

# NICOLET STUDENT HANDBOOK

**2016-2017**



**Accelerating Achievement ~ Every Student, Every Classroom, Every Day**

Nicolet High School  
6701 N. Jean Nicolet Road  
Glendale, WI 53217  
[www.nicolet.us](http://www.nicolet.us)  
Phone: 414-351-1700  
Fax: 414-351-7526

Dear Parents, Students, and Staff,

This handbook is provided to members of the Nicolet School Community in order to communicate general information, policies and procedures associated with Nicolet High School. The included policies and guidelines are periodically updated in response to changes in the law and other circumstances. Please contact the High School Office to obtain additional information or clarification regarding updates to policies and procedures in this handbook that may have been altered after the initial publication date. We hope you find this handbook to be an informative and helpful resource. Make it a great year!

*-The Nicolet Administrators and PBIS Team*

Alma Mater

Praise to thee and hail thee, Mighty Nicolet  
Honor we will bring thee, this we pledge today.  
Blue and white your colors  
Proudly may they fly  
Hail Alma Mater, lift your banners high.

School Song

Fight, fight, fight for the blue and the white  
Our knights fight to win.  
Fight, fight, fight keep your honor bright  
Our knights won't give in.  
For Nicolet High is a mighty name  
She is great, uphold her fame  
So one and all keep your eye on the ball  
And we'll fight to win this game.

Non-Discrimination Policy

The Nicolet School District does not discriminate in the provision of educational programs, activities, services, or benefits on the basis of residence within district boundaries, age (except as authorized by law), gender, disability, sex, race, creed, national origin, ancestry, pregnancy, marital and parental status, military status, homeless status, sexual orientation, physical/ mental/ emotional/ learning disability or any other protected characteristics. It guarantees all students equal access to educational and extracurricular programs and activities.

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# **GENERAL INFORMATION**

## **Welcome to Nicolet High School**

It is our pleasure to welcome all parents and students to Nicolet High School. The teachers, staff and administrators at Nicolet are dedicated to accelerating the achievement of every student in every classroom, every day.

Nicolet High School maintains a proud tradition of academic excellence. Academic success for every student is a result of high standards, support, positive relationships with students, and strong partnerships with parents.

Our school offers a variety of co-curricular activities for students. We encourage every student to participate in athletics, music, drama, newspaper, yearbook, or academic competition. Participation in co-curricular activities enriches the high school experience. We have established four expectations for our learning community to achieve our academic and co-curricular goals:

- Be on Time
- Be Respectful
- Be Responsible
- Be Safe

Based on these expectations students will benefit from a positive and safe learning environment. We are proud to serve the students and families of Nicolet. Please do not hesitate to stop in or call if you have questions or need assistance. We look forward to a successful year together. Welcome!

Principal,

**Greg Kabara**

*Mission: Transforming knowledge into wisdom...Nicolet High School promotes intellectual discovery, inspires creativity, embraces diversity and encourages students to become enlightened, humane, responsible citizens.*

## Contact Information

School Board Members	District Administration	High School Administration
Elizabeth Gutterman, President 228-9424	Robert Kobylski, Superintendent 351-7525	High School Office 351-7531
Ellen Redeker, Vice President 228-1281	Ferne Hecker, Executive Assistant 351-7520	Greg Kabara, Principal 351-7522
Joseph Kasle, Treasurer 352-1072	Jeff Dellutri, Director of Business Services 351-7548	Nasif Rogers, Associate Principal 351-7524
Marilyn Franklin, Clerk 352-1180	Anne Ignatowski, Director of Student Services 351-8169	David Coyle, Associate Principal 351-7533
Morton Grodsky, Member 351-3083	Brenda Turner, Director of Teaching & Learning 351-8245	Brian Reiels, Safety Director 351-7546
Student Services	John Reiels, Director of Technology Services 351-8164	Athletics/Recreation
Alisa Eichhorn, Administrative Assistant 351-7550		Renee Tazalla, Administrative Assistant 351-8145
Kathryn Woods, School Psychologist 351-7564		Kirk Krychowiak, Athletic Director 351-7567
Peggy Yee, School Nurse 351-7574		Nate Brooks, Asst.Dir/Web Master/Athletic Coordinator 351-7568
Jeffrey Artero, Counselor 351-7556		Bus Inquiries
Olivia Carter, Counselor 351-7557		Ferne Hecker 351-7520
Michael McKenna, Counselor 351-7560		Transcripts/Family Access
Nader Raad, Counselor 351-7562		Cheryl Classen 351-7579
Maureen Newborn, Social Worker 351-8251		Work Permits
Kelly DeJonge, S.R.O. 351-7539		High School Office 351-7531

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## **Community Connections**

### **School Board**

- The school board shall serve as the policymaking body for the district, operate within state and federal laws, and do all things reasonable to promote the cause of education, including establishing, providing and improving school district programs, functions and activities for the benefit of students.
- The school board holds a regular monthly meeting on the fourth Monday of the month (unless otherwise posted).
- All school board meetings are open to the public and are usually held in the library. Agendas of the meetings are posted publicly in advance of the meeting at Nicolet High School and with the media. Items may be entered onto the agenda by making request of the district administrator ten days in advance of the meeting. Within the stipulations of the Wisconsin open meeting law, the school board will occasionally meet in closed session for the publicly specified reasons cited on the agenda.
- Annual District Meeting: Residents are asked to approve a tax levy for the operations of the district; authorize the purchase, sale or leasing of land or buildings; approve school board salaries; approve certain contracts; etc. See the school website for the date and location.

## **Parent Organizations**

### **Athletic Booster Club**

- This group supports all freshman, junior varsity, and varsity athletic teams; the cheerleaders; and dance team.
- President: Dale Nikolay - [nikolay@nikolaylaw.com](mailto:nikolay@nikolaylaw.com)
- Vice President: Matt McGuire - [matt@dls-lawnandgarden.com](mailto:matt@dls-lawnandgarden.com)
- Secretary/Treasurer: Molly Krychowiak – [molly.krychowiak@nicolet.us](mailto:molly.krychowiak@nicolet.us)
- Membership Coordinator: Lisa Sullivan - [sully6570@sbcglobal.net](mailto:sully6570@sbcglobal.net) - 414-418-0206
- Spiritwear: Charlene Novak - [charlenenovak1@gmail.com](mailto:charlenenovak1@gmail.com)
- Meeting Dates: 1<sup>st</sup> Wednesday of each month – 7:00 p.m. in B113 in the Nicolet Cafeteria.

### **Multi Ethnic Parents Association (MEPA)**

- This group supports and encourages the involvement of students of all races in the total school program and promotes cultural/social/academic opportunities.
- Chairs:  
Delton Carter: 678-488-8767 [deltonc@aol.com](mailto:deltonc@aol.com)  
Annise Carter: 404-217-0493 [neecyc@aol.com](mailto:neecyc@aol.com)
- MEPA meets every fourth Wednesday of each month, starting in September, no meeting in December. MEPA Awards Program will be held May 24. All meetings are held at 6:30 p.m. in Room B113 unless noted otherwise.

**Nicolet High School Foundation**

- President: Susie Falk – 414-232-2562 [sfalk@falkgrouppr.com](mailto:sfalk@falkgrouppr.com)
- The Foundation meetings are the 1<sup>st</sup> Wednesday of the month at 7:30 a.m. in room B113. Check the website for changes.

**Parent Teacher Student Organization (PTSO)**

- The Nicolet PTSO benefits the parents, teachers, staff and students of Nicolet. The PTSO also supports and encourages social, extracurricular, and recreational involvement for all students.
- Contact: Mrs. Piper Melkonian at [pmelkonian@mac.com](mailto:pmelkonian@mac.com) or 414-217-0401
- Meetings are held the 3rd Thursday of the month at 6:00 p.m. in room B113, with no December meeting. First meeting will be held September 17, 2015.

**Performing Arts Committee (PAC)**

Become a Friend of the Performing Arts and your name will be listed in all band, choir, orchestra, and theater programs throughout the year at Nicolet.

- Chair of the committee: Steve Folstein
- Contact information: [nicoletpac@gmail.com](mailto:nicoletpac@gmail.com)



## School Day

Students may enter the building at 6:50 a.m. Students who would like to participate in the free breakfast program must arrive early enough to have all food consumed in the cafeteria prior to the first bell at 7:15 a.m., which signals the time to report to classes.

Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please review visitor section of this handbook and consult with the principal regarding these restrictions. Students may not bring students to shadow them at school without first obtaining written permission from the Student Services Office.

## Bell Schedules

Students have a five-minute time period to travel between classes. Music will be played during the first four minutes of hall passing time. There will be no music during the final minute, which will be a signal to students that the bell will ring at the end of that music-free minute.

### **BE ON TIME!**

**\*Plan ahead for unforeseen circumstances**

**\*Be considerate-arrive on time**

**\*Take start/end times seriously**

**\*Show up ready to learn**

**\*Submit ALL assignments on time**

### **DAILY BELL SCHEDULE**

### **ALTERNATE BELL SCHEDULE**

1st Hour	7:23-8:10a.m.	1st Hour	7:23-8:05a.m.	<p style="text-align: center;"><b>EARLY RELEASE DAYS</b></p> <p style="text-align: center;"><b><u>NO 4<sup>TH</sup> HOUR RESOURCE PERIOD ON THESE DAYS</u></b></p> <p><i>Students will be dismissed at 1:19pm and buses will leave at 1:25pm. Teachers are not available for after school help on these days.</i></p> <p><b>9/14&amp;28; 10/5&amp;26; 11/9&amp;23; 12/14 1/11; 2/8&amp;22; 3/8&amp;22; 4/12&amp;26; 5/10&amp;24</b></p>
2nd Hour	8:15-9:02a.m.	2nd Hour	8:10-8:54a.m.	
3rd Hour	9:07-9:54a.m.	3rd Hour	8:59-9:41 a.m.	
4th Hour Resource	9:59-10:34a.m.	5 <sup>TH</sup> HOUR	9:46-10:28a.m.	
5 <sup>TH</sup> HOUR	10:39-11:26a.m.	6A CLASS LUNCH	10:33-11:15Class 11:15-11:45Lunch	
6A CLASS LUNCH	11:31-12:18p.m. 12:18-12:48p.m.	LUNCH	10:28-10:58Lunch	
LUNCH	11:26-11:56a.m.	6B CLASS	11:03-11:45Class	
6B CLASS	12:01-12:48p.m.	7 <sup>TH</sup> HOUR	11:50-12:32p.m.	
7 <sup>TH</sup> HOUR	12:53-1:40p.m.	8 <sup>TH</sup> HOUR	12:37-1:19p.m.	
8 <sup>TH</sup> HOUR	1:45-2:32p.m.			

## **Nicolet High School - PBIS**

Nicolet High School (NHS) is dedicated to being a place of mutual respect. It is an expectation that all members of the Nicolet community-- teachers, administrators, classified staff, students, parents, or guests-- will follow the Nicolet Knight's Code, and treat each other as they would wish to be treated themselves. It is expected that everyone on the Nicolet campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

Nicolet High School has implemented the Positive Behavior Intervention and Support (PBIS) Program in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at NHS. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will continually work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our school-wide recognition and acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom setting.

NHS's Behavioral Code of Conduct will apply to students:

- while on the school grounds,
- while on the school bus or traveling to or from school,
- during lunch,
- during or while going to or from any school-sponsored activities, and
- during any other event related to school activities or attendance.

Respect and courtesy for persons and property are expected at all times. Where a specific penalty for violating a rule is not listed in the Knight's Code of Behavioral Expectations, the consequences assigned will be in proportion to the severity of the infraction.

The PBIS Team



# ***PBIS Statement of Purpose***

## **We are...**

People Believing In Students!

## **We envision...**

Nicolet Staff using instruction that incorporates Positive Behavioral Interventions and Supports to guide student behaviors and help create a welcoming, supportive, and safe environment for all members of the school community.

## **Our Mission:**

We will work collaboratively with families and school community to foster a school climate where everyone respects self, others, and the environment to maximize learning opportunities that promotes intellectual discovery, inspires creativity, embraces diversity and encourages students to become enlightened, humane, and responsible citizens.

