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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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,

Tom Dorgan

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

<table>
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<tr>
<th>School Board Members</th>
<th>District Administration</th>
<th>High School Administration</th>
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</thead>
<tbody>
<tr>
<td>Ellen Redeker, President</td>
<td>Dr. Greg Kabara, Superintendent</td>
<td>High School Office</td>
</tr>
<tr>
<td>228-1281</td>
<td>351-7525</td>
<td>351-7531</td>
</tr>
<tr>
<td>Elizabeth Gutterman, Vice</td>
<td>Amy Lee, Executive Assistant</td>
<td>Tom Dorgan, Principal</td>
</tr>
<tr>
<td>President 228-9424</td>
<td>351-7520</td>
<td>351-7554</td>
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<tr>
<td>Theresa Seem, Treasurer</td>
<td>Jeff Pruefer, Director of Business Services</td>
<td>Josh Zimmers, Associate Principal</td>
</tr>
<tr>
<td>443-6030</td>
<td>351-7548</td>
<td>351-7524</td>
</tr>
<tr>
<td>Dr. Leigh Tabak-Wallace, Clerk</td>
<td>Anne Ignatowski, Director of Student Services</td>
<td>David Coyle, Associate Principal</td>
</tr>
<tr>
<td>405-0447</td>
<td>351-8169</td>
<td>351-7533</td>
</tr>
<tr>
<td>Marilyn Franklin, Member</td>
<td>Dr. Brenda Turner, Director of Teaching &amp; Learning</td>
<td>Brian Reiels, Safety Director</td>
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<td>352-1180</td>
<td>351-8245</td>
<td>351-7546</td>
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## Student Services

<table>
<thead>
<tr>
<th>Nicole Nelson, Director of Technology Services 351-8164</th>
<th>Athletics/Recreation</th>
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<tr>
<td>Alisa Eichhorn, Administrative Assistant 351-7550</td>
<td>Renee Tazalla, Administrative Assistant 351-8145</td>
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<tr>
<td>Kathryn Woods, School Psychologist 351-7564</td>
<td>Kirk Krychowiak, Athletic Director 351-7567</td>
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<tr>
<td>Monica Cain, School Nurse 351-7574</td>
<td>Nate Brooks, Asst.Dir/Web Master/Athletic Coordinator 351-7568</td>
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<tr>
<td>Carly Roth, Counselor 351-7556</td>
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<tr>
<td>Olivia Carter, Counselor 351-7557</td>
<td>Amy Lee 351-7520</td>
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<td>Michael McKenna, Counselor 351-7560</td>
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<tr>
<td>Nader Raad, Counselor 351-7562</td>
<td>Angela Mehrtens 351-7579</td>
</tr>
<tr>
<td>Maureen Newborn, Social Worker 351-8251</td>
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<tr>
<td>Abby Lorenz, S.R.O. 351-7539</td>
<td>High School Office 351-7531</td>
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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 Nicolet athletic teams.
- President: Tony Bongard – tonybongard@gmail.com
- Vice President: Molly Krychowiak – molly.krychowiak@nicolet.us
- Treasurer: Dale Nikolay – dale.nikolay@gmail.com
- Secretary: Laurie Kalonihea – lola_sarge@hotmail.com
- Meeting Dates: (Generally) 2nd 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.
- President: Yolaund Sulcer – milaun1210@sbcglobal.net
- Interim Vice-Presiden: Delicia Randle-Izard: dizard11@gmail.com
  Natasha Grant: ngrant0719@att.net
- MEPA meets every fourth Wednesday of the month at 6:30 p.m. in Room B113, unless noted otherwise.
Nicolet High School Foundation
- President: Steven Arenzon – idohats@sbcglobal.net
- Treasurer: Jeff Pruefer – jeffrey.pruefer@nicolet.us
- Contact: Chris Macon – chris.macon@nicolet.us
- The Foundation meetings are the 1st 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 Co-Presidents: Traci Schwartz/Alex Waltrip – NicoletPTSO@gmail.com
- First meeting will be held September 19, 2019. The next meetings are October 10, November 21, no December meeting, January16, February 13, March 19, April 16, and May 21 @ 6:00pm in Room B113

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: Loretta Mlekoday
- Contact information: nicoletpac@gmail.com
**School Day**
Students may enter the building at 6:50 a.m. Students who would like to participate in the 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 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 and show up ready to learn*  
*Be considerate-arrive on time*  
*Take start/end times seriously*  
*Submit ALL assignments on time*

### DAILY BELL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>1st Hour</th>
<th>2nd Hour</th>
<th>3rd Hour</th>
<th>4th Hour / Resource</th>
<th>5th Hour</th>
<th>6A Class</th>
<th>Lunch</th>
<th>6B Class</th>
<th>Lunch</th>
<th>7th Hour</th>
<th>8th Hour</th>
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**KEY**
- No School for Students
- PT Parent Teacher Conferences
- Senior Breakfast & Graduation Rehearsal
- Grad Graduation Day June 7
Nicolet High School – Knights Code

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.

