



International Student Handbook

Ladysmith High School
1700 Edgewood Avenue East
Ladysmith, Wisconsin 54848
1-715-532-5531 ext. 284

First Things First

Prior to becoming a Ladysmith International Student, you need to apply. You can go to the website www.ladysmithstudent.com and download an application. Here are the instructions for completing the application forms:

Ladysmith International Student Program Application Instructions

NOTE: The application is a PDF format. Make sure you have the most current Acrobat Reader program installed on your computer. (See link)

It is important to save your document to your computer. We recommend typing and printing one page at time.

Step 1: Complete page 1 with personal information:

- a. Check the line for the **program choice** (example: School Year-10 months)
- b. Attach passport-size photo. This can be a passport, school or digital photo
- c. **Include a copy of the picture page of your passport.** If you do not have a passport, you will need to apply for one ASAP. Please visit the State Department Website:
http://travel.state.gov/passport/fri/pubs/pubs_854.html

Step 2: Complete pages 1-2 with personal information and interests:

- a. Please be sure to list all **food allergies or preferences.**
- b. Please accurately list your language abilities

Step 3: Complete your Student Letter: Follow the Directions. All letters need to be in English. Remember this is your way of letting us know who you are ...be enthusiastic!

Step 4: Have your parents complete the Parent letter (in English): This letter, like the Student Letter, is another introduction into your life. This letter will also be shared with your resident director and school counselor and should be as detailed as possible

Step 5: Complete Parent Family Album: Include as many pages as you would like for your Family Album and be creative! Be sure to include pictures of you and your family and some of the activities you participate in. Label all pictures clearly in English. You can use digital photos or color copies of the originals if they do not take away from the quality of the picture.

Step 6: Request a written recommendation from your language teacher (or any teacher for countries without a language requirement): Print out the 1 page recommendation form and give it to your teacher. This section can be completed in pen. The teacher can either give the completed recommendation to you or send it directly to the office. If they chose to send it directly, have them mail it to:

***Ladysmith International Student Program
Ladysmith High School
ATTN: Student Services
1700 E. Edgewood Ave.
Ladysmith, WI, USA 54848***

Step 7: Request an official transcript from your high school:

You may use the transcript printed by the school. An official transcript must have an official school stamp or signature. Please have the teacher/principal translate the grading scale to our grading scale using the transcript form in the application. Please keep in mind that a C average, or 2.0 cumulative GPA, is the minimum requirement for participation in the Ladysmith International Student Program.

Step 8: Have your doctor complete and sign the Certificate of Health and Immunization record (4 pages total). This MUST be completed by your physician and any chronic ailments should be addressed. If you have had a physical exam within the last six months, your doctor can complete the Certificate of Health and Immunization Record using the results from your previous physical exam. **All of your immunizations have to be up to date in order to be accepted in our program**

Step 9: Read through all rules, consents, releases, including the medical release form and terms of participation (3 separate pages) with your parents, sign and date them.

Step 10: Make arrangements for a wire transfer of \$17,900.00 United States Dollar (USD) which is the tuition payment for the program. If you decide not to attend, all of the money will be returned except an administrative fee of \$300. Contact Robert A. King, the Director of the Ladysmith International Student Program, if you have any questions. His USA phone number is 1-715-532-5531-extension 284 or email him at raking@ladysmith.k12.wi.us

Step 11: Make a copy of the entire application for your records.

Step 12: We recommend mailing the application PRIORITY MAIL (\$3-\$4) at the post office. If a deadline is approaching, we recommend EXPRESS MAIL (\$13-\$14) at the post office.

All applications should be mailed to:

*Ladysmith International Student Program
Ladysmith High School
Student Services
1700 E. Edgewood Ave
Ladysmith, WI USA 54848*

We look forward to receiving your application!

We will review your application and if you meet all of the admission requirements on the application form, you and (if applicable) your international agency, will be notified that you have been accepted to Ladysmith High School and our International Student Program. Our principal will then send you a signed I-20 document (for F-1 Visa applications only) **after** we receive the **full balance** of your tuition. **Per United States SEVP rules, full tuition must be paid before any public school is authorized to issue the I-20 document.**

You Are Accepted, Now What...

Apply for a Visa

After you have your I-20 document you can begin applying for your Visa. A Visa is an official document issued through the United States Government which allows entrance into the USA. In order to enter the United States for the Ladysmith International Student Program, you must apply for an F-1 (student) Visa at the US Embassy or Consulate nearest you. Apply early because the time it takes to process your Visa can vary significantly depending on the circumstances in your country. Remember that the Immigration and Naturalization Service requires that you maintain full time status as a student. Contact the Embassy to set up an appointment. See this web site for a list of the U.S. Embassy or Consulate nearest you.

http://travel.state.gov/visa/visa_1750.html. This site will also have other helpful information about obtaining a Visa. You will need to bring the following when you apply for your Visa:

- ***Valid passport-it should be valid for the entire time you are in the U.S. as well as for an additional six (6) months after you have returned home.***
- ***Form I-20 from Ladysmith International Student Program***
- ***Two (2) recent passport photos***
- ***Receipt indicating that the SEVIS Fee has been paid*** – the current fee is \$200 US Dollars- see www.ice.gov/sevis for more information on this.

Make sure your entry date is not more than 7 days before the beginning of the school year and your departure date is not more than 7 days after school is ended. DO NOT MAKE ANY FLIGHT ARRANGEMENTS WITHOUT FIRST RECEIVING THE AUTHORIZATION FROM LISP ADMINISTRATION. We have the resident hall open the weekend before school starts each year.

When you go to the embassy or consulate, you will be asked to complete application forms and the officials in charge will tell you if there are other required items needed. If you have questions contact us and we can help you.

Money Concerns

It is important that you budget accordingly for your stay abroad. Besides the tuition, SEVIS fee, and round trip flight you will also need money for supplies, social events, personal articles, optical or dental services if your insurance does not cover it, and other incidentals like stamps or phone calls. Remember currency rates may change favorably and unfavorably for you during your stay. You should keep at least \$100 United States Dollar (USD) at all times in a checking or savings account to cover emergencies. If you need money wired to you periodically from your home country, here are some guidelines you should follow:

- Contact the bank your parents will be wiring money from and ask the responsible officer if they work directly with any banks in the United States. Contact us if you are going to wire money and we can provide a list of our local banks.
- When you get to Ladysmith, set up an account (either savings or checking) with the recommended bank. The Ladysmith bank officer will be able to tell you what information they need in order to complete a wire transfer into your account. You need to ask what fees are incurred with each transaction and the length of time a transaction will take.
- Provide all the necessary information to the person responsible for wiring money to you, including the amount of time it will take to complete the transaction so you are not without money.

- Using a credit card is another option if you are sure that your parents are going to make the credit card payments and you plan a budget while you are in the USA. Most places in the USA take VISA, Master Card, and Discover.

Pack - What to bring to Ladysmith?

Packing can be a challenge, so we have a suggested list of items. Make sure you plan carefully. It is a good idea to make a list and revise it several times. Keep a copy of the list on you as you travel because you may be asked about your items at the port of entry. If you forget something, don't worry because you can buy almost anything in the U.S. and in an emergency your family can mail you necessary items. Keep in mind however, that shipping can be expensive and may take weeks to arrive.

Clothing Needs:

- Clothes should be neat, clean, and in good taste. Shoes are required to be worn at all times at school and should be appropriate for weather conditions/seasons and activities. Clothes should be the proper size and should cover cleavage, midriffs, and backs. Clothes can not have any graphics or sayings that are derogatory, non tolerant of others, or promote alcohol or drug use. Americans are more casual about clothing than you might be used to in your native country. Be sure to bring winter coat, hat, gloves, and appropriate footwear. You can also purchase these items here.
- Dress pants or nice dress for semiformal occasions or ceremonies/special occasions
- Sports clothing
- Personal garments
- Swim suit
- Sandals to wear to and from the shower

Room Needs:

- Student Rooms in each dormitory are furnished with regular twin beds, desks, desk chairs, dressers, and window shades. Each room also contains closet space and a mirror.
- Appropriate bed items: regular twin sheets, blanket(s), pillow(s), comforter or bed covering, waterproof mattress cover will be provided.
- One towel and washcloth will be provided.

The following is a list of items will make your child more comfortable in his/her room:

- a robe and personal toiletries
- alarm clock, fan(s), cell phone and battery charger, multiple outlet safety strip, flashlight with batteries
- Posters and decorations for walls, tacky tape, small medical kit, water bottle and mug
- Many of these items can be purchased in Ladysmith if the student finds them necessary.