# **Nicolet Knight's Code of Conduct**

## ***BE ON TIME***

### **We will:**

- Take start and end times seriously
- Be considerate of others by arriving on time
- Turn in all assignments on time
- Plan ahead for unforeseen circumstances
- Show up ready to learn

## ***BE RESPECTFUL***

### **We will:**

- Treat everyone with dignity and respect
- Use appropriate language
- Be kind, not hurtful
- Be open-minded
- Take care of our environment, including personal property and school property

## ***BE RESPONSIBLE***

### **We will:**

- Follow through on commitments
- Come prepared
- Be accountable for choices and actions and understand the consequences
- Use planning tools to organize time and obligations
- Plan to succeed

## ***BE SAFE***

### **We will:**

- Act in a manner that does not endanger self or others
- Resolve conflicts peacefully
- Establish and maintain an environment that is free from harassment, violence, and bullying
- Be aware of surroundings at all times
- Report unsafe situations and conditions

# **School-Wide Reinforcement and Acknowledgement System**

## **What is School-Wide Reinforcement and Acknowledgement?**

A school-wide reinforcement and acknowledgement system provides immediate, intermittent, and long-term reinforcements, given by adults in the building, to any students displaying desired school-wide expectations, behaviors, or associated rules. Students learn appropriate behaviors the same way a child who doesn't know how to read learns to read—through instruction, practice, feedback, and encouragement. Research indicates that behavior can be improved by 80% just by pointing out what someone is doing correctly.

## **Why Develop a School-Wide Reinforcement and Acknowledgement System?**

- Increases the likelihood that desired behaviors will be repeated
- Focuses staff and student attention on desired behaviors
- Fosters a positive school climate
- Reduces the need for engaging in time-consuming disciplinary measures

## **Components of a School-Wide Reinforcement and Acknowledgement System**

- Immediate reinforcements and acknowledgements
  - Delivered at a high rate for a short period while teaching new behaviors or responding to problem behaviors
  - Name the behavior and tie the acknowledgement back to school-wide expectation upon delivery
- Intermittent/Unexpected reinforcements and acknowledgements
  - Brings “surprise” attention to certain behaviors or at scheduled intervals
  - Used to maintain a taught behavior
- Long-term Celebrations
  - Used to celebrate/acknowledge accomplishments
  - ALL kids and all adults

## **How Staff will use School-Wide Reinforcements**

Recognition/reinforcement systems should be thought of as a continuum, beginning with positive attention, moving to visual or written acknowledgments, then to more concrete systems such as activity recognitions.

# ATTENDANCE

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Any person having legal custody of a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours (except religious holiday) that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes eighteen (18) years of age s.118.165 (1), Wis. Stats. It is the responsibility of the assigned administrator to monitor and enforce regular student attendance.

## Absences

Under s.118.15 (3), exceptions to compulsory attendance include any child excused in writing by his or her parent or guardian before the absence. A child may not be excused for more than 10 days in a school year. Nicolet's policy for excusing absences is as follows: Whenever possible, parents/guardians should notify the school in advance of their student's anticipated school absence(s). However, parent/guardian notifications must be made upon the student's return to school or within two (2) school days following the absence. **Students are considered absent from class if they are more than 10 minutes late to class.** Please make note of the following to ensure your child's absence is excused in a timely manner.

- Parents and students should check attendance regularly by simply logging on to their Skyward Family Access account.
- To excuse any absence, the High School Office or Front Desk attendant must receive one of the following stating the reason for the absence (see list of excusable reasons below).
  - a phone call to the attendance hotline: **414-351-8282**
  - an e-mail to [attendance@nicolet.us](mailto:attendance@nicolet.us)
  - a written, signed, note from parent
  - a fax to 414-351-7526
- All absences will fall into one of the following two (2) categories:
  - excused absences
  - truancy/unexcused absences

## Excused Absences

A student shall be excused from school for the following reasons.

### **Permission of Parent or Guardian**

The student may be excused by his or her parent or guardian for any reason. **A student may not be excused by a parent or guardian for more than ten (10) days** under this paragraph and must complete any coursework missed during the duration of the absence.

Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- professional and other necessary appointments that cannot be scheduled outside the school day (e.g., medical, dental, and therapy appointments should be documented with doctor's office note),
- family reason,
- student illness,
- attendance at the funeral of a relative,
- legal proceedings that require the student's presence,
- driver's examination,
- college visits,
- job fairs, or
- vacations.\*

*\*Parents are not encouraged to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. School absence due to family vacations may impact the student's eligibility to earn an exam exemption for the current semester.*

### **Medical Excuse - Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds three (3) days, the inability of the student to attend school due to physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner living and residing in Wisconsin, who is listed in the *Christian Science Journal*. The time period for which the certification is valid may not exceed thirty (30) days.

### **Religious Holiday**

The student wishes to observe a religious holiday consistent with the student's creed or belief.

### **Obtaining Religious Instruction**

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal or his designee in collaboration with parent/legal guardian. Such absences must be at least sixty (60) minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. *See Policy 5223 – Religious Instruction for further details.*

### **Suspension or Expulsion**

The student has been suspended or expelled.

### **Program or Curriculum Modification**

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State Law.

### **High School Equivalency – Secured Facilities**

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent or guardian must agree that the student will continue to participate in such a program.

### **Child at Risk**

The student is a “child at risk” as defined under State Law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State Law.

### **Other Circumstances**

A student may be excused from school, as determined by the school nurse or administrator, for the following reasons:

- quarantine,
- quarantine of the student’s home by a public health officer,
- the illness of an immediate family member,
- an emergency that requires the student to be absent because of family responsibilities or other appropriate reasons, or
- work at home due to absence of parents.

Absences under this section shall not exceed thirty (30) days nor be granted to any student younger than seventeen (17) years of age.

**The district reserves the right to verify statements and investigate absences from school. If any of the above excuses are being abused, administration will first advise the parent of the concern via a letter mailed home. Excuses for any subsequent absences for similar reasons will be denied.**

### **Early Dismissal**

Students requiring early dismissal for doctor’s appointment, family reasons, etc. must have a parent/guardian call the attendance hotline (414-351-8282), e-mail [attendance@nicolet.us](mailto:attendance@nicolet.us), or send student with a written note in order for student to be issued a pass to leave school.

**Students with notes for early dismissal must report to the office before school** to be issued a pass for dismissal.

All excuses need to be received by the office **before 9:00 a.m. on the day the student is to be excused**. 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. Students who have excuses for early dismissal called or e-mailed in will have a pass to leave school delivered to them.

Any calls for early dismissal after 9:00am will be handled as quickly as possible. However, due to scheduling and availability of staff, promptness cannot be guaranteed.

- Parents do NOT need to come into school to pick up students.
- If the student returns to school that same day, he/she must check in upon return.



- Calls received by the school from the parent after the student has already left the building will not be considered excused and disciplinary measures may occur. Notes will not be accepted and the student will be considered unexcused/truant.

## **Unexcused Absence/Truancy**

All absences that do not meet the above criteria for excused absences will be coded as unexcused/truant. Truancy will result in school disciplinary consequences. Habitual truancy will be referred to the school resource officer for citation by the Glendale Police Department. Open Enrollment status may be revoked at the end of a semester or year for open enrolled students who reach habitual truancy status and are referred for citation.

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The associate principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- counseling the student,
- requiring the student to make up lost time,
- requiring the student to make up coursework and/or examinations, as permitted under this guideline,
- conferring with the student's parents,
- suspending the student from school, or
- referring the student to Glendale Police Department for truancy citation or other appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable board policies.

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school. A student whose absence from school was unexcused shall be permitted to make up course work. Quarterly, semester or grading period examinations missed during the absence can be made up if the student is at risk of receiving no credit in a course or subject.

Subject to the immediately preceding two paragraphs, credit may be given for the completion of make-up work. However, it is not required. Credit for make-up work may be given only if the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers. If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

## **Truancy**

A student will be considered truant if he or she is absent part or all of one or more days from school during which the school attendance officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat. When a student is truant, the school attendance officer shall ensure that all applicable provisions of the district's truancy plan are carried out.

## **Habitual Truancy**

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, the school attendance officer shall ensure that all applicable provisions of the district's truancy plan are carried out Sec. 118.16 (1) (a) and (c), Wis, Stats.

### Parent/Guardian Responsibilities

- It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly.
- Parents are expected to provide an excuse for all absences.

### Student Responsibilities

- Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### School Responsibilities

- Meet/attempt to meet with the student's parent/guardian to discuss reasons for student's truancy.
- Provide an opportunity for educational counseling to the student and family to determine whether a change in the student's curriculum would resolve the issue of truancy. This includes consideration of curriculum modifications under Sec. 118.15(1)(d), Wis. Stat.
- Evaluate student (with parent/guardian permission) to determine whether learning problems may be the cause of the student's truancy. Make appropriate provisions pending the evaluation outcome or information gathered that determined an evaluation was not necessary.
- Conduct an evaluation to determine whether social problems may be the cause for the student's truancy, and if so take appropriate action or make appropriate referrals.
- Upon completion of above responsibilities, refer student and family to the school resource officer for citation of habitual truancy by the Glendale Police Department.

The High School Office sends a notice to the parent/guardian of a child who is a habitual truant that includes a request that the parent/guardian meet with appropriate school personnel. The date for the meeting shall be within five (5) school days after the date the notice is sent. With the consent of the child's parent/guardian, the date for the meeting may be extended for an additional five (5) school days. If the meeting between the parent/guardian and school personnel is not held within ten (10) school days after the notice is sent, court proceedings may be initiated relating to the truancy without the required meeting.

Any child's parent/guardian, or the child, if the parent/guardian is notified, may request in writing to the school board, to provide program or curriculum modifications so as to meet the

child's attendance related needs. The school board or designee will review the request and render a decision in writing if the child's parent/guardian so requests, pursuant to Wisconsin Statute 118.15. School procedures to address unexcused absences will also be enforced for truancy (Refer to the School Policies & Administrative Procedures section of the handbook p.36).

## **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. Students will be marked tardy for the first ten (10) minutes of class. Arriving to class more than ten minutes after the bell is an unexcused absence without a pass.

- Teachers and attendance secretaries will electronically record any tardy in Skyward.
- Actions for the first three (3) tardy offenses will be teacher managed. Teachers will counsel the student and refer to the tardy procedure after each offense.
- Once the student has reached the 3rd tardy offense, teachers will make parent contact in addition to assigning the teacher managed action. Teachers will notify both student and parent that all future tardy offenses will be referred to school administration for administrator managed actions.
- Teachers will make additional parent contact and submit an electronic Skyward referral for the student's 4th and all subsequent tardy offenses.
- On the 4th tardy and every subsequent tardy, the student's assigned administrator will review the documented Skyward referral and call the student to the office to assign a thirty (30) minute detention for chronic tardiness. The student will have three (3) days from the date of issuance to serve the detention.
- Students who do not complete their detention obligation for chronic tardiness within the allotted time period will be assigned a 1-day in-school suspension for insubordination.
- The 3<sup>rd</sup> detention for chronic tardiness will result in the loss of exam exemption.
- After the 3rd detention for chronic tardiness, the student offense will be coded "habitual tardiness." Habitual tardiness will result in discipline action as determined by the associate principal which can include, but is not limited to, in-school suspension, student services referral, or parent/guardian meeting.
- After the 3rd associate principal managed action, the student will meet with the principal for additional support.

## **Homework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

A student whose absence from school was excused or unexcused shall be permitted to make up homework/coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what work and examinations must be made up. Teachers shall have the discretion to assign substitute

coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence plus one (1) day, unless extended by the principal based upon extenuating circumstances.

Parents/Guardians that wish to pick up homework for students who are home ill for more than one day may call the High School Office for this request. Normally, if students are only missing one day, homework cannot be guaranteed the same day for pick up. Homework requests will be ready for pick up the following day at the end of the school day to allow teachers time to get the work to the office. Please note that many teachers also post daily assignments on their websites.

## **Withdrawal**

In order to withdraw your student from Nicolet High School, please contact the High School Office and complete *The Student Withdrawal Form*. All outstanding fees must be paid and all school property must be returned. School property includes but is not limited to textbooks, library books, athletic uniforms and other school materials. The student must also empty his/her locker. Once all debts are paid and all items are recorded as returned, the High School Office will request a check to be sent to the parent/guardian for any credit remaining on the fees and/or food service accounts. Required school fees will be prorated for credit for withdrawals before November 1<sup>st</sup>. Once these steps are completed, the form is forwarded to student records to process the withdrawal request and prepare transcripts or records transferred to a new district.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Nicolet High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of state and federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time and be prepared to participate in the educational program. If, for some reason, this is not possible the student should seek help from their assigned school counselor who may request help from other support staff and/or school administration.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program. Adult students may request a meeting with their assigned administrator for more information about their rights and expectations for full participation in their school program.

## **Fees and Fines**

The school district shall assess each enrolled student some or all of the following fees on an annual basis: student fees, activity fees, material fees, Advanced Placement test fees, and other fees that are detailed in the Nicolet High School Parent/Student Handbook, current edition.