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.

Knights Code Purpose Statement

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

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

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 scan into classes and other school activities on their daily schedule, unless they have been excused from school.

School Responsibilities
- Nicolet High School is responsible for providing an academically rigorous, engaging, and safe learning environment for students to attend.

Attendance
In order to maximize instructional time and encourage student responsibility, Nicolet High School has implemented a system for classroom attendance. Students will be required to scan into class using the bar code on their student ID card. Students may also access a digital copy of the bar code using the Skyward mobile app on their phone. Every classroom space will have a scanner available to record attendance.

ID Cards
Students are expected to have their identification cards with them at all times. Student ID cards are required to record attendance in all classrooms throughout the day. 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.
Tardy Procedure
To promote a responsible, respectful, and effective learning environment, students will be marked tardy if they are not inside the assigned classroom and ready to learn.

- When the bell rings for all periods, teachers will close their doors and students will only be permitted to class with a pass. Students arriving late to any class, including first period, must report to the High School Office. In the High School Office, students will be required to scan their student ID into a tardy kiosk and a pass will be printed.
- Tardiness will automatically be tracked in Skyward
- Consequences will be managed based on the number of tardy offenses a student accumulates for all periods during the course of a semester.
  - 5 tardies = 30 minute lunch detention
  - 10 tardies = 30 minute lunch detention and loss of exam exemption
  - 15 tardies = 30 minute lunch detention and meeting with administrator
  - 20 tardies = 30 minute lunch detention and meeting with parent and administrator
  - 30 minute lunch detention for each additional 5 tardies (25, 30, 35, etc.)

Tardy to School
Students that are chronically tardy to school can be considered truant from school. 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. Open Enrollment status may be revoked at the end of a semester or year for open enrolled students who reach habitual truancy status.

When a student is truant, the associate principal will determine 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, or
- referring the student to Glendale Police Department for truancy citation or other appropriate agency for assistance.

Additionally, students that are chronically tardy to school (5 or more times) may lose their parking permit at the discretion of the associate principal. The minimum amount of time that pass will be revoked for is two weeks.

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. Nicolet’s policy for excusing absences is as follows: Parents/guardians should notify the school in advance of their student’s anticipated school absence(s). However, parent/guardian notifications must be made within two (2) school days. 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
  ➢ a written, signed, note from parent
  ➢ a fax to 414-351-7526

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

**Permission of Parent or Guardian**
A student may be excused by his or her parent or guardian for any reason for up to ten (10) days in a school year. In the case of any absence, the student must complete any coursework missed during the duration of the absence.

Examples of reasons for being absent can include, but are not limited to, the following:
- appointments (e.g., medical, dental, and therapy appointments should be documented with doctor’s office note),
- family reason,
- student illness,
- attendance at a funeral,
- required legal proceedings,
- driver’s examination,
- college visits,
- job fairs, or
- vacations.*

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

**Medical Excuse - Physical or Mental Condition**
If a student should have an absence that exceeds two (2) days, the inability of the student to attend school temporarily 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, or send student with a written note in order for student to be issued a pass to leave school.

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

- 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 a parent/guardian after a student has already left the building may not be considered excused and disciplinary measures may occur. In general, leaving without prior permission is 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, 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.
Subject to the immediately preceding two paragraphs, credit may be given for the completion of make-up work. However, it is not required. It is the student’s responsibility to contact his or her teachers to determine what coursework 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, unless extended by a school administrator based upon extenuating circumstances.

**Truancy**
A student will be considered truant if he or she is absent part or all of a day without an acceptable excuse. 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.

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 Board Policies as listed in the index).

**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 may request homework for students who are home ill for more than one day by contacting the High School Office. Teachers will be notified to provide students their missed work through the student’s Nicolet email address. The majority of teachers have class work and assignments posted Canvas, and students can access this information on their Chromebooks.

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, chrome book with charger, 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 be sent to the parent/guardian for any credit remaining on the fees and/or food service accounts. Unused course material fees may be refunded at the discretion of the district. Registration fees will not be refunded. Once these steps are completed, the form is forwarded to student records to process the withdrawal request and prepare transcripts or records to be 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 Course Handbook.

The school board authorizes the sending of statements to parents/guardians prior to fall registration, preceding the exam exemption process, and at the end of second semester. Payment in full 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.

A Payment Contract may defer student fees, material/course fees, and lab fees for students approved by the superintendent or his/her designee. The maximum deferral is one-fifth, due on the first day of September, October, November, December, and January. Optional fees (yearbook, booster club, parking, etc.) cannot be included in deferred balance. Failure to meet the conditions of payment on the Payment Contract will cause the account to be delinquent and referred to collections.

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 semester will be refunded. These refunds will only be processed if the amount is in excess of $15. Amounts less than $15 will remain as a credit on the account until the credit amount exceeds $15, or the credit will be applied to registration for the next academic year. Unused course material fees may be refunded at the discretion of the district.

Students are responsible for notifying the high school office of dropped courses. Materials must be returned unused for credit.