School Supplies:

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- Calculator, good **dual language** dictionary, digital translator, (**cell phones are not allowed in classrooms**).
- Desk supplies to begin the year (paper clips, stapler, tape, highlighters, scissors, rulers, pens and pencils)
- Notebooks, binders, journals may be purchased, in Ladysmith, once each student learns of individual class requirements.
- Laptop computer if the student so desires, otherwise there will be computers available both at the school and the resident hall.

Miscellaneous:

- a spare pair of glasses or contact lenses if you use them and a copy of your prescription
- Athletic clothing
- Raincoat, winter coat, hat, gloves, boots, umbrella

- Flashlight and batteries
- Electric adapter
- Camera and battery charger
- medications if you are taking any (include English instructions and permission from physician)
- be sure to carry your passport on you when traveling on the plane
- spending money, approximately \$200-300 US dollars a month
- passport, Visa, I-20 form issued by school
- items for sharing about your country i.e., coins, art, clothing, photos

Remember airlines have restrictions on the number of pieces and weight of luggage that you are permitted. Make sure you contact the airline and check the restrictions before you pack.

Make Flight Plans

You are responsible to make your own flight arrangements but you can contact us or your international agency for help. **HOWEVER, YOU ARE NOT TO MAKE ANY FLIGHT ARRANGEMENTS WITHOUT FIRST RECEIVING YOUR FLIGHT ARRIVAL DATE AND THE APPROPRIATE AIRPORT INFORMATION FROM US! NO FLIGHT ARRANGEMENTS TO OR FROM THE LADYSMITH INTERNATIONAL STUDENT PROGRAM ARE TO BE MADE WITHOUT FIRST CHECKING WITH LISP ADMINISTRATION!** The closest airport is the Chippewa Valley Regional Airport in Eau Claire, Wisconsin. This airport is an hour away (2 hours round trip). The Minneapolis St. Paul International Airport located in St. Paul, Minnesota is 2 ½ hours away (6 hours round trip, 1 hour at the airport). The web site for this airport is <http://www.msairport.com/>. When your arrangements have been made, a copy of your flight itinerary needs to be emailed to Mr. Robert King, Director of the Ladysmith International Student Program, raking@ladysmith.k12.wi.us so he can make arrangements for your pick up. He will notify you by email which school representative will be meeting you upon your arrival. When you are en route to the U.S. airport of entry, a member of the airline crew will give you an INS Form I-94 (Arrival and Departure Record) that will include your admission number to the United States. If you do not receive one, you may obtain one as you enter the Immigration area. An INS inspector will write this admission number on your INS Form I-20A-B/ID. The INS inspector will then send pages one and two of this form, known as I-20 A-B to Ladysmith High School as a record of your legal admission to the United States. You are expected to keep pages three and four, known as the I-20 ID. This document is your proof that you are allowed to study in the U.S. as an F-1 student. Keep your INS Form I-94 in a safe place because it proves that you have legally entered the U.S. It is an extremely important form, as it identifies the length of time that you will be permitted to remain in the U.S. When you leave the U.S., the Immigration official will remove the I-94 form and retain it as proof that you have departed the U.S.

Once you have arrived, we will arrange for you to contact your family back home to reassure them that you have arrived safely.

You're Here - Now What...

After your arrival in Ladysmith, you will be taken to the resident hall to unpack, freshen up and meet the program officials and other students. Your questions will be answered and a meal and refreshments will be served. You probably will be very tired from your long trip and the time change so we will allow you time to rest and to make a brief call home. Within a couple days of your arrival, you will receive a tour of your school, city, and the surrounding area. You may experience a little cultural shock and have difficulty with the language which is very normal. We'll address that a little later in this handbook.

The following information will help you with your stay for the school year.

Firstly, we have a unique advantage in our Ladysmith International Student Program because it is our goal to assign a volunteer local family (Community Connection) to every exchange student. The students have the opportunity to experience independence by having a room of their own in the resident hall and the closeness of a local family. No two local families are alike. You will experience a variety of cultural activities through family meals, sporting events, holiday

celebrations, shopping, and concerts, to name a few. It is our intention to enhance the exchange student experience by providing students the opportunity to share some American (Community Connection) family activities.

Secondly, you will want to know about the Ladysmith High School (LHS). American schools have mascots and slogans which identify their school. We are known as the 'Home of the Lumberjacks'. The term lumberjack refers to the mighty woodsmen who selectively cleared forests and provided lumber for the building of American homes, schools and businesses during early American history. On many of our school brochures you will see a lumberjack with his trusted axe. The Lumberjack inspires us to follow our dreams to make our world a better place. At Ladysmith High School we strive to help students reach their potential, through a structured environment which ensures fairness and equity. Prior to coming to Ladysmith, you should view the Ladysmith International Student Program site which is www.ladysmithstudent.com or the Ladysmith High School website at <http://www.ladysmith.k12.wi.us>. At either site you should be able to view the entire student and parent handbook. In addition, you should visit <http://lhshappenings.blogspot.com>, this site contains daily announcements and news items from Ladysmith High School, our Health Care Academy and our International Student Program. The site is archived and our international students and their parents find it very informative regarding the events, awards, and activities of our students and staff.

Here is a sample of what is in the LHS handbook:

WELCOME TO LADYSMITH HIGH SCHOOL

The administration, faculty, and support staff, welcome each of you to Ladysmith High School. It is our hope you will have an exciting and rewarding educational experience. To facilitate this hope, the Student/Parent Handbook (Daily Agenda) 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. **EACH STUDENT MUST BRING HIS/HER AGENDA TO THEIR CLASSES EVERY DAY. THE AGENDA CONTAINS THE STUDENT HALL PASSES FOR THE SCHOOL YEAR!** Read your handbook/agenda carefully and use it regularly throughout the year. YOU are held responsible for the following procedures and policies herein. If you have any questions regarding this information, consult the principal, assistant principal, guidance 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.

There have been some positive changes and additions to our facility and within our educational and extra-curricular staff for the 2012-2013 school year. At LHS we are dedicated to creating the best learning environment for our students. I encourage everyone associated with Ladysmith High School to take pride in our students, staff, facility, and community. Get involved and support each other's participation and accomplishments. Commit yourself to achieving your very best each and every day. Value the efforts of your classmates whether they occur in the classroom, or in co-curricular, or athletic competitions. Encourage participation and involvement. The support and pride you show each other will not only benefit all at LHS, but these qualities will also create additional opportunities for "traditions of excellence" to flourish. Have a great year Lumberjills and Lumberjacks and remember my door is always open for each of you.

Robert A. King
Director of the Ladysmith International Student Program

LADYSMITH HIGH SCHOOL MISSION STATEMENT

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

PROBLEM SOLVING

The entire staff at Ladysmith High School is committed to each and every student being successful. At LHS, 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 guidance counselor, other faculty members, assistant principal and/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.*

Dr. Robert Lecheler Principal 532-5531

Mrs. Stacey Opelt Guidance Counselor 532-5531 ext 225

Mrs. Lynn Neisinger Guidance Secretary 532-5531 ext 284

Mrs. Sue Van doorn Guidance Secretary 532-5531 ext 225

Mrs. Pfannenstiel Principal's Secretary 532-5531 ext 222

Mr. Rick Vollendorf Athletic Director 532-5531 ext 293

**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 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 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 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 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 high school staff will not condone harassment in any form. Those who believe they are victims of harassment should report their concerns to the counselor, assistant principal, 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 never allow themselves to be victimized in any setting; this is in accordance with policy 411.1 and state statutes 118.13, 947.013. 5

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

Any questions concerning this policy should be directed to:

Mr. Kurt Lindau, District Administrator
School District of Ladysmith
1700 Edgewood Ave. East
Ladysmith, WI 54848
(715) 532-5277
klindau@ladysmith.k12.wi.us

Harassment complaints should be addressed to:

Ms. Kelli Vetterkind, School Psychologist
Ladysmith Middle School
115 East 6th Street South
Ladysmith, WI 54848
(715) 532-5252
kvetterkind@ladysmith.k12.wi.us

Section 504 complaints should be addressed to:

Mr. Kurt Lindau, District Administrator
School District of Ladysmith
1700 Edgewood Ave. East
Ladysmith, WI 54848
(715) 532-5277
klindau@ladysmith.k12.wi.us

Title IX complaints should be addressed to:

Ladysmith Athletic Director
Ladysmith High School
1700 Edgewood Ave. East
Ladysmith, WI 54848
(715) 532-5531
rvollendorf@ladysmith.k12.wi.us

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

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

- a. The student's name.
- b. The student's address.
- c. The student's telephone listing.
- d. The student's date of birth.
- e. The student's grade.
- f. The student's sex.
- g. The student's weight, height, immunization record, daily medication.
- h. The student's parent/guardian's names and information.
- i. The student's emergency contact information.
- j. The student's physician and dentist.
- k. The student's dates of attendance.