The school board authorizes the sending of invoices to parents/guardians in July for fall registration, preceding the exam exemption process, and at the end of second semester. Collection in full for the current and any previous year(s) is required unless there is a Payment Contract on file signed by the parent or guardian, or the student's fees has been waived by the superintendent of schools through an appeal. Student fees, activity fees, and other materials fees are not waived. AP test fees are waived for students who qualify under the income guidelines for the Free School Milk Program.

Student fees, material fees, and lab fees may be deferred for students with a Payment Contract request approved by the superintendent or his/her designee. The maximum deferral is one-third ( $\frac{1}{3}$ ) by September 30, one-third ( $\frac{1}{3}$ ) by October 31, and one-third ( $\frac{1}{3}$ ) by November 30. Failure to meet the conditions of payment on the Payment Contract will cause the account to be delinquent.

The school board authorizes the business administrator to use a collection agency when: 1. the account is delinquent in excess of \$50.00 and the student withdraws, drops out, or graduates; 2. the parent/guardian is over 30 days delinquent on his/her Payment Contract.

### **Refund of Material Fees**

Refunds of material fees due to course changes by students at the beginning of the school year and at semester will be refunded within forty-five (45) days of the start of the school year, and within forty-five (45) days of the second semester. These refunds will only be processed if the amount is in excess of \$15.

Refunds of \$15 and less will be held until the refund amount exceeds \$15 or until student registration for school in the next academic year. Students who transfer to another district, drop out, or graduate will be issued a total refund due within forty-five (45) days of withdrawal from Nicolet High School.

Materials must be returned unused for credit. Students are responsible for pursuing refund(s).

Refund Schedule for Full Year Courses:

<b><u>Course Dropped</u></b>	<b><u>Refund Amount</u></b>
First twenty (20) School Days	In full
First Semester	Half
Second Semester	None

Refund Schedule for Semester Courses:

<u>Course Dropped</u>	<u>Refund Amount</u>
First twenty (20) School Days	In full
After twentieth (20 <sup>th</sup> ) School Day	None

Parents/Guardians are encouraged to check periodically in Skyward for fees added during the school year, for example extra art materials, athletic fees, lost books, etc. At the end of the school year the value of textbooks/library books not returned by the deadline will be added to the students' fees accounts. Textbooks returned after the deadline will NOT be credited.

## Parking

Driving to school is a privilege, and students who drive will be expected to assume certain responsibilities, ensuring the safety of others.

- Parking tags must be visibly displayed on the rear view mirror or front windshield. The vehicle will be ticketed if the parking tag is not displayed properly.
- If a student drives an alternate vehicle to school, the high school office must be notified. Failure to do so could result in a parking ticket.
- If students are parked illegally, a parking ticket will be issued for the first two offenses. For three offenses and beyond, the vehicle will be ticketed and towed at owner's expense. No further notification will be given.
- School officials, including liaison officers, may search any vehicle owned or operated by a student on school grounds at any time without notice, student consent, and without a search warrant if they have reasonable suspicion that there is evidence of a crime or infraction of school rule or contraband in the vehicle.

Students who fail to comply with stated parking regulations will forfeit their privileges. Causes for suspension or permanent loss of parking tags may include, but are not limited to the following:

- allowing someone else to use your parking tag,
- failure to comply with safe driving rules and regulations on campus and on adjacent streets,
- parking illegally, in the horseshoe, or NO Parking Zones on Nicolet property,
- parking in Nicolet High School Faculty/Staff lots,
- disciplinary action/suspension(s) from school, or
- **tardies** (unexcused)
  - 1<sup>st</sup> offense – five (5) or more tardies to 1<sup>st</sup> hour - loss of parking privileges for two (2) weeks
  - 2<sup>nd</sup> offense – three (3) or more tardies to 1<sup>st</sup> hour – (beyond 1<sup>st</sup> offense) loss of parking privileges for one (1) month
  - 3<sup>rd</sup> offense – one(1) or more tardies to 1<sup>st</sup> hour – (beyond 2<sup>nd</sup> offense) loss of parking privileges for remainder of semester
- **truancies**
  - 1st offense – five (5) or more truancies, all or part of day - loss of parking privileges for two weeks
  - 2nd offense – three (3) or more truancies, all or part of day – (beyond 1<sup>st</sup> offense) loss of parking privileges for one month

- 3rd offense – one (1) or more truancies, all or part of day – (beyond 2<sup>nd</sup> offense) loss of parking privileges for semester

### **Daily Parking Spots**

If a parking spot is needed for one day, students may purchase a daily parking tag for \$5.00 from the front desk attendant. Daily parking tags are limited in number and should be purchased one day in advance.

## **Daily Communications**

### **Announcements**

PA announcements are made daily at the start of Resource Period 4th hour. Announcements can also be read on the Nicolet website.

### **Messages**

Parents should direct non-emergency messages to the High School Office (351-7531). We will make every attempt to deliver messages in a timely manner as staffing needs allow. Thank you in advance for communicating important information such as dental and doctor's appointments with your child(ren) prior to arriving at school in the morning.

## **Closed Campus**

Nicolet High School is a closed campus. This means that students are not permitted to leave the school building during the school day except for the following reasons:

- attend Community/Business Internship,
- chaperoned by staff for a school approved field trip, or
- have approved schedule for late arrival or early release.

All other circumstances require students to obtain a pass from the High School Office or assigned guidance counselor in order to arrive late or leave school early. Consequences for off campus violations that occur while on approved school leave may range from detention to pre-expulsion. Students involved in afternoon programs should not return to the school without an administrator's permission.

## **Visitors**

Between the hours of 7:23 a.m. and 2:32 p.m. all doors are locked. All visitors should report to the information desk at the front entrance, where they will be directed to scan their driver's license or state identification card to obtain entry to desired areas of the school. Nicolet operates a secure check-in procedure called KeepnTrack. It is a web-based software application that has been developed with the purpose of aiding educational facilities in tracking their visitors, students and faculty. KeepnTrack not only provides an effective, efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help control campus security. KeepnTrack has replaced our paper-based logs and has allowed us to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The visitor badges must be applied to the outside of

clothing and remain visible throughout the entire school visit. The overall goal is to better control access to all Nicolet school services while providing enhanced protection for our students and staff. Individuals who are unable or refuse to provide proper identification may be denied access to the school following consultation with the director of security and grounds. Please be aware that Nicolet administration has made provisions for the following safety and security precautions that may require additional interactions with school visitors.

- A person stationed at the main entrance of the building will greet visitors and guide them to the High School Office or other designated area of the school.
- The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor badge.
- The staff is expected to question people who are loitering in the building after school hours.
- Students and all staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Students are required to carry identification cards with them at all times in school or while on school property.
- All district employees are to wear photo-identification badges while in district schools and offices or on district property.
- All outside doors are locked during the school day and portions of the building may be inaccessible due to lack of use after the regular school hours.

### **School Dismissal**

Vehicles are not permitted in the north parking lot until busses have left. Parents/Guardians who wish to pick up their children in front of the school should be aware that the main driveway entrance is blocked off between 2:10 p.m.–2:55 p.m. Parents/Guardians who are waiting to pick up their children during this time can park in any unused parking spot in the upper lot.

Students are encouraged to remain after school to work with teachers or participate in extra-curricular activities. They may not stay after for the sole purpose of socializing or loitering. After school supervision is provided only for students engaged in approved activities. Students loitering in the halls after school has ended may be subject to discipline actions.

### **Electronic Surveillance (Public Areas of School Campus)**

The Nicolet High School District community deserves buildings that are safe and secure to all users. The district has an obligation to protect the safety and property of students, employees and visitors and to respect the legitimate privacy interests of users of its facilities. Therefore, the hallways and other public areas of school buildings and grounds may be subject to surveillance by videotaping or other electronic monitoring with the written authorization of the district administrator or his/her designee after discussion with the school board. Any person who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. In addition, all people on Nicolet's campus may be asked to submit to a metal detector scanning and a search of all articles.



## **ID Cards**

Students are expected to have their identification cards with them at all times. Between 7:23 a.m. and 2:32 p.m. students will need their ID cards to enter the building. Money may be placed on the ID card and used as a debit card in the cafeteria. Students should be prepared to present the appropriate school ID if asked to do so by a staff member. If an ID card is lost or stolen, students should report to the High School Office to obtain information on how to order a replacement card. A \$5.00 fee is charged for replacement cards.

## **Food Service**

Students will be able to use their bar-coded student photo ID to purchase food in the cafeteria. Money may be deposited into the student's food service account online through Skyward Family Access or in the form of cash or check (payable to Nicolet High School Food Service) during the school year in the cafeteria or in the High School Office. Once the balance goes negative, additional monies must be added before students can make food purchases. We encourage keeping a \$5.00 minimum balance. We have an automatic call and e-mail service in place to notify families when a student's account drops below the \$5.00 or is in the negative. The automatic call or e-mail will occur two times a week.

The following expectations have been established for the use of the food service accounts.

- Students must have their school ID card to access their accounts to purchase food.
- Students without an ID card must present another acceptable form of ID or pay cash for all purchases.
- Students will NOT be able to use other students' ID cards.
- Parents/Students are responsible for maintaining a positive balance.
- Students should not have a negative balance on their food service account. The cashier will allow a purchase to make a student's food account to go negative. Once a student has a negative balance, the cashier will not allow the negative balance to increase.
- At the end of the school year, graduating seniors without siblings and non-returning students will receive refunds. All other students and graduating students with siblings will have balances carried over to the next school year.

### **Lunch Prices**

Student Lunch Value Meal	\$4.00
Milk 1/2 pint	\$0.10

### **Lunch Hour Procedures**

- Students are expected to start their lunch hour in one of the following three locations and stay for the entire lunch hour.
  - Cafeteria and B112
  - Location pre-approved by faculty-issued pass
  - Courtyard (on acceptable weather days)
- Glass bottles are not allowed in the building.
- Students are expected to deposit all trash in the proper receptacles.
- Students should not throw away plastic food trays.

## **Hallway Behavior**

Hall passes are located within each student's assignment notebook. All students will be required to utilize the passes in their assignment notebooks when leaving class. Students without appropriate passes will be sent back to their class to receive the approved hall pass. Students must fill out the information on the pass and have their teacher sign the pass before exiting the classroom. The assignment notebook must be carried to the destination as the hall pass. The assignment notebook must be shown to faculty members on request, and presented to personnel upon arriving at the final destination. Students may not use other students' assignment notebooks for passes. No passes are to be issued during the first and last five (5) minutes of class.

Students will use appropriate language and voice volume when walking in the hallway and move to and from classes on time. Excessive playfulness and running are not acceptable and will not be tolerated. Individuals must be aware of their surrounding at all times and seek to resolve conflict peacefully. To avoid congestion and keep walkways clear, pass on the right at all times (including stairwells). All members of the school community are expected to help keep campus hallways and common areas clean.

## **Lost and Found**

The lost and found areas are in the High School Office (C101) and the detention room (F103). Students who have lost items should report to the High School Office for assistance in attempting recovery of lost/stolen property. Nicolet High School is not responsible for lost or stolen items. All unclaimed items will be donated to charity at the close of each school semester.

## **Emergency Procedures/School Closings**

Fire, tornado and other emergency drills will be conducted periodically. It is essential that students listen for directions and follow them accordingly when drills occur. Drills are conducted to acquaint students with survival procedures in case of a real school emergency.

- The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.
- Tornado drills will be conducted during tornado season using the procedures provided by the state. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of a loud continuous siren, and the fire alarm consists of an intermittent shrieking buzz sound.
- Lock down drills, in which the students are restricted to the interior of the school building and the building secured, may occur during the school year. The alarm system for a school lock-down is a public address announcement made by the principal or his designee.