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. Failure to comply may result in a ticket and/or school consequence.
- Parking permits must be displayed on the inside, lower left hand corner of the rear window.
• Students are required to park in the designated student parking lot.
• Parking permits can be transferred to a new vehicle once it has been registered in the high school office. Permits should be removed from vehicles that are sold or are no longer in use.
• If a student drives an alternate vehicle to school, the front desk must be notified.
• 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 as determined by school administration. Causes for suspension or permanent loss of parking permit without refund may include, but are not limited to the following:
• Careless operation of a vehicle.
• Excessive speed.
• Use of a registered vehicle in the violation of school policy and procedures.
• Use of cars to promote skipping and/or transportation of truant students.
• Disciplinary action/suspension from school.
• Tardiness: Student is chronically tardy to school. The minimum amount of time that a permit will be revoked for is two weeks.
• Truancy: Student is truant for all or part of a day. The minimum amount of time that a permit will be revoked for is two weeks.

**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 any messages for their children to the High School Office (351-7531). We will make every attempt to deliver messages in a timely manner as staffing allows. 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 without permission. The exception is during exams, when Nicolet operates with an open campus.

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 extracurricular 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.

**Student Safety**
For the safety of all students, students’ bags that will accompany them on a field trip are subject to search prior to departure. These searches are mainly considered for students taking part in board approved overnight trips, but can be conducted for any field trip sponsored by Nicolet.

**Food Service**
**Lunch Hour Procedures**
- Students are expected to start their lunch period in one of the following three locations and stay for the entire lunch period.
  - Cafeteria
  - A teacher’s classroom with a written pass
  - Courtyard (on acceptable weather days)
- All other areas of the building are off limits to students during lunch periods. Students found in unauthorized locations in the school building will be directed to return to the cafeteria and are subject to school consequences.
- 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.

Students will be able to use their bar-coded student photo ID to purchase food in the cafeteria before school and during lunch. No food service or vending machine sales will be available during class or passing time. 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) during the school in the High School Office.

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

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Student Lunch Value Meal</td>
<td>$4.50</td>
</tr>
<tr>
<td>Milk 1/2 pint</td>
<td>$0.10</td>
</tr>
</tbody>
</table>

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

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.

Run Hide Fight
School response to an armed intruder has changed in recent years. Nicolet High School follows state and federal guidance and works with local partners to develop a strategy for this type of emergency called Run, Hide, Fight. While it would be impossible to prepare for every possible situation, school communities must prepare for a variety of circumstances in which differing responses might be appropriate based on specific threats. Teachers and staff receive training in Run, Hide, Fight strategies. Students will learn about Run, Hide, Fight during the school year, and teachers or administrators can answer student questions specific to various locations and
possible situations. During an emergency an announcement will be made, and teachers and staff will direct students based on the specific situation.

<table>
<thead>
<tr>
<th>Related concerns…</th>
<th>District Response</th>
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<tbody>
<tr>
<td>Who is watching the weather?</td>
<td>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.</td>
</tr>
</tbody>
</table>
| What factors are considered when deciding to close school? | 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:  
- Information on road conditions from the bus company  
- Potential safety of bus company starting and completing routes  
- The onset, rate, and accumulation of ice and/or snowfall  
- Building conditions (e.g. whether schools have power and heat)  
- Parking lot conditions  
- 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°C). The guideline used for considering closure due to wind chill is a sustained wind chill of minus 40 degrees (-40°F). |
| 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? | In addition to the automated school phone call from District Administration, all school closings or other emergencies will be broadcast by the following stations:  

<table>
<thead>
<tr>
<th>Television Stations</th>
<th>Radio Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTMJ-TV (Channel 2)</td>
<td>WTMJ-Radio (620 AM)</td>
</tr>
<tr>
<td>WITI-TV (Channel 6)</td>
<td>WKTI (94.5 FM)</td>
</tr>
<tr>
<td>WISN-TV (Channel 12)</td>
<td>WISN (1130 AM)</td>
</tr>
<tr>
<td>W-TV (Channel 58)</td>
<td>WMIL (106.1 FM)</td>
</tr>
</tbody>
</table>

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.

**Hallway Behavior**
All students are required to obtain a hall pass from a staff member to be in halls during class time. 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. Hall passes must be shown to staff members on request and presented to personnel upon arriving at the final destination.

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.

**Locks and Lockers**
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.

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**
The Nicolet High School administration considers school to be a *formal setting*. Therefore, students are expected to wear clothing that is suitable for a formal setting. The guidelines listed below should be used to help students and parents select appropriate clothing to be worn at school. The list is not an exhaustive list and Nicolet administration may amend this policy during the school year if needed. Any adjustment to the dress code will be communicated with students and parents.