Any of the above information regarding home school student information that the School District may have on file is also considered "directory information". The parent, guardian, or guardian ad litem have two weeks to advise the School District in writing (a letter to the District Administrator's Office), of any or all of the items they do not want the District to designate as "directory information".

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

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

B. **Right to Prevent Disclosures:** You have the right to prevent disclosure of pupil records to third parties with certain limited exceptions. It is the policy of the School District of Ladysmith 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.** Within five (5) working days, a school district shall transfer to another school or school district all pupil records relating to a specific pupil if the transferring school district 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 or a secured child caring institution, as defined in s. 938.02 (15g). In this subsection, "school" or "school district" includes any state juvenile correctional facility or secured child caring institution which provides an educational program for its residents instead of or in addition to that which is provided by public and private 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. S.W., Washington, D.C. 20202, concerning any alleged failure to comply with FERPA.

Student Illness

If a student reports to the high school office and claims to be ill, a high school secretary will inquire as to the nature of the illness. Students who wish to lie down in the nurse's office will be allowed to do so for a limited time. 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 high school does not supply medical care. Medical care is the responsibility of the parent/guardian and the medical facilities they choose.

Students who leave the high school without checking out through the office will be disciplined. **Students are required to furnish an appointment slip from the health care facility when missing school time.**

Medication

Parents shall notify the school principal, school nurse, or assistant principal 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 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.

ALL INTERNATIONAL STUDENT MEDICATIONS MUST BE IDENTIFIED AND WRITTEN IN ENGLISH INCLUDING THE DOSAGE! Medicine or prescriptions written in the student's native language are not allowed. Obviously LISP personnel need to know what the medication is and what it is being taken for, as well as the proper dosage to be administered.

School Fees (International Student Fees Are Included In The Tuition)

Students are required to pay a \$20.00 student fee and a \$4.00 class due. In addition, some courses require fees when students purchase materials for projects they will keep. Other fees are: \$25.00 athletic fee, \$25.00 band instrument rental fee. Fines are imposed for lost books, textbook or calculator damage, lab equipment misuse, and late library charges. All fines must be cleared by the end of each semester for semester courses and by the end of the year for all other fines.

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 of Ladysmith. 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 may use the pay telephone in the commons before and after school and during lunch. Phones are Off Limits during class time. Students are **NOT** to use the telephones in the classrooms. Office phones are for emergency use only. **Cell phones are to be kept off and in student lockers during the school day.** Violations may lead to phone confiscation and/or student suspensions. **At no time are cell phones allowed to be used in locker rooms.**

Student Messages

Students will not be called to the office for messages except in cases of emergency. Messages will only be made available to students during the school day from a parent or guardian. If a student expects a message from someone other than a parent or guardian, the office must first have authorization from the parent or guardian.

Library Information

The library has a fully automated card catalog and the librarian will check materials out by using the bar-codes attached to the item(s). Students wishing to use the library during their study hall must first sign out from study hall on the library

sign-up sheet. Students are to report directly to the library and sign in on the appropriate study hall sign-in sheet. Any acts of vandalism to bar-codes, equipment, peripherals, or software programs, will result in suspension and possible prosecution. The perpetrator will be held financially responsible for any repair or replacement costs.

Computer/Internet Access

The Ladysmith High School recognizes that computer and Internet access is a necessity in preparing students to live in the global society of the new millennium. Access to computer networks and the Internet carries with it a responsibility to respect the "rules of the road." The staff and administration of LHS expect students to conduct themselves in a mature and responsible fashion when utilizing this resource. All students wishing to have access to the Internet must sign our "Acceptable Use Agreement" and return it to the Library Staff. Failure to adhere to this agreement will result in the revocation of computer and Internet privileges at Ladysmith High School. Students may have E-Mail privileges either before or after school, not during the regular school day.

STUDENT SERVICES

The Ladysmith High School guidance department will assist you throughout your high school career. The staff will be responsible for working with you in a variety of areas: enrollment, course selection, scheduling, achievement and aptitude testing, transcript status, university and technical college applications, military requirements, scholarships, and withdrawal from school. Student Services has a large file on vocational data. Students are urged to make use of this material at their convenience.

Enrolling Procedures (NOT APPLICABLE TO OUR INTERNATIONAL STUDENTS)

Students who wish to enroll at Ladysmith High School must make an appointment with student services. This action requires parent/guardian involvement. A \$20.00 book fee and a \$4.00 class fee are due at the time of enrollment. Information about courses and credits can be found in the Course Description Book, available from student services. Prior to scheduling, an official copy of the student's transcript must be on file in the LHS Student Services office.

Immunizations

All students enrolling into the School District of Ladysmith must have an updated **immunization record** on file as required by state law. **ALL INTERNATIONAL STUDENTS MUST BRING THE COMPLETED MEDICAL INFORMATION AND AUTHORIZATION FORMS WHICH WERE MAILED TO YOU WITH YOUR WELCOME AND SCHOOL INFORMATION LETTER.** Health examinations and screenings will also be required for all students entering the School District of Ladysmith 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.

Records Information

Students transferring to Ladysmith High School shall provide the school with identifying information (i.e., name, date of birth, chronological age, address); 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 High School Student Services.

Student Schedules

All students, including international students, must be scheduled for and maintain a minimum of six courses. Students are strongly encouraged to take seven courses a semester. Students are not allowed to schedule more than two study halls per semester. In extenuating circumstances, a waiver of the above rules may be issued by the principal or at-risk coordinator.

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 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 532-5531, press 1 (extension 221) for attendance.** International student attendance will be monitored by dorm personnel and by Student Services. Upon the students return to school, the parent or guardian will need to send a note if a call has not been made. Wisconsin Statute 118.16 (2) c, e.

All students, parents, and staff are required to observe Wisconsin's Compulsory School Attendance Law. (Statute 118.15) Whether the student misses one class or an entire day without an acceptable excuse, the student is considered truant. 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.

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 the 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 453.6
3. Non-emergency medical appointments. (We ask that these be scheduled for non-class times)
4. A death in the immediate family.
5. An illness in the immediate family, which requires the attendance of the student.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. Quarantine by the public health official.
8. School busing delays beyond the control of the student.
9. A family trip (pre-planned absence form completed). Trips without parents are not excused.
10. Approved school activities.

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

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

When a student is absent, the student must first obtain an Absence Report Form from the office. The student will not be allowed to return to class without this report. It is the student's responsibility to make sure each teacher signs his or her Absence Report.

Excessive Absences & Truancy

Students who are absent from school without an acceptable excuse for part, or all of five or more days on which school is held during a semester, are considered habitual 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 Statute 118.15, any person who knowingly contributes to the truancy of a minor may be fined up to \$500.00, or imprisoned up to 90 days or both.

Pre-Planned Absences

Students planning to be absent for one or more full day(s) must first obtain a Pre-Planned Absence Form from the office. The completed form must be returned to the office **prior** to the absence. For absences for less than a full day, which do not fall under the excusable absences statute, (see excusable absences) a pre-planned form must be completed prior to the absence. This absence will be excused if it meets the timelines for pre-planned absences and the parent or guardian has requested the absence in advance and in writing. State law allows 10 pre-planned days of absence per **school year**.

Make-Up Work

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

Study Hall

Study halls may be held in the cafeteria, library, or an assigned classroom. The following information is specific to study halls:

1. All students will be assigned to a class or study hall.
2. Students may sign-in to the library or to the computer labs from study hall.
3. 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.
4. Resource Areas are available for all subject areas and students are strongly encouraged to secure a Teacher Pass in advance to use them.
5. Students must secure a pass (in advance) to meet with the counselor.
6. Students in academic trouble may be assigned to an intensive study table or Resource Room rather than a study hall.