Related concerns...	District Response										
Who is watching the weather?	A lead superintendent from within the Nicolet Area Schools (Fox Point-Bayside, Glendale-River Hills, Maple Dale-Indian Hill and Nicolet High School) is in charge each school year for gathering data from multiple weather services contacts, the contracted bus company (Riteway), superintendents from area districts in Southeastern Wisconsin and other superintendents from Nicolet area schools.										
What factors are considered when deciding to close school?	<p>The safety of all area school students is our primary concern in making a decision to close schools. In deciding whether children will be safe, we look at the following factors:</p> <ul style="list-style-type: none"> <li>• Information on road conditions from the bus company</li> <li>• Potential safety of bus company starting and completing routes</li> <li>• The onset, rate, and accumulation of ice and/or snowfall</li> <li>• Building conditions (e.g. whether schools have power and heat)</li> <li>• Parking lot conditions</li> <li>• Temperature and wind-chill: Closing school due to cold weather and/or wind chill is not as great a consideration within the Nicolet area schools because of the near door-to-door bus service that is available to students through the schools. The guideline used for considering closure due to temperature is minus 25 degrees (-25°). The guideline used for considering closure due to wind chill is a sustained wind chill of minus 40 degrees (-40°).</li> </ul>										
Who decides to close school?	After gathering information from all of the sources and factors in regards to weather conditions, the lead superintendent recommends to the other area superintendents to close schools. After this decision is confirmed with Nicolet area school superintendents, the lead superintendent follows a prescribed calling procedure to inform area news media.										
When is the decision made?	Generally, school closing announcements are made on the morning of the day of closing between 5:30 a.m. and 6:00 a.m. However, parents are to use their own discretion in determining whether or not to send their children to school during inclement weather when schools are open.										
How is the public notified?	<p>In addition to the automated school phone call from District Administration, all school closings or other emergencies will be broadcast by the following stations:</p> <table border="1" data-bbox="435 1129 1052 1318"> <thead> <tr> <th data-bbox="443 1140 743 1161"><u>Television Stations</u></th> <th data-bbox="751 1140 1044 1161"><u>Radio Stations</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1171 743 1192"><b>WTMJ-TV (Channel 2)</b></td> <td data-bbox="751 1171 1044 1192"><b>WTMJ-Radio (620 AM)</b></td> </tr> <tr> <td data-bbox="443 1203 743 1224"><b>WITI-TV (Channel 6)</b></td> <td data-bbox="751 1203 1044 1224"><b>WKTI (94.5 FM)</b></td> </tr> <tr> <td data-bbox="443 1234 743 1255"><b>WISN-TV (Channel 12)</b></td> <td data-bbox="751 1234 1044 1255"><b>WISN (1130 AM)</b></td> </tr> <tr> <td data-bbox="443 1266 743 1287"><b>W-TV (Channel 58)</b></td> <td data-bbox="751 1266 1044 1287"><b>WMIL(106.1 FM)</b></td> </tr> </tbody> </table> <p>Parents and students are responsible for knowing about emergency closings and delays. Please make sure that your home contact information remains updated in the Student Services Office to ensure that you receive necessary alerts.</p>	<u>Television Stations</u>	<u>Radio Stations</u>	<b>WTMJ-TV (Channel 2)</b>	<b>WTMJ-Radio (620 AM)</b>	<b>WITI-TV (Channel 6)</b>	<b>WKTI (94.5 FM)</b>	<b>WISN-TV (Channel 12)</b>	<b>WISN (1130 AM)</b>	<b>W-TV (Channel 58)</b>	<b>WMIL(106.1 FM)</b>
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<b>W-TV (Channel 58)</b>	<b>WMIL(106.1 FM)</b>										

## **Locks**

Students will be issued a lock as a freshman to be used their entire high school career. They are responsible for safe keeping of the lock and its combination over the summer months. If a student loses the combination lock assigned, the student account will be charged a \$5.00 replacement fee. Only school issued locks may be used on all school lockers. **Non-school issued locks will be cut and discarded.**

## **Lockers**

A hall locker is provided for the convenience of the students. Lockers are to be used solely by the person assigned for the purpose of storing school supplies and appropriate, legal personal items. In addition, a physical education locker is assigned for the storage of physical education supplies only. Do not share lockers. It is the student's responsibility to properly secure lockers.

**The school is not responsible for lost or stolen property.** Lockers assigned are not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities for the protection of the health and safety of the students and general school community (Wis. Stat. 118.325). Locker inspections may include the use of canines in cooperation with the Glendale Police Department. If a locker search, pursuant to this policy, yields illegal or contraband items, these will be released to legal authorities. No student will be given access to a locker that is not assigned to that student. All locker problems (e.g. combination, repairs, theft, etc.) should be reported to the High School Office.

## **Protection Against Theft**

Unfortunately, thefts occasionally occur at Nicolet. You can minimize the risk by adhering to the following procedures.

- Don't leave books, purses, back packs or other items unattended.
- Don't share your locker with anyone.
- Don't bring expensive items such as jewelry, coats, or electronic devices to school and leave them unattended.
- Be vigilant. If you see someone take something, report it to the High School Office. Remember, they may take your possessions next.
- Make sure your locker is always locked.
- Don't bring or carry large amounts of cash to school.

## **Dress Code**

Grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school (e.g. chains, spikes, bands, etc),
- interfere with school work, create disorder, or disrupt the educational program (e.g. exposed midriff, cleavage, underwear, etc), or
- cause excessive wear or damage to school property,
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement (e.g. sunglasses, visors, headgear, etc).

Any clothing or accessories that display or promote the use of alcohol, tobacco, drugs, racial or ethnic slurs, gang affiliation or identity, violence, sexually suggestive or profane activities are not allowed. Parents and students are responsible for clothing choices. Appropriate apparel for participation in physical education classes are expected at all times for students enrolled in these classes. Final decision on appropriate clothing is at the discretion of school administrators.

Any student whose apparel is deemed inappropriate will be required to change clothes, have parent bring new/additional clothing, and possibly reside in school detention room until proper dress is achieved. Habitually choosing to break dress code expectations will result in parent meeting, loss of privileges, and/or the assignment of after school detentions.

## **Personal Communication Devices**

All personal electronic devices are to be turned off and put away prior to entering the classroom and will not be in use during instructional time (unless authorized by teachers for instructional purposes). The school takes no responsibility for the loss or damage of such devices. If the device is used or turned on during instructional time, it will be confiscated and turned in to the High School Office.

- On the first offense, the device will be confiscated and returned to the student at the end of the school day.
- After the first offense the student's parent or guardian will be required to come to the school to pick up the device.
- Upon the third offense, the student will be assigned an after school detention with a recommendation from school administrator to leave the electronic device at home. The assigned detention must be served within a three (3) day time period from the date of issue or the student will be assigned an in-school suspension.
- Upon the fourth and all consecutive offenses, the student will be assigned an in-school suspension.
- Students who refuse to relinquish cell phones upon the teacher's request will receive disciplinary consequences for insubordination.

## **Confiscated Items**

Any items prohibited at Nicolet may be returned to students at the discretion of administrators. At most, items will be held for the remainder of the school year and returned after second semester exams. Any items unclaimed by July 1<sup>st</sup> of the same school year will be discarded or donated to a charitable organization.

## **Anti-Bullying/Harassment**

A student shall not intimidate or harass another student through words or actions for any reason including but not limited to race, gender, religion, and sexual preference. Such behaviors include: direct physical contact (hitting or shoving); verbal assaults (teasing or name-calling); social isolation or manipulation; and cyberbullying.

Reports of Bullying/Harassment offenses may be submitted in the following manner:

- written report submitted to the High School Office (Room C101), or
- electronic report submitted on-line through the anti-bullying harassment form link at <http://www.nicolet.k12.wi.us>

The Nicolet High School District shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated another's right to feel welcomed and safe while at school.

### **Retaliation**

It is a separate and distinct violation of this policy for any staff member, student or other member of the school community to retaliate against any person who reports alleged harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to harassment. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be addressed through application of the same reporting, investigation, and enforcement procedures as for anti-bullying/harassment.

- Any staff member who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation is subject to immediate discipline, up to and including discharge.
- Any student who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation is subject to immediate discipline, up to and including suspension and expulsion from the Nicolet High School District.
- Any volunteer or community member who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation may be prohibited from future access to Nicolet High School District's campus and sponsored programs.

### **Drugs /Alcohol**

Nicolet High School will not tolerate the use of, possession of, or association with illegal drugs/drug paraphernalia including alcohol while at school or school activities. Additionally, adult students may not smoke, be in possession of tobacco and lighters, or provide tobacco to minors while at school or school activities. Students may not possess:

- any type of illegal drugs/controlled substances;
- cigarettes (including E-cigarettes) or paraphernalia (e.g. lighters, oils, etc);
- pharmaceutical drugs prescribed to someone else;
- unlabeled containers of pharmaceutical drugs prescribed to student;
- alcohol; or
- over-the-counter (OTC) drugs of any kind.\*

*\*All prescription medicines and OTC drugs that require administration during the school hours must be authorized by a family doctor, presented to the school nurse for locked storage, and taken under direction of the school nurse/designee.*

Students in possession of drugs, drug paraphernalia or alcohol may be suspended for up to five days which includes a pre-expulsion hearing and be required to attend a drug-awareness program. Student may return to school under a behavioral contract. On a second offense, the student will face a hearing with the school's administrative team and may be recommended for expulsion from Nicolet High School.

## Student Concerns

When a student has a concern with a faculty member, it is important to take the following steps in an attempt to resolve any concerns.

- Follow directions and respond politely to adult requests. When you have concerns, request a private, personal meeting to discuss them.
- If you need assistance to help resolve a conflict, ask your parent/guardian to contact the staff member directly to request a private, personal meeting and/or telephone conversation.
- If a resolution cannot be reached, the parent/guardian and/or student should contact their guidance counselor. The guidance counselor will work with both parties to find a mutually agreeable resolution.

## Student Conflicts/Fighting

### **What to Do to Avoid a Fight**

- Let administrator, counselor, teacher, school resource officer or other campus personnel know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly.
- Avoid listening to and spreading gossip. The only thing that comes from gossip is hurt feelings and anger.
- Adopt the attitude, "If I did not hear it with my own ears, it is not worth being hurt or angry about it."
- Don't confront another student in front of others or when angry; the other person may react defensively, unsure of what you might do. If you are not able to forget about or ignore what the other student is doing that makes you angry, ask for help from a teacher or staff member.
- Make an appointment with your guidance counselor or a peer counselor. He/she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

### **Definitions Associated with Fighting**

- **Breaking Up or Preventing a Fight** is characterized by: seeking help from the nearest adult; encouraging the students to walk away; and surrounding a friend and moving him/her away from the argument.
- **Defending One's Self** is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; and walking away.
- **Threatening or Initiating Fights** will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping threateningly towards the other student; clenching fists; throwing down items being held (i.e. backpack, books, etc.); removing outer garments such as a jacket; threats via text message; and posts on social networking sites or any electronic means. Threats to any school employee or their property, including via the internet, will result in a 5-day suspension and possible recommendation for expulsion.

## **Definitions and Consequences Associated with Fighting**

- **Fighting** - defined as mutual combat, contributing to, or perpetuating a fight
  - 1st offense - up to five (5) days suspension/possible citation by Glendale Police Department recommendation for pre-expulsion suspension review
  - 2nd offense - up to five (5) days suspension/possible citation by Glendale Police Department/possible recommendation for expulsion
- **Causing Serious Injury**
  - Five (5) days suspension, possible recommendation for expulsion, notification to Glendale Police Department
- **Jumping In** - joining in on another student's fight or contributing to/perpetuating the fight
  - Up to five (5) days suspension, possible recommendation for expulsion, possible referral to Glendale Police Department
- **Running to or Being Present to Watch a Fight** - escalates the potential of a fight occurring and the seriousness of the fight
  - 1st offense up to one (1) day suspension
  - 2nd offense up to three (3) days suspension
  - 3rd offense up to five (5) days suspension

## **GENERAL EXPECTATIONS FOR PROFESSIONAL LEARNING COMMUNITY**

In partnership with all stakeholders of the school community, Nicolet strives to create a collaborative environment with high expectations for all. Teachers plan and implement rigorous, standards based lessons to maximize student engagement in culturally responsive classrooms while creating a positive learning environment and maintaining proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers. If it becomes necessary, student(s) will be removed from the classroom to ensure an environment conducive for learning. Knowing that research shows a high correlation between attendance and academic success, every measure will be taken to limit classroom disruptions and/or students' class removal.

### **Grounds for Disciplinary Removal from Class**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Knight's Code of Conduct (classroom or school). Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.



Removal of a student from class for violating the Code of Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal/placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- would result in suspension or expulsion under the Board’s policies and procedures,
- violates the behavioral rules and expectations of the school,
- is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
  - being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
  - behavior that interferes with a person’s work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
  - arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
  - disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
  - pushing, striking, or other inappropriate physical contact with a student or staff member;
  - interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
  - dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
  - restricting another person’s freedom to properly utilize classroom facilities or equipment;
  - repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
  - throwing objects in the classroom;
  - repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
  - behavior that causes the teacher or other students fear of physical or psychological harm;
  - willful damage to or theft of school property or the property of others; or
  - repeated use of profanity.
- interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
  - repeated reporting to class without bringing necessary materials to participate in class activities,
  - possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.

- shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

### **Procedure for Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the High School Office and inform staff of the reason for the student's removal from class. The teacher shall provide the associate principal with a written explanation in Skyward of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The associate principal will generally give the student an opportunity to briefly explain the situation. The associate principal shall then determine the appropriate educational placement for the student.