- Students are not permitted to wear any type of headgear including, but not limited to, hats, beanies, visors, stocking caps, bandanas, doo rags, scarves, or hoods.
- Clothing should cover your chest, midriff, buttocks, and back.
- Pants, shorts, leggings, and skirts shall be worn on the waistline and not expose undergarments (including shorts).
- Any attire and accessories should not display any of the following:
  - drugs, alcohol, or tobacco;
  - vulgarity or inappropriate language;
  - sexually explicit images or language;
  - references to violence or weapons;
  - images, symbols, or language that is considered derogatory to any group of people; or
  - gang related images, symbols, or language.
- Pajamas, slippers, sunglasses, gloves, or costumes are not considered school appropriate and should not be worn.
- Students may be required to follow specific dress codes for participation in some classes (please refer to class syllabi for specific requirements).
- Nicolet administrators will make final decisions as to what is appropriate school attire.

*Exceptions to the above dress code will be made for students for religious, medical, or other reasons deemed acceptable by the Nicolet administration. Also, exceptions will be made during school-wide spirit days when approved by Nicolet administration.

Students that fail to comply with the dress code will be given the following options:
- Students will be asked to fix the violation by changing or adjusting their clothing.
- Parents will be contacted to bring school appropriate clothing.
- The Nicolet administration will provide clothing the student can wear.
- The student will be assigned to the in-school suspension room until the violation is resolved.

*Students that repeatedly violate the school dress code will be referred to an administrator for school consequences.*
**Personal Electronic Devices**

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

- **First referral**: The device will be confiscated and returned to the student at the end of the school day.
- **Second referral**: The device will be confiscated and returned to the student at the end of the day and the student will receive a 30 minute lunch detention.
- **Third referral**: The device will be confiscated and the student’s parent or guardian will be required to pick up the phone after a meeting with an administrator occurs.
- **Fourth referral**: The student will be required to follow an electronic device management plan developed by an administrator. The plan may include the student not being allowed to carry personal electronic devices during the school day.

**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 1st 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](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 (including detectable odor) 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);
- vape pens or related paraphernalia;
- 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 Address Conflict
Conflict can happen in many forms and how one chooses to handle conflict can have an impact on one’s personal and academic future. If any student is experiencing conflict, an administrator, counselor, teacher, school resource officer or other campus personnel should be notified of issues in which a student feels unsafe, threatened, or harassed.

Don't confront another student that you may have a conflict with. Contact an adult to help you work through the conflict. He/she can give 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.

Physical and Verbal Altercations
Students that choose to engage in a physical or verbal altercation will face school consequences for their actions. Threatening, perpetuating, or initiating fights will be treated the same as fighting. Students that watch, record, or prevent a fight from being broken up will also face consequences. Consequences may include:

- Suspension
- Expulsion
- Referral to School Resource Officer
- Referral to Athletic Department

If a student is physically confronted, they should defend themselves appropriately. Self-defense 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.

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**
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. If a student disrupts the learning environment and keeps others from progressing through a lesson they may be removed from class. When a student is removed from class, the teacher will write a behavior referral and contact a parent/guardian.

**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.

**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 endangers 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.
• Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

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.

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.
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:
English 4.0 credits
Math 3.0 credits
Science 3.0 credits
Social Studies 3.0 credits
Wellness Department 1.5 credits
Health 0.5 credits
Fine Arts &Career Education 2.0 credits
Electives 4.5 credits
TOTAL 22 credits

To identify exact course requirements, students should consult their counselors or reference the appropriate College Career and Readiness Guide for their grade level. 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>F</th>
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<tbody>
<tr>
<td></td>
<td>97</td>
<td>93</td>
<td>90</td>
<td>87</td>
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<td>70</td>
<td>67</td>
<td>63</td>
<td>60</td>
<td>0</td>
</tr>
</tbody>
</table>

Comment Excellent Above Average Average Below Average Fail
Other grading options include the following:
I = Incomplete, two weeks granted to make up work
P = Pass, met all course requirements
**Grade Point Average Scale**
A weighted 4.0 Grade Point Average (GPA) scale is used. All attempted courses receiving grades of “A-F” are computed in GPA. Nicolet does not rank students based on their GPA; therefore, class rank is not included on transcripts sent to employers or universities. The top three graduating seniors, based on their cumulative GPA, will be recognized for the Wisconsin Academic Excellence Scholarship.

**Academic Integrity**
We highly value academic integrity and require students to submit their own work. Grades should reflect individual academic achievement of students. When a student submits work that is not their own, the grades no longer reflect academic achievement. Academic integrity violations commonly occur (intentionally or unintentionally) in the following categories:

- **Plagiarism** - the use 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 grades related to documents, programs, or information

**Prevention of Academic Integrity Violations**
Students should have a clear understanding of what plagiarism and cheating are. To avoid an academic integrity violation, students must communicate their misunderstandings and deficiencies to their teachers. Teachers will work with students to develop a plan to complete academic work without violating the academic integrity policy. Additionally, students should not procrastinate completion of assignments to help avoid the temptation to violate the academic integrity policy.

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

- receiving a zero on the assignment and/or removal from the course which would require taking the course during summer school,
- being assigned to remediation outside of the regular school day (after school, early release days),
- removal from all honors societies,
- relinquishing leadership position(s) in student organizations and clubs,
- referral to the Athletic Department for review, and/or
- referral to Student Services (guidance counselor, school psychologist, school social worker).