Lunch

All students will have one period to eat lunch. Students may eat, and/or participate in open gym, (if available) go to the library or computer labs. Personal lunch code accounts can be paid before school or during lunch in the cafeteria. The following rules are necessary to facilitate an orderly climate for everyone:

1. Report directly to the cafeteria. Please be patient in the lunch line and be courteous to the cooks and other students.
2. Keep noise to a minimum. Keep your eating area clean, return trays and utensils to sink window.
3. Students are responsible to maintain an adequate **positive** balance in their lunch accounts.
4. After eating, students may report to the gym, library, or stay in the cafeteria.
5. In situations where students have appointments in the building, they are to show their pass to the cafeteria supervisor and report directly to the room.
6. Students are not permitted in the halls during lunch periods.

Open Gym (Lunch Periods ONLY)

Entrance to the open gym is through the cafeteria. Students are not to be in the locker rooms, hallways, or outside any gym door, except those to the cafeteria. Students are to use the cafeteria washrooms during lunch and not those in the locker rooms.

Teacher Passes

For purposes of going to a teacher's classroom in lieu of study hall, students must first secure a Teacher Pass **in advance**. Students may take the attendance copy of the Teacher Pass to the attendance secretary before the start of any class period prior to the period the pass is issued for; or students may choose to give the attendance copy to their study hall teacher

prior to the start of the study hall period. After the attendance copy has been given to the attendance secretary or to the study hall teacher, students are to report directly to the teacher who issued the Teacher Pass.

BEHAVIOR GUIDELINES

Mutual respect is the basis for all behavior guidelines in our school. If everyone treats each other by the Golden Rule, "treat others as you would like them to treat you," there will be no need for any behavioral consequences. Each student has the right to an orderly and safe environment. No student has the right to detract from, or interfere with, the learning environment of another student. In the event a student commits an offense of a serious nature, the principal, and/or assistant principal, have 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 the Classroom Code of Conduct section in your LHS Handbook.

Dress and Grooming

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

1. During the school day, hats, caps, bandannas, and head coverings will be removed upon entering the school building. These items along with coats, jackets, book bags, other **outer** clothing, and accessories, will be placed within the student's locker as soon as possible after entering the building. These items shall not be worn or carried anywhere within the building unless special conditions exist where the administration has given permission.
2. No student shall be permitted to wear any clothing, which depicts, implies, or references alcoholic beverages, tobacco products, profanity, illegal drugs, gangs, sexual conduct or innuendoes. Respect for others is critical for a positive learning environment; therefore, clothing which belittles or insults one's religion, sexuality, or ethnicity will not be tolerated.
3. Any type of jewelry, which could endanger the safety of the student or others, or is associated with gang affiliation, shall not be worn, nor displayed at school, or at school events. Any dress, which signals gang activity, or related gang behavior is prohibited on school grounds and at any school related activity. The above guidelines do not limit the administration in establishing rules or restrictions regarding other paraphernalia, which may disrupt the learning environment or may be a safety hazard. In the event of a disagreement over the appropriateness of a student's dress or grooming, the principal and/or assistant principal shall make the final decision on the matter.
4. Tattoos are to be kept covered at all times or as is feasibly possible.
5. All students are expected to wear appropriate footwear.
6. All students are expected to wear appropriately fitting clothing. Clothing which is inappropriately revealing will not be allowed. Clothing must cover the back, shoulders, chest, and midriff areas. Spaghetti straps, tube tops, halters, low cut or see through tops are not permitted. In some cases a belt or over shirt may be required for the individual to wear in order to stay in school for the day.
7. Chains, wallet chains, dog chains, metal spikes, and/or metal studs are not permitted in school.
8. **Schools make rules and procedures for behavior based on current legislation, school board policy, as well as on the norms and expectations of the local community. The expectations and consequences in this handbook are the result of School Board policies and Wisconsin State Statutes.**

School Bus Regulations

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

1. Observe the same rules of conduct as is in the classroom.
2. Be courteous, and cooperate with the driver. Profanity is prohibited.
3. Do not eat or drink on the bus. (Unless authorized by the bus driver)
4. Keep the bus clean.

5. Keep head, hands, and feet inside the bus. Stay in your seat. **Permission to ride a different bus or permission to alter a student's pick-up or drop-off point must be pre-approved in writing from the high school office.**

ACTIVITIES & ORGANIZATIONS

Student Council

The purpose of the Student Council is to unify and afford the student body through elected representatives, an opportunity to make suggestions and recommendations to the administration and faculty. In addition, the LHS Student Council promotes student-faculty cooperation, and assists in implementing various educational activities. Student Council representatives will be nominated and elected at the end of each school year. Student Council officers will be nominated by these representatives 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 Student Council members are positive role models for other students, and as such are expected to behave accordingly. Truancy and/or inappropriate behavior may result in the student's removal from the council.

Academic Letter Awards

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 3 credits per semester. All classes will count toward the G.P.A. This award is based on the combined semester grade point averages from the two previous semesters, not the quarter grade point averages. 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.

The following co-curricular, fine arts, and extra-curricular activities have been offered at Ladysmith High School:

Co-curricular

Arrive Alive
Forensics
High Mileage Vehicle
Chess Club
Environmental/Bear Club
FCCLA-Family, Career and Community Leaders of America
F.C.A. – Fellowship of Christian Athletes
FBLA –Future Business Leaders of America
HOSA – Health Occupations Students of America
Mountain Bike Club
National Honors Society – Dues
Pep Club
Sales and Service Club
Spanish Club
S.T.E.M. Club – Science, Technology, Engineering and Mathematics
Student Council – No Fee
T.A.T.U. –Teens Against Tobacco Use
Ultimate Frisbee Club
Yearbook

Fine Arts

All School Musical or Play

Concert Band, Jazz Band, Marching Band, Pep Band, Concert Choir, Handbell Ensemble, Vocal Ensemble

Extra-Curricular

Varsity Letter-winners Club

Fall Sports: Cross Country, Football, Girls Golf, Swimming, and Volleyball

Winter Sports: Basketball, Cheerleading, Dance, Nordic Ski Club, Swim Club, Wrestling,

Spring Sports: Baseball, Boys Golf, Softball, and Boys and Girls Track

Dance Rules

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

1. A policeman and chaperones must be present. The organization sponsoring the dance is responsible for securing these.
2. The dance must be chaperoned by a minimum of two faculty members and two parents or volunteers, one of which must be a woman. Student officers of the sponsoring organization must provide the principal with a list of chaperones at least 24 hours prior to the dance. The duties of the parents/volunteers will be outlined in writing by the Student Council and a copy of these should be presented to the chaperones at the time of solicitation.
3. The price for admission for dances will be determined by the Student Council. Currently the price of admission is \$2.00. Organizations desiring to make an additional charge must apply to the Student Council at least one week prior to the dance. Everyone (with the exception of those working at the dance) must pay to get in. All students and their guests must show a photo ID in order to attend.
4. Any potentially controversial music or arrangements must be approved by the assistant principal or principal in advance.
5. If someone causes a problem at the door or at the dance, the chaperones may request the person to leave the dance and school grounds. A report of the incident will be given to the assistant principal or principal on the following school day. The assistant principal or principal will then exercise their authority for the type of incident, which may include referral to the police or sheriff's department.
6. To facilitate an orderly entrance to the cafeteria from the gymnasium, a chaperone will stand at the gymnasium door and regulate the number of students in line for admission.
7. A student of LHS may invite one guest who is not a student or alumnus of LHS. It is the responsibility of the LHS student to sign the name of the guest on the sign up list in the office at least three days in advance of a dance. **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. The administration may refuse to allow any non-LHS student to attend the dance. **NO MIDDLE SCHOOL STUDENT WILL BE ALLOWED, NOR ANY GUEST OVER NINETEEN YEARS OF AGE.**
8. Dances held after games will end at 11:00 P.M. Dances held on evenings when there is no game may exceed 2 hours in length, however, they must end by 11:00 P.M. or earlier. On special occasions, the administration may allow the dance to last until 12:00 A.M.
9. Ticket sales will end 30 minutes after the beginning of each dance. No one will be admitted afterward (with the possible exception of players who are just arriving from the locker room).
10. Anyone leaving the dance will not be allowed to return.
11. The possession or use of alcoholic beverages, drugs, or drug paraphernalia in conjunction with any school activity is strictly prohibited. **Violators of this policy will be referred to the police immediately.** Faculty chaperones are instructed to report any such incident to the administration for further disciplinary action and citations.
12. Smoking or tobacco products are prohibited in the building or on school grounds at all times.
13. Students under disciplinary restrictions will not be allowed to participate.