### **Student Placement**

The associate principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- an alternative education program approved by the board under state law;
- another instructional setting, timeout, in-school suspension or out-of-school suspension; or
- the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

### **Parent/Guardian Notification Procedures**

The associate principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the associate principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with state and federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action, up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents, the parents shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

## **Definitions**

“Student” means any student enrolled in the district, an exchange student, or a student visitor to the district’s schools.

“Teacher” means a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.

“Class” or “classroom” means any class, meeting or activity, which students attend, or in which they participate while in school under the control or direction of the district. This definition of “class” also includes regularly scheduled district-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, district sponsored field trips, after-school clubs, and sporting activities.

## **Due Process Rights**

The student’s prime responsibility is to secure an education. The purpose of our school’s behavioral plan is to ensure the proper climate to make learning possible. When students are disciplined for failure to meet taught expectations based on school policy, school administration will adhere to the below stated rights of due process:

- notification of school rules,
- a fair hearing of infraction from all parties,
- written and verbal notification of reasons for student’s assigned consequence(s), and
- an opportunity for appellate conference with principal or principal’s designee.

## **School Resource Officer, SRO**

An officer from the Glendale Police Department is present most days of the week. The purpose of the SRO Program is to

- develop a close police/student relationship,
- be an adviser to school staff and youth about the law and law enforcement,
- help school staff members develop a better understanding of juvenile laws,
- work with the school and students to reduce vandalism, theft and the number of school incidents that require law enforcement,
- be available to parents, students, and staff for conferences when they deal with police concerns,
- be available for group or classroom presentations on subjects involving law enforcement,
- provide an opportunity for a law enforcement officer to better understand the actions and problems of youth in this community.

## **Expulsion**

School personnel will make every attempt to discipline students with dignity with positive behavioral interventions and a support system. However, the school board may expel any pupil if the board is satisfied that such expulsion is in the best interest of that student or other students. A student may be expelled, according to State Statute 120.13.

Any student may be suspended for five (5) days and ten (10) more days if the district administrator decides to proceed with the expulsion. Any student identified with a disability that has an IEP or Section 504 plan will have a Manifestation Determination meeting scheduled and may be suspended for five (5) days and five (5) more days if the district administrator decides to proceed with the expulsion.

### **Grounds for Pupil Expulsion**

- Repeated refusal or neglect to obey school rules.
- Conduct which endangers property, health or safety of others, engaged in while at school or while under supervision of school authority.
- Conduct engaged in while NOT at school or while NOT under supervision of school authority, which endangers property, health or safety of others at school or under supervision of school authority.
- Conduct endangering property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.
- That the pupil knowingly conveyed or caused to be conveyed any threats or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosive.
- If the pupil is at least age sixteen (16), conduct repeatedly engaged in while at school or while under supervision of school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under subs 1-5 above.

# ACADEMICS

“One of the most important things your child can do to achieve academic success is also one of the most basic: going to school every day. In fact, research has shown that your child's attendance record may be the biggest factor influencing her academic success”

Colorín Colorado (2008)

## Graduation Requirements

Nicolet offers a four-year program for grades 9 through 12. To qualify for a diploma, a student must earn twenty-two (22) credits. The Nicolet School District will comply with all applicable state and federal laws for students with disabilities under the Individuals with Disabilities Education Act and section 504 of the Rehabilitation Act.

### **Required Credits**

<b>English</b>	<b>4.0 Credits</b>
English 9	1.0 Credit
English 10	1.0 Credit
English 11	1.0 Credit
Senior Literature Elective	0.5 Credit
Senior Composition Elective	0.5 Credit
<b>Math</b>	<b>3.0 Credits</b>
<b>Social Studies</b>	<b>3.0 Credits</b>
World History	1.0 Credit
American History	1.0 Credit
Economics	0.5 Credit
Any Social Studies Elective(s)	0.5 Credit
<b>Science</b>	<b>3.0Credits</b>
Biology	1.0 Credit
Science Elective(s)	2.0 Credits
<b>Fine Arts*</b>	<b>Minimum 0.5 Credit*</b>
Art, Music, Photography, Theatre	
<b>Career Education*</b>	<b>Minimum 0.5 Credit*</b>
Business, Family & Consumer Ed and/or Engineering Tech & Design (*2.0 credits overall required in Fine Arts and Career Ed)	
*Additional Career Ed. or Fine Arts Electives	1.0 Credits
<b>Physical Education</b>	<b>1.5 Credits</b>
Health	0.5 Credit
<b>Information &amp; Technology Essentials</b>	<b>0.5 Credit</b>
<b>Electives</b>	<b>4.5 Credits</b>
<b>TOTAL</b>	<b>22.0 Credits</b>

- Foreign Language is not a requirement for a Nicolet diploma, however most colleges require it for admission.
- Students should contact their counselors regarding college admission requirements.

## Grading Scale

The following scale will be used for all Nicolet students. The numeric values listed denotes the lowest possible scores for the designated letter grade.

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
	97	93	90	87	83	80	77	73	70	67	63	60	0

**Comment    Excellent    Above Average    Average    Below Average    Fail**

**Other grading options include the following:**

**G** = Effort, student worked to ability

**H** = Conditional, grade contingent on next marking period

**I** = Incomplete, two weeks granted to make up work

**P** = Pass, met all course requirements

## Grade Point Average (G.P.A.) Scale

4.0 Weighted GPA Scale

Level	A+/A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
H= Honors/AP	5.0	4.67	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	0
A= Accelerated	4.5	4.17	3.83	3.5	3.17	2.83	2.5	2.17	1.83	1.5	1.17	0
R= Regular	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0

◀ Credits earned in an accelerated course receive an additional 0.5 weighted value.

◀ Credits earned in Advanced Placement and honors courses receive an additional 1.0 weighted value

## Grade Waiver

Students are allowed to enroll in a maximum of one credit (1.0) per year in career education and/or fine arts without having the final grade used in calculating the cumulative grade point average. The student will be expected to meet all requirements of the course and the grade obtained will be part of the permanent record. A student planning to exercise this option must declare that intention at the time of enrollment in the course. The decision cannot be changed after that time. This option may be attractive to students in honors and accelerated level courses since they could register for regular courses without affecting the cumulative grade point. Please see your counselor before making this decision.

## Academic Integrity

We highly value academic integrity and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance the credit on an individual assignment or a course grade. Academic integrity violations commonly occur (intentionally or unintentionally) in the following categories

- Plagiarism - from the Greek root word for “kidnapping,” plagiarism is the theft of someone else’s ideas, words, or other work. Plagiarism includes an exact copying of another’s work, or a rewording, paraphrasing, partial quotation or summarization of another’s work without properly acknowledging the creator of the original work. Examples include, but are not limited to the following:
  - Downloading information from the Internet/other source and submitting it as one’s own
  - Submitting as one’s own work that which is copied or translated from another source
- Cheating - the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. Examples include, but are not limited to the following:
  - Forging a signature for the purpose of earning credit in a class
  - Providing access to materials or information so that credit may be dishonestly claimed by others
  - Creating and distributing copies of one’s own work so that credit may be dishonestly claimed by others
  - Giving or receiving unauthorized assistance on an assessment
  - Falsifying or altering grade related to documents, programs, or information
- **1st Offense** - The student will receive an administrative warning and a zero (without the opportunity to make up credit) on all assignments/assessments related to the first academic integrity violation. Additionally, student will lose the exam exemption privilege for the class related to the first academic integrity violation if the dishonesty occurs on a major assessment (test, project, paper).
- **2nd Offense** - The student will receive a zero (without the opportunity to make up credit), on all assignments/assessments related to the second Academic Integrity violation, and will forfeit exam exemption privileges for all his/her classes for the current semester. Additionally, the student will receive a grade of F (59%) in the class for the current **quarter**, and be ineligible for membership, continuing membership, or consideration for any honor society, district scholarships, or other district honors if the dishonesty occurs on a major assessment (test, project, paper).
- **3rd Offense** - The student will receive a zero (without the opportunity to make up credit), on all assignments/assessments related to the third academic integrity violation, and will forfeit exam exemption privileges for all his/her classes for the current and next semester. Additionally, the student will receive a grade of F (59%) in the class for the current **semester**, and be ineligible for membership, continuing membership, or consideration for any honor society, district scholarships, or other district honors.

## **Report Cards**

Each grading period is approximately nine (9) weeks long. Report cards will be posted electronically (or mailed upon request) four (4) times per year: Quarter 1, Semester 1, Quarter 3, and Semester 2. Report cards at the end of each semester will include semester exam grades and final semester grades. The cumulative grade point average represents an average of grades earned for all semesters.

If a student is in danger of failing a class, students and families will be receive intermittent feedback through the 15-day grade check process.

## **Exams**

Every course will have a final evaluation of achievement as part of the course. This evaluation may be in the form of a written exam or a project. The final exam is a mandatory assessment for all students unless an exemption is earned in accordance with school board policy. Failure to complete a final examination for a course will result in a grade of zero for the examination.

## **Exam Exemptions**

Exam exemptions are a privilege to be earned by students who have demonstrated academic achievement, good citizenship and responsible behavior at Nicolet.

Exam exemptions are intended to and have proven to provide the following:

- an incentive for students to perform well academically in their classes,
- encourage and reward courteous and responsible behavior, and
- encourage fiscal responsibility of students toward school, in that it promotes payment of all fees and fines

### **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.
- Students who have been approved for early graduation are not eligible for the second semester senior exemption.
- Attendance, discipline or academic 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 shall 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 more than two (2) detentions issued for tardiness.



- Students shall have no suspensions and no outstanding detentions in the semester of the exam exemption.
- Students shall have no more than five (5) absences in any given class per semester for any reason. This does not include Faculty Excused (P-FE), Field Trip (P-FT), Office (P-OF or P-CO), Athletics (P-AE), Detention Room (P-DR), Nurse Office (P-NO), Library (P-LB), Testing Center (P-TC), Funeral Leave (E-FL) and Religious Holidays (E-RH). A student who has more than five (5) absences per semester in any given class, shall lose their exam exemption for all classes.

### **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.
- Students 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.

### **Appeals Process**

A student shall submit an application for appeal to the High School Office in the event of extenuating circumstances resulting in the loss of the exam exemption. These rules apply to all courses and departments.

- Student shall explain why she/he should be eligible for an exam exemption. Evidence and explanation shall be submitted in writing.
- A teacher or administrator knowledgeable about the specific concern may write a recommendation that would be included in the appeal.

The Appeals Committee; consisting of two students, two faculty members, and the principal or designee; shall review all appeals. Student confidentiality will be maintained. The decision of the appeals committee is final.

## **Standardized Testing**

### **ACT Aspire Early High School - Pretests in the ACT series**

- ACT Aspire grade 9 - Administered October 19
- ACT Aspire grade 9 (To measure Fall to Spring Growth)- Administered May 10
- ACT Aspire grade 10 - Administered May 24
  - ACT Aspire Early High School is a summative assessment that measures what students have learned in the areas of: English, Reading, Math, Science, and Writing.

## **PSAT/NMSQ (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualification)**

- Grade 11 - Administered October 19
  - The PSAT/NMSQT is a test administered primarily to students in grade eleven.
  - This test is used to identify National Merit Scholars around the country and provides valuable projections for the SAT.

## **ACT (American College Test)**

- All grade 11 students are required to participate
  - ACT Plus Writing- administered February 28
  - ACT WorkKeys- administered March 1
    - These tests are state funded and DPI required.

## **ACT Additional Optional Assessments**

- Dates administered at Nicolet: September 10, 2016; October 22, 2016; December 10, 2016; February 11, 2017 and June 10, 2017 (*Subject to Change*).
- Grades 11 and/or 12
- Reasons for considering an additional ACT:
  - practice for the March ACT assessment,
  - to improve on the March ACT score, and
  - it is required by all public universities in Wisconsin and required or accepted by all private schools within the state.

## **SAT (Scholastic Aptitude Test)**

- Students are encouraged to consult with their counselor prior to taking SAT tests.
- Dates administered at Nicolet: October 1, 2016; November 5, 2016; December 3, 2016; January 21, 2017; and June 3, 2017 (*Subject to Change*).
- Grades 11 and/or 12
- Reasons to consider the SAT:
  - choosing a selective private school or public institution out of state or
  - choosing a military academy or applying for the various ROTC scholarships

## **SAT Subject Tests**

- SAT subject tests are required by selective private or state universities.
- Not all SAT subject tests are given on all test dates, so check in student services.
- Applications are available in the Student Services Office.
- Application deadlines are usually one month before the actual test date. Plan ahead!!