**Report Cards**

Each grading period is approximately eighteen (18) weeks long. Report cards will be posted electronically (or mailed upon request) two (2) times per year: Semester 1 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. Mid-term progress reports will be sent electronically approximately nine (9) weeks into the semester.

If a student is in danger of failing a class, students and families will receive 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.
- Attendance, discipline or academic problems occurring after the exam exemption is given shall result in loss of exam exemption.
- Students enrolled in Advanced Placement (AP) classes must take the 1st semester exam in that course. These students may elect to exempt the second semester exam if they are eligible.
- The student must earn at least a B average in the class in which he/she wishes to take the exemption.
- Students shall have no fees or fines due.
- Students shall not have any overdue library materials.
- Students will have no discipline or attendance referrals.
- Students shall have no more than five (5) absences in any given class per semester. These five absences include excused (E) and unexcused (U) absences.

Senior Exam Exemption – Second Semester

- Seniors with a “C” average or higher for second semester classes will have the option to exempt the semester exam. If students choose to exempt the second semester exam, the semester grade will be determined by their overall average for the semester.
- Seniors with a grade below a “C” average will be required to complete the second semester exam to determine if they earn credit for the course and are eligible for graduation.
- Seniors shall have no fees or fines due.
- Students shall not have any overdue library materials.
- Seniors must be in good standing for attendance and discipline. Nicolet administration reserves the right to deny exam exemptions based on poor attendance, truancy, or behavior during second semester.

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 one administrator; 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
- ACT Aspire grade 10
  - 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
  - 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 and ACT WorkKeys
    - These tests are state funded and DPI required.
  - This test is required by all public universities in Wisconsin and required or accepted by all private schools within the state.

ACT Additional Optional Assessments
- Grades 11 and/or 12
- Reasons for considering an additional ACT:
  - to improve on the ACT score, or
  - complete requirement of all public universities in Wisconsin and 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.
- 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
- 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 10th 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
  - Calculus AB & BC
  - Chemistry
  - Computer Science
  - English 12 Literature and Composition
  - English 12 Language and Composition
  - Environmental Science
  - European History
  - French
  - German
  - Micro and Macro Economics
  - Music Theory
  - Physics 1-Physics 2 & C
  - Spanish
  - Statistics
  - Studio Art (2D, 3D, H)
  - US Government & Politics
  - US History

- The AP Exam is a requirement in all of the above mentioned courses.
- 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.

Level Change

Level changes are collaborations between the parent/guardian, student, teacher and counselor as to what is best for the student. Level changes are only allowed when there are multiple levels of
the same course. A level change must be made within the first four (4) weeks of the start of the course.

**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.

**Drop Only**
If a student is enrolled in seven (7) classes, the student may drop one class for the purpose of adding a study hall. The process of dropping the class must be completed by the end of the fourth week of a semester. If a student drops a class after the fourth week of the semester, they will receive a failure (“F”).

**Awards/Honors**

**Honor Roll**
Nicolet will publish an Honor Roll after each semester to recognize the academic achievement of students.

Students will be recognized at the “Honors” level if they earn a minimum weighted grade point average of 3.00-3.666. Students earning a weighted grade point average of 3.667 and higher qualify for “High Honors.” All courses will be included in computing an average for the Honor Roll. A student may not achieve honor roll status if they have earned a grade of incomplete.

**Honor Societies**
Nicolet is host to several Honor Societies including:
- French Honor Society
- German Honor Society
- Hebrew Honor Society
- International Thespian Society
- National Business Honor Society
- National Honor Society
- Spanish National Honor Society
- Tri-M Music Honor Society

Information regarding the application process and how to maintain active status in any of these societies is available from the faculty advisor of the society or the Athletic/Recreation Department in room A109.
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 in grades 9-11 are recognized with an award at year-end class meetings, and seniors are recognized at the senior breakfast.

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 Polices 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 414-226-5481.

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 symptom 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
- Child Abuse
- Suicide Threats
- Racism/Sexism
- Behavior Problems
- Family Situations
- Post High School Planning
- Divorce/Single Parents
- Grief/Death/Dying
- Sexuality Issues
- Peer Problems
- Alcohol/Drug Abuse
- Information Seekers
- 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 library, located in the D-Wing. The library has updated collections of fine arts materials and periodicals, access to computers, printing stations and comfortable classroom space for extended learning opportunities.

**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.
**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/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
FERPA@ED.Gov and 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) weeks before the visit. The only visitors that will be allowed are those who are enrolling at Nicolet High School. 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 sixteen (16) 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**
Nicolet has an athletic trainer who monitors athletes and is responsible for prevention, care, and rehabilitation of athletic injuries.
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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.

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.
Introduction
Nicolet High School is committed to preparing students to be successful citizens in a global economy. One of the Foundations for Excellence at Nicolet is to personalize learning for all students. Nicolet’s digital learning initiative provides all students with the use of a Chromebook so learning can become flexible and personalized for staff and students through the use of varied activities, resources and tools that make learning more engaging and accessible regardless of learning style. Our students will use 21st Century skills and resources to think critically, communicate and collaborate as they creatively solve problems and demonstrate understanding.