As stated before, this is a sample of the guidelines for LHS, you will need to review the guidelines in its entirety before school begins. Go to the website previously mentioned for the entire Ladysmith High School

Student Handbook. The purpose of the guidelines is to help ensure the best educational and safe environment as is possible which is conducive to learning.

CLASSES

The LHS guidance counselor and you will select the classes you will attend during the semester or year you will be attending LHS. You will be taking an English and US History class all year. The rest of your course selections will depend upon your needs and wants. During the selection process, it is a good idea to try classes you would not have an opportunity to take in your country. You can take **driver's education class** if you have your parents' written approval and are willing to pay for the course. The cost for the behind the wheel phase is approximately \$350 USD. **This class is offered first semester only.** If you plan to enroll in this course please notify us of your intention prior to your arrival. You will not be allowed to drive outside of the class time while you are a Ladysmith International 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 semester. 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 semester in question. Students are reminded they are required to enroll in and finish a MINIMUM of six full credit courses each year. A minimum academic schedule each semester is six courses.

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)) but we will do our best to ensure this is a rewarding learning experience for you.

GRADES & GRADE POINT

Grades are important to most students, so the Ladysmith High School computes grades 8 times a year. You will receive mid-quarter and quarter grades for each of the 4 quarters of the school year. The grades are transferred to your transcript at the end of each semester. Make sure you check with your school (at home) to ensure which classes you need to take and what minimum grade you need in order to receive credit when you return to home. Students taking three credits or more per semester and earning an academic average between 3.5 and 4.0 are listed on the A Honor Roll for that quarter. Students earning an academic average between 3.0 and 3.49 are listed on the B Honor Roll. If the student has an incomplete at the time of computing G.P.A's the student is not considered eligible for the Honor Roll.

Grade points for 1 credit courses on a 4.0 system:

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- .667
C+ 2.333	F 0.000

Students should communicate frequently with their teachers about the expectations for their class and what are their grading requirements. All teachers give out a course syllabus containing the assignments, due dates, exam dates, and individual grading policies. It is important to participate during your class. Many teachers give participation points, all classes must be attended. If you have difficulty understanding the teacher, please convey this to the teacher and/or the guidance counselor. A learning plan will be created for you. Remember, in the beginning there may be a language barrier. It is fine to take your time and ask questions, we are here to help. **To help overcome the language barrier, all students should be speaking English with each other (international students) in and out of the residential hall (dorm). You do not need practice speaking your native language! See ESL Support below.**

ACADEMIC ASSISTANCE AND ESL SUPPORT

Ladysmith High School and the Ladysmith International Student Program provides for academic assistance in school and at the dorm. Academically struggling students are assigned a National Honor Society (NHS) Tutor and or are assigned to a Resource Area with a teacher. Placement with a tutor or in a Resource Area remains in effect until the student's grades have improved or it is determined by the administration to change the placement. For those students whose academic problems are determined to be directly related to a lack of English speaking, reading, and comprehension ability, they will be strongly recommended to contract with one of our **ESL On-line Instructors**. Currently, the cost for this service is \$25.00 per hour.

Can I graduate from Ladysmith High School?

Absolutely! Students wanting to graduate from Ladysmith High School must notify LHS Student Services as soon as possible, preferably when you apply for entrance into the Ladysmith International Student Program. Usually, the student enrolls as a junior under the J1 Visa and program and returns as a senior under the F1 Visa program. This ensures the student will have plenty of time to meet the state and local credit requirements. However, senior only attending students have met the requirements and have graduated with their fellow senior classmates.

International students please notify the guidance counselor **immediately** if you desire to graduate from Ladysmith in your senior year. All students must complete the graduation requirements as established by the Ladysmith Board of Education and State of Wisconsin to be eligible for the Ladysmith High School Diploma. Students transferring into the Ladysmith High School will have their transcript evaluated for credits by the school's guidance counselor and principal. If you want this done prior to admission to Ladysmith High School, contact the school principal or guidance counselor and submit a copy of your official transcript (in English). Students must obtain approval from the principal prior to enrolling in courses for credit which are not offered by Ladysmith High School. Students will not be permitted to participate in commencement exercises until all requirements and obligations are completed. This includes fees, fines, and classroom materials and any detention time owed. Students need to earn 24 credits to be eligible to graduate from Ladysmith High School. The following credits are specified by content area:

English:

Freshmen English (year course) .5 credit/semester 1.0 credit
Sophomore English (year course) .5 credit/semester 1.0 credit
Junior Electives (semester & year courses) .5 credit/semester 1.0 credit
Senior Electives (semester & year courses) .5 credit/semester 1.0 credit

Required Credits: 4 credits

Social Studies:

United States History - Freshmen (year course) .5 credit/semester 1.0 credit
Global Studies - Sophomore (sem. course) .5 credit 0.5 credit
American Government - Junior (sem. course) .5 credit 0.5 credit
Social Studies Electives - Sophomore, Junior, Senior. (sem. & year courses) .5 cr/sem 1.0 credit

Required Credits: 3 credits

Mathematics:

There are a variety of math courses for students in all grade and skill levels. With the exception of Statistics and Math Exploration, all are year long courses.

Students earn .5 credit per semester, except for Math Exploration.

Required Credits: 2 credits**

Science:

Physical Science - Freshmen (year course) .5 credit/semester 1.0 credit

Biology - Sophomore (year course) .5 credit/semester 1.0 credit

Required Credits: 2 credits**

**Students must earn a minimum of 2 credits in both math and science. In addition they are required to earn one additional elective credit in either math or science or combination of science/math.

Additional Science/Math

Required Credits: 1 credit

Physical Education:

Required Credits: 1.5 credits

Health Education:

Freshmen Health - (sem. course) .5 credit/semester

Required Credits: .5 credits

Total Required Credits: 14 credits

Elective Credits Needed: 10 credits

Total Credits needed to graduate: 24 credits

GENERAL POST-SECONDARY SCHOOL INFORMATION

After receiving a high school diploma most students continue their education at a technical college, or at a two year college or four year university. Here is the recommended course work for admission into those United States Post-Secondary Institutions.

TECHNICAL COLLEGE ADMISSION

Technical college programs have admission standards and placement testing. Some popular programs have waiting lists for entry into them. Students are encouraged to apply early and seek advice from your Ladysmith High School guidance counselor as well as the college counseling office regarding your program options. Technical college preparation should include a comprehensive high school curriculum to better ensure success. English credits should reflect an emphasis in work-related writing skills.

Recommended Preparatory High School Course Work:

COURSE CREDITS

English 4

Math 2-3

Science 2-3

Social Studies 3

Technical/vocational Courses 3-4

UNIVERSITY OR COLLEGE ADMISSION

Most four year colleges and universities have admission standards which include grade point average, class rank, ACT or SAT scores and the student's high school transcript. Students are encouraged to apply early and seek advice from your Ladysmith High School guidance counselor as well as the college counseling office regarding your program or major options. College preparation should include a comprehensive or college prep high school curriculum to better ensure success. Math courses must include Algebra I, Advanced Algebra and Geometry. Science courses require lab experiences and college prep electives include foreign language, fine arts, and computer education courses.

Recommended Preparatory High School Course Work:

COURSE CREDITS

English 4

Math 3

Science 3
Social Studies 3
College Prep Electives 3-4
Foreign Language 2-3
Fine Arts 1

Students are encouraged to check for specific requirements from the post-secondary institution of their choice. Students are strongly encouraged to take the ACT or SAT Assessment Test including the writing component prior to their senior year. We do NOT recommend taking the ACT in the fall. However, both tests are also offered several times each semester. The Ladysmith High School guidance counselor will assist you in registering for the exam of your choice. Most universities will require foreign exchange students to take a TOFEL exam. The cost will be approximately \$170 US dollars. The Ladysmith High School staff will provide several ACT prep programs in the winter and spring. Student Services is always available to answer questions and help students plan for their future. Naturally, each international student will need to verify their VISA requirements to ensure they can stay in the USA and attend college.

COMMENCEMENT/GRADUATION CEREMONY

International students who are a senior can receive an honorary high school diploma and participate in the graduation ceremony. If the international student wants to secure an official high school diploma, he/she must meet the minimum credit requirements. 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.