## **WI Forward Social Studies**

- Grade 10 – administered April 12
  - The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program designed to provide information about what students know in core academic areas. Students in 10<sup>th</sup> grade are required to test in social studies.

## **AP (Advanced Placement)**

- Advanced Placement is a program of college level courses and examinations. The courses are very rigorous. Each course culminates with an examination developed by the College Board. Course offerings may vary slightly from year to year. Nicolet offers Advanced Placement courses in the following areas:

Biology	German
Calculus AB & BC	Micro and Macro Economics
Chemistry	Music Theory
Computer Science	Physics 1-Physics 2 & C
English 12 Literature and Composition	Spanish
English 12 Language and Composition	Statistics
Environmental Science	Studio Art (2D, 3D, H)
European History	US Government & Politics
French	US History

- The AP Exam is a requirement in all of the above mentioned courses.
- AP exams are administered May 1 through May 12.
- Students who fail to take the required AP exam will have their final (second semester) grade weight changed from Advanced Placement to accelerated.
- Letters of agreement for AP courses and exams will be sent to all parents/guardians of students participating in the AP program.

## **Class Schedules**

### **Class Load**

Full time students are to enroll in a minimum of six (6) classes per semester.

### **Schedule Changes**

Schedule changes are collaborations between the parent/guardian, student, teacher and counselor as to what is best for the student. Students may request changes for the following year's schedule until the last day of final exams of the current school year. Schedule changes made after the last day of final exams may only be made for one of the following reasons:

- students failed the first semester of a year-long course or earned a "D", along with a recommendation from the teacher to drop the course,
- technical error with schedule, or
- a medical condition accommodation.

A student may add a class to replace a study hall within the first five (5) school days of a semester. Students requesting schedule changes for reasons other than those listed above must request to schedule a meeting with their parent/guardian, teacher, counselor and principal for discussion.

### **Drop/Level Change**

Level changes are collaborations between the parent/guardian, student, teacher and counselor as to what is best for the student.

### **Timelines for Drops/Level changes:**

- For a semester-long course, level change must be made by the end of the 3<sup>rd</sup> week of the respective semester course and by the end of the 3<sup>rd</sup> quarter for a second semester course.
- For a year-long course, level change must be made by the end of the 3<sup>rd</sup> week of classes. The next opportunity for a student to change levels in a year-long course is at the semester (must be done within the first five (5) days of the second semester).
- All requests to drop a class must be made by the end of the 3<sup>rd</sup> week of the class for both semester and year-long classes. If a student is enrolled in seven (7) classes, the student may drop one (1) class for the purpose of adding a study hall. This change must be made by the end of the 3<sup>rd</sup> week of the class being dropped. If a student drops a class after the 3<sup>rd</sup> week, he will receive an “F” grade.

### **Procedure for level changes:**

- Students obtain a level change form from the respective department in which the class is taught after discussing the options with their teacher.
- Students meet with their counselor to discuss how a level change will affect their schedule.
- The schedule change is made if there is space in the class and all parties, including the student, parent(s)/guardian(s), teacher(s), and counselor are in agreement.
- The student’s grade will follow them when they make the change.
- Level changes that are not agreed upon by all aforementioned parties will be brought to the principal by a counselor for review.

## **Awards/Honors**

### **Dean's List**

Nicolet publishes a Dean's List after each grading period to recognize the academic achievement of students.

#### Dean's List Eligibility

- All A's
- All B's or
- All A's and B's or
- One "C" matched by an "A"

For the purposes of this policy, an A+/ A- meets the definition of an A.

For the purposes of this policy, a B+/ B- meets the definition of a B.

For the purposes of this policy, a C+/ C- meets the definition of a C.

### **National Honor Society Criteria**

#### The Four NHS Tenets

Applications for membership shall include evidence of *academics, leadership, character, and service* to the school and community. Evidence of these tenets shall include:

#### Academics

- Students with a cumulative GPA of at least a 3.5.

#### Leadership

The student who exercises leadership...

- is resourceful in proposing new problems, applying principles, and making suggestions.

- demonstrates leadership in promoting school activities.
- exercises influence on peers in upholding school ideas.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability.
- demonstrates leadership in the classroom, work, and school or community activities.
- is thoroughly dependable in any responsibility accepted.

#### Character

The student who exercises character...

- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
- demonstrates the highest standards of honesty and reliability.
- shows courtesy, concern, and respect for others.
- observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- has powers of concentration and sustained attention as shown by perseverance and application to studies.
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others.
- actively helps to rid the school of bad influences.

#### Service

The student who exercises service...

- is willing to uphold scholarship and maintain a loyal school attitude.
- participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, impoverished or disadvantaged, or other family duties.
- volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class or school in interclass and interscholastic competition.
- does committee and staff work without complaint.
- shows courtesy by assisting visitors, teachers and students.

#### Attendance/Behavior

Unexcused absences or suspensions disqualify an applicant. Candidates with severe attendance and discipline records will be deleted by the administration. The names of remaining candidates who submit application forms shall be distributed to the faculty. Faculty members, who desire, may provide the faculty selection committee with written statements that they believe will be helpful in the selection process. These statements may cite specific incidents of character, leadership and/or service, which would support their points of view, be they positive or negative regarding the candidate.

## **National Honor Society Selection Procedure**

- The principal shall appoint a committee of five (5) faculty members to the selection committee.
- The selection committee shall read each information form and all faculty statements prior to voting on the candidates. The committee shall vote on each candidate; those who receive a majority vote of the selection committee (3 out of 5) shall be admitted to the National Honor Society. There is no restriction as to the number of applicants who may be admitted.
- There will be one selection and induction second semester for sophomores and juniors.
- The principal shall notify all applicants by letter as to their acceptance or rejection for National Honor Society membership. The decision of the selection committee may be appealed to the principal/district administrator or his designee. The principal/district administrator reviews the process to make certain that it was not conducted in an arbitrary or capricious manner and that the student's materials were reviewed and voted upon. The decision of the principal/district administrator or his designee is final.

## **Merit Award**

The Nicolet Merit Award (PTSO sponsored) is open to all students at Nicolet and provides recognition for students who actively participate in the school community. Requirements include:

- be a member of a school sponsored club or team or have been in the cast/crew of a play or musical;
- volunteer a minimum of five (5) hours of service to the school community such as office assisting, tutoring, morning announcing, dance set-up, etc.;
- attend at least five (5) school-sponsored activities such as athletic, social, or theatrical events;
- project a positive attitude towards schoolwork; and
- project positive behavior and citizenship.

Merit Award Packets will be available by October in the High School Office and on the website. The deadline for submission is typically mid-March and will be included in the packet and communicated in school updates and announcements. Recipients are recognized with an award at a year-end ceremony.

# **BOARD POLICIES & NOTIFICATIONS**

*Please visit NHS website to view a complete listing of all school board policies. For your convenience, we have listed below common policies and the annual notifications:*

## **Common Board Policies**

- Access to District Technology Resources from Personally-Owned Communication Devices
- Dress and Grooming
- Student Fund-Raising
- Student Education Technology Acceptable Use and Safety
- Student Privacy and Parental Access to Information

## **Annual Notifications**

The following Notices and Board Policies are required to be provided to student and parents on an annual basis. These Notices and Board Policies are supplemental to the school student/parent handbook. All parents and students must review these Annual Notices and Board Policies at the time of registration and/or enrollment.

## **Table of Annual Notices & Board Policies**

- Child Find: Independent Educational Evaluation
- Attendance
- Bullying
- Student Locker Searches: Search & Seizure
- Non-Discrimination Policy
- Title I Parents' Right to Know
- Curriculum Modification
- Meningococcal Disease Information
- Personal Communication Devices
- Nondiscrimination & Access to Equal Educational Opportunity
- Weapons
- Student Code of Classroom Conduct
- Student Elector Registration Information
- Student Anti-Harassment
- Student Anti-Harassment: Complaint Procedures
- Student Records

# **STUDENT SERVICES**

## **Busing**

Nicolet contracts with Riteway to provide safe, dependable, and convenient transportation for qualified students. Buses depart from Nicolet at 2:40 p.m. Students participating in the Chapter 220 Program have the option of riding the bus at 3:30 p.m. on Wednesdays. During athletic seasons, a bus will depart from Nicolet at 5:30 p.m. for any student athletes in the Chapter 220 program. Riteway can be contacted at 438-5400 x 0. Ms. Ferne Hecker is the transportation director for Nicolet High School, and can be reached at 351-7520.

## **Bus Regulations**

- Students will be required to have a valid school ID card in order to ride the school bus. This pass must be presented to the driver upon request.
- Students may not eat or drink on the bus.
- Emergency exits may be used only in an emergency or when directed by the driver during evacuation drills.
- Smoking is not permitted at any time on buses.
- Students must remain seated and keep head, hands, and feet inside the bus while it is moving.
- The bus driver is authorized to assign seats.
- Students causing damage to bus company equipment will be held responsible for restitution and may be referred to police for prosecution.
- If the student is not at the bus stop regularly, the stop may be eliminated due to re-routing of the bus.
- Students may not ride a bus other than the one they are scheduled to ride.
- Students may not be dropped off at any other place other than school or home.

**Violations of any bus regulation may result in loss of riding privilege and further disciplinary action.**

## **Health Office**

The school nurse is present on school property during school hours in room B101. The direct extension is 351-7574.

All students must have an emergency medical card completed and filed in the Health Office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs in writing, and with proper documentation, by a physician.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the health office. The nurse will determine whether the student should remain in school or go home. The ill student will wait in the health office for the arrival of his/her parent, or if parents allow, the student may drive his/her own car home. If a parent feels the student should not be going home, the student must return to class. If a parent cannot be reached (including responsible others), the student must return to class.



Whenever possible, medications should be taken at home. If a student is taking ANY medication at school, the medication needs to be provided by the parent and kept in the health office (Excludes students that carry an inhaler or an Epi-pen). A medication form is required to be filled out; it can be obtained in Skyward or via hard copy upon request. A doctor's signature is required for permission to take prescription medication at school; the medication must be in the original container with proper labeling of the student's name.

### **Immunization Records**

All Nicolet students are required by Wisconsin Statute 140.05 (16) (a) to have the necessary immunizations. By the time a child enters high school, he or she should be up to date on diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B and varicella vaccinations. If a student does not have the required immunizations, please contact a physician or local health department. An immunization record must be presented before a pupil can be admitted to school. Students who are not up-to-date on their vaccinations may be excluded from school.

### **Control of Casual Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent. Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services. Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

### **About Meningococcal Disease**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis. The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized. Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of brain. The Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students. A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease.

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Lifestyle factors common among teenagers (e.g. shared locker rooms, and irregular sleep habits) are believed to put them at increased risk of contracting meningococcal disease. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms.

### **Direct Contact Communicable Diseases**

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in questions will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by federal and state law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students and staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Child Abuse**

All school personnel are legally required to report suspected cases of child abuse. This is not a voluntary act. Failure to report a suspected child abuse case may result in a fine of up to \$100, up to six (6) months in jail, or both. Proof of abuse or neglect is not required; one needs only to suspect child abuse/neglect. Only reasonable suspicion is required. There is no criminal or legal penalty for reporting a suspected case. The individual who reports would be protected under this law from civil or criminal suit. The confidentiality of the person reporting the suspected abuse is partially protected. The reporter need not initially give his or her name, but depending on the scope of the investigation, the school personnel or records may be subpoenaed.

Cases of child abuse may be reported to the sheriff, local police department, or the Milwaukee County Department of Social Services. The Department of Social Services must investigate each reported case within 24-72 hours. This law is not designed to harass or punish parents; it is to protect children.

### **Counseling Services**

Each student will be assigned a school counselor with whom to work while enrolled at Nicolet High School. The counselor will assist the student with the selection of appropriate courses to meet Nicolet graduation requirements and preparation for post-secondary plans.

The counseling program at Nicolet High School is a comprehensive developmental model. Students are assisted in a systematic way to develop knowledge, understanding and skills to enhance their personal, social, career and educational growth.

The student and parent/guardian are involved in the following activities: orientation to Nicolet, educational planning, registration, interpretation of standardized test results and career planning. Nicolet offers many college and career resources to assist students and families. Individual counseling is arranged through appointments when needed.

Nicolet High School also offers responsive services to assist students in solving immediate problems that may interfere with their health, personal, social, career and/or educational development. These services may include crisis counseling, diagnostic and remediation activities, consultation, referral and response for information requests. Some of the most frequently addressed topics include:

Academic Failures	Divorce/Single Parents
Child Abuse	Grief/Death/Dying
Suicide Threats	Sexuality Issues
Racism/Sexism	Peer Problems
Behavior Problems	Alcohol/Drug Abuse
Family Situations	Information Seekers
Post High School Planning	Gifted and Talented Services

For more information, please contact the Student Services Office at 351-7550.