In order for the digital learning program to function appropriately and in order to develop students’ responsibility and real world skills, Nicolet High School has developed this handbook and accompanying policies and procedures to assure that students use the technology as intended, take care of the equipment and preserve the resources so other students can share the benefit of the program.

Parents and students will be informed about student expectations for proper use of any digital device in the educational setting. Every student is expected to read, understand and adhere to Nicolet’s Acceptable Use Policy and this 1:1 Handbook. Failure to adhere to the policy may be grounds for discipline and may result in a loss of access to the mobile learning equipment. Parents will be provided access to the Acceptable Use Policy as well.
Rationale
Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach. One-to-one programs create the opportunity for personalization of teaching and learning for each student. With access to personal portable technologies in a wireless environment, students can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online—and just in time.

A recent study by the Project RED team, ‘The Technology Factor, Nine Keys to Student Achievement and Cost Effectiveness (2011)’, found that students in 1:1 programs outperform across all education success measures compared to those in higher student to computer ratio environments (www.projectred.org). Numerous other achievement and financial benefits were also attributed to 1:1 settings and students’ consistent access to personal, portable technologies. Student collaborations and project-based lessons are fundamental instructional tools in 1:1 environments.  
http://www.one-to-oneinstitute.org/one-to-one-institute/why-one-to-one

It is important for all students to have a common device with similar capabilities so teachers can plan for lessons without concern for variations in student devices, operating systems and applications. Having a common device enables students to collaborate easily on learning activities while enabling the teacher to easily manage learning the learning environment and communicate with students throughout activities and assignments.

Why Use Chromebooks?
A Chromebook is a device meant for primarily working with Internet based resources, though it still has a great deal of functionality even when wireless (wifi) Internet is not available. It is fast and light making it easy to use and carry around. The device is relatively inexpensive compared to other technologies on the market yet it is easy to support while providing 6-8 hours of battery life and connects with Google’s suite of applications which are used by every student and staff member at Nicolet High School.
1. Chromebook Distribution

Each freshman or student new to Nicolet, will receive a Chromebook and charger to use for the duration of their enrollment at Nicolet. Chromebooks will be issued during the first week of the school year. Parents/Guardians and students MUST sign the Nicolet 1:1 Chromebook Agreement in Skyward Family access as part of Nicolet’s online registration process before the Chromebook will be issued. Students will receive training on setting up their Chromebook and proper care of their Chromebook.

The Chromebook is the property of the Nicolet High School District. The device’s function will provide each student access to required educational materials needed for each student to be successful. The Chromebook is issued as an educational tool not intended for personal use including gaming, social networking or high end computing.

- Students are to bring the fully charged Chromebook to school daily.
- Chromebook models are selected in part, for their durability. As such, the district does not provide a case.
- Students/parents may choose to purchase protective cases at their own expense as a means of providing additional protection for the device. Protective cases should be selected based on the appropriate model issued to the students. Recommendations for cases can be found on Nicolet’s Chromebook Info web page.
2. Fees
Parents/Guardians shall pay a fee for an accidental damage protection warranty program that will cover the cost of Chromebook repairs caused by such things as drops, water damage, normal wear and tear and hardware failure. Fees vary based on graduating class as the newer contracts (classes of 2021, 2022, and 2023 are covered by newer agreements which are slightly more expensive).

- Classes of 2020 - $15 per year per student
- Class of 2021-23 - $17 per year per student

Most accidental damage will be repaired at no cost. Students in the classes of 2021, 2022, and 2023 will be assessed a $50 repair charge for broken screens needing repair (again, due to the terms of the newer agreement). The family is responsible for the cost of a lost, stolen or intentionally damaged Chromebook as well as the $50 screen repair charge if assessed by the repair company.

Families will be responsible for the cost of replacing the Chromebook in the event of theft or loss. The Chromebook replacement cost will include the cost of replacing the Chromebook and may include any additional costs charged to Nicolet for a new accidental damage protection warranty as well as a management fee paid to Google. The replacement costs at the time of this writing are as follows:

- Chromebook $300
- Warranty $15/yr
- Chrome Mgmt. $30
- Total $345

3. Returning The Chromebook
The district-owned Chromebook and charger must be returned to the Library immediately at the time a student is no longer enrolled at Nicolet and/or upon request of a Nicolet staff member.

- Unreturned Chromebooks will be treated as stolen property, tracked for recovery and all functionality disabled, rendering the device unusable.
- Information about the current whereabouts of the Chromebook will be shared with law enforcement agencies.
- Families will be charged the full replacement cost of the Chromebook.
- Graduating seniors with a four year old Chromebook may keep the device.
- Ownership rights of the four year old device will transfer to the student upon graduation and district management of the device will be terminated.