STUDENT ADJUSTMENTS MAY BE NEEDED

Cultural Shock

The first few days and weeks will probably be the most exciting but sometimes the most difficult. Everything is new and different! Even though you have prepared yourself for this experience you will have some adjustment periods. Some cultural shock is normal and almost unavoidable. It is best to acknowledge your feelings and talk with the school's guidance counselor. She understands cultural shock and will help you get through it. The term cultural shock is simply a way of describing the range of feelings experienced by anyone who leaves a familiar culture to live in a different and less familiar culture. Homesickness, exhaustion, irritability, confusion, nervousness, stress, fear, anxiety, and even excitement are among the most common feelings. Some people also have physical symptoms, such as headaches, tiredness, difficulty sleeping or trouble concentrating, while others can experience minor stomachaches. Some of the factors that can cause these symptoms are differences in the language, food, climate, lifestyles and customs, and the simple fact of being away from home. It takes more energy and effort to take part in everyday activities while using a different language. Do not draw the conclusion that you should not be here because you have these feelings. Talk to others and you'll see they too have experienced these same feelings. *The good news is, for most students, culture shock is very temporary.*

During this time, it is even more important that you do not withdraw from people but become involved in school, family, and community activities. Keep busy but at the same time get enough rest. Make every effort to understand why people in your host culture behave as they do. This will help you to accept things which may seem strange and different. Avoid calling or e-mailing home too often. Talking to your family and your friends back home will only deepen your feelings of sadness and loneliness. It is important to focus on your experience in Ladysmith. Try to be positive and remember why you want to be an exchange student.

Language Shock

English is to be spoken in the resident hall and at school. Practicing English outside of school will help you improve your English language skills. However, speaking English can be difficult and frustrating depending upon your English language capabilities. The first weeks will be the most difficult as you pick up slang terms of our area, such as saying 'pop' when referring to a coke or soda drink. Certain everyday verbal expressions are important to Americans. Two words you should memorize are 'please' and 'thank you.' **People usually say "please" before making a request of any**

kind. They also say ‘thank you’ to express gratitude, even for small favors. Add these two words to your English vocabulary, along with ‘excuse me’, ‘you’re welcome’, and ‘no thank you’.

At first it may seem impossible to speak and think in English. Keep trying. In addition, many Americans seem to speak quickly, mumble, or slur their words; it is ok to ask them to slow down or repeat their words. You may very well be asked to do the same so we can learn your language. If you feel you did not understand what was said in class, stay after class and speak with the teacher, or ask one of your new class-mates, or go and speak with the guidance counselor.

Dealing with language shock is important. Do not pretend to understand when you do not. Watch for non verbal cues of the person speaking. These cues can help you understand the language better. Study new words every day. Try not to speak in your native language. However, it is understandable if you want to occasionally speak to an exchange student in your native language just to feel good. **REMEMBER, YOU WILL NOT IMPROVE SPEAKING ANY LANGUAGE UNLESS YOU PRACTICE SPEAKING IT EVERY CHANCE YOU GET, ESPECIALLY WITH OTHERS WHO SPEAK YOUR NATIVE LANGUAGE!**

Making New Friends

Initially, it will be easier to socialize with other international students but try your best to avoid this. During the first weeks, make a point of becoming involved with Ladysmith students so you establish connections with a variety of people. By doing so, you’ll enhance your experience in America. Become involved in as much as possible in the school’s clubs, organizations, athletics, and community activities. Transportation is arranged so you can be involved with after school and weekend activities.

Dating

Dating customs in the United States may be quite different from what your country’s customs are. When you arrive we will have a group discussion on American dating customs. This is a little overview for you. Most of our students socialize in groups while occasionally a few will exclusively date each other. Dating usually means a man and woman go out together alone. Most of the students attend dances, go to sporting events, or a movie, or out to eat for a date. Sometimes the students are invited to another’s home for video games, a movie, or a meal. You may go to another student’s home provided that his/her parent/guardian will be present during your visit. Please review the standards of conduct you and your parents’ signed.

STAGES IN STUDENT ADJUSTMENT

The following is a description of the stages most exchange students go through during their exchange experience. No one will follow the exact stages; however, the stages show a general pattern that provides insight in the changes you may go through during your stay. The following stages are for a 10-month program, but students who are in the U.S. for a 5 month program may go through many of these stages.

Stage 1: Preparing to Go Abroad

From the time you applied to be an exchange student until you arrive in Ladysmith, you will feel excited as well as nervous. At this point there are many unknowns: Who will my host family be? Will they like me? Will I like them? Will I be able to adjust? What happens if I feel I can’t make it? These feelings are normal as you begin a new adventure.

Stage 2: Arrival

August - September

Students are often very excited but overwhelmed. Expectations are high and there is a fascination with the new environment. At the same time, students may feel a bit numb because there are so many new things to learn.

Stage 3: Setting In/Cultural Shock

September - October/November

After the initial shock and excitement of arrival has worn off, students realize that they have to deal with new teachers, students, families, and environment for a long period of time. At this point, students reevaluate their expectations. If their expectations are met, then they will settle in to the resident hall and the experience. If their expectations were different, then culture shock usually sets in. At this point, it is time for exchange students to reevaluate their expectations and to talk with the school's guidance counselor who will be immensely helpful.

Stage 4: Surface Adjustment/Deepening the Relationship

October – November

Language has improved and most students feel more comfortable communicating their ideas. This is the time when students begin to understand what is expected of them but they may also start to ask questions about the rules and regulations. Most students have made some new friends, and some may be finding it more difficult than they thought.

Stage 5: Mental Isolation/Cultural Shock

December –January/February

This period may be the most difficult. Students' language improvement levels off, so there may be frustration with communication. The newness and excitement feeling have worn off. Students may have had a few misunderstandings with American teenagers or their resident director, or host families. Students may experience homesickness and loneliness as the holiday season approaches. Students may believe that all of their problems are with the Americans in general or with specific people. Or students may lose their self-confidence and ask, "What's wrong with me?" The end of the program seems a long time away. Some students may feel that they cannot continue the experience. Students need to reevaluate their expectations and goals for the program with the help of the school's guidance counselor.

Stage 6: Integration/Acceptance and Cultural Learning/ Sharing

February on

Students gain more confidence and notice how much progress they have made in understanding this new country, the culture and the language. Students begin dreaming in English and having "cross-cultural" dreams. Students also realize that they are now part of the Ladysmith community and school. At this point, students feel connected with their resident director, teachers, guidance counselor, friends, and host families.

Stage 7: Pre-departure Anxiety

April – June

Students always knew they would be going home, however, how did the time pass so quickly? Students are excited about going home, but cannot imagine leaving their host families, friends, and the community. The realization that they may not see their host families, teachers, resident director, and American friends for a long time makes students feel sad and confused. Students need to recognize their feelings and discuss them with their guidance counselor.

Stage 8: Return Home/Reintegration/Readjustment

June – September

Sometimes the readjustment to returning home is more difficult than beginning the exchange experience - usually this is because the difficulty is not expected. Students have spent almost a year away from their family and friends. They have changed immensely and have experienced many new things. For the people at home, life has not changed much but has continued on in a normal way. Students may return home expecting to be treated as a special person only to find that people aren't interested in hearing about their experiences. In order to prepare for going home, students should think about their return and how it will affect them and their family. In

addition, upon their return, students should write, call, or email their principal and guidance counselor and tell them that they have returned home safely and thank them for a wonderful experience.

(Stages of Student Adjustment are printed here with permission from Dr. Roger Riske, Director of the Educational Resource Development Trust -ERDT/SHARE)

PROGRAM RULES

Any infraction of the rules below will result in immediate dismissal from the Ladysmith High School and placement of your Visa in Loss of Status:

1. Students must abide by all laws of the United States.
2. It is against the law in the United States for high school students to buy or drink alcohol. This law applies to all foreign exchange students as well. The legal age for buying and consuming alcohol in the United States is 21.
3. The use of drugs for non-medical reasons by students under any circumstances is strictly forbidden. Examples of non-medical (illegal) drugs are cocaine, LSD, methamphetamine, and marijuana.
4. Students are not permitted to hitchhike. Students are not permitted to purchase, carry, or use firearms under any circumstances.
5. Students are not permitted to hold part-time jobs; there are strict rules governing employment for International Students. A non-immigrant alien who accepts paid employment is subject to deportation. If students would like to earn spending money during their stay, they are permitted to hold small jobs (no more than 10 hours per week) such as baby-sitting, grass-cutting, and newspaper delivery.
6. Students are not permitted to drive any motor vehicle (including motorcycles, mopeds, snowmobiles, and cars) except during the course of an accredited driver education class. Students may enroll in a school-sponsored driver education class if their natural parents permit it.
7. The stealing or taking any item or property of others is against the law and is strictly prohibited. If it does NOT belong to you leave it alone.

