

# NICOLET HIGH SCHOOL

## 2017-2018 NEW & UPDATED POLICIES

The following are a list of important additions and updates to the Nicolet Student Handbook that administration would like to insure is noted by all students and families. These items will be shared with students during the first few days of school.

### Attendance Scanning

In order to maximize instructional time, Nicolet High School has implemented a new system for classroom attendance taking. Students will be required to scan into class using the bar code on their student I.D. card. Every classroom space will have a scanner available to record attendance.

### Tardy Procedure

To promote a responsible, respectful, and effective learning environment, students will be marked tardy if they are not inside the assigned classroom and ready to learn.

- When the bell rings for all periods, teachers will close their doors and students will only be permitted to class with a pass. Students arriving late to any class, including first period, must report to the High School Office. In the High School Office, students will be required to scan their student ID into a tardy kiosk and a pass will be printed.
- Tardiness will automatically be tracked in Skyward. Total tardies and assigned consequences (if applicable) will be printed on the student's pass.
- Consequences will be managed based on the number of tardy offenses a student **accumulates for all periods** during the course of a semester.

<b>5 tardies</b>	30 minute lunch detention
<b>10 tardies</b>	1 hour after school detention, discipline referral, and loss of exam exemption
<b>15 tardies</b>	1 hour after school detention, discipline referral, and meeting with parent and administrator
<b>20 tardies</b>	1 hour after school detention, discipline referral, and a referral to the school resource officer for a truancy citation

### Early Dismissal

It is the student's responsibility to obtain a pass from the high school office before school or at lunch for early dismissal. Parent should contact the office **before 9:00 a.m.** on the day of the early dismissal. Excuses for early dismissal should state the student's full name, reason for early dismissal, the time the student will leave school, and indicate if the student will be returning to school.

### Pre-Arranged Absences

There are circumstances that may require a student's absence from school for an extended period of time. When a planned absence has been scheduled during the school year, students need to obtain a "Pre-Arranged Absence Form" from the high school office. The form will need to be filled out and submitted one week prior to the absence. Parents are not encouraged to take their child out of school for vacations. School absence due to family vacations may impact the student's eligibility to earn an exam exemption for the current semester.

### Outside Vendors

Students should not order food to be delivered during school hours. Students will not be allowed out of class to collect and pay for deliveries, nor will school staff accept deliveries for students.

### Lunch Hour Procedures

Students are expected to start their lunch period in one of the following three locations and stay for the entire lunch period.

- Cafeteria
- A teacher's classroom with a written pass
- Courtyard (on acceptable weather days)
- All other areas of the building are off limits to students during the lunch periods. Students found in unauthorized locations in the school building will be directed to return to the cafeteria and are subject to school consequences.

## **Personal Electronic Devices**

Personal electronic devices should only be used at the direction of a Nicolet Staff member. Students should store all personal electronic devices prior to entering classrooms. If the device is used or turned on during instructional time, it will be confiscated by the teacher. Failure to comply with a teacher's directive may result in a referral to administration.

<b>1<sup>st</sup> Referral</b>	The device will be confiscated and returned to the student at the end of the school day.
<b>2<sup>nd</sup> Referral</b>	The device will be confiscated and returned to the student at the end of the day and the student will receive a 30 minute lunch detention
<b>3<sup>rd</sup> Referral</b>	The device will be confiscated and the student's parent or guardian will be required to pick up the phone after a meeting with an administrator occurs.
<b>4<sup>th</sup> Referral</b>	The student will be required to follow an electronic device management plan developed by an administrator. The plan may include the student not being allowed to carry personal electronic devices during the school day.

## **Consequences for Academic Integrity Violation**

When a teacher suspects that a student has violated the academic integrity policy, the teacher will determine the scope of the violation and record the incident on a behavioral referral (automatic loss of exam exemption). The teacher and an administrator will meet to determine an appropriate consequence. Students will be required to complete the assignment or an alternative assessment to ensure the student is accurately assessed against the course standards. The academic integrity violation will be communicated with school personnel including the student's teachers, guidance counselor, and club/activity advisor. Students are also subject to additional consequences which *may* include:

- Receiving a zero on the assignment and/or removal from the course which would require taking the course during summer school.
- Assigned to remediation outside of the regular school day (after school, early release days).
- Removal from all Honors Societies.
- Relinquish leadership position(s) in student organizations and clubs.
- Referral to the Athletic Department for review. Referral to Student Services (Guidance Counselor, School Psychologist, School Social Worker).

## **Exam Exemptions**

### **General Exam Exemption Criteria**

- Students earn one exam exemption per semester, not to be repeated in the same course second semester.
- Students shall be enrolled full time with a minimum of six (6) classes.
- Discipline problems occurring after the exam exemption is given shall result in loss of exam exemption.
- Student shall have two quarter grades in the same course/level in order to be eligible for an exemption.
- Students enrolled in Advanced Placement (AP) classes must take the 1st semester exam in that course. These students may elect to exempt the second semester exam if they are eligible.
- The student must earn at least a B average in the class in which he/she wishes to take the exemption.
- Students shall have no fees or fines due.
- Students shall not have any overdue library materials.
- Students will have no discipline or attendance referrals.
- Students shall have no more than five (5) absences in any given class per semester. Attendance codes "S" (special attendance) and "P" (present) do not count as absences.

### **Senior Exam Exemption – Second Semester**

- Seniors with a "C" average or higher for second semester classes will have the option to exempt the semester exam. The second semester grade will be determined by averaging the two quarter grades.
- Seniors with a grade below a "C" average will be required to complete the second semester exam to determine if they earn credit for the course and are eligible for graduation.
- Seniors must be in good standing for attendance and discipline. Nicolet administration reserves the right to deny exam exemptions based on poor attendance, truancy, or behavior during second semester.