4. Proper Care for the Chromebook
Students are responsible for the Chromebooks they have been issued. Students must report Chromebooks in need of repair or replacement to the Library within 24 hours. Nicolet Library and/or Technology Services staff will determine whether to repair the computer on site or issue a loaner computer. Loaner Chromebooks are also covered by all rules and regulations as outlined in this document. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

- Use guidelines to follow:
  - Always close the lid before moving your Chromebook. Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils or ear buds).
  - Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by
the screen or placing your finger directly on the screen with any force. Do not touch the screen with anything that will mark or scratch the screen surface.

- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook. If using a cleaning solvent, dilute the solvent and use a damp cloth.
- For prolonged periods of inactivity, the computer should be shut down completely before closing the lid. This will help to conserve the battery.
- Storage and carrying of the Chromebook: Please be aware that overloading a backpack or carrying case will damage the Chromebook. Take precaution when placing the backpack/carrying case on a flat surface. Never sit on the Chromebook backpack/carrying case. Do not store the charging cable next to your Chromebook in your backpack as the uneven pressure can cause damage. Personal Chromebook bags should have a padded Chromebook compartment and be labeled with identifying information.
- When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the Chromebook. DO NOT eat or drink while using the Chromebook. DO NOT keep food/drink or food/drink wrappers in the Chromebook bag/carrying case.
- Allow your battery to completely drain monthly. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your school technology support.
- Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook. You should not remove any screws -doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a carrying case or backpack while plugged in.
- Do not expose your Chromebook to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. This includes leaving them inside a vehicle for long periods of time.
- Chromebooks must remain free of any writing, drawing, or stickers including removable skins. The District provided identification label is acceptable on the Chromebooks.
- Vents should not be covered. This will cause the device to overheat.
- Chromebooks must have the Nicolet identification label on them at all times. This label must not be removed or altered in any way. Removing or defacing the district inventory tag may result in disciplinary action.

5. Using The Chromebook at School
Chromebooks are intended for use at school each day and are required to be taken to all classes. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with instructor expectations will result in a referral to administration for possible disciplinary action. Chromebooks should be locked in lockers when not in use.
5a: Chromebooks left at home
If students leave their Chromebook at home, they will be able to pick up a loaner Chromebook from the Library for the day.
- Students are required to return the loaner prior to the Library closing at the end of the day.
- Repeated failure to bring the Chromebook to school will result in a referral to administration for possible disciplinary action.

5b: Charging your Chromebook
- Chromebooks must be brought to school each day fully charged.
- Secure charging stations are located in the B111 cafeteria study hall room and library. Students may secure their Chromebook and charger in the locked charging station for up to one period.
- Repeated failure to bring the Chromebook fully charged to school will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action.

5c: Backgrounds and Screensavers
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

5d: Sound
- Audio shall be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

5e: Printing
- Students are encouraged to not print if documents can be sent and/or shared via electronic means.
- Students will not be able to print from Chromebooks at school. Students needing to print documents should use the computers in the Library for printing.
- Printing from Chromebooks may be done at home on printers that are Google Cloud Print compatible.

5f: Account Access & Password
- Students will only be able to login to the Chromebook using their nicolet.us account.
- Take care to protect your password. Do not share your password.

6. Managing and Saving Digital Work With a Chromebook
Your digital work on the Chromebook will be saved to the cloud. This will provide you with access to your digital work from any device with Internet or WiFi access.
- All students will have cloud storage associated with their Google Apps for Education account. This storage is for Google Apps suite of products including email, calendar,
web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based file types.

- Students will be instructed on how to turn on “OFFLINE DRIVE” to store copies of their Google files on the device for use when not in a wifi enabled area.
- Prior to leaving the district or graduating, students who want to save any work stored in their Nicolet High School Google account will need to use a tool such as Google Takeout to transfer their work to a personal gmail account.

7. Protecting and Storing The Chromebook

7a: Chromebook Identification
Student Chromebooks will be labeled in the manner specified by the school in addition to the bar code label from the manufacturer.
- Under no circumstances are students to modify or destroy these labels.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Nicolet High School. Take good care of it!

7b: Storing The Chromebook
- When students are not using their Chromebook, they should store the Chromebook in their locked locker.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Students are expected to take their Chromebooks home everyday after school, regardless of whether or not they are needed. Charge the Chromebook fully each night.
- Chromebooks should not be stored in a student’s vehicle at school or at home for security and temperature control reasons.

7c: Chromebooks Left in Unsupervised Areas
- Under no circumstances should the Chromebook be left unattended unless it is properly secured. Unsecure areas include but are not limited to, the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, Library, unlocked classrooms, dressing rooms, and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately.
- Unattended Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving the Chromebook in an unsupervised location.