Any continuous failure to abide by the following rules along with the dorm and school rules may result in dismissal from the program and place their Visa in Loss of Status:

1. The legal age for buying cigarettes in the United States is 18. Smoking at school, in the dorm, and anywhere on Mount Senario property is not permitted. If you have indicated that you are a non-smoker on your application and you do in fact smoke at your residence, you will automatically be placed on probation.
2. Students must always be aware of their responsibility as exchange students and as such make a determined effort to be a positive ambassador for their home country in their school, residence, and host community.
3. Students must attend school daily unless sick and/or under a doctor's care or with special permission from head resident. Students must complete all homework and assignments.
4. Students must be full time students and maintain a "C" average or better in all classes. Students must also enroll in an appropriate English language or literature course and an American Social Studies course. Failure to maintain a "C" average will result in academic probation.
5. Students are not permitted to visit such places as pornographic shops, adult theaters, drinking establishments, or any web sites related to pornography or gambling.
6. Students must show respect for their Community Connection and participate in scheduled activities. Students are not allowed to stay alone at their Community Connection family's residence.
7. Students must abide by all dorm and Community Connection residence rules and must help with dorm and household chores as assigned.
8. Students cannot change residence or schools at will.

9. Students are allowed to travel only if accompanied by a responsible adult (21 years of age or older) and have written approval by their natural parents or international agency and have LISP approval. The trip may not involve missing any school (except for school-sponsored trips) without a pre-arranged absence. Independent travel by participants is not permitted during this program.

10. Students may not have sexual relationships or sexual contact with others nor openly display affections.

11. Students must read the Ladysmith International Student Program Handbook and agree to abide by rules, expectations, regulations, etc. which are contained therein. It is the student's responsibility to know the rules outlined here and within the LISP Handbook. These rules are for the safety and well-being of all students attending Ladysmith High School. Students are expected to cooperate by following these rules and we encourage students to ask LHS or LISP personnel to explain the rules if necessary.

SCHOOL RECORDS

At times throughout the school year, it may be necessary to release school records to other educational institutions or government agencies. You are agreeing to the authorization to release school records in accordance to school policy.

PROGRAM TERMINATION

LHS-LISP reserves the right to terminate program participation for the violation of any program, residence, local, state, and/or federal rules/laws and/or when a student's mental and/or physical health (as determined by a physician, or LHS/LISP administration) is in jeopardy. We, the participant and his/her parents, have read and understand all of the above. As a participant, I agree to obey these rules. I understand that disobeying the rules/regulations will result in my termination from the program, the loss of full program fees, and I will be returned to my home country at my own expense.

TRAVEL AUTHORIZATION

We as parents of the Undersigned Student, do hereby authorize the Ladysmith High School—Ladysmith International Student Program (LHS/LISP) Director, and/or Resident Director as our agents to determine our student's travel for the length of his/her program. It is understood that his/her authorization is given in advance when the student is traveling and supervised by a resident director, designated Community Connection parent, or by a representative of a school program.

We understand and agree that our student may not travel unsupervised, unless we have signed the Unchaperoned Off-Campus Authorization.

REFUND POLICY

No refunds will be granted if a student transfers an I-20 to another high school or exchange program at his/her own initiative. In addition, no refunds will be granted should it become necessary to send a student home for rule violations or behavior issues.

I have read and understand the above information and agree to the terms and conditions set forth. This includes all information contained within the LISP Handbook.

Student Name (Please print): _____

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

DORM RULES & REGULATIONS

Moving In

Students will inspect their room upon arrival and be required to complete a Move In Form which will be co-signed by the Head Resident or one of the Resident Advisors (RAs).

Quiet Hours

Students will be required to report to their dorm rooms by 10:00 p.m. Sunday through Thursday unless otherwise discussed with Head Resident and Resident Advisors (RAs). 11:00 p.m. is the time for lights out. The Internet will be turned off at 11:00 p.m. Time on the Internet will be limited by the (RAs).

Scheduling Activities/Visitors

Students will be required to discuss Community Connection visitations, school activities and visitors with Resident Advisors for approval.

Students will be required to sign out prior to leaving dorm.

Student residents are not allowed to stay overnight off-dormitory without prior permission from the Resident Advisor and/or Resident Director.

Student residents shall return to the dormitory no later than 10:00 p.m. Dormitory doors will be locked at 10:00 p.m. Students returning after doors are locked will need to discuss arrangements with Resident Advisor.

Students that will be absent for a meal should let the Resident Advisor know and if a meal will need to be set aside for him/her to eat later.

All visitors will be required to sign in upon arrival and departure.

LISP students are not permitted to ride in a car driven by another student unless the Unchaperoned Off-Campus Authorization has been signed by the student's parent/guardian.

Dorm Property and Campus Boundaries

Students are responsible for keeping their rooms clean and orderly.

Students will be assigned housekeeping duties in common areas by the RAs, the **RAs are not responsible for your chores nor are they there to pick up after the students.**

Furniture may not be removed from the dormitory, from the common areas, from one room to another, or to the hallways. The taking of any item or dorm/school property is stealing and against the law.

Beds may not be disassembled.

Doors to rooms, bathrooms, closets and window screens should not be removed.

Students wanting to hang posters, pictures or other materials from walls should see Resident Advisor to discuss appropriate adhesives.

Students should not tamper with electrical fixtures and built in furniture.

Residents are not permitted to throw any objects out of the dorm windows.

Should maintenance problems arise with the dormitory facilities (e.g. light bulbs burning out, toilets backing up/leaking, etc.) report them to the Resident Advisor, and they will work with the staff to resolve the issue as quickly as possible.

Students are not permitted to enter stairway areas leading to a non-occupied floor.

Any damage caused by you to dormitory property will be paid for by you. This includes damage to the furniture, linens in your room, as well as items in the common areas.

Study room is to be used for quiet study or group study times only.

Students are not permitted to enter the woods or go by the river without adult supervision.

Resident Advisors (RAs) and the Head Resident will show students the campus boundaries during orientation.

Fire Codes

Students are expected to observe the following fire code regulations:

For the protection of residents, the dormitory is equipped with smoke and fire detection and prevention devices. Tampering with the smoke detectors or with fire extinguishers is a violation and prohibited by law.

Stairwell doors should be kept closed.

Hallways must be kept clear at all times. Furniture and personal belongings may not be placed in hallways.

Ceiling hangings of any description are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices.

Fireworks and firecrackers are not permitted in the dormitory or on Mount Senario Education Center property.

No lighting or heating device which produces an open flame is allowed in the dormitory. This includes candles.

Vandalism

The intentional breaking, marring, graffiti, destruction of dorm or Mount Senario Property is prohibited and may lead to referral to law enforcement and dismissal from LISP.

Common Areas

Common areas in the dormitory are provided to dorm residents as a space in which they can congregate outside of dorm rooms. They are a place of gathering, used for dorm meetings, movie and television viewing, group studying, and entertainment. Students must be respectful of the rights of other students to share this space, and must be mindful of the noise generated.

Kitchen, washing, and laundry areas should be in the same or better condition when you leave them as when you found them.

Students that utilize the kitchen for cooking/preparing meals are expected to return the items cleaned to their original location.

Students are responsible from labeling any food/beverages they have stored in the kitchen refrigerator. Students are asked to be mindful of limited space available. Students may rent a small personal refrigerator for their room.

Residents are only permitted to eat at tables provided in kitchen area. Eating meals in dorm rooms and other common areas is not permitted.

Access to common areas will be limited to residents of the dormitory and their guests. Guests must always be accompanied by a resident.

Student Rooms

Student Residents are responsible for keeping their rooms in a sanitary condition.

No items should be left or discarded in front of the rooms.

Students are responsible for cleaning their rooms weekly and removing personal trash from his/her room.

Students are required to keep personal items picked up and free from hallways and common areas.

Unplug all appliances/technology when you are done with them and before you leave your dorm room.

Windows should be closed at night during the winter season and closed when the student leaves his/her room for extended periods of time. Make sure you always lock your dorm room as you leave. Ladysmith International Student Program will not be held responsible for items lost or stolen from your room.

Room keys should be used only by the student to whom they are issued.

Residents are not permitted to enter the dorm wings of the opposite sex.

Students are not permitted to sleep in other students rooms.

