. Students under disciplinary restrictions will not be allowed to attend.

Dance Rules- Rules for LMS 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.

### **DRILLS & ALERTS**

#### **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.

- 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.