8. Chromebook Repair, Loss & Theft

8a. Chromebooks Needing Service/Repair
Chromebooks that are in need of repair should be brought to the Library within 24 hours of the problem occurring. Chromebooks will be repaired in the Library or by the warranty program service provider. The accidental damage protection warranty program fee will cover the cost of most repairs. Screen repair may result in a $50 charge from the repair company. Repairs resulting from intentional damage, loss or theft are not covered by the warranty. The District shall charge a student for repairs if the student’s Chromebook is brought for the same repair three or more times.
- Available loaner Chromebooks will be issued to students when they bring their Chromebook for repair at the Tech Depot.
- Students using loaner Chromebooks will be responsible for any damages or loss of device incurred while in possession of the student.
- Loaner Chromebooks are subject to the rules and regulations outlined in this document.
• Students must return the loaner Chromebook on the same day they are notified their issued device is ready for pick-up.

8b. Chromebook Loss, Theft or Intentional Damage
• Students and families are expected to protect the Chromebook from damage, loss and theft. Students shall secure the Chromebook at all times to prevent damage, loss or theft.
• Students and families will be charged for the loss, theft or intentional damage of a Chromebook. Intentional damage is that which results from negligent handling or willful acts resulting in damage.
• All thefts must be reported to the Library within 24 hours of discovery and a police report must be filed in prior to obtaining a permanent replacement device. Students will be provided a loaner Chromebook until a permanent Chromebook can be assigned.
• The district has deployed software to assist in the recovery of stolen devices. Devices that are lost or stolen and not recovered, will be disabled so they will be of no use to anyone unless the device is returned to the Library.
• If the device is found in good working order after the student/family has paid for the replacement, the District will work with the family to refund the appropriate amount.
• Families should check with their renters’/homeowners’ insurers to see if their insurance policy would cover loss or damage to school owned computers while in the student’s possession. Families who are issued a Chromebook that is lost or stolen will be responsible for a replacement fee of $345.00 (or the current replacement cost, whichever is less).
• Replacement Chromebook charging cables will charged to the student at the cost of replacement at the time. A specific fee is not listed here because the dollar figure can change based on availability.

9. Acceptable Use Guidelines
Board Policy 7540.03 “Student Education Technology Acceptable Use Policy” details education technology acceptable use and applies to students using district-owned Chromebooks at anytime, regardless of location on or off campus. Key aspects of acceptable use are outlined below.

9a: General Guidelines
• Students and parents must sign the Nicolet Student Handbook annually. The handbook references the Student Education Technology Acceptable Use Policy.
• Students are responsible for ethical and educational use of the technology resources of Nicolet High School.
• Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
• Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

9b: Privacy and Safety
• Do not go into chat rooms or join discussion groups without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
• Do not open, use, or change files that do not belong to you.
• Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
• Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Nicolet High School.
• If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher immediately.

9c: Legal Property
• Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
• Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
• Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

9d: E-mail Electronic Communication
• Always use appropriate and proper language in your communication.
• Do not transmit language / material that may be considered profane, obscene, abusive, harassing or offensive to others.
• Do not send mass emails, chain letters or spam.
• Email & communications sent/received should be related to educational needs.
• Email & communications are subject to inspection by the school at anytime and as applicable by law.

9e: Consequences
• Non-compliance with the policies of this document will result in disciplinary action.
• Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use.
• The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
• Contents of email and network communications are subject to applicable law.
• If a student continuously requests a loaner device, administration will take appropriate action to determine next steps and appropriate consequences
• Probationary Student Privileges
  o To protect the assets of the Nicolet High School District, identified students will be required to turn in their Chromebooks to the Library at the end of each day until otherwise specified. The Library staff will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. Students who will be included as probationary will be the following:
    • Students who have not turned in their Nicolet High School 1:1 Family Agreement
    • Students who have violated the Acceptable Use Policy and have been issued a consequence of Chromebook revocation.
    • Other disciplinary actions determined by the building administration.
9f: At Home Use
- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in your backpack or a padded carrying case.
- The school district will provide Internet filtering when the device is outside of school district buildings to the extent it is possible with the tools in place within the School District & Google Apps for Education administration. There may be times when the filtering tools may not work, may fail, or changes beyond the District’s control may occur causing web filtering to not occur on the District issued devices when they are not within the School District.

10. Chromebook Technical Support
Technical support will be available in the Library.
Services provided include the following:
- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner Chromebooks
- Check in/out of Chromebooks not taken home for students under disciplinary restrictions
- All repairs must be completed by reporting service/repair needs in the Library.

11. Frequently Asked Questions
A web page is being maintained regarding frequently asked questions about the digital learning initiative. Please see the website to view common questions and responses to the questions. You will also be able to post new questions to the site if you don’t see the information you are seeking.

Parents/Guardians and students MUST sign the Nicolet 1:1 Chromebook Agreement as part of Nicolet’s online registration process before the Chromebook will be issued. The agreement can be signed within the student’s and the family’s Skyward Family Access accounts.
## APPENDIX A

### GENERAL GUIDELINES FOR NICOLET DISCIPLINE POLICIES

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<td>See the A.U.P. policy that was signed when you registered</td>
<td>See the A.U.P. policy that was signed when you registered</td>
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**Notes:**
- Detentions must be served within 3 days of assignment.
- In-School Suspension must be served within 3 days of assignment.
- Warning is issued for the first offense, Detention and Suspension for subsequent offenses.
| 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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