### **School Psychologist**

The school psychologist works to solve problems that affect learning, behavior, social and mental health issues experienced by Nicolet students. The school psychologist conferences with students, parents/guardians, administrators, student services counselors, teachers and other school staff about successful resolutions to problems students may experience. The psychologist may make recommendations regarding school support or assist parents/guardians with suggestions regarding their child's functioning. She may consult with teachers about the effects of various teaching techniques, or provide assessment information regarding students' individual needs. The school psychologist is located in the Student Services Office, C105.

### **Social Worker**

The school social worker helps students with learning problems such as dyslexia and attention deficit disorder, or social problems, including poverty and being a victim of domestic or sexual abuse. Social workers also help students who frequently disrupt classroom activities or show violent behavior toward teachers and other students. Social workers help in identifying factors in the home, school and community that influence a student's academic and social success, and find ways for students to maximize their success. They assist students who face social and learning challenges, and help students develop and reinforce correct behavior. Social workers keep notes to document their sessions with students and meet multiple times with students to monitor their progress. The school social worker is located in the Student Services Office, C105.

## **Special Education Services**

Parents/Guardians and students are encouraged to discuss any concerns they may have regarding learning problems with the student services counselors. Special learning programs are provided for students who have been evaluated and identified as meeting disability criteria in the following areas:

- Autism
- Hearing Impairment
- Orthopedic Impairment
- Speech or Language Impairment
- Visual Impairment
- Emotional Behavioral Disability
- Cognitive Disability
- Specific Learning Disability,
- Other Health Impairment,
- Traumatic Brain Injury,
- Significant Developmental Delay

Services are provided in accordance with the Individual Education Plan (IEP) or Section 504 Plan to meet the educational needs of the student. The programs follow the guidelines and procedures stipulated by the Department of Instruction of the State of Wisconsin.

Anyone with knowledge of an individual under the age of twenty-one (21) who is not enrolled in a school program and may require special education services should contact Anne Ignatowski, Director of Student Services at 351-8169.

### **Child Find\***

Child Find is a continuous process of public awareness activities, screening, and evaluation designed to locate, identify, and refer all young children with disabilities and their families who may be in need of early intervention programs or special education as early as possible. In Wisconsin, children from birth to 3 years of age may qualify for early intervention programs, which are operated by the counties. Children ages 3 to 21 may qualify for special education provided by local school districts.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, Nicolet High School staff encourages parents to be active participants throughout the process. To inquire about special education programs and services, please contact the director of student services at (414) 351-8169. Anyone can make a signed, written referral for child screening and evaluation, if necessary. Parents who desire to make a referral may work in conjunction with their child's assigned guidance counselor under the direction of the student services director.

Screening all referred children provides parents and professionals with information on whether a child's development is similar to children of the same age. The purpose of Child Find for children ages 3 to 21 is to ensure that all children with disabilities have access to free, appropriate public education (FAPE), including special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.

The Individuals with Disabilities Education Act (IDEA) requires all states to have policies and procedures in effect to ensure that all children who are in need of special education and related services are identified, located, and evaluated. Screenings and evaluations for special education and related services are free of charge to parents and legal guardians. The Americans with

Disability Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

\*For more information on [Child Find](#): click link found within the electronic version of the handbook on the Nicolet High School website.

### **Section 504 of the Rehabilitation Act**

Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds. Included in the U. S. Department of Education regulations for Section 504 is the requirement that handicapped students be provided with a free appropriate public education (FAPE). These regulations require identification, evaluation, provisions of appropriate services, and procedural safeguards in every public school in the United States. The designated coordinator of Section 504 for Nicolet High School is Kathryn Woods, 351-7564.

### **English Language Learners (ELL)**

Students may be eligible for language instruction to gain proficiency in English. Students may be subject to English language testing to assess individual needs for instructional services.

### **Curriculum Modification**

In accordance with state law, the Nicolet Union High School District may provide program and curriculum modifications for a child under certain guidelines. The parent or guardian should first talk with the principal regarding the specific program or curriculum modifications requested. The parent or guardian should then speak with the Director of Teaching and Learning if a solution is not obtained. Finally, any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications.

The school board shall render its decision, in writing, within 90 days of a request, except that if the request relates to a child who has been evaluated by an individualized education program team under s. 115.782 and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review in writing, if the child's parent or guardian so requests.

Please contact your child's building principal if you would like more information or to make a request for modifications.

## **Student Elector Registration Information**

Students that are 18 should contact the City Clerk's Office in the municipality in which they live for voter registration instructions. Voting is a tremendous power that citizens have. Take this responsibility seriously both registering to vote and voting on election days.

## **Learning Support Services**

### **Library Media Center**

Nicolet is proud to continue servicing students' educational needs in our state of the art renovated library located in the D-Wing. The library has updated collections of fine arts materials and periodicals, access to multiple computer labs, comfortable classroom space for extended learning opportunities and so much more.

### **Academic Success Center (ASC)**

The Academic Success Center is located in the lower F-wing. Freshmen through seniors in need of academic support will attend the ASC in place of a study hall. While in the ASC, students identified will have guided study hall. Students significantly below grade level in reading or math will be assigned to small group reading or math intervention in the designated areas. These academic and organizational supports, along with a variety of tools and strategies, are planned to help increase student achievement and overall success in the classroom.

### **Computer Labs**

Computer access is available in multiple school locations. The computers are networked to a file server and laser printers. Scanners are available as well as technical support from the staff. The Windows computer labs, located in C107 and C110, link Windows computers to a networked file server and color laser printer, laser printer, and scanners.

## **Skyward Family Access**

Skyward Family Access logins are provided one per parent in order to access all of a child's student information. Each student is provided a login to access their own student information.

The Skyward Family Access site allows users to have direct access to the following information:

- messages sent out to all parents and students from the office,
- messages sent to students and parents from individual teachers,
- current grades for your student(s),
- attendance,
- current fees,
- current lunch balance,
- current contact information, and
- student information.

Additionally, the Family Access site enables parents to do the following:

- set preferences of how you wish to be contacted,
- set preferences for alerts about low grades or missing assignments,
- make deposits in food service accounts, and
- request changes in contact information.

## **Student Records**

The origination and maintenance of appropriate student records are essential to the effective operation of the district and meeting the educational interests of students. The rights and responsibilities of students, parents and the district with respect to student records are governed by state and federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records – directory information and confidential records.

### **Directory information**

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and state and federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, dates of graduation, photographs, name of school most recently attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the High School Office, directory information may be utilized by the district administrator or designee in district-wide publications, on the cable television educational access channel, or on the district's website. The directory information used will be properly verified and approved by the district administrator or designee.

### **Confidentiality**

Student records are generally considered confidential under state and federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the director of student services or consult the Board's Policy 8330 – Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the director of student services to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The district administrator will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the district administrator is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-4605  
 Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)



Records of students' academic performance, test scores, behavior, and attendance are kept in the attendance and student services departments. Federal and state laws (118.125) provide that such records shall be available, under certain conditions, for pupils and their parents to examine.

Progress records are pupil records which include grades, a statement of the courses the pupil has taken, attendance records, and records of the pupil's school extracurricular activities. A pupil or the parent or guardian of a minor pupil, shall upon request, be shown and provided with a copy of the pupil's progress records. A parent/guardian may seek to amend portions of the student's educational record believed to be inaccurate, misleading, or otherwise in violation of the student's primary rights.

Behavior records are pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records, and any other pupil records which are not progress records. An adult pupil or the parent/guardian of a minor pupil shall, upon request, be shown these records--in the presence of a person qualified to explain and interpret the records.

Nicolet High School may disclose education records to a school official who has been determined to have a legitimate educational interest in those records. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her duties or professional responsibilities. Examples of "school officials" include, but are not limited to the following:

- a person employed by the district as an administrator, supervisor, instructor or support staff member (including, but not limited to, health or medical staff and law enforcement unit personnel);
- a person serving on the school board;
- a person or company with whom the district has contracted to perform a special task (including, but not limited to attorneys; auditors; medical consultants; or therapists); or
- a parent or student serving on an official school committee or assisting a school official in performing his or her tasks.

### **Permanent Records**

Graduate requests for transcripts must be made in writing. Written permission of an adult student, or parent/guardian of a minor, must be obtained before the school can release records to persons or institutions as specified in the permission. Exceptions to this request would be requests of courses or requirements to submit records to state and federal agencies or other school districts as specified in the other statutes.

Academic records of students are maintained in perpetuity by the school while behavior records are destroyed one year after the student graduates or leaves school, unless a request is obtained by the student or parent/guardian of the minor student to maintain them for a longer period.

### **Transcripts**

Transcripts requested for college are done electronically through the Naviance program. By requesting a transcript through Naviance, and signing for the parent/student handbook, it is

understood that permission is being granted for the counselor to send the transcripts to the colleges indicated in Naviance. There is a \$5.00 per school charge for official transcripts requested for the purpose of applying for college or scholarships. This charge is added to the family's school account shortly after the first semester of the school year.

There is a \$5.00 charge and a form in the Student Services Office (C105) that needs to be filled out for any transcripts that are not sent out electronically. There is no additional charge for Nicolet to mail these transcripts.

Official transcripts are never released to students or parents, but unofficial transcripts may be requested at no charge.

### **Student Shadows**

All student visitors must be pre-registered in the Student Services Office at least two (2) days before the visit. Nicolet student escorts will be paired with student visitors based on gender.

The only visitors that will be allowed are those students who are interested in enrolling at Nicolet High School in the future. Non-Nicolet students of high school age are not allowed to visit Nicolet unless they are contemplating transferring to Nicolet. This policy applies to younger or older siblings or children of students. This policy also applies to staff members and their children during school hours. All visitors are to check in at the High School Office for permission to be in school.

### **Work Permits**

Under Wisconsin law, a person under eighteen (18) years of age who desires employment is required to obtain a work permit. This service, provided by the High School Office, is available to all residents of the Nicolet High School District. Permits may be obtained from the High School Office from 7:00 a.m. to 3:00 p.m. When applying for a work permit the student must have the following:

- birth record (birth certificate, or baptismal certificate, or Wisconsin driver's license);
- written statement from employer indicating intent to employ with employer address, phone number, the nature of the company's business, and what the student will be doing;
- written permission from parents (parents may sign the employer letter);
- an application fee of \$10.00 (refundable to student by the employer); and
- a social Security card (original card or legible facsimile).

# **ATHLETICS/RECREATION**

## **Clubs**

It is the policy of Nicolet High School to permit the organization and operation of student organizations and to permit such organizations to meet on school premises during non-instructional time. The purpose of this policy is to establish criteria and procedures governing the operation of student organizations.

The fact that such organizations are permitted to conduct meetings under this policy shall not constitute an expression of the Nicolet Board of Education's support for the purposes of such organizations or the content of any meetings thereof. The athletic director retains the right to determine where the club shall meet and when. The athletic director shall also determine any costs for maintenance and security associated with the club.

## **Membership**

Membership in all student organizations shall be open to and limited to all students currently enrolled at Nicolet High School on a voluntary basis. Student organizations may establish qualifications for membership related to the purposes of the organization. No student shall be denied membership on account of his/her sex, race, creed, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability. Qualifications based on sex may be imposed on competitive athletic skill or where the activity involved is a contact sport.

## **Faculty Supervision**

Student organizations shall be sponsored and supervised by one or more employees of the Nicolet High School District and approved by the athletic director. Sponsors shall participate in the supervision and direction of all activities of the organization and shall attend all meetings. No school employee shall be compelled to attend a meeting of any student organization if the content of such meeting is contrary to the beliefs of that school employee. School employees present at any meeting of a student organization that is not curriculum related and includes religious worship, prayer or practice, or is identified as having a religious purpose, shall attend in a non-participatory capacity only.

## **Compliance with Law and Policy**

Student organizations shall not engage in any activity which is contrary to law, school board policy or school rules, disrupts or threatens to disrupt the orderly operation of the school, or would adversely affect the health, safety or welfare of any students or staff members. Failure to comply with these provisions shall be grounds for disciplinary action and for the disbanding of the organization.

## **Meetings**

All student organizations shall have the right to meet on school premises during non-instructional time as designated by faculty supervisor/athletic director. No student organization that is in compliance with the "Law and Policy" section of this board policy shall be denied equal access to school facilities during designated meeting times on the basis of the religious,

political, philosophical or other content of the speech at the meeting of such organization. No public funding or support shall be extended to any student organization other than the opportunity to meet on school premises.