Ladysmith International Student Program reserves the right of entry to dorm rooms by authorized personnel for inspection and repair, for disciplinary purposes, (upon reasonable cause to suspect violations of the Ladysmith

International Student Program rules/regulations), in an emergency, or for any other appropriate reason deemed necessary.

Dress and Grooming

In the United States, hygiene is VERY important. Body odor and bad breath are considered to be offensive. This is why the American society has so many products to cover up bad smells such as perfumes, deodorants, flavored toothpaste, mouthwash, and breath mints. Students are expected to shower at least once a daily, and always following physical exercise. Change all of your clothing daily, including undergarments and socks. Wash your hands after using the bathroom and before all meals. Sleep between the sheets and wear separate clothing to sleep in. Brush your teeth every day (most Americans floss and brush 2-3 times a day).

Medication

Students will not be permitted to keep medications in their rooms. Students will be provided with medication listed on The Standing Order for Medication Administration. All medications will be administered by the dorm Resident Director and Student Services. Non-prescription vitamins, diet pills, herbal medications, etc. must be **LABELED IN ENGLISH**. Our district nurses will review all medications and prescriptions.

Pets

Students living in dormitory may not own pets, may not keep pets in the dormitory, nor keep pets anywhere on the dorm and Mount Senario Property.

Personal Possessions

Ladysmith International Student Program does not cover personal losses. Students should take precautions to protect personal belongings from theft, fire, water damage, or other loss.

Mail

Students will be assigned an individual mailbox upon arrival.

The mailing address is: Student's Name
 1500 Port Arthur Road
 Box # _____
 Ladysmith, WI USA 54848

Facebook

Students are required to friend the Ladysmith Student International Student Facebook page. Our Facebook site is Ladysmith Inter.

Announcements

The RAs and other LISP personnel use the white boards and the Front Desk supervisor to communicate group information. Occasionally, group meetings are held in the morning at school in the auditorium. Individual messages are delivered to the individual by LISP staff.

Sickness

Each morning at the dorm a school nurse will screen any and all students who are not feeling well.

All school/activity absences must be authorized by one of our district nurses. When students are too sick to attend school, they will have **restricted use** of the Internet and communication devices so they are able to get their needed rest.

Student Behavior

Students should be respectful, kind and considerate with other students, teachers, RAs and community members. Treat others as you wish to be treated.

Students are required to speak English at the dorm, at school, and in the community.

No fighting, unruly behavior, harassment of any kind, and disruptive noise will be tolerated.

Drugs, alcohol use, violence, and other illegal activities will result in termination from the program.

Storing and possession of hazardous items such as weapons, explosive devices, firearms, or fireworks which can cause harm to individuals is strictly prohibited.

Residents will be required to wear appropriate clothing to and from the shower area.

Students that miss the bus to and from school will be required to pay for a taxi to pick them up.

Tardiness at Ladysmith High School is unacceptable.

Emergency

Should an emergency arise students are required to contact any of the RAs and/or Head Resident. Emergency contact information is provided upon arrival. Emergency and fire exits will be reviewed during orientation.

Moving Out

Students are expected to leave their rooms in a clean and orderly manner at the end of the school year. The rooms will be inspected by the Head Resident and the Resident Advisors and the checkout form must be completed before the student departs.

Meals

Students will be provided breakfast, lunch, and dinner. All snacks will be at the expense of the student.

Morning and noon meals during school days will be at the high school cafeteria. All evening, weekend, and non-school day meals will be served at the Mount Senario Cafeteria.

Expectations

LISP staff and administration reserves the right to add additional rules, guidelines, and expectations as needed. Student residents shall not violate any rules established by LISP. Student residents shall abide by the instructions and directions of all LISP staff. By signing below you are stating that you have read, understand, and will follow the Ladysmith International Student Program rules and regulations. Any infraction of the rules/regulations will be handled on an individual basis by the Ladysmith International Student Program personnel and administration. Consequences will result in restrictions and may lead to dismissal from our program.

Student's Name (Print)

Signature

Date

UNCHAPERONED OFF-CAMPUS RULES FOR LISP STUDENTS

Here at Ladysmith High School and Ladysmith International Student Program, we care about the safety and security of our students. Consequently we have established rules and protocols for any un-chaperoned off-campus activities.

If you wish to go off-campus without an approved adult chaperone, you must always:

- (1) obtain permission from a dorm supervisor – **must sign out at the dorm**
- (2) let us know where you are going and when you will return; and
- (3) participate in our buddy system (you must be with a “buddy” – not alone – when off campus)
- (4) keep a cell phone with you (either your own or one from the dorm)

You may leave the campus only during the following designated hours:

Monday through Friday: 4-7:30 pm

Saturday, Sunday and non-school days: 10 am–10 pm

When you request to go off campus, please have the following information ready:

- (1) the name of your buddy (if you need a buddy, you can sign up to request one on our buddy system bulletin board, for shopping trips, etc.)
- (2) your specific destination (store, restaurant, sport event, etc.)
- (3) if your destination is a friend’s home:
 - friend’s name
 - parent’s name, or name of adult chaperone who will be present, and phone number (dorm supervisor may call to verify)
 - nature of visit (hanging out; party; lunch; etc.)
- (4) if your destination involves riding in a car:
 - driver’s name, age, and car license number
 - parent’s name and phone number (dorm supervisor may call to verify)
 - other passengers in the car, if any
- (5) your intended return time (you will be expected to return at or before this time; if for any valid reason you will be late, you must call to notify a resident assistant)
- (6) your cell phone number (or you may borrow one from the dorm)

The following activities are strictly **forbidden**: hitchhiking; driving or operating a motorized vehicle (including motorcycles, mopeds, four wheelers, snowmobiles, and cars) except during the course of an accredited driver’s education class; shoplifting or stealing (taking another person’s property); vandalism (including destroying property, graffiti or other destructive behavior); alcohol or drugs; and any other activities deemed inappropriate by LISP staff.

Any infraction of the rules above will result in the loss of off campus privileges for a minimum of one week. Subsequent violations will be cause for further restrictions, up to and including dismissal from the Ladysmith International Student Program.

PROGRAM TERMINATION

LISP reserves the right to terminate program participation for the violation of any program, residence, local, state, and/or federal rules and/or when a student's mental and/or physical health (as determined by a physician or LISP administration) is in jeopardy. Incidents of inappropriate conduct or inappropriate public display will be investigated by LISP personnel and may lead to disciplinary actions. As the participant, I have read and understand all of the above and I agree to obey these rules. I understand that disobeying will result in my termination from the program, loss of full program fees and the possible return to my home country at my own expense.

I have read and understand the above information and agree to the terms and conditions set forth, including all information contained within the LISP Handbook.

Student Name (Please print): _____

Student Signature: _____

Date: _____

I have read and understand the above information and agree to the terms and conditions set forth, including all information contained within the LISP Handbook. I authorize my student to take part in the Unchaperoned Off-Campus Rules for LISP Students.

Parent/Guardian Name (Please print): _____

Parent Signature: _____

Date: _____

Ladysmith International Program Rules and Safety Tips For Internet/Computer Use

Never give anyone online information about yourself. Avoid posting anything that would make it easy for a stranger to find you; such as your phone number, address, or specific whereabouts.

Don't post anything that would embarrass you, your natural family, your host family, or LHS.

Never post pictures of your host family or friends without their permission.

Think before posting any photos you wouldn't want your parents, teachers, your international agency, or the LISP personnel to see.

1. Do not download any programs, music, or files without your Residential Directors permission.
2. Everyone is a stranger on the Internet. People are not always who they say they are.
3. Harassment, hate speech, and inappropriate contents should be reported. If you encounter inappropriate behavior let your host family, RA, or LISP personnel know.
4. Residential Directors will set additional rules about use of Internet and computer as needed. This could include time of day, amount of time, and number of days a week the Internet will be made available. This includes your personal computer.
5. Do not access or download pornography on any computer or electronic device. Violations may be cause to terminate your participation in LISP.
6. Internet, E-mail access, or use of computer(s) in your host family's home is not guaranteed.
7. Students will be limited to 1 hour of computer use daily unless approved by Resident Director.

I understand the rules concerning the use of computers and Internet while I am participating in the Ladysmith International Student Program. I also understand that if I break a rule or misuse my Internet privileges, I will be placed on behavioral probation for the remainder of my stay in this program.

Student's Name

Signature

Date

Please list your e-mail address or contact information for Facebook, Myspace or other chat-room websites. If you change or add an e-mail address, you must let us know immediately.