### **Process for Initiating a Club**

Students interested in organizing a club should pick up an organization confirmation form in the athletic/recreation department (A109). The athletic director will look to see that the following criteria are met.

- There must be an interest expressed from at least six (6) students.
- The club must not duplicate the goals or objectives of any existing club as listed in the most recent parent/student handbook.
- The club must adhere to all Nicolet High School policies and rules with respect to fundraising, solicitation, morning announcements, posting of signs on campus, use of departmental bulletin boards and display cases, and gaining permission for club activities and events.
- A Nicolet staff member must be found to serve as the advisor for this group.
- A club confirmation application must be completed and submitted to the principal. The form must be re-submitted each year.
- Transportation for field trips of any club or organization must be conducted under the sponsorship of the Nicolet High School District.
- Club membership must comply with board policy.
- Clubs and organizations may use tryouts for selection of teams or participants.

### **Activities**

The athletic director and student council faculty supervisor works with class officers and representatives of various school clubs or organizations to plan activities for the student body. Students who are interested in helping plan social events should see their class advisor or the principal. All school activities must be approved by the principal two (2) months prior to the event.

## **Athletic Department**

The Nicolet High School Athletic Department strongly urges all students to take advantage of our programs. Some of the benefits of competitive sports are development of physical and mental strength, endurance, courage, self-reliance, poise, healthful living habits, sportsmanship, and good citizenship. The Athletic Office is located in A109.

### **Athletic Trainer**

Ms. Marissa Strehlow, is the athletic trainer. She monitors athletes on a daily basis and is responsible for prevention, care, and rehabilitation of athletic injuries.

**Boys Sports****Fall**

Football	Varsity	JV	Freshman
Cross Country	Varsity	JV	Freshman
Soccer	Varsity	JV	Freshman
Volleyball	Varsity	JV	Freshman

**Fall/Winter**

Dance	Varsity
Cheer	Varsity

**Winter**

Basketball	Varsity	JV	Freshman
Hockey	Varsity	JV	
Skiing	Varsity	JV	
Swimming/Diving	Varsity	JV	
Wrestling	Varsity	JV	

**Spring**

Track	Varsity	JV	
LaCrosse	Varsity	JV	
Tennis	Varsity	JV	
Golf	Varsity	JV	
Rugby	Varsity		

**Summer**

Baseball	Varsity	JV	Freshman
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**Girls Sports****Fall**

Tennis	Varsity	JV	
Cross Country	Varsity	JV	
Golf	Varsity	JV	
Volleyball	Varsity	JV	Freshman
Swimming/Diving	Varsity	JV	

**Fall/Winter**

Dance	Varsity
Cheer	Varsity

**Winter**

Basketball	Varsity	JV	Freshman
Hockey	Varsity	JV	
Skiing	Varsity	JV	
Gymnastics	Varsity	JV	

**Spring**

Track	Varsity	JV	
LaCrosse	Varsity	JV	
Softball	Varsity	JV	Freshman
Soccer	Varsity	JV	Freshman

## **Recreation Department**

The Nicolet Recreation Department directs year-round community recreation, adult education, and high school recreation programs and services for the Nicolet High School District. The department provides programming for all ages. Programs include a wide variety of adult and youth education and recreation activities including aquatics, tennis, summer youth camps, basketball, football, intramural sports, sports camps programs are offered year-round. Seasonal bulletins are mailed to residents three times per year with a detailed listing of program information. The Nicolet Recreation Department is located in Nicolet High School, Room A-106. For more information on programs, ideas for new programs, and to rent Nicolet High School facilities, call the Recreation Department at 351-7566.

### **Participation in Nicolet Recreation Department Activities**

The School Board of the Nicolet High School District establishes eligibility requirements for participation in Nicolet Recreation Department activities. Under this policy, participation is divided into two categories: Resident and Non-Resident. For the purpose of participation in Nicolet Recreation Department activities, residency is established by meeting one or more of the following five requirements:

- maintaining a primary address in the communities of Bayside, River Hills, Fox Point or Glendale, or paying property taxes to the Nicolet School District at the time of participation (a utility bill, driver's license or tax bill will be used to verify residency or ownership in these communities);
- being enrolled in or attending Nicolet High School at the time of participation;
- being enrolled in or attending a grade K-8 public elementary school in the communities of Bayside, River Hills, Fox Point, or Glendale at the time of participation;
- being a Nicolet High School staff member, or being immediate family of a Nicolet High School staff member at the time of participation;
- being a graduate of Nicolet High School.

Individuals who meet one or more of these requirements will pay the resident fee for any programs offered by the Nicolet Recreation Department. Individuals who fail to meet at least one of these requirements do not have the same rights and privileges as residents and will be required to pay the non-resident fee. The Nicolet Recreation Department reserves the right to make the final determination on residency using the above criteria.

Approved: December 19, 2001

### **Facility Scheduling**

The use of school facilities for school and Recreation/Adult Education Department activities is given priority over any rental arrangements or use by non-school groups. Priorities for usage are as follows:

- Nicolet High School educational and co-curricular activities,
- Nicolet Recreation and Adult Education Department activities,
- Nicolet High School affiliated groups,
- city, village, and elementary school district activities, and
- any service, civic, religious, or educational group for non-school purpose.

A facility and personnel fee will be assessed to groups. A schedule of charges has been established by the Nicolet School Board. Facilities and their utilization and scheduling are

administrated through the Nicolet Recreation Department. Please call 351-7566 for more information.

**Driver Education**

A driver education program is offered via a private company through the Nicolet Recreation Department. For more information, please call 351-7566.

## The Nicolet Knight's Code – Universal Expectations in Common Areas

Expectations	Bus Loading Zones	Hallways/Commons	Bathroom	Cafeteria	Parking Area	Bus	Auditorium, Gym, and Football Field
<b>Be on Time</b>	Be where you are supposed to be, ready to learn. Use time wisely to prepare for the school day. Go immediately to class when the bell rings.	Walk at an appropriate speed. Stay to the right. Keep socializing to a minimum.	Plan your bathroom breaks at appropriate times. Use the bathrooms closest to your class. Go directly to and from the bathroom.	Give yourself an appropriate amount of time to eat. Go directly to and from the cafeteria. Go immediately to class when the bell rings.	Give yourself enough time to move between your car and school.	Know your bus schedule. Give yourself enough time to get to/from the bus stop.	Arrive at a reasonable time before the event begins. Enter or leave at appropriate times.
<b>Be Respectful</b>	Remain in authorized areas. Exit the building promptly. Use appropriate language.	Use appropriate language and "inside voices." Respect others' personal space and belongings. Use electronic devices appropriately.	Respect others' personal space and privacy. Use appropriate language and "inside" voices. Use the bathroom appropriately.	Return trays when done. Clean up after yourself. Use appropriate language and "inside" voices.	Yield to pedestrians and other vehicles. Park only in designated areas. Pay for parking.	Follow adult directions politely. Place your trash in the designated receptacles. Use appropriate language.	Be attentive and positive. Applaud/cheer appropriately. Turn off your electronic devices.
<b>Be Responsible</b>	Plan your day in advance. Bring all necessary items with you to school. Maintain control of your personal items.	Keep lockers clean and secure. Have a pass if you're in the hallway during class time. Make use of your locker!	Flush when you're done. Clean up after yourself. Inform staff of any problems with the bathrooms.	Stay in the cafeteria for the entire lunch period. Bring your own food or money. Use the trash cans and recycling bins appropriately.	Abide by traffic rules. Take your valuables with you. Lock your vehicles.	Share your space with the other riders. Maintain control of your personal items.	Represent Nicolet in a positive, dignified manner. Sit in designated areas. Follow adult directions politely.
<b>Be Safe</b>	Think and act wisely. Use good decision-making skills to avoid conflicts. Report inappropriate behavior.	Be aware of your surroundings. Keep your hands and feet to yourself. Keep the hallways clear.	Keep the bathrooms neat and clean. Wash your hands. Dispose of personal items appropriately.	Clean up spills. Wash your hands before and after eating. Keep the walkways clear.	Wear a seat belt. Follow speed limits. Be aware of your surroundings.	Remain seated while the bus is in motion. Keep your hands and feet inside the bus.	Think and act wisely. Use good decision-making skills to avoid conflicts. Help others get to/from their seats.



## APPENDIX A

### GENERAL GUIDELINES FOR NICOLET DISCIPLINE POLICIES

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Actions</b>	<b>Maximum Actions</b>
Abuse of Driving Privileges and Parking	Reckless driving Tardiness/ Truancy Taking another student(s) off-campus	Detention Loss of parking privilege Loss of exam exemption	Suspension Police Referral
Academic Integrity	Turning in another student's work Copying (homework, quizzes, tests, etc.) Use of crib notes, cheat sheets Knowingly giving work to be copied/used Buying, selling work	Failing grade on work Removal from Honors Societies Loss of exam exemption	Failing grade Expulsion
A.U.P. Acceptable Use Policy	Violation of the A.U.P. (Acceptable Use Policy), that was signed when you registered	See the A.U.P. policy that was signed when you registered	See the A.U.P. policy that was signed when you registered
Appropriate Attire	Clothing that causes a disruption to the educational environment	Change of clothing	Suspension
Disruption	Behavior that disrupts the educational process	Detention Removal from class or cafeteria Verbal confrontations that are deemed by administration to possibly lead to a physical altercation, will result in a Suspension	Withdrawal from class Expulsion
Drugs/ Alcohol	Under influence of Drugs/Alcohol Possession of Drugs/Alcohol/Paraphernalia Use of Drugs/Alcohol Selling or giving of Drugs/Alcohol/Paraphernalia Inappropriate use of Prescription Drugs	Suspension Police Referral	Expulsion
Electronic Devices	Possession electronic devices during school hours Includes possession of laser pointers/ shocking devices	Confiscate	Suspension
Failure to Serve Assigned Detentions	Detentions must be served within 3 days of assignment	In-School Suspension	Expulsion
Fighting/Assault	Physical confrontation between 2 or more students Consensual fighting	Suspension Police Referral	Expulsion
Gambling	Any action involving the betting on cards, dice, sporting events, etc.	Detention	Expulsion Police Referral
Gang Activity	Gang symbols written or placed on personal and/or school property Disruption and intimidation caused by posturing	Detention	Expulsion Police Referral
Harassment	Any unwelcome verbal, written or physical conduct that offends, denigrates, or belittles any individual	Detention Student will be notified to "Cease and Desist"	Expulsion Police Referral
Hats, Winter Jackets	No wearing of hats, winter jackets from the start of 1 <sup>st</sup> hour to the end of 7 <sup>th</sup> hour.	Removal hat/coat Detentions Confiscate item until further notice	Suspension
ID Cards	Students must have their ID card at all times	Warning	\$5.00 replacement charge Detention

Insubordination	Refusal to follow rules Disrespect towards faculty, staff and/or administration Disobeying direct requests of faculty, staff and/or administration	Detention Suspension	Expulsion
Leaving Campus w/o prior permission	Closed campus - Prior permission must be given by High School Office before leaving grounds	Detention Loss of parking privilege Loss of exam exemption Absence Unexcused	Suspension
Lighters/matches	Possession or use of lighters and or matches on school grounds	Confiscate	Suspension
Loitering	To be present on school grounds after school without an academic, athletic or organized extra-curricular activity.	Warning	Suspension
Sexual Activity	Any conduct or physical contact of sexual nature	Suspension Referral to police	Expulsion
Smoking/E-cig. Possession of Tobacco Products	On school grounds At school sponsored activities	In-School suspension Referral to police	Expulsion
Tardiness (Unexcused)	Not in classroom when bell rings	Warning Detention Loss of Parking Privilege Loss of Exam Exemption	In-School Suspension
Theft	The taking of school/personal property without permission	Detention Suspension Parent contact Police Referral Restitution	Expulsion
Truancy	Absent without parent/guardian excuse (includes all classes and study halls)	Detention Loss of Parking Privilege	Suspension Referral to Police or DA's office
Vandalism	Defacement/destruction of school or personal property	Restitution Suspension	Expulsion Police Referral
Verbal Abuse Profanity	The use of inappropriate language, either written or spoken Gestures which are obscene, lewd, profane, vulgar, or sexually suggestive	Detention	Expulsion
Weapons guns/knives	Possession, use or threat of using a gun or knife	Suspension Police Referral	Expulsion
Weapons Other	Any object by the way it is used or intended to inflict bodily harm (including pepper spray)	Suspension Police Referral	Expulsion

The administration reserves the right and privilege to issue consequences for acts of discipline not specifically stated and to alter consequences as necessary. Administration may amend any provision in this handbook at any time.





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